



AGENDA
SUGARCREEK TOWNSHIP RECORDS COMMISSION
SPECIAL MEETING
Monday, August 17, 2020, 6:45 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. Recommendation to the Court of Common Pleas for the Appointment of Incoming Bellbrook-Sugar Creek Park District Commissioner – 2020.08.17.01
 - D. Resignation of Fire Department Staff – Rodney Beam – 2020.08.17.02
 - E. Acceptance of Dedicated Roadway for Maintenance – 2020.08.17.03
- 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



**Administrator's Report to the Trustees
August 17, 2020**

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

- Attended interviews with nine (9) candidates for the open Bellbrook Sugarcreek Park District Commissioner appointment. All applicants were excellent candidates and enjoyable to talk with in the process. There is a resolution on the agenda tonight for the Township's recommendation to the Common Pleas Court of Greene County who will make the appointment on September 30th.
- The Records Commission for the Township will hold a meeting at 6:30 today to approve new RC-1 forms. These forms regulate the keeping and destruction of records in accordance with Ohio Law.
- Discussions with possible commercial businesses for the Clio corridor continue. One business is under contract with another in contract negotiations.
- Attended an informal outdoor meeting of the Bellbrook Sugarcreek Chamber of Commerce to present Chris Ewing with words and small tokens of appreciation for her service to the Chamber and our communities over the past 21 years. Trustee Destefani read the proclamation passed by the Trustees this spring.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written in a cursive style.

Barry P. Tiffany
Township Administrator



Jeffrey A. Leaming
Fire Chief

Staff Report for Sugarcreek Township Trustees July 28, 2020 thru August 12, 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:

- Foam Systems
- ER Vehicle Operations
- Treatment HazMat Patients
-

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: 526 1 Overdose calls
- Vehicle Crashes: 91
- Fire Responses: 159
685 5.5% or 38 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
- Rescue Tools serviced and annually tested

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 August 3, 2020	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,887,065.00	\$394,632.63	\$1,619,462.04	\$887,597.80	55.811%
EMS	\$178,700.00	\$32,125.25	\$96,721.42	\$51,150.40	53.735%
Cell Tower Fund	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
Department Total	\$3,089,765.00	\$426,757.88	\$1,716,183.46	\$962,748.20	55.259%

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			
	Total \$956,783.00		\$198,675.00
TOTAL- \$1,254,458.00			

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown
Chief of Police

Trustee Report August 17, 2020

Training

- All OPOTA classes have been cancelled through August 28th.
- The Sugar Creek Township Police Department will have a Basic Interview and Interrogation training on August 18th.

Fiscal

Budget 2020 (Final Appropriation)	\$2,973,700.00
Expenditures as of August 3, 2020	\$1,453,628.97
% of Budget Used	48.6%
% of Budget Year Target for the end of August	66.4%
% of Budget Remaining	51.4%
Cash Balance as of August 3, 2020	\$984,345.19

Events/Appearances

- On August 10th, Chief Brown met with Denise Moore, a few Sugar Creek Cares members, and Chief Doherty of Bellbrook.
- All events have been cancelled.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "MA Brown".

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

July 24, 2020

- Business and house checks
- Traffic stops
- Community policing
- Domestic violence report on Surrey Trail

July 25, 2020

- Nothing to Report

July 26, 2020

- Protection order violation on Surrey Trail
- Suspicious person on Wilmington Pike
- Crash report on Wilmington Pike

July 27, 2020

- Suspicious vehicle on Conference Road
- Solicitor report on Wilmington Pike
- Crash report on McBee Road

July 28, 2020

- Crash report on Centerville Road
- Theft report on River End Court
- Juvenile complaint on Surrey Trail

July 29, 2020

- Nothing to Report

July 30, 2020

- Trespassing report on Springland Circle
- Welfare check on Wilmington Pike
- Theft report on Surrey Trail

July 31, 2020

- An animal complaint on Wilmington Pike
- Business checks
- Peace officer needed on Sears Road

August 1, 2020

- Business and house checks
- Community policing
- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike

August 2, 2020

- Theft report on Seton Hill Drive
- Intoxicated subject on Upper Bellbrook Road
- Crash on E. Centerville Station Road

August 3, 2020

- An animal complaint on Upper Bellbrook Road
- Crash report on Wilmington Pike
- Traffic stops

August 4, 2020

- Nothing to Report

August 5, 2020

- Nothing to Report

August 6, 2020

- Crash report on Wilmington Pike
- Juvenile complaint on Surrey Trail
- Fireworks reported on Rose Lake Drive

