



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, May 4, 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 Sugarcreek Parks and Schools Meeting - TBD
- 6. Consent Agenda Items**
  - A. Payment of Bills
  - B. Approval of Minutes
  - C. Rehiring of Full Time Police Officer – Tyler Mantia – 2020.05.04.01
  - D. Amending the attachment to Resolution 2020.03.24.03 - Authorizing Township Administrator to Act as Signatory for MOU with Park District and City of Bellbrook
  - E. Proclamation – National Day of Prayer
- 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



**Administrator's Report to the Trustees  
May 4, 2020**

The following represents a brief update of the activities, information and issues which the Administration is currently working on:

- The grant application for the bridge over the Little Sugar Creek is in process. We hope to know something by this fall, but it may be delayed because of limited staffing as a result of COVID-19
- The community meeting is on hold until further notice as a result of the COVID-19 pandemic.
- Township buildings will re-open to the public May 4<sup>th</sup>, 2020, with limitations to the lobby only for visitors and proper social distancing will continue to be maintained. Extra cleaning and disinfecting processes are being implemented. All other areas of the buildings shall remain closed to the public and no in person meetings shall take place. Township Trustee, BZC and BXA meetings will continue to be held via Zoom or other means on the internet.
- Discussions with a possible commercial business for the Clio corridor continue.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written over a horizontal line.

Barry P. Tiffany  
Township Administrator



**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	Inside Building Painting / Bay (Sta. 72) \$9,000.00	Carpet training / Day room / Bunk Room \$11,000.00
3	(1) Staff Vehicle \$50,000.00	Build Gear Room (In Bay Sta. 72) \$55,000.00	Kitchen (Sta. 71) \$9,000.00
4	5 Mobile Radio \$31,783.00	Sleeping area improvements (Sta. 72) \$15,000.00	Kitchen (Sta. 72) \$12,000.00
5	Life Pack Monitor Replacement (3) \$90,000.00	Thermal Imaging Camera \$9,000.00	Painting Interior (Sta. 71) \$3,000.00
6	Station 72 Concrete Ramp Replacement \$50,000.00	Radio Batteries \$2,500.00	Replace Carpet (Sta. 71) \$7,000.00
7		PPV Fans E-73 Q-72 \$5,000.00	Bay Floor crack repair / repaint floor \$36,000.00
8		Search Rope & Equipment \$3,000.00	Painting (bay) (Sta. 71) \$8,000.00
9		Front Ramp repair/replace Sta. 72 \$30,000.00	Wall Gear Racks \$6,500.00
10		Chain saw \$1,375.00	Dedicated Maintenance Program \$2,500.00
11		Hand Tools \$3,000.00	Relocate Flag pole and install lighting \$2,000.00
12		Replace Hose \$10,000.00	
13		Rotary saw \$600.00	
14		Station Alerting \$54,000.00	
15			
16			
17			
18			
19			
20			
21			
	<b>Total</b> \$956,783.00		\$198,675.00
			<b>TOTAL-</b> \$1,254,458.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown  
Chief of Police

## Trustee Report May 4, 2020

### Training

- During the week of April 21<sup>st</sup>, our officers had their annual state firearms requalification.
- May classes have been cancelled.

### Fiscal

Budget 2020 (Final Appropriation)	\$2,683,700.00
Expenditures as of April 13, 2020	\$742,706.52
% of Budget Used	25.7%
% of Budget Year Target for the end of April	41.5%
% of Budget Remaining	74.3%
Cash Balance as of April 13, 2020	\$1,553,490.60

## Events/Appearances

- On April 23<sup>rd</sup>, Chief Brown participated in a Zoom conference for GCLEA.
- The police department received a check for the third quarter for the drug prevention program.
- The police department would like to thank all the citizens for the food they have brought us.
- We also would like to welcome back Tyler Mantia to the Sugarcreek Police Department.
- On April 30<sup>th</sup>, Chief Brown participated in a Zoom conference with the Greene County Sheriff's office.

Respectfully submitted,

A handwritten signature in black ink that reads "MA Brown". The signature is written in a cursive, flowing style.

