



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, April 20, 2020, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Fiscal Officer
  - C. Fire
  - D. Police
  - E. Roads and Services
  - F. Zoning
  - G. Information Technology
  - H. Trustees
- 5. Old Business**
  - A. Bellbrook Sugar Creek Parks and Schools Meeting - TBD
- 6. Consent Agenda Items**
  - A. Payment of Bills
  - B. Approval of Minutes
  - C. Resignation of Full Time Police Officer – Gerald Estes – 2020.04.20.01
  - D. Appointment of Fire Department Staff – Matthew Kleinschmidt and Kaitlyn Holbrook 2020.04.20.02
  - E. Resignation of Fire Department Staff – Luke Pheanis, Stephen Lawrence and Michael Lewis – 2020.04.20.03
  - F. Appointment of Shannon Mueller as Alternate to the Board of Zoning Commission – 2020.04.20.04
  - G. 2020 Collective Bid Agreement with Greene County Engineer – 2020.04.20.05
- 7. Discussion Agenda Items**
- 8. Trustee/Staff Discussion**
- 9. Adjourn**



## MEETING CONDUCT AND GUIDELINES

As Trustees of Sugarcreek Township, we encourage residents to attend our Township Meetings. We appreciate you taking time out of your busy schedules to be a part of your Government in action. To help meetings move along in a positive manner, we have established the following guidelines for our meetings:

This is a Township Business meeting and is to be conducted in a professional, business-like manner. It is not our intention to embarrass or demean each other or any members of the audience. We will treat each other with courtesy and respect and we ask for the same courtesy and respect from the audience. No one will get special treatment. These guidelines are for all of us.

As a professional meeting should not go longer than an hour to an hour and a half, it is our intention to stay within a reasonable time limit and follow the agenda.

There will be an Open Discussion at the end of the agenda for the audience to give comments on Township issues. When you have a question or comment, please go to the microphone, state your name and address and direct your question to the Trustees. Please try to limit your comments to 3-5 minutes so as to allow everyone an opportunity to speak.

We appreciate your input. We will not allow any personal attacks or any type of outbursts or profanity from the audience.

If you have any personal comments that you would like to make to us as individuals, please feel free to call the Township Administrative offices or allow us to set up a time to speak with you individually.

It is our goal that meetings are productive and positive. We will do our best to conduct effective, professional meetings.

Thank you.

Sugarcreek Township Trustees



Jeffrey A. Leaming  
Fire Chief

## Staff Report for Sugarcreek Township Trustees April 3, 2020 thru April 17, 2020

The following information is a snap shot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report is prepared to keep the Board of Trustees informed and the citizen apprised of their Fire Department. If further information is needed, please contact Chief Leaming at 937-848-7344.

### Trainings:

- Ropes and Knots
- Cardiac
- SCBA's

### Statistics:

#### 2019 Totals

- EMS Responses: 972                      7 Overdose calls with 4 patients receiving Narcan
- Vehicle Crashes: 176
- Fire Responses: 298  
1269                      6.2% or 79 calls have been to Cornerstone

#### 2020 Totals Year to Date

- EMS Responses: 248                      0 Overdose calls
- Vehicle Crashes: 45
- Fire Responses: 71  
318                      5.6% or 18 calls have been to Cornerstone

### Accomplishments/Information:

- Updated the directive on Fire Department response to potential COVID-19 patients
- Monitoring County and State Fire/EMS response daily via conference calls
- Conducted staff meeting via Zoom

### Status of Significant Issues the Fire Department is Addressing:

- Monitoring COVID-19 situation
- Capital needs of the department are updated and summarized below in this report
- New phone system being installed at both stations

### Scheduled Events:

- All regularly scheduled events and meetings have been cancelled

**Fiscal:**

As of April 13, 2020	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,831,350.00	\$515,731.14	\$887,195.42	\$1,443,050.91	31.174%
EMS	\$178,700.00	\$51,922.70	\$44,866.66	\$83,207.71	24.926%
Cell Tower Fund					
Department Total	\$3,010,050.00	\$567,653.84	\$932,062.08	\$1,526,258.62	30.802%

