



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, August 3, 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 Sugarcreek Parks and Schools Meeting - TBD
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Approval of Minutes
  - C. Reclassification of Fire Department Staff – Anthony Straight – 2020.08.03.01
  - D. Appointment of Fire Department Staff – Rodney Steward – 2020.08.03.02
  - E. Year 2020 Amendment of Permanent Appropriations – 2020.08.03.03
  - F. Partnership Agreement with Greene County for CARES Grant for Small Businesses – 2020.08.03.04
- 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



Jeffrey A. Leaming  
Fire Chief

## Staff Report for Sugarcreek Township Trustees July 15, 2020 thru July 28, 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:

- Officer Responsibilities
- Responding to EMS patients with disabilities

### 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: 498                      1 Overdose calls
- Vehicle Crashes: 88
- Fire Responses: 147  
645                      4.8% or 31 calls have been to Cornerstone

### Accomplishments/Information:

- Monitoring the directive on Fire Department response to potential COVID-19 patients
- Monitoring County and State Fire/EMS response daily via conference calls
- Awarded EMS Grant from Ohio Div. of EMS for supplies or equipment in the amount of \$2,846.43

### 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
- Hiring of the (2) new full time replacement firefighter / paramedics has been completed (will be swearing in those new employees at the Trustees earliest availability)
- The staff car we took over from PD is out of service for a transmission and will not be repaired; looking for options

### Scheduled Events:

- All regularly scheduled events and meetings have been cancelled

**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	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 \$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 August 3, 2020

### Training

- All OPOTA classes have been cancelled through August 28<sup>th</sup>.
- Our officers participated in Phase 2 of Range Proficiency during the week of July 20<sup>th</sup>.

### Fiscal

Budget 2020 (Final Appropriation)	\$2,973,700.00
Expenditures as of July 27, 2020	\$1,393,955.98
% of Budget Used	46%
% of Budget Year Target for the end of August	66.4%
% of Budget Remaining	54%
Cash Balance as of July 27, 2020	\$1,040,322.87

## Events/Appearances

- All events have been cancelled.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "MA Brown". The signature is written in a cursive, somewhat stylized font.

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
*Chief of Police*

## **Police Blotter**

### **July 15, 2020**

- Business and house checks
- Community policing
- Traffic stops

### **July 16, 2020**

- Crash report on Centerville Road
- Welfare check on Surrey Trail
- Domestic dispute on N. Lakeman Drive

### **July 17, 2020**

- Theft arrest on Wilmington Pike
- Fraud report taken on Napa Valley Drive
- Noise complaint on Bayberry Cove Drive

### **July 18, 2020**

- Theft arrest on Wilmington Pike
- An animal complaint on Centerville Road

### **July 19, 2020**

- Nothing to Report

### **July 20, 2020**

- Domestic violence report taken on Brookdale Lane
- Domestic dispute on Chestnut Street
- Crash report on Wilmington Pike
- Juvenile complaint taken on Pewter Court

### **July 21, 2020**

- An animal complaint on Wilmington Pike
- Welfare check on Surrey Trail
- Juvenile complaint on Grand Oak Trail

**July 22, 2020**

- Theft arrest on Wilmington Pike
- Suspicious vehicle on Wilmington-Dayton Road
- Harassment report on Wilmington Pike

**July 23, 2020**

- Nothing to Report



## Staff Report for Sugar Creek Township Trustees August 3, 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

- Set up road closed signs on Wilmington Dayton – 7-14
- Tree down on Shepherd Rd. 7-19

### Accomplishments:

- Prepped eradicator for Bellbrook
- Clean Quonset hut
- Trouble shot 700's trailer plug
- Mix Beet Heat tanks
- Proof roll in the Landings
- Picked up stone for dura-patching
- Picked up cold patch
- Checked multiple OUPS locates
- Patched in front of curb repair in Jeremy Woods – 8 days
- Clean vehicles/building possible covid-19 contamination
- Picked up parts for trucks
- Remove signs from right of way – 4 times
- Repair 702 – turbo clamp
- Repair 700 – trailer plug
- Mow property – 6 times
- Removed tree limb from hill on Penewit Rd.
- Prepped eradicator for Wayne Township
- Prepped backhoe for Bellbrook
- Performed a regen on 702 and test drove
- Filled water tank for gardeners
- Set up Farmers Market – 3 times
- Delivered block party signs to Erickman Ln.
- Proof roll in the Landings
- Picked up cold patch
- Picked up block party signs
- Picked up Farmers Market – 3 times
- Cleaned off grate in Carpenters Creek
- Multiple driveway permits
- Mow outlying areas – 4 times