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

### March 28, 2020

- Business and house checks
- Traffic stops
- Community policing

### March 29, 2020

- Community policing
- Suspicious vehicle on Silverado Drive

### March 30, 2020

- Nothing to Report

### March 31, 2020

- Disturbance report on Surrey Trail
- Suspicious vehicle on Social Row Road
- Crash report on Wilmington Pike

### April 1, 2020

- Business and house checks
- Community policing
- Welfare check on Valais Court

### April 2, 2020

- Nothing to Report

### April 3, 2020

- Juvenile complaint on Wagner Road
- Traffic stops

### April 4, 2020

- An animal complaint on Wilmington Pike
- Extra patrol

**April 5, 2020**

- Protection order violated on Willow Creek Circle
- Extra patrol

**April 6, 2020**

- Domestic dispute on Brookdale Lane
- Welfare check on Wilmington Pike

**April 7, 2020**

- Domestic violence report on Surrey Trail
- Request an officer on Bayberry Cove Drive

**April 8, 2020**

- Juvenile complaint on Lakeman Drive
- Theft arrest on Wilmington Pike
- Crash report on Stutsman Road

**April 9, 2020**

- Nothing to Report

**April 10, 2020**

- Theft report on Lower Bellbrook Road
- Found property on Feedwire Road
- Fraud report taken on Galway Court

**April 11, 2020**

- Noise complaint on N. Lakeman Drive
- Disturbance report on Surrey Trail

**April 12, 2020**

- Theft arrest on Wilmington Pike
- Missing person on Sable Ridge Drive

**April 13, 2020**

- Theft report on Oak Creek Drive
- 911 hang up on Wilmington Pike
- Request an officer on Wilmington Pike

**April 14, 2020**

- Crash report on Wilmington-Dayton Road
- Suspicious person on Wilmington Pike
- Welfare check on N. Lakeman Drive

**April 15, 2020**

- Nothing to Report

**April 16, 2020**

- Welfare check on Surrey Trail
- Traffic stops

**April 17, 2020**

- Theft arrest on Wilmington Pike
- Business checks

**April 18, 2020**

- Theft arrest on Wilmington Pike
- Harassment on Surrey Trail

**April 19, 2020**

- Crash report on Wilmington-Dayton Road
- Community policing

**April 20, 2020**

- Theft arrest on Wilmington Pike
- Fraud report on Wilmington Pike

**April 21, 2020**

- Theft arrest on Wilmington Pike
- Criminal damaging report on Wilmington Pike

**April 22, 2020**

- Nothing to Report



## Staff Report for Sugar Creek Township Trustees May 4, 2020

The following information is a snapshot of the activities and areas of responsibilities for the Sugar Creek Township Roads and Services Department.

### Calls for Service

- No calls for Service

### Accomplishments:

- Remove salt spreaders from 3 trucks
- Removed tree from Washington Rd.
- Picked up signs from A&A Safety
- Clear debris from pipe on Possum Run Rd.
- Call in locates for crosswalk signs
- Road Review
- Mowed Property – 4 times
- Cleaned out pipes on Little Sugar Creek and Timber Trail
- Cleaned ditch at property
- Took spreader out of Polaris
- Moved excess office supplies to Quonset hut
- Organized Quonset hut
- Prepped mini excavator for ditching
- Mowed outlying areas – 4 times
- Went to Rural King for supplies
- Multiple driveway permits
- Unburied pipe at bottom of River Edge Circle
- Ditch River Edge Circle – 4 days
- Sweep and clean office
- Moved office furniture
- Trimmed around property – 2 times
- Installed stolen Stop Ahead sign on Carpenter Rd.
- Cleaned pipe inlet on Shepherd Rd.
- Removed political sign at Indian Wells
- Check locates for markings
- Pulled weeds in Briggs Rd. island – 2 times
- Cleaned pipe inlet on Carpenter Rd.
- Remove political signs on Lower Bellbrook and River Ridge II
- Worked on rock at pipe inlet at bottom of River Edge Circle
- Wash trucks