**Projected Capital Needs:**

Priority	Immediate	Moderate	Low
1	Ladder Replacement \$250,000.00	Battalion Bay sensors \$1,200.00	Replace Damaged Bay Door \$2,000.00
2	Engine \$485,000.00	Install Shorelines (Sta. 71) \$2,000.00	Carpet training / Day room / Bunk Room \$11,000.00
3	(2) Staff Vehicles \$50,000.00	Inside Building Painting / Bay (Sta. 72) \$9,000.00	Kitchen (Sta. 71) \$9,000.00
4	Exhaust System (bay) \$2,500.00	Build Gear Room (In Bay Sta. 72) \$55,000.00	Kitchen (Sta. 72) \$12,000.00
5	5 Mobile Radio \$31,783.00	Sleeping area improvements (Sta. 72) \$15,000.00	Painting Interior (Sta. 71) \$3,000.00
6	Life Pack Monitor Replacement (3) \$90,000.00	Thermal Imaging Camera \$9,000.00	Replace Carpet (Sta. 71) \$7,000.00
7		Radio Batteries \$2,500.00	Bay Floor crack repair / repaint floor \$36,000.00
8		PPV Fans E-73 Q-72 \$5,000.00	Painting (bay) (Sta. 71) \$8,000.00
9		Search Rope & Equipment \$3,000.00	Wall Gear Racks \$6,500.00
10		Computers \$9,000.00	Dedicated Maintenance Program \$2,500.00
11		Front Ramp repair/replace Sta. 72 \$30,000.00	Relocate Flag pole and install lighting \$2,000.00
12		Nozzles \$3,200.00	
13		Chain saw \$1,375.00	
14		Hand Tools \$3,000.00	
15		Replace Hose \$10,000.00	
16		Rotary saw \$600.00	
17		Station Alerting \$54,000.00	
18			
19			
20			
21			
	<b>Total \$909,283.00</b>		<b>\$212,875.00</b>
<b>TOTAL- \$1,221,158.00</b>			

Respectfully Submitted,



Jeffrey A. Leaming

Gerald W. Estes III  
10973 Hawthorne Pass Lane  
Dayton, Ohio 45458  
937-533-5055

Chief Brown  
4398 Clyo Road  
Sugarcreek Township, Ohio 45459

March 30, 2020

Dear Chief Brown,

Please accept this letter as my two weeks' notice of resignation as Police Officer for Sugarcreek Township Police Department. My Last Day of Employment will be Monday, April 14, 2020. I have decided to resign due to a full-time position at Springboro Police Department.

I have enjoyed working for Sugarcreek Township for the past five years. I am very thankful for the opportunities and experiences I have gained while working for the Police Department. Please do not hesitate to contact me by phone at 937-533-5055 or by email at [gwestes1988@yahoo.com](mailto:gwestes1988@yahoo.com) if you have any question or concerns.

I know I will miss the officers and supervisors. I wish all the officers, supervisors, and administration much success and thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. W. Estes III', with a date stamp '3-22-20' written to the right of the signature.

Gerald W. Estes III



Michael A. Brown  
Chief of Police

## Trustee Report April 6, 2020

### Training

- No classes for April.

### Fiscal

Budget 2020 (Final Appropriation)	\$2,683,700.00
Expenditures as of March 31, 2020	\$652,351.19
% of Budget Used	24.1%
% of Budget Year Target for the end of March	24.9%
% of Budget Remaining	75.9%
Cash Balance as of March 31, 2020	\$1,641,973.70

Respectfully submitted,

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

### March 9, 2020

- Business and house checks
- Traffic stops
- Community policing
- B & E on Penewit Road

### March 10, 2020

- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike

### March 11, 2020

- Crash report on Centerville Road
- Juvenile complaint on Surrey Trail
- Welfare check on Wilmington Pike

### March 12, 2020

- Nothing to Report

### March 13, 2020

- Parking violation on Indian Wells Trail
- Disabled vehicle on Waynesville Road

### March 14, 2020

- An animal complaint on Bayberry Cove Drive
- Welfare check on Valais Court

### March 15, 2020

- Nothing to Report

### March 16, 2020

- Fraud report taken on Beech Hill Drive
- Domestic violence report on N. Lakeman Drive

**March 17, 2020**

- Disabled vehicle on Wilmington Pike
- Crash report on Wilmington-Dayton Road
- Crash report on Wilmington Pike

**March 18, 2020**

- Harassment report on River End Court
- Crash report on Wilmington Pike

**March 19, 2020**

- Nothing to Report

**March 20, 2020**

- Drug activity on Wilmington Pike
- Theft arrest on Surrey Trail
- Peace officer needed on Wilmington Pike

**March 21, 2020**

- Noise complaint on Bayberry Cove Drive
- Crash report on Wilmington Pike

**March 22, 2020**

- Nothing to Report

**March 23, 2020**

- Theft arrest on Wilmington Pike
- Community policing
- Theft report on Surrey Trail

**March 24, 2020**

- Nothing to Report

**March 25, 2020**

- Burglary on Land Drive
- Juvenile complaint on Sonoma Court
- Peace officer needed on N. Lakeman Drive