- Took ruck to Zoresco for hydraulic pump issue
- Picked up cold patch
- Weed Briggs and Clys island
- Picked up road closed signs
- Fill hole around fiber optic pit on Clys Rd.
- Remove tree limb on Erickman Ln.
- Picked up emulsion from Leader Industries
- Met with Xenia Township about pavement saw
- Mowed field at property
- Removed dead deer from Feedwire Rd.
- Filled water tank for gardeners
- Prepped Massey for mowing cycle
- Mowed Roads
- Repair Massey mower
- Weed eat guardrails on Clys Rd.
- Assist Police Dept. with shooting range
- Regrade Gerhardt Circle
- Mowed pond
- Picked up logs in ditches on several roads
- Trim bushes at property
- Weed landscape at property
- Mulch Briggs Rd. island
- Cut tree and removed from Cedar Ridge Rd.
- Picked up weed eater parts from Gravely
- Cut limbs on Gerhardt Circle
- Fix sign on Middle Run
- Weed eat guardrails around township
- Prepped 701 for dura-patching
- Mulched Clys and Briggs Rd. islands
- Picked up fallen tree on Shepherd Rd.
- Wash 704
- Dura-patch Willowcreek Circle – 2 Days
- Removed dead deer from East Salinas
- Picked up emulsion from Leader
- Worked on tailgate on truck 701
- Met with homeowner on Royal Woods
- Talked with homeowner on Haines Rd.
- Repair propane lid
- Trouble shoot 700
- Change battery in 700

Respectfully,  
 Bill Harphant  
 Roads and Services Director



## **Staff Report for the Sugarcreek Township Board of Trustees July 21, 2020 to July 30, 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:**

- **July 23, 2020 Meeting Follow-up:**
  - BZA04-2020: Applicant Anneliese McGhee is requesting an area/dimensional variance from Section 7.04 B.1.a. of the Sugarcreek 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.
    - *The BZA approved the applicant’s request.*
- **August 27, 2020 Meeting:**
  - BZA05-2020: Applicants Douglas Daniels and Rochelle Reichley are requesting an area/dimensional variance from Section 4.13 D. 3. b. to allow for the construction of an 1800 SF detached garage, 344 SF larger than permitted. The subject property is 2039 Upper Bellbrook Road, located in the A-1 (Agricultural) District.

### **Zoning Commission Activities:**

- **August 4, 2020 Meeting-cancelled**
- Next meeting scheduled for September 1, 2020

### **Meetings/Accomplishments:**

- Conference call with resident to discuss lot split on July 23, 2020
- Attended Greene County Oversight Meeting #2 (Countywide trails plan) via Zoom on July 28, 3030

- Attended Greene County Water/Wastewater Advisory Committee Meeting via Zoom on July 29, 2020
- Met with contractor working with business owner on new accessory structure on July 29, 2020 and July 30, 2020
- Met with property owner to assist with filing for room addition on July 28, 2020
- Met with property owners looking to split their lot on July 30, 2020
- Continuing to work with MI Homes as they begin the process of applying for Zoning Certificates
- Working on newsletter

**Announcements/Upcoming Events:**

- Farmers' Market is open! Visit Fridays from 3-7 p.m. at Sugarcreek Plaza.
- If you haven't completed your 2020 census form, please do so!

