



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Hearing

To Consider Adopting Massage Establishment Regulation – 2020.10.19.01

- Public hearing is formally opened
- Staff report on the text amendments
- Applicant presentation
- Those wishing to speak in favor
- Those wishing to speak against
- Neutral parties wishing to speak
- Public hearing is closed
- Deliberation and decision

5. Reports

- A. Administrator
- B. Fiscal Officer
- C. Fire
- D. Police
- E. Roads and Services
- F. Zoning
- G. Information Technology
- H. Trustees

6. Public Comments - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)

7. Old Business

- A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice

8. Consent Agenda Items

- A. Payment of Bills

- B. Approval of Minutes
- C. Appointment of Full Time Police Officer – Jarod Pytel – 2020.10.19.02
- D. Resignation of Roads and Service Staff – Toby Knerr – 2020.10.19.03
- E. Reclassification of Roads and Service Staff – Joseph Hoffmann – 2020.10.19.04
- F. Authorize Purchase using CARES Funding – Touchless Restroom fixtures Admin building, Safety Building and Fire Station – 2020.10.19.05
- G. Authorize Purchase using CARES Funding – Automatic Entry Doors – Admin Building, Safety Building and Fire Station – 2020.10.19.06
- H. Authorize Purchase using CARES Funding – iPads, Laptop and accessories – Trustees, Administrator and Department Heads – 2020.10.19.07
- I. Year 2020 Amendment of Permanent Appropriations – 2020.10.19.08
- J. Authorize Purchase using CARES Funding – Lumailier UV Disinfectant Lights for Medic 71 & 72 – 2020.10.19.09
- K. Authorize Purchase using CARES Funding – Mask Fit Tester – 2020.10.19.10

9. Discussion Agenda Items

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11. Trustee/Staff Discussion
Limited Home Rule

12. 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



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11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.10.19.01
Resolution Adopting Massage Establishment Regulations

Whereas, the Sugarcreek Township Trustees find that Massage Establishments in Sugarcreek Township require special supervision from public safety agencies in order to protect and preserve the health, safety and morals of the patrons of such businesses as well as citizens of the Township; and

Whereas, the board of trustees, by resolution, may regulate and require the registration of massage establishments and their employees within the unincorporated territory of the township pursuant to section 503.40 to 503.49 of the Ohio Revised Code; and

Whereas, pursuant to the Ohio Revised Code, the board of trustees has conducted a public hearing at not fewer than two regular sessions of the board of trustees and has cause to be published in a newspaper of general circulation in the township, or as provided in section 7.16 of the Ohio Revised Code, notice of the public hearings, including the time, date, and place, once a week for two weeks immediately preceding the hearings; and

Whereas, the board of trustees has made available proposed regulations to the public at the office of the board prior to its passage and will make available these regulations after adoption to the public at the office of the board and shall cause to be published once a notice of the availability of the regulations in a newspaper of general circulation in the township within ten days after their adoption; and

Whereas, nothing herein shall be constructed to regulate the practice of any limited branch of medicine specified in section 4731.15 of the Ohio Revised Code or the practice of providing therapeutic massage by a licensed massage therapist, physician, a licensed chiropractor, a licensed podiatrist, a licensed nurse, or any other licensed health professional.

Now, Therefore, Be it resolved by the Board of Trustees of Sugarcreek Township, Greene County Ohio that;

Section 1. The regulations governing massage establishments and their employees within unincorporated areas of Sugarcreek Township, Greene County Ohio a copy of which is attached to and made a part of this resolution as Exhibit A, are hereby adopted.

Section 2. The Clerk is directed to keep the regulations available for the public inspection and copying at the office of the board.

Section 3. The Clerk is further directed to cause the following notice to be published in a newspaper of the general circulation in the township, within ten days after the date of this resolution:

The Board of Trustees of Sugarcreek Township, Greene County, Ohio has adopted regulations governing massage establishments and their employees. Such regulations are available to the public for inspection and copying at the Sugarcreek Township Office Building, located at 2090 Ferry Road, Sugarcreek Township, OH 45305.

Section 4. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this board, and that all deliberations of this board that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 5. If any section, subsection, or clause of this resolution including the attached regulations which are incorporated herein by this reference, shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected.

Section 6. The regulations take effect thirty days after the date of this resolution, unless a sufficient petition is timely filed requesting the board to submit the same to the electors for approval or rejection, as provided by the Ohio Revised Code Section 503.41.

Now, Therefore, Be it resolved by the Sugarcreek Township Trustees, Greene County, Ohio:

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



EXHIBIT A

Message Establishment Licensing Policy

Section 1. Definitions

- a) "Massage" means any method of exerting pressure on, stroking, kneading, rubbing, tapping, pounding, vibrating, or stimulating the external soft tissue of the body with the hands, or with the aid of any mechanical or electrical apparatus or appliance.
- b) "Massage establishment" means any fixed place of business where a person offers massages:
 - a. In exchange for anything of value; or
 - b. In connection with the provision of another legitimate service.
- c) "Masseur" or "Masseuse" means any individual who performs massages at a massage establishment.
- d) "sexual or genital area" includes the genitalia, pubic area, anus, perineum of any person, and the breasts of a female.

Section 2. Permits – Licenses – Regulations.

- a) No person shall engage in, conduct or carry on, or permit to be engaged in, conducted or carried on in the unincorporated areas of the township, the operation of a massage establishment without first having obtained a permit from the board of township trustees as provided in section 3.
- b) No individual shall act as a masseur or masseuse for a massage establishment located in unincorporated areas of the township without first having obtained a license from the board of township trustees as provided in section 5.
- c) No owner or operator of a massage establishment located in the unincorporated areas of the township shall knowingly do any of the following:
 - a. Employ an unlicensed masseur or masseuse;
 - b. Refuse to allow appropriate state or local authorities, including Police officers, access to the massage establishment for any health or safety inspection conducted pursuant to a regulation adopted by the township under section 503.41 of the Ohio Revised Code;
 - c. Operate during the hours designated as prohibited hours of operation by the board of township trustees;
 - d. Employ any person under the age of eighteen.
- d) No person employed in a massage establishment located in the unincorporated area of the township shall knowingly do any of the following in the performance of duties at the massage establishment:
 - a. Place his or her hand upon, touch with any part of his or her body, fondle in any manner, or massage the sexual or genital area of any other person;

- b. Perform, offer, or agree to preform any act which would require the touching of the sexual or genital area of any other person;
 - c. Touch, offer, or agree to touch the sexual or genital area of any other person with any mechanical or electrical apparatus or appliance;
 - d. Wear unclean clothing, no clothing, transparent clothing, or clothing that otherwise reveals the sexual or genital areas of the masseur or masseuse;
 - e. Uncover or allow the sexual or genital areas of any other person to be uncovered while providing massages.
- e) No licensed masseur or masseuse shall accept or continue employment at a massage establishment that does not have a current, valid permit issued by the board of township trustees.

Section 3. Application for permit to operate massage establishment.

- a) Application for an original or renewal permit shall be in writing, addressed to the Board of Trustees of Sugarcreek Township Greene County, Ohio and contain the address where the massage establishment is operated, or is to be operated, including a legal description of the property; An application for renewal permit or license shall be filed no later than thirty days prior to expiration of the permit to be renewed. All applications shall be filed with the Clerk. A non-refundable filing fee of \$250 shall be paid at the time of filing the initial application for a permit. A non-refundable filing fee of \$125 shall be paid for renewal permit to operate a massage establishment,
- b) A health and safety report of an inspection of the premises performed within thirty days of the application to determine compliance with applicable heath and safety codes, which inspection appropriate state or local authorities acting pursuant to an agreement with the board shall preform;
- c) The full name and address of any person applying for a permit, including any partner or limited partner of a partnership applicant, any officer or director of a corporate applicant, and any stockholder holding more than two percent of the stock of a corporate applicant, the date of birth and social security number of each individual, and the federal identification number of any partnership or corporation;
- d) Authorization for an investigation into criminal record of any person applying for a permit;
- e) The applicants agreement to abide by these regulations and laws of Ohio, and any amendments, additions, or reenactments thereof

A permit issued under this section to a massage establishment shall expire one year after the date of issuance, except that no massage establishment shall be required to discontinue business because of failure of the board to act on a renewal application filed in a timely manner and pending before the board on the expiration date of the establishment's permit. Each permit shall contain the name of the applicant, the address of the massage establishment, and the expiration date of the permit.

