



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, July 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. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
  - A. Bellbrook Sugar Creek Parks and Schools Meeting - TBD
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Approval of Minutes
  - C. Reclassification of Fire Department Staff – Alexander Stump – 2020.07.20.01
  - D. Declaration of Excess Fire Department Property – 2020.07.20.02
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. 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



**Fiscal:**

As of June 5, 2020	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,831,350.00	\$357,167.10	\$1,460,475.04	\$1,028,335.33	51.317%
EMS	\$178,700.00	\$34,710.53	\$85,918.99	\$59,367.55	47.734%
Cell Tower Fund	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
Department Total	\$3,034,050.00	\$391,877.63	\$1,546,394.03	\$1,087,702.88	51.104%

**Projected Capital Needs:**

Priority	Immediate	Moderate	Low
1	Ladder Replacement	\$250,000.00	Battalion Bay sensors \$1,200.00
2	Engine	\$485,000.00	Inside Building Painting / Bay (Sta. 72) \$9,000.00
3	(1) Staff Vehicle	\$50,000.00	Build Gear Room (In Bay Sta. 72) \$55,000.00
4	5 Mobile Radio	\$31,783.00	Sleeping area improvements (Sta. 72) \$15,000.00
5	Life Pack Monitor Replacement (3)	\$90,000.00	Thermal Imaging Camera \$9,000.00
6	Station 72 Concrete Ramp Replacement	\$50,000.00	Radio Batteries \$2,500.00
7			PPV Fans E-73 Q-72 \$5,000.00
8			Search Rope & Equipment \$3,000.00
9			Front Ramp repair/replace Sta. 72 \$30,000.00
10			Chain saw \$1,375.00
11			Hand Tools \$3,000.00
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>	<b>\$956,783.00</b>	<b>\$198,675.00</b>
<b>TOTAL- \$1,254,458.00</b>			

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown  
Chief of Police

## Trustee Report July 20, 2020

### Training

- All OPOTA classes have been cancelled through August 28<sup>th</sup>.

### Fiscal

Budget 2020 (Final Appropriation)	\$2,973,700.00
Expenditures as of July 6, 2020	\$1,295,980.24
% of Budget Used	43%
% of Budget Year Target for the end of July	58.1%
% of Budget Remaining	57%
Cash Balance as of July 6, 2020	\$1,133,289.61

## Events/Appearances

- All events have been cancelled.

Respectfully submitted,

A handwritten signature in black ink that reads "MA Brown". The letters are cursive and somewhat stylized.

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

### July 1, 2020

- Business and house checks
- Traffic stops
- Theft arrest on Wilmington Pike
- Community policing

### July 2, 2020

- Theft arrest on Wilmington Pike
- Juvenile complaint on Surrey Trail

### July 3, 2020

- Nothing to Report

### July 4, 2020

- Fireworks complaints
- Traffic stops
- Parking violations on Wilmington Pike

### July 5, 2020

- Crash report on Upper Bellbrook Road
- An animal complaint on Cloy Road
- Theft arrest on Wilmington Pike

### July 6, 2020

- Nothing to Report

### July 7, 2020

- Crash report on Feedwire Road
- Suspicious vehicle on Brown Road

**July 8, 2020**

- Business and house checks
- Traffic stops
- Welfare check on Wilmington Pike

**July 9, 2020**

- Suspicious vehicle on Feedwire Road
- Welfare check on Bayberry Cove Drive

**July 10, 2020**

- Nothing to Report

**July 11, 2020**

- Fireworks reported on Vimark Lane
- Domestic violence report on Wilmington Pike
- Community policing

**July 12, 2020**

- Juvenile complaint on Ferry Road
- Suspicious vehicle on Wilmington Pike

**July 13, 2020**

- Fraud report taken on Washington Mill Road
- Neighbor problem on Little Sugarcreek Road
- An animal complaint on Shepherd Road
- Crash report on Wilmington-Dayton Road

**July 14, 2020**

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



## **Staff Report for the Sugar Creek Township Board of Trustees July 7, 2020 to July 20, 2020**

The following is a snapshot of the activities and areas of responsibility for the Sugar Creek 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:**

- **June 26, 2020 BZA Meeting-canceled**
- **July 23, 2020 Meeting:**
  - BZA04-2020: Applicant Anneliese McGhee is requesting an area/dimensional variance from Section 7.04 B.1.a. of the Sugar Creek Township Zoning Resolution to allow for the construction of a 48" black aluminum fence in the front yard on a corner lot (42" permitted). The subject property is 4091 Woodland Ridge Ct. and is located in the PUD-R (Residential Planned Unit Development) District.