August 7, 2020

- Nothing to Report

August 8, 2020

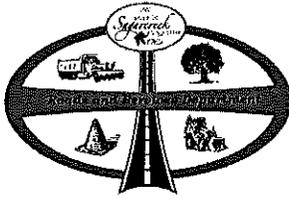
- Suspicious person reported on Ferry Road
- Community policing
- Assault report on Feedwire Road

August 9, 2020

- Nothing to Report

August 10, 2020

- Community policing
- Traffic stops
- Solicitor reported on Cheatham Way



**Staff Report for
Sugar Creek Township Trustees
August 17, 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

- Tree down Little Sugar Creek – 8/10

Accomplishments:

- Went to O'reilly's to test and pick up new starter
- Replace starter on 700
- Weed eat outlying areas in township
- Update and install road closing soon signs
- Replace strobe light on 703
- Weed eat property and plaza area
- Clean restroom, office, and mop sink areas
- Remove dead animal on Center Point Dr.
- Trim trees at property
- Checked catch basins and culvert pipes for debris
- Set up farmers market - 2
- Mow plaza area - 4
- Mow property - 4
- Cleaned up around building at property
- Picked up backhoe and bucket truck from Bellbrook
- Removed signs from right of way –
- Loaded records for Shred-it
- Picked up farmers market – 2
- Trimmed trees on Little Sugar Creek Rd. – 2
- Walk through in Oak Brook section 3
- Cleaned bucket truck and returned
- Picked up parts from multiple locations
- Got gravel for Haines Rd.
- Worked on chainsaws
- Repaired fuel leak on roller
- Checked on Brown Rd. multiple times
- Removed temporary sign from Little Sugar Creek Rd.
- Trimmed cross country course for high school - 2
- Add gravel to Fire Dept. apron
- Repaired gravel driveway on Royal Woods

- Picked up emulsion
- Worked on radar sign and installed
- Met with Greene County about water issues - The Landings, Kable's Mill, and Deer Field
- Dura-patch Willow Creek, Beech Hill, and Ferry North
- Patched spot on Ferry North
- Cleaned up tree on Little Sugarcreek
- New tires put on backhoe at Harworth
- Power wash Massey Ferguson tractor
- Change oil in F-250
- Repair light on 704
- Weed eat concrete island on Clys
- Weed eat bike path
- Picked up emulsion
- Service Massey Ferguson tractor
- Checked on milling in Jeremy Woods
- Assist computer guy with printer issue
- Clean island at Clys and Wilmington
- Proof roll in The Landings
- Changed batteries and moved speed signs on Clys
- Checked on paving in Jeremy Woods - 2
- Removed signs around township
- Checked crosswalks for schools
- Removed down limb on Brown Rd.
- Weed eat around property
- Cut brush around guardrail on Springland Circle
- Peel stickers off backs of signs
- Prepped truck for dura-patch
-

Respectfully,

Bill Harphant
Roads and Services Director



**Staff Report for the Sugar Creek Township Board of Trustees
August 3, 2020 to August 17, 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:

- **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:

- Attended Bellasera Pre-construction Meeting for Section 2 via Zoom on August 6, 2020
- Met with Zoning Commission Chair to review Zoning Resolution and discuss modifications on August 7, 2020
- Met with resident to discuss construction of a deck on August 7, 2020
- Attended meeting with OTARMA to discuss IT assets on August 10, 2020
- Provided comments to Greene County regarding the proposed County Trails Plan
- Met with resident to discuss construction of an inground pool on August 17, 2020
- Met with resident to discuss construction of a detached garage on August 17, 2020
- Continuing to work with MI Homes as they begin the process of applying for Zoning Certificates

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!



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.08.17.01**

IN RE: Recommendation to the Court of Common Pleas for the Appointment of Incoming Bellbrook-Sugarcreek Park District Commissioner

WHEREAS, Sugarcreek Township, the City of Bellbrook and the Bellbrook Sugarcreek Park District entered into a Memorandum of Understanding, (MOU), in May of 2020, providing clear guidelines for the appointment of members to the Bellbrook Sugarcreek Park District Board of Commissioners beginning with the 2020 appointment and each year thereafter; and,

WHEREAS, due to the COVID-19 epidemic, the Court of Common Pleas for Greene County delayed the appointment of this year's Commissioner term until September 30, 2020; and,

WHEREAS, in accordance with the terms of the MOU, the parties advertised for interested candidates and received nine (9) candidates for the Court appointed position; and,

WHEREAS, also in accordance with the terms of the MOU, representatives from each of the jurisdictions participated in interviews of the candidates on August 11 through August 13, 2020; and,

WHEREAS, at the conclusion of the interviews, the members present from the parties concluded that Mr. Mike Johnson was the best candidate to endorse for consideration of the Court to appoint to the incoming term of Commissioner for the Bellbrook Sugarcreek Park District.