Section 4. Denial or revocation of permit.

The board of township trustees shall deny any application for permit to operate a massage establishment or revoke a previously issued permit, for any of the following reasons:

- a) Falsification of any of the information required for the application or failure to fully complete the application;
- b) Failure to cooperate with any required health or safety inspections;
- c) Any one of the persons named on the application is under the age of eighteen;
- d) Any one of the persons named on the application has been convicted of or pleaded guilty to any violation of chapter 2907 of the Ohio Revised Code, or violation of any municipal ordinance that is substantially equivalent to any offense contained in chapter 2907 of the Ohio Revised Code. Within five years preceding the application;
- e) Any masseur or masseuse employed at the licensed massage establishment has been convicted of or plead guilty to a violation of division D of section2.

Section 5. Application of license as massager.

- a) Application for an original or renewal license shall be in writing, addressed to the Board of Trustees of Sugarcreek Township Greene County, Ohio. An application for a renewal license shall be filed no later than thirty days prior to the expiration of the permit to be renewed. All applications shall be filed with the Clerk. A non-refundable filing fee of \$100 shall be paid at the time of filing the initial application for license for each applicant. A non-refundable fee of \$50 shall be paid for a renewal license for each applicant as masseur or masseuse.
- b) The results of a physical examination performed by a licensed physician, a physician assistant, a clinical nurse specialist, a certified nurse practitioner, or a certified nurse midwife within thirty days of the application certifying that the applicant is free from communicable diseases;
- c) The full name, date of birth, address, and social security number of the applicant;
- d) The results of an investigation by appropriate police agencies into criminal record of the applicant, including a photograph taken no later than thirty days prior to the application, fingerprints, and background investigation;
- e) The applicants agreement to abide by these regulations and the laws of Ohio, and any amendments, additions, or reenactment thereof

A license issued under this section to a massager shall expire one year after the date of issuance, except that no massager shall be required to discontinue performing massages because of the failure of the board to act on a renewal application filed in a timely manner and pending before the board on the expiration date of the person's license. Each license shall contain the full name of the applicant, a color photograph and a brief description of the person, and the expiration date of the license.

Section 6. Denial or Revocation of license.

The board shall deny the application for a masseur or masseuse license or revoke a previously issued license for any of the following reasons:

- a) Falsification of any of the information required for the application or failure to fully complete the application;
- b) The applicant is under the age of twenty-one.
- c) The applicant has been convicted of or plead guilty to any violation of chapter 2907 of the Ohio Revised Code, or violation of any municipal ordinance that is substantially equivalent to any offense contained in chapter 2907 of the Ohio Revised Code, within five years preceding the application.
- d) The applicant has been convicted of or plead guilty to violation of division D of section 2.

Section 7. Requirements of Operation

- a) A massage establishment shall display it's current permit in an area open t the public;
- b) Each member shall display the massager's license at all times in the areas where the licensee is providing massages;
- c) Message establishments shall undergo periodic health and safety inspections to determine continual compliance with applicable health and safety codes;
- d) Massagers shall undergo periodic physical examinations preformed by a licensed physician, physician assistant, a clinical nurse specialist, a certified nurse practitioner, or a certified nurse midwife certifying that the massager continues be free from communicable diseases.

Section 8. Proceedings of Board.

A board of township trustees need not hold any hearing in connection with an order denying or revoking a permit to operate a massage establishment or masseur or masseuse license. The board shall maintain a complete record of each proceeding and shall notify the applicant in writing of its order. Any person adversely affected by an order of the board denying or revoking a permit to operate a massage establishment or masseur or masseuse license may appeal from the order of the board to the court of common peas of the county in which the township is located, the place of business of the permit holder is located, or the person is a resident. The appeal shall be in accordance with chapter 2506 of the Ohio Revised Code.

Section 9. Fees deposit and use.

The board shall deposit the fees collected by the township for massage establishment permits and masseur and masseuse licenses in the township general fun and first use the fees for the cost of administering and enforcing these regulations.

Section 10. Exceptions

This resolution shall not apply to: 1 A person, licensed or registered by the State of Ohio Medical Board, while performing activities normally required by or associated with their licensed or registered profession, including licensed massage therapists; 2 a licensed cosmetologist, registered barber, registered barber apprentice, licensed chiropractor, licensed podiatrist, licensed practical or registered nurse, while performing activities normally required by or associated with their licensed or registered profession; 3 a person working under the direct supervision of an individual mentioned in this section while such individual is performing activities normally required by or associated with their licensed or registered profession. 4 Hospitals, nursing homes and public health centers, occupational therapists, athletic trainers, karate schools, private and public k-12 schools, community fitness centers.

Section 11. Penalties

- a) Whoever violates division A or B of section 2 is guilty of a misdemeanor of the first degree.
- b) Whoever violates division C,D, or E of section 2 is guilty of a misdemeanor of the third degree



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**Administrator's Report to the Trustees
October 19, 2020**

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

- A good deal of time is being spent by the department heads and administration to develop proper expenditures for the CARES Act funding. This week we received an additional \$300k+ that must be properly expended or returned no later than December 30th. Expending the funds for police and fire personnel payroll, as well as any time spent by human resources or administrative personnel to prevent the spread of COVID-19, has been deemed proper. Our intent is to not return any of the funds we have received. Because some communities are not electing to receive funds that have been allocated to them, and others may return unused funds, there may be another round of distribution shortly after the first of the year.
- The Greene County Commissioners are providing another round of CARES Act grant funding for local businesses. They will be allocating an additional \$500,000. The last round helped 68 businesses in 10 different jurisdictions.
- Credit card payments are almost set-up for the township, eliminating our need to accept cash and allowing us to go "contactless" for taking applications and issuing permits.

Respectfully Submitted,

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

Barry P. Tiffany
Township Administrator

Scheduled Events:

- Diversity Training 10/26
- Most regularly scheduled events and meetings have been cancelled

Fiscal:

As of October 12, 2020	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,887,065.00	\$292,336.32	\$2,093,075.44	\$516,280.71	72.133%
EMS	\$178,700.00	\$25,492.72	\$124,680.95	\$29,823.40	69.268%
Cell Tower Fund	\$24,000.00	\$24,000.00	\$0.00	\$0.00	0.00%
Department Total	\$3,089,765.00	\$341,829.04	\$2,217,756.39	\$546,104.11	71.409%

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	Staff Vehicle \$50,000.00	Build Gear Room (In Bay Sta. 72) \$55,000.00	Kitchen (Sta. 71) \$9,000.00
4	Mobile Radio \$31,783.00	Sleeping area improvements (Sta. 72) \$15,000.00	Kitchen (Sta. 72) \$12,000.00
5	Station 72 Concrete Ramp Replacement \$50,000.00	Thermal imaging Camera \$9,000.00	Painting Interior (Sta. 71) \$3,000.00
6	Mobile Data Terminals \$17,500.00	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 \$884,283.00		\$198,675.00

TOTAL- \$1,181,958.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown
Chief of Police

Trustee Report October 19, 2020

Training

- No classes scheduled.

Fiscal

Budget 2020 (Final Appropriation)	\$2,973,700.00
Expenditures as of October 12, 2020	\$1,967,158.36
% of Budget Used	65.7%
% of Budget Year Target for the end of October	83%
% of Budget Remaining	34.3%
Cash Balance as of October 12, 2020	\$1,656,828.53

Events/Appearances

- On October 8th, Chief Brown attended the Ministerial Luncheon.
- On October 13th, Chief Brown attended the Community Support Center Board Meeting.