## Payment Listing

7/20/2020 to 7/31/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1430-2020	07/28/2020	07/28/2020	CH	OLD FORT BANK	\$1,020.72	O
				Purpose: OLD FORT BANK CREDIT CARD PURCHASES		
85413	07/20/2020	07/20/2020	AW	BURNHAM & FLOWER	\$1,140.00	O
				Purpose: FISCAL OFFICER BOND RENEWAL		
85414	07/20/2020	07/20/2020	AW	DEVELOPMENT PROJECTS, INC.	\$1,000.00	O
				Purpose: 2019 PLEDGE		
85415	07/20/2020	07/20/2020	AW	CERTIFIED LABORATORIES	\$166.95	O
				Purpose: SUPPLIES		
85416	07/20/2020	07/20/2020	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: COMPUTER RENTALS		
85417	07/20/2020	07/20/2020	AW	LYKINS OIL COMPANY	\$1,136.26	O
				Purpose: FUEL		
85418	07/20/2020	07/20/2020	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$1,077.00	O
				Purpose: DRUG TESTING/PHYSICAL - FT STRAIGHT		
85419	07/20/2020	07/20/2020	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$170.00	O
				Purpose: RADIO REPAIR IN E73		
85420	07/20/2020	07/20/2020	AW	US BANK EQUIPMENT FINANCE	\$767.86	O
				Purpose: COPIER FEES		
85421	07/20/2020	07/20/2020	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: POSTAGE		
85422	07/21/2020	07/21/2020	AW	JORDAN CONCRETE SERVICES, LLC	\$21,103.25	O
85423	07/27/2020	07/27/2020	AW	SARA CONTRERAS	\$92.04	O
				Purpose: REIMB FOR SUPPLIES		
85424	07/27/2020	07/27/2020	AW	MICHAEL BROWN	\$50.00	O
				Purpose: JULY CELL PHONE REIMB		
85425	07/27/2020	07/27/2020	AW	BARRY TIFFANY	\$750.00	O
				Purpose: CELL PHONE REIMB AND CAR ALLOWANCE		
85426	07/27/2020	07/27/2020	AW	CARA TILFORD	\$50.00	O
				Purpose: JULY CELL PHONE REIMB		
85427	07/27/2020	07/27/2020	AW	CAROLYN L. DESTEFANI	\$20.00	O
				Purpose: JULY CELL PHONE REIMB		
85428	07/27/2020	07/27/2020	AW	NADINE DAUGHERTY	\$20.00	O
				Purpose: JULY CELL PHONE REIMB		
85429	07/27/2020	07/27/2020	AW	BILL HARPHANT	\$20.00	O
				Purpose: JULY CELL PHONE REIMB		
85430	07/27/2020	07/27/2020	AW	DALE OWENS	\$20.00	O
				Purpose: JULY CELL PHONE REIMB		
85431	07/27/2020	07/27/2020	AW	RICHARD CIPRIANO	\$20.00	O
				Purpose: JULY CELL PHONE REIMB		
85432	07/27/2020	07/27/2020	AW	TOBY KNERR	\$20.00	O
				Purpose: JULY CELL PHONE REIMB		
85433	07/27/2020	07/27/2020	AW	VALLEY ASPHALT CORPORATION	\$537.30	O
				Purpose: HPM COLD MIX		
85434	07/27/2020	07/27/2020	AW	MUFFLER BROTHERS	\$201.37	O
				Purpose: CARS 110 AND 106		
85435	07/27/2020	07/27/2020	AW	American Planning Association	\$446.00	O

**Payment Listing**

7/20/2020 to 7/31/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: DUES - CARA				
85436	07/27/2020	07/27/2020	AW	MELVIN STONE COMPANY	\$224.68	O
		Purpose: LIMESTONE				
85437	07/27/2020	07/27/2020	AW	DAYTON TRANSMISSION REPAIR	\$132.94	O
		Purpose: CAR 110				
85438	07/27/2020	07/27/2020	AW	GATEWAY AUTO CLINIC	\$468.22	O
		Purpose: CAR 107				
85443	07/27/2020	07/27/2020	AW	FRED CRAMER	\$20.00	O
		Purpose: JULY CELL PHONE REIMB				
85445	07/28/2020	07/28/2020	AW	OFFICE DEPOT	\$181.92	O
		Purpose: SUPPLIES				
85446	07/28/2020	07/28/2020	AW	CIVIC PLUS	\$4,985.36	O
		Purpose: WEBSITE FEE				
85447	07/28/2020	07/28/2020	AW	WASH IT DEAN	\$55.00	O
		Purpose: CAR WASHES				
85448	07/28/2020	07/28/2020	AW	SAM SMITH AND SON, INC.	\$980.00	O
		Purpose: REPLACE PRISONER PROCESSING WINDOW				
85449	07/28/2020	07/28/2020	AW	VALLEY ASPHALT CORPORATION	\$313.20	O
		Purpose: HPM COLD MIX				
85450	07/28/2020	07/28/2020	AW	DAYTON DAILY NEWS	\$149.22	O
		Purpose: 13 WEEK SUBSCRIPTION				
85456	07/28/2020	07/28/2020	AW	TIME WARNER CABLE	\$103.03	O
		Purpose: VOICE				
85457	07/28/2020	07/28/2020	AW	LYKINS OIL COMPANY	\$424.05	O
		Purpose: FUEL				
Total Payments:					\$38,909.20	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$38,909.20	