**March 26, 2020**

- Intoxicated subject on Wilmington Pike
- Business checks
- Domestic violence on Brookdale Lane

**March 27, 2020**

- Nothing to Report

**Payment Listing**

3/16/2020 to 4/13/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
525-2020	03/16/2020	03/16/2020	CH	BUREAU OF WORKERS' COMPENSATION	\$6,358.67	C
	Purpose:	MONTHLY PAYMENT				
539-2020	03/23/2020	03/23/2020	CH	OLD FORT BANK	\$2,260.92	C
	Purpose:	Misc purchases				
608-2020	03/31/2020	04/06/2020	CH	OLD FORT BANK	\$240.00	C
	Purpose:	MARCH FLEXBANK BILING				
706-2020	04/13/2020	04/13/2020	CH	BUREAU OF WORKERS' COMPENSATION	\$6,358.67	O
	Purpose:	MONTHLY PAYMENT				
707-2020	04/13/2020	04/13/2020	CH	TREASURER OF STATE	\$1,074.00	O
	Purpose:	2ND QTR UAN FEES				
708-2020	03/31/2020	04/13/2020	CH	OLD FORT BANK	\$5,179.21	C
	Purpose:	EMPLOYEE MARCH HRA CONTRIBUTIONS				
84896	03/16/2020	03/16/2020	AW	VERIZON WIRELESS	\$631.52	C
	Purpose:	CELL PHONES - POLICE				
84897	03/16/2020	03/16/2020	AW	TIMKAT CLEANING SERVICES	\$610.00	C
	Purpose:	FEB CLEANING				
84898	03/16/2020	03/16/2020	AW	PESTER PLUMBING	\$249.00	C
	Purpose:	CLEANED INTAKE FILTER				
84899	03/16/2020	03/16/2020	AW	SPRINT	\$51.67	C
	Purpose:	LIFEPAKS				
84900	03/16/2020	03/16/2020	AW	DELL FINANCIAL SERVICES	\$892.83	C
	Purpose:	COMPUTER RENTALS				
84901	03/16/2020	03/16/2020	AW	DETROIT TIRES SUPPLY	\$720.43	C
	Purpose:	B-70 TIRES				
84902	03/16/2020	03/16/2020	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$261.00	C
	Purpose:	DRUG TESTING/PHYSICALS				
84903	03/16/2020	03/16/2020	AW	CITY OF XENIA	\$67,004.83	C
	Purpose:	2ND QTR DISPATCH SERVICE				
84904	03/16/2020	03/16/2020	AW	BOUND TREE MEDICAL, LLC	\$435.99	C
	Purpose:	PEDIATRIC SPLINT				
84905	03/16/2020	03/16/2020	AW	BREATHING AIR SYSTEMS	\$1,123.82	C
	Purpose:	PREVENTIVE MAINT				
84907	03/16/2020	03/16/2020	AW	DENTAL CARE PLUS, INC.	\$1,613.54	C
	Purpose:	MARCH DENTAL INS				
84908	03/16/2020	03/16/2020	AW	TIME WARNER CABLE	\$1,408.23	C
	Purpose:	TV AND FIBER PRI				
84909	03/16/2020	03/16/2020	AW	BUGS-OR-US PEST CONTROL	\$185.00	C
	Purpose:	PEST CONTROL				
84910	03/16/2020	03/16/2020	AW	JACK DOHENY COMPANIES, INC.	\$52.30	C
	Purpose:	PARTS				
84911	03/16/2020	03/16/2020	AW	EARHART PROPANE	\$1,746.16	C
	Purpose:	PROPANE - ADMIN				
84912	03/17/2020	03/17/2020	AW	OFFICE DEPOT	\$46.86	C
	Purpose:	SUPPLIES				
84913	03/17/2020	03/17/2020	AW	LYKINS OIL COMPANY	\$293.10	C
	Purpose:	FUEL				