Respectfully submitted,

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

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

October 1, 2020

- Business and house checks
- Theft report taken on Callalily Drive
- Domestic violence report on Rose Lake Court

October 2, 2020

- Community policing
- Traffic stops
- Domestic dispute on Wilmington Pike

October 3, 2020

- Nothing to Report

October 4, 2020

- Crash report on Wilmington Pike
- Traffic stops

October 5, 2020

- Nothing to Report

October 6, 2020

- Domestic violence report on Edelweiss Drive
- Traffic stops
- Menacing report on Wilmington Pike

October 7, 2020

- Crash report on Feedwire Road
- Fraud report taken on Surrey Trail
- Suspicious vehicle on Seton Hill Drive

October 8, 2020

- Nothing to Report

October 9, 2020

- Community policing
- An animal complaint taken on Ferry Road

October 10, 2020

- Crash report on Wilmington Pike
- Business checks
- Traffic stops

October 11, 2020

- Suspicious vehicle on Feedwire Road
- Domestic dispute report on Mead Road



Staff Report for Sugar Creek Township Trustees October 19, 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

- 10-12 Tree down on Spahr Rd.

Accomplishments:

- Set up Farmers Market - 2
- Crack seal Berryhill and East of Eden
- Proof roll in the Grand
- Pick up Farmers Market - 2
- Dura-patch Ferry Rd. hill - 2
- Picked up emulsion - 2
- Repair dura-patcher
- Service Massey tractor
- Multiple driveway permits
- Mow township roads –
- Crack seal East of Eden - 2
- Picked up emulsion
- Picked up parts and repair saw
- Crack seal Clys and Spahr Rd.
- Crack seal Jeremy Woods
- Change speed limit sign batteries
- Picked up signs in right of way - 2
- Picked up loose gravel signs
- Crack seal Deer Field
- Picked up radios from W & S Electronics
- Clean up tree on Spahr Rd.
- Picked up dead deer on McBee Rd.
- Multiple OUPS locates
- Worked on dura-patcher
- Dura-patch Spahr Rd.
- Check on water main break on Edelweiss
- Install zoning sign on Vimark Ln.

- Crack seal Cloy Rd.
- Clean office/restroom
- Clean trucks

Respectfully,

Bill Harphant
Roads and Services Director



**Staff Report for the Sugarcreek Township Board of Trustees
October 6, 2020 to October 19, 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:

- **October 22, 2010 BZA Meeting**
 - **BZA Case 07-2020:** Applicant, Robert “Keith” Ralston, is requesting variances from Sections 4.11 D. 3. And 4.11 G. Table 4-4 of the Sugarcreek Township Zoning Resolution to allow for an existing 4.976 acre parcel with 99.23’ of frontage on Vimark Lane to be split into three (3) parcels: a proposed west parcel with approximately 20’ of frontage on Vimark Lane and containing approximately 1.5 acres, a proposed central parcel with approximately 59’ of frontage on Vimark Lane and containing approximately 1.9 acres, and a proposed west parcel with approximately 20’ of frontage on Vimark Lane and containing approximately 1.5 acres. The subject property is 2915 Vimark Lane, parcel L32000100100004300, is located in the E (Estate Residential) District.

Zoning Commission Activities:

- **October 6, 2020 BZA Meeting: Follow-up**
 - **BZC02-2020-**Guttman Properties, LLC is requesting approval of the elevations for the twin family homes and modification of a condition referencing the way the single-family lot will be made a part of the Browns’s Run subdivision (proposed by recorded amendment and not be replat). These are minor modifications requested to the Final PUD Plan for Grant at Sugarcreek.
 - *The BZC approved the requests.*

- **November 3, 2020-Cancelled**

Meetings/Accomplishments:

- Met with property owner to discuss land in the township on October 6, 2020
- Attended Zoning Commission Meeting (via Zoom) on October 6, 2020
- Completed BZA Minutes
- Completed BZC Minutes
- Met with GCEO and developer to discuss open space in Landings on October 12, 2020
- Prepared Staff Report for BZA07-2020
- Prepared and emailed October 22, 2020 BZC Packets
- Working with HPA Development Group on the placement of additional trees adjacent to Land Drive
- Working with Fischer on new home submissions (Landings Addition Section 2 and Landing Section 5 have been recorded)
- Working with MI on new home submissions

Announcements/Upcoming Events:

- Farmers' Market is open! Visit Fridays from 3-6 p.m. at Sugarcreek Plaza!

2020 ZONING CERTIFICATE REPORT

	SFR	MFR	AcStrc	Bsmt	Deck	Fence	P/F	Pool	Add/R/COM	Tmp U/S	Wall Sign	Grd Sign	Home Oc	Ten Fin	Other	TOTALS
JAN	6	0	2	0	0	0	1	1	0	0	0	0	0	0	1	11
FEB	10	0	0	0	1	2	2	0	0	0	0	0	0	1	0	16
MARCH	9	0	1	0	5	1	2	1	3	0	0	0	0	0	0	22
APRIL	6	0	4	0	3	5	2	0	1	0	0	0	0	0	2	23
MAY	3	0	2	0	1	4	0	1	2	0	0	0	0	0	0	13
JUNE	5	0	4	0	2	8	1	0	4	0	0	0	0	0	0	24
JULY	6	0	5	0	7	5	0	0	1	1	0	0	0	0	1	26
AUGUST	4	0	2	1	2	4	1	0	0	0	0	0	0	0	2	16
SEPT	4	0	4	1	2	2	2	0	2	1	0	1	0	0	0	19
OCT	25	0	2	0	0	0	1	0	0	1	0	0	0	1	0	30
NOV																
DEC																
TOTALS	78	0	26	2	23	31	12	3	13	3	0	1	0	2	6	200

200 ZCs issued ytd. vs. 180 ZCs issued same period 2019 (+11%); 78 ZCs issued for SFRs ytd vs. 64 ZCs issued for a SFR same period 2019 (+21.9%).



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Public Hearing**
To Consider Adopting Massage Establishment Regulation – 2020.10.19.01

- Public hearing is formally opened
- Staff report on the text amendments
- Applicant presentation
- Those wishing to speak in favor
- Those wishing to speak against
- Neutral parties wishing to speak
- Public hearing is closed
- Deliberation and decision

- 5. Reports**
 - A. Administrator
 - B. Fiscal Officer
 - C. Fire
 - D. Police
 - E. Roads and Services
 - F. Zoning
 - G. Information Technology
 - H. Trustees

- 6. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)

- 7. Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice

- 8. Consent Agenda Items**
 - A. Payment of Bills

- B. Approval of Minutes
- C. Appointment of Full Time Police Officer – Jarod Pytel – 2020.10.19.02
- D. Resignation of Roads and Service Staff – Toby Knerr – 2020.10.19.03
- E. Reclassification of Roads and Service Staff – Joseph Hoffmann – 2020.10.19.04
- F. Authorize Purchase using CARES Funding – Touchless Restroom fixtures Admin building, Safety Building and Fire Station – 2020.10.19.05
- G. Authorize Purchase using CARES Funding – Automatic Entry Doors – Admin Building, Safety Building and Fire Station – 2020.10.19.06
- H. Authorize Purchase using CARES Funding – iPads, Laptop and accessories – Trustees, Administrator and Department Heads – 2020.10.19.07
- I. Year 2020 Amendment of Permanent Appropriations – 2020.10.19.08
- J. Authorize Purchase using CARES Funding – Lumailier UV Disinfectant Lights for Medic 71 & 72 – 2020.10.19.09
- K. Authorize Purchase using CARES Funding – Mask Fit Tester – 2020.10.19.10

9. Discussion Agenda Items

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11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