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.

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on July 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. Hodson 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.

**B. Fiscal Office**

Mr. Hodson was present. He had nothing to add. Mrs. Daugherty asked about the budget. Mrs. Destefani asked why all the Trustees are paid a little bit differently. Mr. Hodson and Mr. Tiffany explained it has to do with the rate of pay and how long the Trustees have been in office.

**C. Fire**

Chief Leaming was present. He had nothing to add to his report. Mrs. Destefani asked what the "Drug bag review" is. Chief Leaming stated that the Fire department goes over what is in the bags for familiarization. He stated that the bags are critical to the fire department. Mrs. Destefani asked about the new chairs for the fire department. Chief Leaming stated that they are great, and they can clean them very easily, which is nice right now because of COVID.

**D. Police**

Chief Brown was not present. Mrs. Destefani asked about the Laws about fireworks in Ohio. Chief Leaming stated that there is a rule that says you can buy fireworks in Ohio, but you are not allowed to shoot them in Ohio. But they have since done away with that. Chief Brown Stated that the new speed signs could be a great help in certain spots around the township.

**E. Roads and Services**

Mr. Harphant was not present. Mr. Tiffany stated that the road crew has been working very hard the past week because of absences due to COVID.

**F. Zoning**

Mrs. Tilford was present. She had nothing to add to her report. Mrs. Destefani asked about the lighting at Waterford. Mrs. Tilford stated that they completely changed the light fixtures to better suit the community. Mrs. Destefani thanked Mrs. Tilford for participating and helping with the Zoom meeting for the Greene County Township Association.

**G. Information Technology**

Mr. Tiffany stated that OTARMA has sent a letter about IT risk and they are going to come in with Tech Advisors to make sure our systems are not at risk and are up to date.

**H. Trustees**

Mrs. Destefani stated that she drove by Bellasera and she saw that the Bike and Hike trail is coming together, and she was excited about that. She also stated that she attended the Greene County Township Association Zoom meeting, and that they had a magnitude of speakers from multiple government entities. Mr. Tiffany stated that the US census asked about having training sessions in our building. He also stated that the Health Department is looking for a location to do a drive through COVID testing site. Mr. Tiffany suggested maybe the parking lots of the high school or the middle school. Mr. Tiffany spoke a little about the CARES ACT and how there should be extension of the CARES ACT into the beginning of next year. He also stated that Greene is asking for some of the CARES ACT money to be donated to them for small businesses.

**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. Reclassification of Fire Department Staff – Alexander Stump – 2020.07.20.01

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.

D. Declaration of Excess Fire Department Property – 2020.07.20.02

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.

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**

Denise Moore asked if it is possible to set up a voter registration booth at the farmer's market. Mr. Tiffany stated that, that would be fine. She also asked if there was a way for the Township to regulate a mask wearing policy. Mrs. Moore then asked if there was any way to get the meeting materials. Mr. Tiffany stated that the materials are posted on the Township website.