**Payment Listing**

3/16/2020 to 4/13/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
84914	03/23/2020	03/23/2020	AW	MUFFLER BROTHERS	\$532.63	C
	Purpose: Car repairs					
84915	03/23/2020	03/23/2020	AW	ADVANCE AUTO PARTS	\$126.05	C
	Purpose: Car 108					
84916	03/23/2020	03/23/2020	AW	Julia Chubner	\$78.63	C
	Purpose: eBook - Fire inspection & Code enforcement					
84917	03/23/2020	03/23/2020	AW	HOME DEPOT CREDIT SERVICES	\$24.98	C
	Purpose: shower head repair st 72					
84918	03/23/2020	03/23/2020	AW	LYKINS OIL COMPANY	\$938.31	C
	Purpose: Fuel					
84919	03/23/2020	03/23/2020	AW	AMS SUPPLY	\$159.45	C
	Purpose: Cleaning					
84920	03/23/2020	03/23/2020	AW	WAL-MART COMMUNITY/GEMB	\$31.57	C
	Purpose: CLEANING SUPPLIES					
84921	03/23/2020	03/23/2020	AW	CITI CARDS	\$355.61	C
	Purpose: MISC PURCHASES					
84922	03/23/2020	03/23/2020	AW	JOHNSON CONTROLS FIRE PROTECTION	\$435.00	C
	Purpose: ALARM SYSTEM					
84923	03/23/2020	03/23/2020	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$418.56	C
	Purpose: PAPER PRODUCTS					
84924	03/23/2020	03/23/2020	AW	WAL-MART COMMUNITY/GEMB	\$55.33	C
	Purpose: SUPPLIES					
84925	03/23/2020	03/23/2020	AW	A. E. DAVID COMPANY	\$850.30	C
	Purpose: UNIFORMS					
84926	03/23/2020	03/23/2020	AW	OFFICE DEPOT	\$183.00	C
	Purpose: SUPPLIES					
84927	03/23/2020	03/23/2020	AW	O'REILLY AUTOMOTIVE, INC.	\$6.63	C
	Purpose: TAPE					
84928	03/23/2020	03/23/2020	AW	K. E. ROSE COMPANY	\$150.00	O
	Purpose: CAR 113					
84929	03/23/2020	03/23/2020	AW	MICHAEL BROWN	\$50.00	C
	Purpose: MARCH CELL PHONE REIMB					
84930	03/23/2020	03/23/2020	AW	CLEAN AIR CONCEPTS	\$58,945.00	C
	Purpose: EXHAUST SYSTEM AT STA 72					
84931	03/23/2020	03/23/2020	AW	JEFFERSON HEALTH PLAN	\$41,015.72	O
	Purpose: MARCH HEALTH INS					
84940	03/30/2020	03/30/2020	AW	DENTAL CARE PLUS, INC.	\$1,654.75	O
	Purpose: APRIL DENTAL INS					
84942	03/30/2020	03/30/2020	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$607.27	O
	Purpose: MARCH VISION INSURANCE					
84948	03/30/2020	03/30/2020	AW	PRO ONCALL TECHNOLOGIES	\$50.00	O
	Purpose: CHARGES					
84949	03/30/2020	03/30/2020	AW	A & A SAFETY	\$364.00	O
	Purpose: METAL SIGNS					
84952	03/30/2020	03/30/2020	AW	STANDARD INSURANCE COMPANY	\$254.25	O
	Purpose: APRIL LIFE INS					

**Payment Listing**

3/16/2020 to 4/13/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
84953	03/30/2020	03/30/2020	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$592.07	O
				Purpose: APRIL VISION INS		
84954	03/30/2020	03/30/2020	AW	CITY OF XENIA	\$10,000.00	O
				Purpose: LGIF LOANS		
84955	03/30/2020	03/30/2020	AW	TECH ADVISORS	\$3,776.00	O
				Purpose: MONTHLY BILLING		
84956	03/30/2020	03/30/2020	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: ENERGY CONTRACT		
84957	03/30/2020	03/30/2020	AW	MEDICOUNT MANAGEMENT, INC.	\$941.67	O
				Purpose: FEB EMS BILLING		
84958	03/30/2020	03/30/2020	AW	MUNICIPAL EMERGENCY SERVICES DEPC	\$561.98	O
				Purpose: SCBA MASKS		
84959	03/30/2020	03/30/2020	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$91.50	O
				Purpose: PAPER PRODUCTS		
84960	03/30/2020	03/30/2020	AW	WAYNESVILLE URGENT CARE	\$110.00	O
				Purpose: PHYSICAL/DRUG TESTING-NEW HIRE		
84961	03/30/2020	03/30/2020	AW	O'REILLY AUTOMOTIVE, INC.	\$25.96	O
				Purpose: PARTS		
84962	03/30/2020	03/30/2020	AW	OFFICE DEPOT	\$79.23	O
				Purpose: SUPPLIES		
84963	03/30/2020	03/30/2020	AW	BARRY TIFFANY	\$750.00	O
				Purpose: MARCH CELL PHONE AND APRIL CAR ALLOWANCE		
84964	03/30/2020	03/30/2020	AW	CARA TILFORD	\$50.00	O
				Purpose: MARCH CELL PHONE REIMB		
84965	03/30/2020	03/30/2020	AW	NADINE DAUGHERTY	\$20.00	O
				Purpose: MARCH CELL PHONE REIMB		
84966	03/30/2020	03/30/2020	AW	CAROLYN L. DESTEFANI	\$20.00	O
				Purpose: MARCH CELL PHONE REIMB		
84967	03/30/2020	03/30/2020	AW	FRED CRAMER	\$20.00	O
				Purpose: MARCH CELL PHONE REIMB		
84968	03/30/2020	03/30/2020	AW	BILL HARPHANT	\$20.00	O
				Purpose: MARCH CELL PHONE REIMB		
84969	03/30/2020	03/30/2020	AW	DALE OWENS	\$20.00	O
				Purpose: MARCH CELL PHONE REIMB		
84970	03/30/2020	03/30/2020	AW	RICHARD CIPRIANO	\$20.00	O
				Purpose: MARCH CELL PHONE REIMB		
84971	03/30/2020	03/30/2020	AW	TOBY KNERR	\$20.00	O
				Purpose: MARCH CELL PHONE REIMB		
84972	03/30/2020	03/30/2020	AW	LYKINS OIL COMPANY	\$810.11	O
				Purpose: FUEL		
84973	03/30/2020	03/30/2020	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$261.00	O
				Purpose: DRUG TESTING/PHYSICALS		
84974	03/30/2020	03/30/2020	AW	MAZANEC, RASKIN & RYDER CO., LPA	\$1,178.00	O
				Purpose: LEGAL FEES		
84975	04/06/2020	04/06/2020	AW	BUSINESS PLANS	\$60.00	O
				Purpose: MARCH COBRA		