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Payment Listing

October 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status	
1791-2020	10/05/2020	10/05/2020	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,621.40	O	
	Purpose:	LATE CONTRIBUTIONS FOR NADINE FROM 2004					
1881-2020	10/12/2020	10/12/2020	CH	BUREAU OF WORKERS' COMPENSATION	\$6,358.67	O	
	Purpose:	MONTHLY PAYMENT					
1885-2020	10/13/2020	10/13/2020	CH	OLD FORT BANK	\$3,169.67	O	
	Purpose:	MISC PURCHASES					
85805	10/05/2020	10/05/2020	AW	NATIONAL TACTICAL OFFICERS ASSOCIA	\$50.00	O	
	Purpose:	DUES-DECKARD					
85806	10/05/2020	10/05/2020	AW	NATIONAL ASSOCIATION OF FIRE INVESTI	\$65.00	O	
	Purpose:	DUES-JOHNSON					
85807	10/05/2020	10/05/2020	AW	GATEWAY AUTO CLINIC	\$148.76	O	
	Purpose:	OIL CHANGES					
85811	10/06/2020	10/06/2020	AW	JEFFERSON HEALTH PLAN	\$40,733.41	V	
	Purpose:	OCT HEALTH INS					
85811	10/06/2020	10/06/2020	AW	JEFFERSON HEALTH PLAN	-\$40,733.41	V	
85812	10/06/2020	10/06/2020	AW	JEFFERSON HEALTH PLAN	\$40,733.41	O	
	Purpose:	OCT HEALTH INS					
85813	10/06/2020	10/06/2020	AW	OFFICE DEPOT	\$214.62	O	
	Purpose:	SUPPLIES					
85814	10/06/2020	10/06/2020	AW	TIME WARNER CABLE	\$386.00	O	
	Purpose:	INTERNET					
85815	10/06/2020	10/06/2020	AW	MUFFLER BROTHERS	\$688.59	O	
	Purpose:	CARS 111 AND 107					
85816	10/06/2020	10/06/2020	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$95.30	O	
	Purpose:	SEARCHES					
85817	10/06/2020	10/06/2020	AW	TREASURER OF STATE	\$100.00	O	
	Purpose:	MONTHLY ACCESS					
85818	10/06/2020	10/06/2020	AW	FINLEY FIRE EQUIPMENT	\$1,064.00	O	
	Purpose:	REPAIRS TO CUTTER					
85819	10/06/2020	10/06/2020	AW	LYKINS OIL COMPANY	\$1,163.84	O	
	Purpose:	FUEL					
85820	10/06/2020	10/06/2020	AW	PHOENIX SAFETY OUTFITTERS	\$12.75	O	
	Purpose:	SHIPPING					
85821	10/06/2020	10/06/2020	AW	VERIZON WIRELESS	\$325.82	O	
	Purpose:	CELL PHONES - FIRE					
85822	10/06/2020	10/06/2020	AW	VALLEY ASPHALT CORPORATION	\$234.00	O	
	Purpose:	SURF					
85823	10/06/2020	10/06/2020	AW	NORTHCOAST PRODUCTS	\$1,339.00	O	
	Purpose:	RAPID SET EMULSION					
85824	10/06/2020	10/06/2020	AW	O'REILLY AUTOMOTIVE, INC.	\$15.99	O	
	Purpose:	MOTOR OIL					
85825	10/06/2020	10/06/2020	AW	DAYTON POWER & LIGHT	\$396.12	O	
	Purpose:	ELECTRIC					
85826	10/06/2020	10/06/2020	AW	A. E. DAVID COMPANY	\$153.90	O	
	Purpose:	UNIFORMS					
85827	10/06/2020	10/06/2020	AW	VECTREN	\$5.45	O	

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Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: NATURAL GAS				
85828	10/06/2020	10/06/2020	AW	THE HOME DEPOT PRO	\$1,328.22	O
		Purpose: SPRAYERS AND DISINFECTANT FOR COVID				
85829	10/06/2020	10/06/2020	AW	QUADIENT FINANCE USA, INC.	\$165.13	O
		Purpose: POSTAGE				
85830	10/06/2020	10/06/2020	AW	US BANK EQUIPMENT FINANCE	\$835.25	O
		Purpose: COPIER FEES				
85831	10/06/2020	10/06/2020	AW	PESTER PLUMBING	\$135.00	O
		Purpose: URIANL REPAIRS				
85832	10/06/2020	10/06/2020	AW	MEDICOUNT MANAGEMENT, INC.	\$1,293.62	O
		Purpose: AUGUST EMS BILLING				
85833	10/06/2020	10/06/2020	AW	CITY OF BELLBROOK	\$52.52	O
		Purpose: WATER STA 71				
85834	10/06/2020	10/06/2020	AW	DAYTON POWER & LIGHT	\$1,181.90	O
		Purpose: PSB, RANGE & STA 71				
85835	10/06/2020	10/06/2020	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$866.55	O
		Purpose: ENG - 71				
85836	10/06/2020	10/06/2020	AW	BOUND TREE MEDICAL, LLC	\$79.47	O
		Purpose: EMS SUPPLIES				
85837	10/06/2020	10/06/2020	AW	LOWE'S COMPANIES INC.	\$198.71	O
		Purpose: MISC PURCHASES				
85838	10/09/2020	10/09/2020	AW	BEST BUY	\$5,900.96	O
		Purpose: iPads, laptop and accessories				
85839	10/09/2020	10/09/2020	AW	BEST BUY	\$3,284.98	O
85840	10/09/2020	10/09/2020	AW	BEST BUY	\$3,155.98	O
85842	10/12/2020	10/12/2020	AW	OHIO PEACE OFFICERS TRAINING ACADE	\$614.00	O
		Purpose: TRAINING - CAGG				
85843	10/12/2020	10/12/2020	AW	CAPITAL TIRE, INC.	\$581.14	O
		Purpose: TIRES				
85844	10/12/2020	10/12/2020	AW	AIM MEDIA MIDWEST	\$294.50	O
		Purpose: ZONING ADS				
85845	10/12/2020	10/12/2020	AW	LYKINS OIL COMPANY	\$1,201.48	O
		Purpose: FUEL				
85846	10/12/2020	10/12/2020	AW	VALLEY ASPHALT CORPORATION	\$797.16	O
		Purpose: SURF				
85848	10/13/2020	10/13/2020	AW	GREENE COUNTY SANITARY ENGINEER	\$598.77	O
		Purpose: WATER AND SEWER				
85849	10/13/2020	10/13/2020	AW	MUFFLER BROTHERS	\$14.09	O
		Purpose: REPAIRS				
85850	10/13/2020	10/13/2020	AW	TIME WARNER CABLE	\$243.73	O
		Purpose: TV SERVICES, FIRE ALARM				
85851	10/13/2020	10/13/2020	AW	SAULCLEAN HARD SURFACE CLEANING L	\$89.40	O
		Purpose: BURNISHING VCT				
85852	10/13/2020	10/13/2020	AW	SCHUERHOLZ PRINTING	\$3,008.86	O
		Purpose: NEWSLETTER				
85853	10/13/2020	10/13/2020	AW	TECH ADVISORS	\$572.50	O

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October 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: TECH SUPPORT				
85854	10/13/2020	10/13/2020	AW	LYKINS OIL COMPANY	\$863.56	O
		Purpose: FUEL				
85855	10/13/2020	10/13/2020	AW	TROPHY SPORTS CENTER	\$96.00	O
		Purpose: UNIFORM T-SHIRTS				
85856	10/13/2020	10/13/2020	AW	DELL FINANCIAL SERVICES	\$892.83	O
		Purpose: COMPUTER RENTALS				
85857	10/13/2020	10/13/2020	AW	BUCKEYE POWER SALES CO., INC.	\$1,400.00	O
		Purpose: GENERATOR RENEWAL CONTRACTS				
85858	10/13/2020	10/13/2020	AW	DANIEL JUDAY	\$5,000.00	O
		Purpose: DIVERSITY, BIAS AND CULTURAL TRAINING				
85859	10/13/2020	10/13/2020	AW	PF DISTRIBUTION CENTER, INC.	\$517.68	O
		Purpose: FLARES				
85860	10/13/2020	10/13/2020	AW	LINDA FLIEHMAN	\$86.94	O
		Purpose: MILEAGE REIMB 6/8/20 -10/6/20				
Total Payments:					\$94,693.22	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$94,693.22	

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.