### **Zoning Commission Activities:**

- **August 4, 2020 Meeting-cancellation pending**

### **Meetings/Accomplishments:**

- Met with developer to discuss landscaping in the Landings at Sugar Creek on July 8, 2020
- Met with Bellbrook and the RPCC (via Zoom) to discuss replat in Highview Terrace on July 13, 2020
- Attended GTA Meeting (via Zoom) on July 14, 2020
- Attended Technical Review Committee Meeting (via Zoom) for Bellasera Section 3 on July 15, 2020
- Completed preapplication meeting with property owner regarding variance request on July 14, 2020

- Met with property owner to discuss the construction of a pergola and pavilion on July 15, 2020
- 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-revised photometric plan approved
- Working with Miller Valentine and Sugar Ridge HOA on finalizing seeding and smoothing of areas adjacent to installed bike path; erosion issues have been remedied
- Working on newsletter
- Looking to begin website redesign project this month

**Announcements/Upcoming Events:**

- Farmers' Market is open! Visit Fridays from 3-7 p.m. at Sugarcreek Plaza.
- County Land Use Plan Update information has been posted on our website; Public Open House canceled and working through what open house will look like given current Covid 19 restrictions
- If you haven't completed your 2020 census form, please do so!

## Payment Listing

July 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1273-2020	07/13/2020	07/13/2020	CH	BUREAU OF WORKERS' COMPENSATION	\$6,358.67	O
	Purpose:	MONTHLY PAYMENT				
85336	06/29/2020	06/29/2020	AW	BILL HARPHANT	\$20.00 *	V
	Purpose:	JUNE CELL PHONE REIMB				
85336	07/14/2020	07/14/2020	AW	BILL HARPHANT	-\$20.00	V
85358	07/06/2020	07/06/2020	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$66.50	O
	Purpose:	SEARCHES				
85357	07/06/2020	07/06/2020	AW	AGRO-CHEM, INC.	\$16.30	O
	Purpose:	POLY FITTING				
85358	07/06/2020	07/06/2020	AW	KIMBALL MIDWEST	\$118.00	O
	Purpose:	CENTER PULL				
85359	07/06/2020	07/06/2020	AW	OHIO CALIBRATION LABORATORIES LLC	\$371.50	O
	Purpose:	ANNUAL CERTIFICATIONS				
85360	07/06/2020	07/06/2020	AW	O'REILLY AUTOMOTIVE, INC.	\$70.31	O
	Purpose:	CABIN FILTERS				
85361	07/06/2020	07/06/2020	AW	BUGS-OR-US PEST CONTROL	\$40.00	O
	Purpose:	PEST CONTROL				
85362	07/06/2020	07/06/2020	AW	ADVANCE AUTO PARTS	\$25.70	O
	Purpose:	SWAY BAR LINK				
85363	07/06/2020	07/06/2020	AW	MEDICOUNT MANAGEMENT, INC.	\$1,193.71	O
	Purpose:	MAY EMS PATIENTS				
85364	07/06/2020	07/06/2020	AW	VERIZON WIRELESS	\$325.64	O
	Purpose:	CELL PHONES - FIRE				
85365	07/06/2020	07/06/2020	AW	TECH ADVISORS	\$4,976.00	O
	Purpose:	MONTHLY CHARGES				
85366	07/06/2020	07/06/2020	AW	LOWE'S COMPANIES INC.	\$107.74	O
	Purpose:	MISC PURCHASES				
85367	07/06/2020	07/06/2020	AW	PHOENIX SAFETY OUTFITTERS	\$634.65	O
	Purpose:	UNIFORMS AND BOOTS				
85369	07/07/2020	07/07/2020	AW	Julia Chubner	\$236.20	O
	Purpose:	REFUND OF OP&F CONTRIBUTIONS				
85370	07/07/2020	07/07/2020	AW	OFFICE DEPOT	\$53.19	O
	Purpose:	PAPER				
85371	07/07/2020	07/07/2020	AW	MUFFLER BROTHERS	\$199.15	O
	Purpose:	CAR 110				
85372	07/07/2020	07/07/2020	AW	PHOENIX SAFETY OUTFITTERS	\$261.35	O
	Purpose:	UNIFORMS				
85373	07/07/2020	07/07/2020	AW	GREENE COUNTY SANITARY ENGINEER	\$26.56	O
	Purpose:	SEWER				
85374	07/07/2020	07/07/2020	AW	TIME WARNER CABLE	\$160.15	O
	Purpose:	TV AND VOICE				
85375	07/07/2020	07/07/2020	AW	CITY OF BELLBROOK	\$49.94	O
	Purpose:	WATER				
85376	07/07/2020	07/07/2020	AW	DAYTON POWER & LIGHT	\$218.22	O
	Purpose:	STA 71				
85377	07/07/2020	07/07/2020	AW	VECTREN	\$52.44	O