## Payment Listing

3/16/2020 to 4/13/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
84976	04/06/2020	04/06/2020	AW	EARHART PROPANE	\$437.19	O
				Purpose: PROPANE TO HUT		
84977	04/06/2020	04/06/2020	AW	TIME WARNER CABLE	\$34.04	O
				Purpose: BUSINESS VOICE		
84979	04/06/2020	04/06/2020	AW	ALEXANDER STUMP	\$308.50	O
				Purpose: VOLUNTEER		
84980	04/06/2020	04/06/2020	AW	STEVEN D. KNOPP	\$59.50	O
				Purpose: VOLUNTEER		
84981	04/06/2020	04/06/2020	AW	BRADLEY C. MADER	\$375.02	O
				Purpose: VOLUNTEER		
84982	04/06/2020	04/06/2020	AW	GOV DEALS	\$6.75	O
				Purpose: ADMIN FEEES		
84983	04/06/2020	04/06/2020	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$130.50	O
				Purpose: DRUG TESTING - PHYSICAL		
84984	04/06/2020	04/06/2020	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$1,001.25	O
				Purpose: E-73 REPAIRS		
84985	04/06/2020	04/06/2020	AW	GATEWAY AUTO CLINIC	\$74.38	O
				Purpose: B-70		
84986	04/06/2020	04/06/2020	AW	VECTREN	\$212.52	O
				Purpose: STA 71		
84987	04/06/2020	04/06/2020	AW	VERIZON WIRELESS	\$325.81	O
				Purpose: CELL PHONES - FIRE		
84988	04/06/2020	04/06/2020	AW	TIMKAT CLEANING SERVICES	\$300.00	O
				Purpose: MARCH CLEANING 1/2 MONTH		
84989	04/06/2020	04/06/2020	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$63.70	O
				Purpose: SEARCHES		
84990	04/06/2020	04/06/2020	AW	FAR HILLS FLORIST	\$71.90	O
				Purpose: FLOWERS - K. HODSON		
84991	04/06/2020	04/06/2020	AW	WASH IT DEAN	\$15.00	O
				Purpose: CAR WASHES		
84992	04/06/2020	04/06/2020	AW	TREASURER OF STATE	\$100.00	O
				Purpose: MONTHLY ACCESS		
84993	04/06/2020	04/06/2020	AW	MUFFLER BROTHERS	\$478.79	O
				Purpose: CARS 113 AND 114		
84994	04/06/2020	04/06/2020	AW	CAPITAL TIRE, INC.	\$977.16	O
				Purpose: TIRES		
84995	04/06/2020	04/06/2020	AW	ULINE	\$156.04	O
				Purpose: GLOVES		
84996	04/06/2020	04/06/2020	AW	VIEVU	\$189.00	O
				Purpose: CLIPLOCK KIT AND METAL CLIP		
84998	04/13/2020	04/13/2020	AW	GREENE COUNTY TOWNSHIP ASSOCIATIC	\$350.00	O
				Purpose: DUES		
84999	04/13/2020	04/13/2020	AW	STRYKER SALES CORPORATION	\$9,292.20	O
				Purpose: MAINTENANCE AGREEMENT		
85000	04/13/2020	04/13/2020	AW	AIRGAS USA, LLC	\$204.63	O
				Purpose: OXYGEN		