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- H. Trustees

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11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on August 17th, 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. Also, in attendance was Mrs. Hellman and Mrs. Moore**
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. Mrs. Destefani mentioned that our Assistant to the Township Administrator, Sara Contreras, crafted a beautiful Wooden box with the Townships logo in it, to give to Chris Euwing who is retiring after 21 years of service with the Chamber.

B. Fiscal Office

Mr. Hodson was not present. He had nothing to add to his report.

C. Fire

Chief Leaming was present. He had nothing to add to his report. Mr. Cramer asked about the firefighter that is resigning and Chief Leaming stated that he has resigned because of pay issues and that our intro pay grade for firefighters is just not as competitive as it is in other cities or townships.

D. Police

Chief Brown was present. He had nothing to add to his report. Mr. Cramer asked if we received our new police cruisers. Chief Brown stated that we have received them, and they are being sent out to have all the logos and graphics put on them, then they will be ready for use. Mrs. Destefani asked about the school's resource officer. Chief Brown stated that the officers were still at the school this morning getting into the school and there seemed to be no problems with wearing masks.

E. Roads and Services

Mr. Harphant was present. He had nothing to add to his report. Mrs. Destefani asked about the stickers that are on the back of the Township road signs. Mr. Tiffany stated that the Roads and Service crew has been working to take them down as well as letting Greene County know that the stickers are on their signs as well.

F. Zoning

Mrs. Tilford was present. She had nothing to add to her report. Mr. Cramer asked if there was a BZA meeting last month. Mrs. Tilford stated that there was a BZA meeting about a fence and it was approved. She also stated that next months meeting is about 300 additional square feet of garage space.

G. Information Technology

H. Trustees

Mrs. Destefani stated that she attended the Chamber meeting and that the chamber is kind of in a flex right now. The previous President of the Chamber stepped down and there is a lot of missed communication right now. The Vice President asked the President to step down to stop conflict and the new President is now Holley Beard. The next meeting is September 10th. Both Mr. Cramer and Mrs. Daugherty stated they both sat for the interviews for the Court of Common Pleas. They stated there were a lot of great candidates for the position.

5. Old Business

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

6. Public Comments

Donna Helman asked if the Township is taking over to make sure the roads are going to be taken care of. Mr. Tiffany stated that we will be taking care of the streets and the curbs making sure that the curbs and the pavement are level and up to standards. With snow plowing and maintenance of the roads.

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-Sugarcreek Park District Commissioner – 2020.08.17.01

**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.

D. Resignation of Fire Department Staff – Rodney Beam – 2020.08.17.02

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.

E. Acceptance of Dedicated Roadway for Maintenance – 2020.08.17.03

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.

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

8. Discussion Consent Agenda Items

Donna Hellman stated that at the crossing by Eden Meadows people are not stopping to press the button to flash the lights on the crosswalk signs. Mrs. Tilford stated that we could add something to the township newsletter stating that people need to be using the signals for the crosswalks. Mrs. Destefani also stated that she would reach out to Stephanie Goff and talk to her about letting people know about the crosswalk buttons. Mrs. Hellman also spoke about possibly doing a photo contest for residents of people in the township. And posting the pictures on the website for others to look at.

9. **Trustee/Staff Discussions**

Mrs. Daugherty made a motion to grant \$5,000 of the CARES grant money to the Family Resource center. Mr. Cramer Seconded:

Roll was called with the vote being as follows:

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

10. **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

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on September 21st, 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. Also, in attendance was Mrs. Hellman and Ms. Moore**
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 not present. He had nothing to add to his report.
 - C. **Fire**

Chief Leaming was present. He had nothing to add to his report.
 - D. **Police**

Chief Brown was present. He had nothing to add to his report.
 - E. **Roads and Services**

Mr. Harphant was present. He had nothing to add to his report.
 - F. **Zoning**

Mrs. Tilford was present. She had nothing to add to her report.
 - G. **Information Technology**
 - H. **Trustees**
5. **Old Business**
 - A. **Bellbrook Sugarcreek Parks and Schools Meeting – will be rescheduled.**
6. **Public Comments**

Mrs. Hellmann noted that the minutes included in the packet for approval are not correct. They reference 2019 and include references to Mr. Pittman. It was determined to pull out the minutes and approve them at the next meeting.
7. **Consent Agenda Items**
 - A. **Payment of Bills**
 - B. **2020 Amendment of Permanent Appropriations – 2020.09.21.01**

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.09.21.01**

IN RE: Year 2020 Amendment of Permanent Appropriations

WHEREAS, Twenty-Seven-Thousand-Nine-Hundred-Three dollars and Seventy-Seven cents (\$27,903.77) 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 Twenty-Seven-Thousand-Nine-Hundred-Three dollars and Seventy-Seven cents (\$27,903.77) 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.

C. Proclaiming October as Domestic Violence Awareness Month – 2020.09.21.02

**SUGARCREEK TOWNSHIP
PROCLAMATION NO. 2020.09.21.02**

IN RE: Proclaiming October as Domestic Violence Awareness Month

WHEREAS, Domestic Violence in America is intolerable, unacceptable, must be stopped and deserves considerable public attention; and,

WHEREAS, Children who witness domestic violence often grow up believing that physical cruelty in relationships is acceptable behavior, and thus they tend to perpetuate a cycle of violence in society; and,

WHEREAS, Many Federal, State and local programs addressing the domestic violence problem have achieved success, bringing greater safety to families; and,

WHEREAS, Community leaders, police, judges, advocates, healthcare workers, and concerned Americans are working together across America to develop solutions to this serious problem and to implement services that will improve our responses when it occurs; and,

WHEREAS, Programs designed to educate men and women about ways they can prevent domestic violence are being developed across our Nation; and,

WHEREAS, Numerous law enforcement officials and departments have created specialized domestic violence units that cooperate with community advocates to enhance services for victims and representatives from the faith community frequently provide essential support in areas where there may be no other services available; and,

WHEREAS, Anyone can be a victim of domestic violence regardless of age, sex, ethnicity, sexual orientation, socioeconomic status, or religion; and,

WHEREAS, We must continue to hold domestic abusers accountable, punish them to the full extent of the law and prevent them from inflicting more abuse,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, does hereby proclaim October 2020 to be designated as Domestic Violence Awareness Month, and urges all Citizens to participate in activities sponsored by the Family Violence Prevention Center of Greene County, which encourages all Sugarcreek Township residents to work toward the elimination of interpersonal violence.

**D. Appointment of Roads and Service Worker- Robert Jordan and Joseph Hoffmann –
2020.09.21.03**

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.09.21.03**

IN RE: Appointment of Roads and Services Department Personnel
Robert Jordan and Joseph Hoffmann

WHEREAS, the continuing need exists to maintain proper staffing within the Sugar creek Township Roads and Services Department; and,
WHEREAS, Township Administrator Barry P. Tiffany is recommending the appointment of Robert Jordan to Part-time Service Worker I and Joseph Hoffmann to Part-Time Service Worker I; and,
WHEREAS, Mr. Barry P. Tiffany states the 2020 Budget has sufficient funds allocated for this reclassification.

NOW THEREFORE, BE IT RESOLVED that Robert Jordan shall be appointed to the position of Part-time Service Worker I at the pay rate of \$15.00 per hour, payable on a bi-weekly basis and Joseph Hoffmann shall be appointed to the position of Part-time Service Worker I at the pay rate of \$15.00 per hour, payable on a bi-weekly basis.

BE IT FURTHER RESOLVED this appointment for Robert Jordan shall have an effective date of August 19, 2020, and is subject to a one (1) year probationary period ending August 19, 2021 and the appointment of Joseph Hoffmann shall have an effective date of September 21, 2020, and is subject to a one (1) year probationary period ending September 21, 2021.