NOW, THEREFORE, BE IT RESOLVED, that this Board of Sugarcreek Township Trustees does hereby concur with the consensus of the interviewing parties and recommends to the Court of Common Pleas for Greene County to appoint Mr. Mike Johnson to the incoming term of Commissioner for the Bellbrook Sugarcreek Park District with an appointment date of September 30, 2020.

FURTHER BE IT RESOLVED, that the Township Administrator is hereby directed to provide a copy of this Resolution to the City of Bellbrook, the Bellbrook Sugarcreek Park District, and the Court of Common Pleas for Greene County.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.08.17.02**

IN RE: Resignation of Fire Department Staff Rodney Beam

WHEREAS, full-time Firefighter/Paramedic Rodney Beam has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Mr. Beam was a member of the Sugarcreek Township Fire Department as a Firefighter/Paramedic on December 17, 2012; and,

WHEREAS, Chief Jeffrey A. Leaming recommends we accept the resignation of Mr. Beam.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the resignation of Rodney Beam effective July 6, 2020.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

Rodney Beam

U#27

06-09-2020

Resignation Letter

To Whom it May Concern,

I am pleased to announce that I have been offered a full-time job with the Washington Township Fire Department. I have accepted the offer and have my first day of orientation set for July 8th. For scheduling purposes, I can work up to the day of July 6th

I have been very blessed to work for this department. From the moment I was hired part-time here back in 2012, I was challenged to work hard, train harder, and always find ways to better myself personally and professionally. I have had both highs and lows at this department. With the help of my friends, fellow co-workers, and captains, I have come through it all as a better Paramedic and a better Firefighter. The lessons and experiences I have had here at Sugarcreek will carry over with me as I start at Washington.

As much I hate to leave Sugarcreek, my biggest reason for going across the street is strictly financial. Because Lydia stays at home with William, I am the sole bread winner for my family. Although I will initially be taking a pay cut, within a few short years I will be making as much as both my top out here at Sugarcreek and my part-time job at Moorefield combined. This is just a financial step forward that I cannot pass up. However, I will say for the record that if Sugarcreek and Washington were in the same boat financially, I would choose to stay here with this department.

Each department has its positives and negatives. While I could extrapolate further on these issues, I feel like that would be too much to put in this letter. If we are still doing them, I would love to have an exit interview with whoever would be willing to sit down and chat with me. I again want to express my deep gratitude to this department for all the opportunities that it has provided for me. I wish you all the very best as you move the department forward to better serve and protect the community of Sugarcreek Township.

A handwritten signature in black ink, appearing to read "Rodney Beam". The signature is fluid and cursive, with a large initial "R" and a long, sweeping underline.



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.08.17.03**

IN RE: Acceptance of Dedicated Roadway for Maintenance
of Streets and Storm Systems for Oak Brooke 3

WHEREAS, this Board of Township Trustees has received the name Oak Brooke 3, Section 4, from the Greene County Engineer which will become the responsibility of Sugarcreek Township per Ohio Revised Code (O.R.C.) 5553.31; and,

WHEREAS, the maintenance and responsibility for these roadways will belong to the Sugarcreek Township Trustees; and,

WHEREAS, the following roadways have met the specifications and inspection procedures of both the Greene County Engineer and the Sugarcreek Township Roads and Services Department:

Oak Brooke 3, Section 4

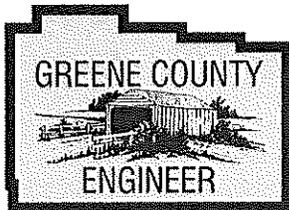
NOW THEREFORE, BE IT RESOLVED, that these subdivision roads are accepted as the responsibility of Sugarcreek Township and the speed limit in this residential area shall be set at 25 miles per hour.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



STEPHANIE ANN GOFF, P.E., P.S.

GREENE COUNTY ENGINEER

615 Dayton-Xenia Road

Xenia, Ohio 45385-2697

Office (937) 562-7500

Fax (937) 562-7510

MAINTENANCE AND RESPONSIBILITY

SUBDIVISION: Oak Brooke 3

SECTION: 4

TOWN: 2

RANGE: 6

TOWNSHIP OR CITY: Sugarcreek Township

The following signatures from the appropriate and authorized offices hereby approve and accept the maintenance responsibility for the streets and storm system for the subject development:

Township Officer(s):

Date: _____

Date: _____

Date: _____

City Officer: _____ Date: _____

Village Officer: _____ Date: _____