

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on April 20th, 2020, at 7:00 PM, at 2090 Ferry Road, Bellbrook, Ohio 45305.

1. **Mrs. Daugherty called the session to order at 7:00 pm.**
2. **Mr. Tiffany called the roll with Board Members Mrs. Destefani, Mrs. Daugherty and Mr. Cramer being present.**
3. **All in attendance stood for the Pledge of Allegiance.**
4. **Reports**

A. Administration

Mr. Tiffany was present. He had nothing to add to his report. He spoke about how the offices have been able to continue to work. And he also spoke about the measures the offices have taken to make sure everyone is safe. Mrs. Destefani asked about an update with the new phone systems in the buildings. Mr. Tiffany stated that the new system is working great and allows more flexibility for calls and voicemail features.

B. Fiscal Office

Mr. Hodson was not present.

C. Fire

Chief Leaming was present. He had nothing to add to his report.

D. Police

Chief Brown was present. He stated that all police personnel are still showing up for work.

E. Roads and Services

Mr. Harphant was present. Mrs. Destefani asked about signs out on the side of the road. Mr. Harphant stated that the Road crew has gone out on Saturday mornings to pick up those signs and make sure they are not in the right of way.

F. Zoning

Mrs. Tilford was present. She had nothing to add to her report. Mrs. Destefani asked about The Miller Valentine group project in Sugar ridge. Mrs. Tilford stated that it is being taken care of for ground erosion, there was sod planted to stop that problem. Mrs. Tilford also stated that the Waterford project problem with the lights outside is also being fixed. Mrs. Daugherty asked about the complaints about some Fisher Homes. Mrs. Tilford stated that the problem is being fixed with the brick homes.

G. Information Technology

Computers have been installed and updated.

H. Trustees

The trustees had discussions about land usage. Mrs. Destefani asked about what the procedures will look like opening up the Township at the beginning of May. Mr. Tiffany stated that he has not received any official instructions, but he does think that distancing rules will probably still apply in the future.

5. Old Business

- A. Bellbrook Sugarcreek Parks and Schools Meeting – will be rescheduled.

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

**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 Sugarcreek Township Police Department; and,

WHEREAS, Mr. Estes became a member of the Sugarcreek 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 Sugarcreek Township Trustees officially accepts the resignation of Gerald Estes effective April 13, 2020.

- D. Appointment of Fire Department Staff – Matthew Kleinschmidt and Kaitlyn Holbrook 2020.04.20.02

**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.

E. Resignation of Fire Department Staff – Luke Pheanis, Stephen Lawrence, and Michael Lewis – 2020.04.20.03

**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.

F. Appointment of Shannon Mueller as Alternate to the Board of Zoning Commission – 2020.04.20.04

**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 Sugarcreek 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 Sugarcreek 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.)

G. 2020 Collective Bid Agreement with Greene County Engineer – 2020.04.20.05
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 Sugarcreek 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 Sugarcreek 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.

H. Declaring Excess Property – Admin – 2020.04.20.06
SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.04.20.06

IN RE: Declaration of Excess Property – Administration Department.

WHEREAS, the Sugarcreek Township Administration Department has identified equipment, which is no longer needed for operations, and;

WHEREAS, the item listed below has an individual value of \$2,000.00 or less.

- 1 Samsung Printer with two ink cartridges
- 1 lot of office supplies
- 1 push pin board
- Metalux light bulbs
- 1 lot of Miscellaneous picture frames
- 1 portable laptop with no battery
- 1 Lot of Christmas Decorations
- 1 Christmas Tree, pre lit.
- 1 Lot of Christmas Lights

NOW THEREFORE BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby declares this property to be excess and directs the appropriate disposition of this property.

I. Promotion to Assistant Township Administrator – Cara Tilford
SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.04.20.07

IN RE: Promotion of Cara Tilford to
Assistant Township Administrator/Director of Planning and Zoning

WHEREAS, the continued personal growth of Township personnel is essential to maintaining the highest level of professionalism and proper planning for succession; and,

WHEREAS, Cara Tilford has been employed with Sugarcreek Township since January 1, 2007, and has demonstrated the qualities and desire necessary for advancement into public administration; and,

WHEREAS, Township Administrator, Barry Tiffany, recommends the Board of Trustees promote Cara Tilford to the position of Assistant Township Administrator in addition to her duties as Director of Planning and Zoning to provide her with the opportunity to gain experience in public administration necessary for advancement in the future; and,

WHEREAS, Mrs. Tilford started with the Township in the capacity of Zoning Compliance Officer, since changed to Director of Planning and Zoning; and,

NOW THEREFORE, BE IT RESOLVED, that the Board of Sugarcreek Township Trustees does hereby promote Cara Tilford to the position of Assistant Township Administrator, effective the April 6, 2020, at a rate of \$83,200, per year.

BE IT FURTHER RESOLVED that this position is subject to a one (1) year probationary period ending April 6, 2021.

Mrs. Daugherty motioned to approve Consent agenda items. Mrs. Destefani seconded.
Roll was called with the vote being as follows:

Mrs. Destefani – Yes
Mrs. Daugherty – Yes
Mr. Cramer –Yes

7. **Discussion Consent Agenda Items**

Donna Helman spoke in congratulations to Mrs. Tilford for her promotion.

8. **Trustee/Staff Discussions**

Mrs. Daugherty mentioned that staff will be back starting May 1st. Mr. Tiffany stated that meetings will still be held via Zoom.

9. **Adjourn**

Mrs. Daugherty moved to adjourn. Mrs. Destefani seconded.
Roll was called with the vote being as follows:

Mrs. Destefani – Yes
Mrs. Daugherty – Yes
Mr. Cramer –Yes

Theodore L. Hodson, Fiscal Officer