E. Authorizing the Purchase of LIFEPAK 15 Units and Accompanying Equipment for the Fire Department – 2020.09.21.04

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.09.21.04**

IN RE: Authorizing the Purchase of LIFEPAK 15 Units and Accompanying Equipment for the Fire Department

WHEREAS, a well-equipped Fire Station is necessary for the safety of Fire Department Staff in Sugar creek Township; and
WHEREAS, Fire Chief Jeffery Leaming has determined it to be in the best interest of the Department to purchase Three (3) LIFEPAK 15 units for the Sugar creek Township Fire Department; and
WHEREAS, Fire Chief Leaming has received a quote from Stryker Medical, a copy of which is attached hereto; and,
WHEREAS, Township Administrator, Barry Tiffany has reviewed Chief Leaming's request and supports the purchase with a recommendation to this Board of Trustees to approve.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugar creek Township, Ohio, does hereby authorize the Purchase of Three (3) of LIFEPAK 15 units and accompanying equipment at a cost of \$58,757.40.

F. Authorizing the Purchase of Panasonic Tough books for the Police Department – 2020.09.21.05

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.09.21.05**

IN RE: Authorizing the Purchase of Panasonic Toughbooks and Accompanying Accessories for the Police Department

WHEREAS, a well-equipped Police Station is necessary for the safety of Police Department Staff in Sugar creek Township; and
WHEREAS, Police Chief Michael Brown has determined it to be in the best interest of the Department to purchase Ten (10) Panasonic Toughbooks with accompanying accessories for the Sugar creek Township Police Department; and
WHEREAS, Police Chief Brown has received a quote from Glacier Computer, a copy of which is attached hereto; and,

WHEREAS, Township Administrator, Barry Tiffany has reviewed Chief Brown's request and supports the purchase with a recommendation to this Board of Trustees to approve.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby authorize the purchase of Ten (10) Panasonic Toughbooks with accompanying accessories at a cost of \$40,588.10.

G. Reclassification of Roads and Services Department Personnel Taylor Stinson – 2020.09.21.06

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.09.21.06**

IN RE: Reclassification of Roads and Services Department Personnel
Taylor Stinson

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

WHEREAS, Township Administrator Barry P. Tiffany is requesting the reclassification of Taylor Stinson from Full-time Service Worker I to Part-time Service Worker I; and,

WHEREAS, Mr. Barry P. Tiffany states the 2020 Budget has sufficient funds allocated for this reclassification.

NOW THEREFORE, BE IT RESOLVED that Taylor Stinson shall be reclassified to the position of Part-time at the pay rate of \$15.00 per hour payable on a bi-weekly basis.

BE IT FURTHER RESOLVED this reclassification shall have an effective date of August 10, 2020 and is subject to a one (1) year probationary period ending August 10, 2021.

H. Increase Appropriations for Road Fund – 2020.09.21.07

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.09.21.07**

IN RE: Increase Appropriations for Road Fund

WHEREAS, the need exists to increase appropriations for the 2031 Road Fund for replacement of Appropriations used for interim funding of Centerville's share of the Brown Road project; and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2020 Budget and has provided this Board with the funding numbers and the Township Administrator has provided the amounts to be appropriated:

<u>Fund Name</u>	<u>From</u>	<u>To</u>
2031 Road and Bridge	\$ 954,950.00	\$1,051,950.00

NOW THEREFORE BE IT RESOLVED, the increased appropriations shall be made in accordance with the law.

I. Resignation of Fire Department Staff – Rodney Steward – 2020.09.21.08

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.09.21.08**

IN RE: Resignation of Fire Department Staff Rodney Steward

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

WHEREAS, Mr. Steward was hired as a member of the Sugarcreek Township Fire Department as a Firefighter/Paramedic on July 23, 2020; and,

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

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the resignation of Rodney Steward effective August 25, 2020.

J. Acceptance of Amounts and Rates – 2020.09.21.09

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.09.21.09**

IN RE: Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

WHEREAS, the Budget Commission of Greene County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten (10) mill limitation (see Schedule A, attached),

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Sugarcreek Township, Greene County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted.

BE IT FURTHER RESOLVED, that there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten (10) mill limitation as attached in Schedule A.

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

8. Discussion Consent Agenda Items

9. Trustee/Staff Discussions

Discussion ensued on purchasing an additional staff car for the Fire Department. It was determined that this purchase was needed at this time and the Board directed Chief Leaming to evaluate options.

Roll was called with the vote being as follows:

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

10. 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

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on October 5th, 2020, at 7:00 PM, via Zoom.

1. **Mrs. Daugherty called the session to order at 7:00 pm.**
2. **Mr. Tiffany called the roll with Board Members** Mrs. Destefani and Mrs. Daugherty being present. Mr. Cramer and Mr. Hodson were absent. Also, in attendance was Mrs. Hellman, Ms. Moore and Ms. Barga.
3. **All in attendance stood for the Pledge of Allegiance.**
4. **Presentation by Jennifer Barga, Community Health Services Director** on activities going on at the Health Department. Even through the pandemic, all services are continuing though they may look a little different. Strategic priorities wrap around the goal of being looked at as a leader in the field. The Health Department focuses on chronic disease prevention, maternal child and infant health, they are responsible for birth and death certificates, they are currently working on vaccine distribution in light of the current pandemic, they are responsible for food protection and the licensing of tattoo parlors. They do mosquito control, plumbing inspections, camp grounds, solid and infectious waste and swimming pool inspections. Currently they have one nurse and one epidemiologist working on infectious diseases, now they have 15 working on contact tracing. They do have a needle exchange program that they operate as well as offer HIV testing. They have a program that offers testing for childhood diseases and does not have an income limit. She explained their revenue streams and expenditures. They are audited every year by the State Auditor's Office and ODH visits each program yearly to confirm compliance with State standards and regulations. On November 3rd they have a renewal levy of 0.8 mills for operating expenses. They levy generates \$2.8 million per year, substantially contributing the Department's \$8 million budget. The levy costs \$23.52 for a \$100,000 property. She reviewed the District's levy history with the last approval occurring in 2015 (a renewal of the 0.8 mill levy).

Mrs. Destefani asked about the salary expenditure. Ms. Barga said that health insurance drives that cost greatly.

Mrs. Daugherty asked about travel and training, shown as the largest expenditure. Ms. Barga stated that they have purchased a number of vehicles to help with that cost.

5. **Reports**

A. Administration

Mr. Tiffany was present. He had nothing to add to his report. Mrs. Destefani asked for updates on the PDAC and OPWC grants. Mr. Tiffany had nothing on the PDAC, but did say that our grant for Carpenter Road and the county's grant for Brown Road were submitted. On the Carpenter Road project, our local share is 16%, split equally with Greene County bringing our share to \$26,000 which is very cheap to make those kinds of improvements. On the Brown Road project, she asked that we pay 10% of the local share. He is unsure of the total cost of this project. We are including pavement on the entire road. It is in poor condition, so for us to pay 1/10 of the local share is a great

deal for us. Just the pavement would be \$60,000 and we will be way under that with this 10%. Mrs. Destefani asked what is the timeframe. Mr. Tiffany said it could be very quick on the decision. Then we are at the mercy of the State as to funding this round of projects. Because of the CARES Act money some funds Ohio have been depleted, so they've pulled back on some grant projects. We are hopeful this will be funded. If it does it will happen by July 1st and we will advertise in May or June, award the first of July in the hopes that construction can happen prior to school starting which is an aggressive schedule. Mrs. Destefani asked if Carpenter will be widened or will just the intersection be impacted. Mr. Tiffany noted both. Approximately 18" will be added which is a little bit of a challenge with the trees. He noted that the pole at the corner will be moved to the east side of the road. Mrs. Destefani asked about CARES Act funds. Mr. Tiffany noted we have until to November 20th to encumber the funds, we have until December 30th to spend the funds and to receive the product, unless there is some delay on the delivery of goods from the vendor. Mr. Tiffany noted that new guidance has come in and we are able to use CARES Act funds on police and fire payroll. There are some conflicting opinions on this. The rule is if you have budgeted for the expense, you cannot use CARES funds for it. Certainly, we've budgeted for payroll. He noted he is confident that we will use all of our funds. We can benefit as an organization and community greatly from these funds, noting our partnership with the Family Resource Center. Mrs. Destefani noted improvements at the FRC, including publicly accessible computers and a community support room. Mrs. Destefani asked about the two lots on Clys Road noted as being under contract and wanted to know if he could disclose details on those projects. Mr. Tiffany indicated he could not.