**8. Trustee/Staff Discussions**

**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

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Theodore L. Hodson, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2020.08.03.01**

IN RE: Reclassification of Fire Department Personnel – Anthony Straight

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 Anthony Straight from Part-time Firefighter I//Paramedic to Full-time Firefighter II//Paramedic, 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 Anthony Straight to the position of Full-time Firefighter II//Paramedic at the pay rate of \$18.92 per hour with an effective date of August 2, 2020, and is subject to a one (1) year probationary period ending August 2, 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. 2020.08.03.02**

IN RE: Appointment of Fire Department Staff  
Rodney Steward

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

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

WHEREAS, Rodney Steward has the necessary qualifications to serve in the capacity of Part-time Firefighter II/EMT for the Sugar Creek 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 Rodney Steward shall be appointed to Part-time Firefighter II/EMT within the Sugar Creek Fire Department at the rate of \$14.04 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Rodney Steward will have an effective date of July 23, 2020 with a one (1) year probationary period ending on July 23, 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. 2020.08.03.03**

IN RE: Year 2020 Amendment of Permanent Appropriations

WHEREAS, Fifty-Five-Thousand-Eight-Hundred-Seven dollars and Fifty-Three cents (\$55,807.53) has been received from the Greene County Coronavirus Relief Distribution Fund; and,

WHEREAS, the Board of Trustees has approved the creation of Fund 2910 for the receipt and management of said distribution; and,

NOW, THEREFORE, BE IT RESOLVED, that Fifty-Five-Thousand-Eight-Hundred - Seven dollars and Fifty-Three cents (\$55,807.53) revenue be appropriated to the 2910 County Corona Virus Relief Distribution Fund for expenditures and said amount be certified as revenue to the Greene County Auditor's office as an amendment to the current Sugarcreek Township budget.

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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

**PARTNERSHIP AGREEMENT  
BETWEEN  
GREENE COUNTY, OHIO AND THE Sugarcreek Twp Bd of Ttees  
FOR THE ADMINISTRATION OF THE  
CARES GRANT for GREENE COUNTY SMALL BUSINESSES**

This PARTNERSHIP AGREEMENT is made and entered into by the Sugarcreek Twp Bd of Ttees, OHIO, as approved by the Resolution no. 2020.08.03.04 by administrative motion on August 3 2020, (hereinafter "the Jurisdiction"); and Greene County, Ohio, as approved by the Board of County Commissioners by Resolution No. 20-7-2-9, passed on July 2, 2020, (hereinafter called "the County").

RECITALS

- A. Pursuant to the provisions of the Section 5001 of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and House Bill 481 (H.B. 481) of the 133<sup>rd</sup> General Assembly of the State of Ohio; the County has been authorized to make grants to political subdivisions within Greene County for the purpose of reimbursing the Jurisdiction for costs incurred, because of, and directly relating to the ongoing Pandemic as declared by the Federal Government.
- B. Additionally, another purposes of these grant funds is to reimburse small businesses, with less than 50 employees, hereinafter called the CARES Grant for Greene County Small Businesses, (Grant) up to \$10,000 for costs directly relating to the closure of such business as ordered by the State of Ohio (State); and for costs directly related to the reopening of said business in a safe manner as directed by the State.
- C. The County has administered grant funds for the Jurisdiction in the past, and the County and Jurisdiction desire for the County to administer these Grant funds.
- D. The County, through the Greene County Department of Development, has agreed to provide services for the Grant from August 1, 2020, through October 31, 2020, or until the Grant officially ends.
- E. The intent of the parties is to set forth their understanding concerning the County's Scope of Work for the Jurisdiction in administering the Grant and Grant funds through this Agreement.

WITNESS, that for and in consideration of the mutual promises, covenants and obligations contained herein, the parties do hereby agree as follows:

- I. County's Scope of Work: The County will act as the administrator of the Grant on behalf of the Jurisdiction by assuming the following responsibilities:
  - a. Provide support to the Jurisdiction for all issues regarding the Grant, and acting on behalf of the Jurisdiction in carrying out Grant requirements within the regulations for the Grant.
  - b. Manage the process and activity of procuring qualified small business applicants for the Grant.
  - c. Manage and maintain a tracking system of individual small business applicants on behalf of the Jurisdiction to ensure proper expenditure of funds and fund-accounting.
  - d. Ensure and facilitate Grant Grants to small businesses as allowed in Amended Substitute Senate Bill 310 (H.B. 481) on behalf of the Jurisdiction.
  - e. Manage the application process by handling the application approval process and insuring proper expenditures under the Grant's regulations.
  - f. Oversee the Grant Agreements and payments under the Grant on behalf of the Jurisdiction.
  - g. Manage the Grant by executing agreements or causing agreements to be executed and obtaining paperwork for any reimbursed expenses within the Grant requirements.