- Organized storage rooms in garage
- Cleaned office, removed trash, swept floors
- Checked guardrail on Wilmington Pike at Conference
- Trimmed Carpenter Creek and McBee guardrail
- Checked catch basins in Eric's Place
- Pulled signs in right of way
- Removed large rock from pipe inlet River Edge Circle
- Removed dead opossum from Clio Rd.
- Pulled signs at Kable's Mill
- Picked up tractor for gardens
- Worked on tiller for tractor -2 days
- Repair garage door #6
- Call in locate for Rose Lake Dr.
- Install Crosswalk Ahead signs on Feedwire and Upper Bellbrook
- Ordered installation date stickers from A&A Safety
- Removed sign at Plaza
- Tilled gardens and returned tractor, thanked Mr. Demko for the use
- Laid out gardens
- Greased and serviced mini excavator
- Repaired 705 salt spreader
- Reinstalled Possum Run street name sign
- Removed debris from catch basins
- Trouble shoot F550 strobe light issues
- Called Zoresco to discuss strobes, they are closed
- Repaired berm on Little Sugarcreek
- Removed signs from right of way
- Picked up street sweeper from Beavercreek Twp.
- Clean shop
- Cut low hanging limbs on Little Sugarcreek Rd.
- Rolled parts of front field at property
- Mowed cemetery
- Trimmed outlying areas -- 2 times
- Cleaned out 705's salt spreader
- Removed dead animals on Clio and Little Sugarcreek
- Weed flower beds at property
- Remarkered curb in Jeremy Woods
- Install reflective strips on crosswalk signs
- Picked up tires at station 72
- Set up and filled water tank for gardeners
- Moved plows to Quonset hut
- Picked up dead deer on Washington Mill
- Sweep streets -3 days
- Removed salt spreader from 702
- Removed debris from road on Briggs Rd.

- Greased street sweeper
- Met with Mr., Mackey about a sump pump line
- Picked up parts for 705 at Parker Store
- Repaired hydraulic line on 705
- Worked on garden water tank leak

Respectfully,

Bill Harphant  
Roads and Services Director



## **Staff Report for the Sugarcreek Township Board of Trustees April 21, 2020 to May 4, 2020**

The following is a snapshot of the activities and areas of responsibility for the Sugarcreek Township Planning and Zoning Department. This report is prepared to keep the Board of Trustees informed and the citizens apprised of their Planning and Zoning Department. If further information or explanation is needed, please contact Cara Tilford at 937-848-8426.

### **Board of Zoning Appeals Activities:**

- **April 23, 2020 Meeting Follow-up:**
  - **BZA03-2020:** Applicant, Dr. John Murphy IV, is requesting Conditional Use Approval under Section 4.08 C. Table 4-3 to allow for the operation of an Onsite Physician Led Healing and Wellness Center at 3659 Waynesville Road. The subject property can be further identified by parcel numbers L32000100080002900 and L3200010008000300, is owned John E. Murphy, contain a total of 12.45 acres, and is located in the A-1 (Agricultural) District. MEETING TO BE HELD VIA ZOOM-
    - *The BZA approved the applicant's request subject to the two parcels being combined into one large parcel.*
- **May 28, 2020 BZA Meeting-canceled**
- **Next meeting scheduled for June 25, 2020**

### **Zoning Commission Activities:**

- **Next meeting scheduled for May 5, 2020-canceled**
- **June 2, 2020 Meeting-**Trustee initiated map amendment (sent to the RPCC for a recommendation)

### **Meetings/Accomplishments:**

- Attended the April 23, 2020 BZA Meeting (via Zoom)
- Conference call for preapplication meeting with resident for variance request on April 30, 2020

- Met with resident to discuss construction of a deck on April 30, 2020
- Met with resident to discuss construction of a fence on May 4, 2020
- Continuing to work with Fischer Homes on their transition into Landings at Sugarcreek
- Continuing to work with MI Homes as they begin the process of applying for Zoning Certificates in Bellasera
- Working with Miller Valentine and the Ackermann Group on lighting installed at Waterford (unapproved exterior lighting is now off)-new fixture types under review, photometric plan to be submitted
- Working with Miller Valentine and Sugar Ridge HOA on erosion issues related to hiker biker path installed

**Announcements/Upcoming Events:**

- County Land Use Plan Update information has been posted on our website; Public Open House canceled and will be rescheduled at a later date
- If you haven't completed your 2020 census form, please do so.