B. Fiscal Office

Mr. Hodson was not present. Mr. Tiffany noted that the credit card machine will be set up tomorrow and we will not accept cash anymore. Our goal here is encourage electronic submission of Zoning Certificate Applications and avoid that contact in the office and eliminate much of the paperwork that comes in. He noted we are also looking at electronic controls on doors to make them touchless, so instead of keys we would have cards or fobs. Mr. Tiffany noted on the fire vehicle front, the new contract comes out in November. The current contract expired, so we will order in November.

C. Fire

Chief Leaming was not present.

D. Police

Chief Brown was present. He had they have someone in the final stages of the hiring process. He is hopeful to have that person on the agenda for appointment soon. Mrs. Destefani asked if, after this meeting virtually period is over, we could have all our employees appointed via Zoom in that would be great. Chief Brown agreed, noting that he has had three appointed that way so far. Mrs. Destefani asked about his research on training for gun safety and equitable treatment of others. Chief Brown noted that gun safety information is really geared toward hunting. In terms of who we hire, we only hire OPOTA graduates which is 700 hours of training and it is the same across the State of Ohio. Included in the training is diversity topics. It is a 16 hour block of training. Chief Brown noted he has found a gentleman that does specific diversity training. He just did the entire Dayton Police Department. It is a ninety minute session. Mr. Tiffany

noted that that we would train as many that day he comes, then we would be provided a recording to train our other employees. All our leadership would be there, including our Fire Captains. We are looking at dates to bring him in and he will keep the Board apprised. OTARMA, our insurance company, also has a series of videos available to our employees. Discussion ensued on firearms safety training. Mr. Tiffany suggested respectfully that this kind of training be left to the experts. Chief Brown noted that they do provide guidance on backdrop safety as calls come in. Mrs. Destefani noted a couple minute video on the website that would be accessible to residents would be helpful. Mr. Tiffany noted he would venture to say that exists already. He noted that if Chief Brown were to put together a video and he omits something or neglects to talk about some specific maintenance issue or some danger, that would be problematic. It's a bit of a slippery slope if we involve ourselves in that kind of backdrop design.

E. Roads and Services

Mr. Harphant was not present. Mr. Tiffany stated they are busy crack sealing and dura patching. He noted it appears as though we are going to lose Toby; he is expecting a baby and they are going to be moving to be near family. We have a part-timer ready to step into the position. Mrs. Destefani noted the levy on the ballot is a renewal. Mr. Tiffany stated we are keeping up with election signs, most folks are respecting the rules.

F. Zoning

Mrs. Tilford was present. She had nothing to add to her report. Mr. Tiffany asked about the Zoning Commission Meeting tomorrow. Mrs. Tilford noted Guttman is coming in with the elevations for the twin family homes for review and the single-family lot created as a byproduct of the development was supposed to become part of the Brown's Run subdivision via the replat process. The RPCC has suggested an alternate process be utilized, so the applicant is requesting the authority to use that alternate process. Mrs. Destefani asked about BZA07-2020. Mrs. Tilford noted that the applicant owns a roughly 5 acre tract at the end of Vimark in the Estate Residential District which requires a 2.5 acre minimum lot size. They would like to split the lot into three total lots and are requesting associated area and frontage reductions to allow for that to happen.

G. Information Technology

H. Trustees

Mrs. Destefani noted that Chamber has a new Director and Holly Beard is the new President. She noted she attended the MVRPC Meeting where the Resolution on inclusion on all staff, community and director actions. There was a lot of discussion surrounding the Resolution, some revisions were made improving the final product and it passed unanimously.

6. Old Business

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

7. Public Comments

Mrs. Hellmann noted that last meeting she stated the minutes were not correct and there was nothing noting she made that comment in the minutes. Mrs. Destefani noted her dissatisfaction with the minutes included in this packet. Mrs. Hellmann reminded the Board that last time the minutes didn't even have the correct year. Mr. Tiffany noted he has not reviewed the minutes so he cannot speak to what is there. As far as the last meeting goes, she grabbed the wrong file when she added the minutes to the packet. It was a simple error. For the record, minutes do not have to be approved. They are record of the proceedings of the board, technically under the purview of the Fiscal Officer. Mrs. Hellmann stated that the minutes listed on the website are not accurate and it is an embarrassment. She noted she wasn't mentioned as making a public comment and that is her problem.

Mrs. Tilford noted that she just went through all the 2020 Minutes on the website and they all match up. She asked if it was another year in which she noticed an error. Mrs. Hellmann stated it was 2020 that was incorrect. Mrs. Tilford thanked Mrs. Hellmann for providing the information and confirmed that 2020 was fixed.

8. Consent Agenda Items

A. Payment of Bills

Roll was called with the vote being as follows:

Mrs. Destefani – Yes

Mrs. Daugherty – Yes

9. Discussion Agenda Items

10. Trustee/Staff Discussions

Mrs. Hellmann asked if the bridge in Bellbrook was done yet. Mr. Tiffany stated it was not. Ms. Moore gave her thanks for allowing the voter registration at the Farmers' Market. They registered over 50. Courtney was very kind as well. She also congratulated the township on the newsletter. Mr. Tiffany noted that there is a grant program for charging stations. Bellbrook got approved for one in the Winters Library lot. We missed this round of funding, but will be poised to take advantage of it after the first of the year when the next round occurs. The idea is to bring charging stations to the township in close proximity to the highway. Chief Brown stated that the Safety Building would be a great location for a charging station. The Trustees agreed Trick or Treat would be on the 31st from 6-8 p.m. absent any declarations by the Health Department or State.

11. Adjourn

Mrs. Daugherty moved to adjourn. Mrs. Destefani seconded.

Roll was called with the vote being as follows:

Mrs. Destefani – Yes

Mrs. Daugherty – Yes

Theodore L. Hodson, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Public Hearing**
To Consider Adopting Massage Establishment Regulation – 2020.10.19.01
 - Public hearing is formally opened
 - Staff report on the text amendments
 - Applicant presentation
 - Those wishing to speak in favor
 - Those wishing to speak against
 - Neutral parties wishing to speak
 - Public hearing is closed
 - Deliberation and decision
- 5. Reports**
 - A. Administrator
 - B. Fiscal Officer
 - C. Fire
 - D. Police
 - E. Roads and Services
 - F. Zoning
 - G. Information Technology
 - H. Trustees
- 6. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 7. Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice
- 8. Consent Agenda Items**
 - A. Payment of Bills

B. Approval of Minutes

C. Appointment of Full Time Police Officer – Jarod Pytel – 2020.10.19.02

D. Resignation of Roads and Service Staff – Toby Knerr – 2020.10.19.03

E. Reclassification of Roads and Service Staff – Joseph Hoffmann – 2020.10.19.04

F. Authorize Purchase using CARES Funding – Touchless Restroom fixtures Admin building, Safety Building and Fire Station – 2020.10.19.05

G. Authorize Purchase using CARES Funding – Automatic Entry Doors – Admin Building, Safety Building and Fire Station – 2020.10.19.06

H. Authorize Purchase using CARES Funding – iPads, Laptop and accessories – Trustees, Administrator and Department Heads – 2020.10.19.07

I. Year 2020 Amendment of Permanent Appropriations – 2020.10.19.08

J. Authorize Purchase using CARES Funding – Lumailier UV Disinfectant Lights for Medic 71 & 72 – 2020.10.19.09

K. Authorize Purchase using CARES Funding – Mask Fit Tester – 2020.10.19.10

9. Discussion Agenda Items

10. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)

11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.10.19.02**

IN RE: Appointment of Full-Time Police Officer Jarod Pytel

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, an assessment center was conducted which included testing in basic exercises, review board and personal interviews with the Chief of Police; and,

WHEREAS, after a review of all the candidates, Police Chief Michael A. Brown recommends this appointment, and confirms that there are funds available for this position in the 2020 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Jarod Pytel is hereby appointed as full-time Police Officer effective start date TBD, at a pay rate of \$26.76 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending TBD, 2021.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Hearing