## Payment Listing

3/16/2020 to 4/13/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
85001	04/13/2020	04/13/2020	AW	INTERSTATE FORD	\$301.48	O
				Purpose: M72 MAINTENANCE		
85002	04/13/2020	04/13/2020	AW	DAYTON POWER & LIGHT	\$328.90	O
				Purpose: ADMIN AND TRAFFIC LIGHT		
85003	04/13/2020	04/13/2020	AW	DAYTON POWER & LIGHT	\$264.81	O
				Purpose: HUT AND STA 71		
85004	04/13/2020	04/13/2020	AW	RUMPKE CONSOLIDATED	\$66.67	O
				Purpose: TRASH REMOVAL		
85005	04/13/2020	04/13/2020	AW	TIME WARNER CABLE	\$139.98	O
				Purpose: ADMIN AND STA 71		
85006	04/13/2020	04/13/2020	AW	VECTREN	\$790.85	O
				Purpose: PSB		
85007	04/13/2020	04/13/2020	AW	PRO ONCALL TECHNOLOGIES	\$160.00	O
				Purpose: CALL FORWARDING		
85008	04/13/2020	04/13/2020	AW	OFFICE DEPOT	\$44.66	O
				Purpose: PAPER AND SUPPLIES		
85009	04/13/2020	04/13/2020	AW	GREENE COUNTY SANITARY ENGINEER	\$123.76	O
				Purpose: WATER AND SEWER		
85010	04/13/2020	04/13/2020	AW	WASTE MANAGEMENT OF OHIO	\$137.40	O
				Purpose: TRASH REMOVAL		
85011	04/13/2020	04/13/2020	AW	EVOLUTION CREATIVE SOLUTIONS	\$80.87	O
				Purpose: BUSINESS CARDS		
85012	04/13/2020	04/13/2020	AW	VERIZON WIRELESS	\$630.87	O
				Purpose: CELL PHONES - POLICE		
85013	04/13/2020	04/13/2020	AW	LYKINS OIL COMPANY	\$500.44	O
				Purpose: FUEL		
85014	04/13/2020	04/13/2020	AW	KIESLER'S POLICE SUPPLY, INC.	\$390.00	O
				Purpose: AMMO		
85015	04/13/2020	04/13/2020	AW	AXON ENTERPRISE, INC.	\$1,380.00	O
				Purpose: 25 FEET (EXTRA PROTECTION)		
85016	04/13/2020	04/13/2020	AW	CAPITAL TIRE, INC.	\$544.00	O
				Purpose: TIRES		
85017	04/13/2020	04/13/2020	AW	MUFFLER BROTHERS	\$226.42	O
				Purpose: CAR 105		
85018	04/13/2020	04/13/2020	AW	TREASURER OF STATE	\$60.00	O
				Purpose: MARCS RADIOS		
85019	04/13/2020	04/13/2020	AW	ACCU-KEY LOCK & SAFE, INC.	\$165.00	O
				Purpose: LOCK SERVICE		
85020	04/13/2020	04/13/2020	AW	TIME WARNER CABLE	\$102.77	O
				Purpose: CABLE		
85021	04/13/2020	04/13/2020	AW	CITY OF BELLBROOK	\$55.29	O
				Purpose: WATER		
85022	04/13/2020	04/13/2020	AW	RUMPKE CONSOLIDATED	\$53.26	O
				Purpose: TRASH REMOVAL		
85023	04/13/2020	04/13/2020	AW	BOUND TREE MEDICAL, LLC	\$222.95	O
				Purpose: EMS SUPPLIES		

**Payment Listing**  
3/16/2020 to 4/13/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
85024	04/13/2020	04/13/2020	AW	HEIL BROS. LAWN & GARDEN EQUIPMENT	\$27.74	O
	Purpose: STARTER PULLEY					
85025	04/13/2020	04/13/2020	AW	PHOENIX SAFETY OUTFITTERS	\$11,355.00	O
	Purpose: 5 SETS OF TURNOUT GEAR					
85026	04/13/2020	04/13/2020	AW	DAYTON POWER & LIGHT	\$842.36	O
	Purpose: ELECTRIC					
85027	04/13/2020	04/13/2020	AW	GREENE COUNTY SANITARY ENGINEER	\$423.08	O
	Purpose: WATER AND SEWER					
85028	04/13/2020	04/13/2020	AW	SINCLAIR COMMUNITY COLLEGE	\$1,327.24	O
	Purpose: FIRE SAFETY INSPECTOR CLASSES					
85029	04/13/2020	04/13/2020	AW	LOWE'S COMPANIES INC.	\$181.39	O
	Purpose: MISC PURCHASES					
Total Payments:					\$262,562.39	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$262,562.39	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

\* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2020.04.20.01**

**IN RE:** Resignation of Full-Time Police Officer Gerald Estes

WHEREAS, Police Officer Gerald Estes has submitted his letter of resignation from the Sugar Creek Township Police Department; and,

WHEREAS, Mr. Estes became a member of the Sugar Creek Township Police Department as a Part-Time Officer on October 21, 2014; and,

WHEREAS, Chief Michael Brown recommends we accept the resignation of Gerald Estes.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Gerald Estes effective April 13, 2020.

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Nadine S. Daugherty, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Fred Cramer, Trustee

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Theodore L. Hodson, Fiscal Officer

Gerald W. Estes III  
10973 Hawthorne Pass Lane  
Dayton, Ohio 45458  
937-533-5055

Chief Brown  
4398 Clys Road  
Sugar Creek Township, Ohio 45459

*MAB*  
4.10.2020

March 30, 2020

Dear Chief Brown,

Please accept this letter as my two weeks' notice of resignation as Police Officer for Sugar Creek Township Police Department. My Last Day of Employment will be Monday, April 14, 2020. I have decided to resign due to a full-time position at Springboro Police Department.

I have enjoyed working for Sugar Creek Township for the past five years. I am very thankful for the opportunities and experiences I have gained while working for the Police Department. Please do not hesitate to contact me by phone at 937-533-5055 or by email at [gwestes1988@yahoo.com](mailto:gwestes1988@yahoo.com) if you have any question or concerns.

I know I will miss the officers and supervisors. I wish all the officers, supervisors, and administration much success and thank you for your consideration in this matter.

Sincerely,

*Gerald W. Estes III #224*

Gerald W. Estes III



**SUGARCREEK TOWNSHIP**

**RESOLUTION NO. 2020.04.20.02**

IN RE: Appointment of Fire Department Staff

Matthew Kleinschmidt and Kaitlyn Holbrook

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Fire Department; and,

WHEREAS, vacancies exist within the classification of Part-time Firefighter I/EMT; and,

WHEREAS, Matthew Kleinschmidt and Kaitlyn Holbrook have the necessary qualifications to serve in the capacity of Part-time Firefighter I/EMT for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2020 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Matthew Kleinschmidt shall be appointed to Part-time Firefighter I/EMT within the Sugarcreek Fire Department at the rate of \$13.11 per hour, and that Kaitlyn Holbrook shall be appointed to Part-time Firefighter I/EMT within the Sugarcreek Fire Department at the rate of \$13.11 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Matthew Kleinschmidt will have an effective date of April 3, 2020 with a one (1) year probationary period ending on April 3, 2021 and Kaitlyn Holbrook will have an effective date of March 30, 2020 with a one (1) year probationary period ending on March 30, 2021.

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Nadine S. Daugherty, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Fred Cramer, Trustee

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Theodore L. Hodson, Fiscal Officer



**SUGARCREEK TOWNSHIP**

**RESOLUTION NO. 2020.04.20.03**

**IN RE: Resignation of Fire Department  
Staff Luke Pheanis, Stephen Lawrence and  
Michael Lewis**

WHEREAS, Part-time Firefighter/EMT Luke Pheanis, Part-time Firefighter/EMT Stephen Lawrence and Full-time Firefighter/Paramedic Michael Lewis have indicated their desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Mr. Pheanis became a member of the Sugarcreek Township Fire Department as a Part-time Firefighter /EMT on March 5, 2020; and,

WHEREAS, Mr. Lawrence became a member of the Sugarcreek Township Fire Department as a Part-time Firefighter /EMT on August 7, 2019; and,

WHEREAS, Mr. Lewis became a member of the Sugarcreek Township Fire Department as a Part-time Firefighter /EMT on August 27, 2018; and,

WHEREAS, Chief Jeffrey A. Leaming recommends we accept the resignations of Luke Pheanis, Stephen Lawrence and Michael Lewis

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the resignation of Luke Pheanis effective March 20, 2020, Stephen Lawrence effective April 3, 2020 and Michael Lewis effective April 24, 2020.