## Payment Listing

4/20/2020 to 5/1/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
792-2020	04/27/2020	04/27/2020	CH	OLD FORT BANK	\$630.50	O
	Purpose:	MISC PURCHASES				
85037	04/20/2020	04/20/2020	AW	BARRY TIFFANY	\$33.00	V
	Purpose:	REIMB FOR STAMPS				
85037	04/27/2020	04/27/2020	AW	BARRY TIFFANY	-\$33.00	V
85038	04/20/2020	04/20/2020	AW	OFFICE DEPOT	\$3.09	O
	Purpose:	SUPPLIES				
85039	04/20/2020	04/20/2020	AW	PRO ONCALL TECHNOLOGIES	\$1,142.00	O
	Purpose:	PHONE WORK, GIGABIT SWITCH				
85040	04/20/2020	04/20/2020	AW	KIMBALL MIDWEST	\$276.00	O
	Purpose:	VINDICATOR				
85041	04/20/2020	04/20/2020	AW	K. E. ROSE COMPANY	\$444.70	O
	Purpose:	PARTS, REPAIRS				
85042	04/20/2020	04/20/2020	AW	TIME WARNER CABLE	\$1,271.76	O
	Purpose:	FIBER PRI				
85043	04/20/2020	04/20/2020	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$229.86	O
	Purpose:	E73				
85044	04/20/2020	04/20/2020	AW	SPRINT	\$51.67	O
	Purpose:	LIFEPAKS				
85045	04/20/2020	04/20/2020	AW	DELL FINANCIAL SERVICES	\$892.83	O
	Purpose:	LEASE				
85046	04/20/2020	04/20/2020	AW	P & R COMMUNICATIONS SERVICE, INC.	\$319.72	O
	Purpose:	EAR PIECE W/TUBE				
85047	04/20/2020	04/20/2020	AW	MUFFLER BROTHERS	\$428.60	V
	Purpose:	NAMEPLATE, UNIFORMS				
85047	04/27/2020	04/27/2020	AW	MUFFLER BROTHERS	-\$428.60	V
85048	04/20/2020	04/20/2020	AW	MUFFLER BROTHERS	\$74.28	O
	Purpose:	CAR 107				
85049	04/20/2020	04/20/2020	AW	MICHAEL BROWN	\$50.00	O
	Purpose:	APRIL CELL PHONE REIMB				
85050	04/20/2020	04/20/2020	AW	US BANK EQUIPMENT FINANCE	\$876.88	O
	Purpose:	COPIER FEES				
85051	04/20/2020	04/20/2020	AW	U.S. BANK ST. PAUL	\$2,530.50	O
	Purpose:	INTEREST				
85052	04/20/2020	04/20/2020	AW	MUNICIPAL EMERGENCY SERVICES DEPC	\$167.20	O
	Purpose:	SCBA REPAIR				
85053	04/20/2020	04/20/2020	AW	PHOENIX SAFETY OUTFITTERS	\$83.90	O
	Purpose:	UNIFORMS				
85056	04/27/2020	04/27/2020	AW	BARRY TIFFANY	\$750.00	O
	Purpose:	APRIL CELL PHONE, MAY CAR ALLOWANCE				
85057	04/27/2020	04/27/2020	AW	CARA TILFORD	\$50.00	O
	Purpose:	APRIL CELL PHONE REIMB				
85058	04/27/2020	04/27/2020	AW	RICHARD CIPRIANO	\$20.00	O
	Purpose:	APRIL CELL PHONE REIMB				
85059	04/27/2020	04/27/2020	AW	BILL HARPHANT	\$20.00	O
	Purpose:	APRIL CELL PHONE REIMB				