- h. Complete periodic and final Grant reports as required by the State or Federal entities for the duration of the Grant, and prepare any required Grant report documents on behalf of the Jurisdiction.
  - i. Monitor Grant activity, including all required applications, agreements, and other required documentation prior to, during, and upon completion of the Grant.
  - j. Work on behalf of the Jurisdiction to perform all steps of the Grant grants in a timely manner, meeting state/federal deadlines associated with the Grant.
  - k. Serve as liaison with state and local government, and any other necessary partners for the Grant.
  - l. Preparation and review of all Grant documents for grant funding, including responsibility for overseeing the compilation of all forms required to administer the Grant.
  - m. Provide organized copies of all Grant files to the Jurisdiction in a manner and format that meet Grant regulations.
  - n. Provide support to the Jurisdiction for all issues regarding the Grant, and acting on behalf of the Jurisdiction in carrying out Grant requirements within the regulations for the Grant.
  - o. Manage all Grant income committed by the Jurisdiction, which will be separately accounted for and managed by the County.
  - p. Jurisdiction's contribution will be spent only within Jurisdiction limits.
  - q. Jurisdiction's contribution will be expended prior to the County contribution.
2. Jurisdiction's Obligations: The Jurisdiction shall act as a supporting partner to the County in the pursuit and implementation of the Grant through the assumption of the following tasks:
- a. The Jurisdiction shall adopt the County's policies and procedures as far as it relates to the Grant.
  - b. Jurisdiction Staff Personnel – The Jurisdiction's staff will immediately forward to the Greene County Department of Development any applications for the Grant received by the Jurisdiction.
  - c. The Jurisdiction understands the Grant rules and regulations and agrees it will not make small business grants to any businesses independently.
3. Grant Income:
- a. The County shall commit Five Hundred Thousand Dollars (\$500,000) of its Grant income toward the CARES Grant for Greene County Small Businesses, for reimbursement of allowable expenses to small businesses, and will be responsible for subsequent reporting of this Grant
  - b. The Jurisdiction shall commit \$5,580 of its CARES Act Grant funds toward the Grant.
4. Compliance: Both parties hereby affirm that they are compliant with Section 5001 of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and House Bill 481 (H.B. 481) of the 133<sup>rd</sup> General Assembly of the State of Ohio.
5. Term: This Agreement applies to the Grant award of funds from the CARES Act and H. B. 481 allocations. This Agreement will remain in effect until the Grant funds are expended and the Grant-funded activities are completed. Neither party can terminate or withdraw from this Agreement while it remains in effect.
6. Miscellaneous:
- a. Neither the Jurisdiction nor the County shall assign, sublet, or transfer their interest in this Agreement without the express written consent of the other party.
  - b. This Agreement represents the entire and integrated agreement of the parties, and supersedes all prior negotiations, representations, and/or agreements, written or oral.
  - c. This Agreement may only be modified or amended by a written agreement between the parties, as evidenced by an addendum to this Agreement.
  - d. This Agreement, and all rights and obligations of the parties hereunder, shall be construed and governed by the laws of the State of Ohio. To the extent that any provision of this Agreement is

held to be invalid, that provision shall be deemed deleted from this Agreement and the remaining provisions shall remain in full force and effect.

- e. Each party agrees to be responsible for any negligent acts or negligent omissions by or through itself or its officers, employees, agents and contracted servants, and each party further agrees to defend itself and themselves and pay any costs, judgments and attorney fees arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

[Signature Page Follows]

**IN WITNESS WHEREOF**, the representatives of the parties hereto have set their hands on the dates given.

Sugarcreek Twp Bd of Ttees

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By: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Witness

\_\_\_\_\_ Witness

\_\_\_\_\_ Witness Name

\_\_\_\_\_ Witness Name

**GREENE COUNTY**

By: \_\_\_\_\_  
Bob Glaser, President  
Board of County Commissioners

\_\_\_\_\_ Date

\_\_\_\_\_ Witness

\_\_\_\_\_ Witness

\_\_\_\_\_ Witness Name

\_\_\_\_\_ Witness Name

Approved as to Form:

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Elizabeth Ellis, Civil Division Director  
Greene County Prosecuting Attorney's Office