## Payment Listing

July 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: STA 71				
85378	07/13/2020	07/13/2020	AW	EXTREME'S ONE HOUR HEATING & AIR CC	\$375.00	O
		Purpose: REPAIRS				
85379	07/13/2020	07/13/2020	AW	DAYTON POWER & LIGHT	\$970.41	O
		Purpose: ELECTRIC				
85380	07/13/2020	07/13/2020	AW	LYKINS OIL COMPANY	\$2,797.08	O
		Purpose: FUEL				
85381	07/13/2020	07/13/2020	AW	VECTREN	\$81.02	O
		Purpose: PSB				
85385	07/14/2020	07/14/2020	AW	ANTHONY MOUNTJOY	\$77.49	O
		Purpose: REFUND OF INSURANCES AND UNION DUES				
85387	07/14/2020	07/14/2020	AW	OFFICE DEPOT	\$10.40	O
		Purpose: SUPPLIES				
85388	07/14/2020	07/14/2020	AW	GREENE COUNTY SANITARY ENGINEER	\$543.08	O
		Purpose: WATER AND SEWER				
85389	07/14/2020	07/14/2020	AW	OHIO DEPARTMENT OF JOB & FAMILY SEF	\$491.60	O
		Purpose: UNEMPLOYMENT - M. NEAL				
85390	07/14/2020	07/14/2020	AW	ALEXANDER STUMP	\$365.00	O
		Purpose: 2ND QTR VOLUNTEER				
85391	07/14/2020	07/14/2020	AW	STEVEN D. KNOPP	\$51.00	O
		Purpose: 2ND QTR VOLUNTEER				
85392	07/14/2020	07/14/2020	AW	BRADLEY C. MADER	\$311.40	O
		Purpose: 2ND QTR VOLUNTEER				
85393	07/14/2020	07/14/2020	AW	TIME WARNER CABLE	\$202.75	O
		Purpose: CABLE AND FIRE ALARM				
85394	07/14/2020	07/14/2020	AW	PHOENIX SAFETY OUTFITTERS	\$78.70	O
		Purpose: SUSPENDERS				
85395	07/14/2020	07/14/2020	AW	AIRGAS USA, LLC	\$16.73	O
		Purpose: OXYGEN				
85396	07/14/2020	07/14/2020	AW	BOUND TREE MEDICAL, LLC	\$213.65	O
		Purpose: EMS SUPPLIES				
85397	07/14/2020	07/14/2020	AW	TIME WARNER CABLE	\$534.35	O
		Purpose: CABLE AND PAST DUE CHARGES				
85398	07/14/2020	07/14/2020	AW	RUMPKE CONSOLIDATED	\$185.03	O
		Purpose: TRASH REMOVAL				
85399	07/14/2020	07/14/2020	AW	SHERWIN WILLIAMS	\$43.74	O
		Purpose: PAINT				
85400	07/14/2020	07/14/2020	AW	KIESLER'S POLICE SUPPLY, INC.	\$3,461.43	O
		Purpose: AMMUNITION				
85401	07/14/2020	07/14/2020	AW	MARATHON	\$500.00	O
		Purpose: CAR WASHES				
85402	07/14/2020	07/14/2020	AW	VERIZON WIRELESS	\$629.94	O
		Purpose: CELL PHONES - POLICE				
85403	07/14/2020	07/14/2020	AW	TREASURER OF STATE	\$100.00	O
		Purpose: MONTHLY ACCESS				
85404	07/14/2020	07/14/2020	AW	VOSS	\$293.65	O

**Payment Listing**

July 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: CHEVY TAHOE				
85405	07/14/2020	07/14/2020	AW	WASTE MANAGEMENT OF OHIO	\$201.24	O
		Purpose: TRASH REMOVAL				
85406	07/14/2020	07/14/2020	AW	ASSOCIATION FOR PSYCHOTHERAPY, INC	\$500.00	O
		Purpose: PSYCH EVALUATION				
85407	07/14/2020	07/14/2020	AW	DAYTON POWER & LIGHT	\$370.42	O
		Purpose: ELECTRIC				
85408	07/14/2020	07/14/2020	AW	TOM'S MULCH	\$404.00	O
		Purpose: SOIL, STRAW AND GRASS SEED				
85409	07/14/2020	07/14/2020	AW	TRIAD TECHNOLOGIES, LLC	\$36.35	O
		Purpose: MALE CONNECTOR				
85410	07/14/2020	07/14/2020	AW	HARWORTH TIRE AND AUTO	\$40.00	O
		Purpose: TIRE				
85411	07/14/2020	07/14/2020	AW	LYKINS OIL COMPANY	\$199.07	O
		Purpose: FUEL				
85412	07/14/2020	07/14/2020	AW	BILL HARPHANT	\$20.00	O
		Purpose: JUNE CELL PHONE REIMB				
Total Payments:					\$29,646.45	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$29,646.45	

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. 2020.07.20.01**

IN RE: Reclassification of Fire Department Personnel – Alexander Stump

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

WHEREAS, this need is met through the periodic reclassification of Fire Department employees and volunteers; and,

WHEREAS, Chief Jeffrey A. Leaming requests the reclassification of Alexander Stump from Volunteer Firefighter II to Part-time Firefighter II/EMT, in accordance with the Table of Organization of the Sugarcreek Township Fire Department;

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the reclassification of Alexander Stump to the position of Part-time Firefighter II/EMT at the pay rate of \$14.04 per hour with an effective date of July 13, 2020, and is subject to a one (1) year probationary period ending July 13, 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. 2020.07.20.02**

IN RE: Declaration of Excess Property – Fire Department

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

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

- Recliners x 11

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.

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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