**Payment Listing**

4/20/2020 to 5/1/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
85060	04/27/2020	04/27/2020	AW	TOBY KNERR	\$20.00	O
	Purpose:	APRIL CELL PHONE REIMB				
85061	04/27/2020	04/27/2020	AW	NADINE DAUGHERTY	\$20.00	O
	Purpose:	APRIL CELL PHONE REIMB				
85062	04/27/2020	04/27/2020	AW	FRED CRAMER	\$20.00	O
	Purpose:	APRIL CELL PHONE REIMB				
85063	04/27/2020	04/27/2020	AW	CAROLYN L. DESTEFANI	\$20.00	O
	Purpose:	APRIL CELL PHONE REIMB				
85064	04/27/2020	04/27/2020	AW	DALE OWENS	\$20.00	O
	Purpose:	APRIL CELL PHONE REIMB				
85065	04/27/2020	04/27/2020	AW	A. E. DAVID COMPANY	\$428.60	O
	Purpose:	UNIFORMS				
85066	04/27/2020	04/27/2020	AW	WELLS FARGO EQUIPMENT FINANCE	\$7,827.00	O
	Purpose:	2016 FORD SNOW PLOW PAYMENT				
85067	04/27/2020	04/27/2020	AW	A & A SAFETY	\$167.00	O
	Purpose:	POST REFLECTORS, ETC.				
85068	04/27/2020	04/27/2020	AW	BELLBROOK LAWN EQUIPMENT	\$17.23	O
	Purpose:	PARTS				
85069	04/27/2020	04/27/2020	AW	WS ELECTRONICS	\$230.00	O
	Purpose:	RADIO REPAIRS ON E73				
85070	04/27/2020	04/27/2020	AW	WAL-MART COMMUNITY/GEMB	\$1.96	O
	Purpose:	PAPER SACKS				
85071	04/27/2020	04/27/2020	AW	MIAMI VALLEY FIRE/EMS ALLIANCE	\$231.00	O
	Purpose:	2020 CONTRIBUTIONS				
85072	04/27/2020	04/27/2020	AW	GRISMER TIRE COMPANY	\$150.00	O
	Purpose:	REPAIRS TO C70 TIRE				
85073	04/27/2020	04/27/2020	AW	BOUND TREE MEDICAL, LLC	\$52.28	O
	Purpose:	SURGICAL CLIPPERS				
85074	04/27/2020	04/27/2020	AW	O'REILLY AUTOMOTIVE, INC.	\$110.16	O
	Purpose:	WIPER BLADES				
85075	04/27/2020	04/27/2020	AW	VOSS	\$154.39	O
	Purpose:	PARTS				
85076	04/27/2020	04/27/2020	AW	WAL-MART COMMUNITY/GEMB	\$64.48	O
	Purpose:	SUPPLIES				
85083	04/28/2020	04/28/2020	AW	FOILL INCORPORATED	\$17,346.04	O
	Purpose:	BROWN ROAD - OPWC #10				
85084	04/28/2020	04/28/2020	AW	IMAGE TREND, INC.	\$3,000.00	O
	Purpose:	ANNUAL FEE				
85085	04/28/2020	04/28/2020	AW	CITI CARDS	\$212.80	O
	Purpose:	SUPPLIES				
85086	04/28/2020	04/28/2020	AW	MAZANEC, RASKIN & RYDER CO., LPA	\$4,475.04	O
	Purpose:	LEGAL FEES				
85087	04/28/2020	04/28/2020	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$828.02	O
	Purpose:	REPAIRS TO E71				
85088	04/28/2020	04/28/2020	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
	Purpose:	ENERGY CONTRACT				

**Payment Listing**

4/20/2020 to 5/1/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
85089	04/28/2020	04/28/2020	AW	JOHN DEERE FINANCIAL	\$87.71	O
	Purpose: PARTS					
85090	04/28/2020	04/28/2020	AW	K. E. ROSE COMPANY	\$278.28	O
	Purpose: PARTS					
85091	04/28/2020	04/28/2020	AW	DAYTON DAILY NEWS	\$128.99	O
	Purpose: SUBSCRIPTION					
85092	04/28/2020	04/28/2020	AW	TIME WARNER CABLE	\$33.91	O
	Purpose: VOICE					
85093	04/28/2020	04/28/2020	AW	LYKINS OIL COMPANY	\$1,268.12	O
	Purpose: FUEL					
85094	04/28/2020	04/28/2020	AW	MUFFLER BROTHERS	\$137.16	O
	Purpose: CAR 110 REPAIRS					
85095	04/28/2020	04/28/2020	AW	OFFICE DEPOT	\$98.12	O
	Purpose: SUPPLIES					
Total Payments:					\$48,272.19	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$48,272.19	

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. 2020.05.04.01**

IN RE: Rehire of Full-Time Police Officer Tyler Mantia

WHEREAS, the continuing need exists to maintain proper staffing within the Sugar Creek Township Police Department; and,

WHEREAS, a vacancy exists within the classification of full-time Police Officer; and,

WHEREAS, the vacancy has been posted for application in accordance with township policy and the current labor contract; and,

WHEREAS, Mr. Mantia has previously been employed by Sugar Creek Township; and,

WHEREAS, Mr. Mantia was a member of the Sugar Creek Township Police Department as a Full-time Officer from September 3, 2014 until August 23, 2019; and,

WHEREAS, Police Chief Michael A. Brown recommends this reappointment, and confirms that there are funds available for this position in the 2020 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Tyler Mantia is hereby reappointed as a full-time Police Officer effective May 10, 2020, at a pay rate of \$32.89 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending May 10, 2021.

---

Nadine S. Daugherty, Chairperson

---

Carolyn L. Destefani, Vice Chairperson

---

Fred Cramer, Trustee

---

Theodore L. Hodson, Fiscal Officer

## Memorandum of Understanding

This memorandum of understanding, by and between the Bellbrook Sugarcreek Park District, hereinafter known as “the Park District”, the City of Bellbrook, hereinafter known as “the City”, and Sugarcreek Township, hereinafter known as “the Township”, collectively hereinafter known as “the Parties”, is entered into in an effort to provide clear guidelines for the appointment of members to the Bellbrook Sugarcreek Park District Board of Commissioners beginning with the 2020 appointment and each appointment every year thereafter.