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Nadine S. Daugherty, Chairperson

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Carolyn L. Destefani, Vice-Chairperson

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Fred Cramer, Trustee

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Theodore L. Hodson, Fiscal Officer

## Joann Zimmerman

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**From:** Luke Pheanis <lukepheanis@gmail.com>  
**Sent:** Friday, March 20, 2020 7:45 AM  
**To:** Joann Zimmerman

Good morning, cheif Zimmerman. I want to first start off by saying how grateful, and appreciative i am for the opportunity i have been given. unfortunately after me and my wife have discussed our situation we feel that it is not the right time for me to join the fire service. We found out this past week that my wife is pregnant. With that being said we feel that it is not in out best interest for me to leave my full time to work two part time jobs, as i would be losing my insurance, and taking a pay cut. I hope you, and everyone involved understands. This was not an easy decision, or one I wanted to make. Again thank you so much for the opportunity. Please let me know if there is anything else i need to do, other then turn in my belongings.

sincerely ,  
Luke Pheanis

Stephen A. Lawrence  
March 31, 2020

To whom it may concern,

I regret to inform you effectively immediate I resign from the Sugarcreek Township Fire Department. Thank you for giving me the opportunity of working for your department. I truly value the experiences, trainings, and the knowledge I've gained over these past few months. It has been a pleasure to work for Sugarcreek Township and those that have been on my crew. I will continue to apply the knowledge I have learned to better myself for the future.

Once again thank you for everything,

Signed...

A handwritten signature in cursive script that reads "Stephen Lawrence". The signature is fluid and includes a long, sweeping horizontal line at the end.

Stephen A. Lawrence

Michael R. Lewis  
5952 Gander Rd E  
Dayton Oh, 45424

April 10, 2020

Sugarcreek Township Fire Dept.  
4398 Clys Rd  
Sugarcreek Twp Oh, 45459

To Chief Leaming and whom it may concern:

I am writing this letter to formally submit my two weeks notice to the department. I have accepted another position of full-time Firefighter/Paramedic with the city of Huber Heights. My last shift day as a full-time member of the Sugarcreek Township Fire Department will be Friday April 24, 2020. It is my intention to stay on with the department on a part-time basis if the Township would allow.

I want to thank Chief Leaming and Sugarcreek Township for the opportunity to start my career as full-time Firefighter/Paramedic. Thank you for the opportunities for growth that you have provided for me. I feel like I have become a better firefighter/paramedic due to my time with STFD. I wish the department all the best and hope to still be able to be a part of it in the future as it continues to grow.

Sincerely,

A handwritten signature in black ink that reads "Michael R. Lewis". The signature is written in a cursive style with a long horizontal flourish extending from the end of the name.

Michael R. Lewis



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2020.04.20.04**

IN RE: Appointment of Board of Zoning Commission Alternate Member Shannon Mueller

WHEREAS, a vacancy exists on the Board of Zoning Commission; and,

WHEREAS, the Board of Zoning Commission plays a pivotal role in the land-use decisions for Sugar Creek Township; and,

WHEREAS, it is imperative that all positions on the Board of Zoning Commission be filled with citizens who will make decisions that are always in the best interest of Sugar Creek Township; and,

WHEREAS, Ms. Mueller is fully qualified and has expressed a genuine interest in serving on the Board of Zoning Commission in the alternate member capacity,

NOW THEREFORE, BE IT RESOLVED, that Shannon Mueller is hereby appointed to the Board of Zoning Commission alternate member for a term of five-years beginning April 1, 2020, and expiring on March 31, 2025. (Said appointment made pursuant to the Ohio Revised Code, Section 519.04.)

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Nadine S. Daugherty, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Fred Cramer, Trustee

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Theodore L. Hodson, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2020.04.20.05**

IN RE: 2020 Collective Bid Agreement with Greene County Engineer

WHEREAS, this Board of Trustees has agreed to participate in the competitive bid contract for the Collective Paving Program for 2020 as bid by the Greene County Engineer; and,

WHEREAS, this opportunity enables Sugar Creek Township to participate in a competitive bidding contract that the Greene County Engineer offers to all government entities of Greene County; and,

WHEREAS, this cooperative Collective Bid Program affords significant savings to Sugar Creek Township through the economies of scale realized by group purchasing and unified contract administration,

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees, by executing the attached document, does hereby enter into said agreement and authorizes payment for the Township's proportional share of roadwork completed.

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Nadine S. Daugherty, Chairperson

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Carolyn Destefani, Vice Chairperson

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Fred Cramer, Trustee

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Theodore L. Hodson, Fiscal Officer