The Parties agree that this MOU may not be modified or altered without the expressed written concurrence of all parties.

**WHEREAS**, the Parties find it in the best interest of the Bellbrook Sugarcreek Park District and the communities and residents of the City of Bellbrook and Sugarcreek Township to have clear, defined processes for the appointment of Commissioners for the Park District; and,

**WHEREAS**, the Parties agree it to be in the best interest of the Parties and the public to have representation on the Board of Commissioners for the Park District from both the City and the Township at all times.

**THEREFORE**, the parties agree to the following:

**Section 1.** The Board of Commissioners for the Park District shall always consist of a minimum of one member who resides in the City and one member who resides in the Township to ensure proper representation to the citizens of both communities. If the continuing term Commissioners are residents of the same jurisdiction, then the applicants for the open Commissioner term may only consist of residents of the other jurisdiction. The Board of Commissioners of the Park District shall draft Park District bylaws reflecting the intent of this Memorandum of Understanding.

**Section 2.** For the year 2020, the commencement date for the appointed term shall be - determined by the Greene County Court of Common Pleas, and shall require the applicants for the open position to be residents of the City as the other two continuing term Commissioners reside in the Township. Every year thereafter shall have a commencement date of the appointed term of the second Monday in May.

**Section 3.** No less than 90 days prior to the commencement date for the appointed term of the open Commissioner position each year, each of the Parties may choose to advertise by the means of their choice for the upcoming open Commissioner term, subject to the conditions in Section 1. The date for the application submission deadline shall be no less than 60 days prior to the commencement date for the appointed term. Applications for consideration shall be directed to the Park District and copies of all applications shall be distributed by the Park District to the City in care of the City Manager, and to the Township in care of the Township Administrator, within three (3) days following the submission deadline.

**Section 4.** No less than 45 days prior to the commencement date of the appointment, the Park District shall schedule interviews for the applicants at a location and time agreed upon by

the Parties, where two (2) representatives from each of the Parties shall interview the applicants collectively.

**Section 5.** No less than 20 days prior to the appointment date, each of the Parties shall submit to the Court a recommendation of an applicant for the Court's consideration.

**Section 6.** In the event there is a vacancy in a Commissioner position mid-term, the above process shall be followed with an appointment date of 90 days from the date of vacancy and a modification on the advertisement of the appointment to a date that complies with all other terms with Sections 3, 4 and 5.

This Memorandum of Understanding is entered into by the Parties on April \_\_\_\_, 2020, by the Authorizing Resolution of each, a copy of which is attached hereto and referenced below.

**For the Bellbrook Sugarcreek Park District:**

\_\_\_\_\_

Jeff Stewart, Director

Authorizing Resolution No. \_\_\_\_\_

**For the City of Bellbrook**

\_\_\_\_\_

Melissa Dodd, City Manager

Authorizing Resolution No. \_\_\_\_\_

**For Sugarcreek Township**

\_\_\_\_\_

Barry Tiffany, Township Administrator

Authorizing Resolution No. \_\_\_\_\_



**PROCLAMATION**  
**A NATIONAL DAY OF PRAYER**

**WHEREAS**, a National Day of Prayer was first recognized as a single-day by the Continental Congress on July 20, 1775; and

**WHEREAS**, such a day has been observed nationally since April 17, 1952, when President Harry S. Truman signed a bill proclaiming a National Day of Prayer must be declared by each following president at an appropriate date of choice; and

**WHEREAS**, in 1988, the law was amended designating that a National Day of Prayer is to be observed on the first Thursday of every May; and

**WHEREAS**, the Board of Trustees recognizes that Sugarcreek Township is home to citizens of many faiths and that prayer has long been a positive force that serves as a source of inspiration and hope to countless individuals; and

**WHEREAS**, the Bellbrook-Sugarcreek Area Ministerial Association is hosting a community-wide National Day of Prayer gathering at Christ's Church, 3370 Upper Bellbrook Road at 9:00 am on Thursday, May 7, 2020,

**NOW, THEREFORE BE IT RESOLVED**, this Board of Trustees recognizes May 7, 2020, as a Day of Prayer.

**FURTHER BE IT RESOLVED**, this Board of Trustees encourages all residents to recognize the continuing need for strong positive values to guide our Township, State and Nation.

---

Nadine S. Daugherty, Chairperson

---

Carolyn L. Destefani, Vice-Chairperson

---

Fred Cramer, Trustee