To Consider Adopting Massage Establishment Regulation – 2020.10.19.01

- Public hearing is formally opened
- Staff report on the text amendments
- Applicant presentation
- Those wishing to speak in favor
- Those wishing to speak against
- Neutral parties wishing to speak
- Public hearing is closed
- Deliberation and decision

5. Reports

- A. Administrator
- B. Fiscal Officer
- C. Fire
- D. Police
- E. Roads and Services
- F. Zoning
- G. Information Technology
- H. Trustees

6. Public Comments - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)

7. Old Business

- A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice

8. Consent Agenda Items

- A. Payment of Bills

- B. Approval of Minutes
- C. Appointment of Full Time Police Officer – Jarod Pytel – 2020.10.19.02
- D. Resignation of Roads and Service Staff – Toby Knerr – 2020.10.19.03
- E. Reclassification of Roads and Service Staff – Joseph Hoffmann – 2020.10.19.04
- F. Authorize Purchase using CARES Funding – Touchless Restroom fixtures Admin building, Safety Building and Fire Station – 2020.10.19.05
- G. Authorize Purchase using CARES Funding – Automatic Entry Doors – Admin Building, Safety Building and Fire Station – 2020.10.19.06
- H. Authorize Purchase using CARES Funding – iPads, Laptop and accessories – Trustees, Administrator and Department Heads – 2020.10.19.07
- I. Year 2020 Amendment of Permanent Appropriations – 2020.10.19.08
- J. Authorize Purchase using CARES Funding – Lumailier UV Disinfectant Lights for Medic 71 & 72 – 2020.10.19.09
- K. Authorize Purchase using CARES Funding – Mask Fit Tester – 2020.10.19.10

9. Discussion Agenda Items

10. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)

11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2019.08.19.03**

IN RE: Resignation of Roads and Services Department Staff
Toby Knerr

WHEREAS, Full-time Service worker Toby Knerr has indicated his desire to resign from the Sugar Creek Township Roads and Services Department; and,

WHEREAS, Mr. Knerr became a member of the Sugar Creek Township Roads and Services Department as a Part-time Service Worker on May 7, 2018; and,

WHEREAS, Roads and Services Director, Bill Harphant recommends we accept the resignation of Mr. Knerr.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accept the resignation of Toby Knerr effective October 24, 2020.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

10/15/2020

Mr. Bill Harphant, Mr. Barry Tiffany, and Board of Trustees:

It is with a heavy heart, that I submit this letter of resignation. I have had the pleasure of working in the Roads and Services Department for the last two years. During that time, I have learned an immense amount both about roadwork, as well as what it takes to be an exemplary employee. I have had the pleasure of working with an amazing group of guys that have taken the time to work with me, to teach me and to truly care about the employee that I have become.

As you know, I am expecting a son in the winter and I have taken a similar position in my hometown to be close to family as I embark on this new period in my life.

I will be forever thankful for the time I've had working here and for the relationships that I have been able to build.

Sincerely,

Toby Knerr





AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Hearing

To Consider Adopting Massage Establishment Regulation – 2020.10.19.01

- Public hearing is formally opened
- Staff report on the text amendments
- Applicant presentation
- Those wishing to speak in favor
- Those wishing to speak against
- Neutral parties wishing to speak
- Public hearing is closed
- Deliberation and decision

5. Reports

- A. Administrator
- B. Fiscal Officer
- C. Fire
- D. Police
- E. Roads and Services
- F. Zoning
- G. Information Technology
- H. Trustees

6. Public Comments - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)

7. Old Business

- A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice

8. Consent Agenda Items

- A. Payment of Bills

- B. Approval of Minutes
- C. Appointment of Full Time Police Officer – Jarod Pytel – 2020.10.19.02
- D. Resignation of Roads and Service Staff – Toby Knerr – 2020.10.19.03
- E. Reclassification of Roads and Service Staff – Joseph Hoffmann – 2020.10.19.04
- F. Authorize Purchase using CARES Funding – Touchless Restroom fixtures Admin building, Safety Building and Fire Station – 2020.10.19.05
- G. Authorize Purchase using CARES Funding – Automatic Entry Doors – Admin Building, Safety Building and Fire Station – 2020.10.19.06
- H. Authorize Purchase using CARES Funding – iPads, Laptop and accessories – Trustees, Administrator and Department Heads – 2020.10.19.07
- I. Year 2020 Amendment of Permanent Appropriations – 2020.10.19.08
- J. Authorize Purchase using CARES Funding – Lumailier UV Disinfectant Lights for Medic 71 & 72 – 2020.10.19.09
- K. Authorize Purchase using CARES Funding – Mask Fit Tester – 2020.10.19.10

9. Discussion Agenda Items

10. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)

11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.09.21.04**

IN RE: Reclassification of Roads and Services Department Personnel
Joseph Hoffmann

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

WHEREAS, Township Administrator Barry P. Tiffany is requesting the reclassification of Joseph Hoffmann from Part-time Service Worker I to Full-time Service Worker I; and,

WHEREAS, Mr. Barry P. Tiffany states the 2020 Budget has sufficient funds allocated for this reclassification.

NOW THEREFORE, BE IT RESOLVED that Joseph Hoffmann shall be reclassified to the position of Full-time at the pay rate of \$16.23 per hour payable on a bi-weekly basis.

BE IT FURTHER RESOLVED this reclassification shall have an effective date of October 26, 2020, and is subject to a one (1) year probationary period ending October 26, 2021.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Hearing

To Consider Adopting Massage Establishment Regulation – 2020.10.19.01

- Public hearing is formally opened
- Staff report on the text amendments
- Applicant presentation
- Those wishing to speak in favor
- Those wishing to speak against
- Neutral parties wishing to speak
- Public hearing is closed
- Deliberation and decision

5. Reports

- A. Administrator
- B. Fiscal Officer
- C. Fire
- D. Police
- E. Roads and Services
- F. Zoning
- G. Information Technology
- H. Trustees

6. Public Comments - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)

7. Old Business

- A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice

8. Consent Agenda Items

- A. Payment of Bills

- B. Approval of Minutes
- C. Appointment of Full Time Police Officer – Jarod Pytel – 2020.10.19.02
- D. Resignation of Roads and Service Staff – Toby Knerr – 2020.10.19.03
- E. Reclassification of Roads and Service Staff – Joseph Hoffmann – 2020.10.19.04
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- G. Authorize Purchase using CARES Funding – Automatic Entry Doors – Admin Building, Safety Building and Fire Station – 2020.10.19.06
- H. Authorize Purchase using CARES Funding – iPads, Laptop and accessories – Trustees, Administrator and Department Heads – 2020.10.19.07
- I. Year 2020 Amendment of Permanent Appropriations – 2020.10.19.08
- J. Authorize Purchase using CARES Funding – Lumailier UV Disinfectant Lights for Medic 71 & 72 – 2020.10.19.09
- K. Authorize Purchase using CARES Funding – Mask Fit Tester – 2020.10.19.10

9. Discussion Agenda Items

10. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)

11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.10.19.05**

IN RE: Authorizing the Purchase of Touchless Plumbing Fixtures for the Administration Building, Public Safety Building and the Fire Station Pursuant to CARES Act Funding

WHEREAS, during this COVID-19 pandemic and public health emergency, securing the health, safety, and well-being of our employees and residents is a top priority of Sugarcreek Township; and

WHEREAS, Sugarcreek Township has received funds from the Greene County Coronavirus Relief Distribution to be used for necessary expenditures incurred due to the COVID-19 pandemic; and

WHEREAS, Township Administrator, Barry Tiffany has determined it to be in the best interest of the Township employees and residents to retrofit and purchase touchless plumbing fixtures for the Sugarcreek Township Administration Building, the Public Safety Building and the Fire Station; and

WHEREAS, Mr. Tiffany has received a quote from Dill's Plumbing to complete such improvements, a copy of which is attached hereto; and,

WHEREAS, Township Administrator, Barry Tiffany asks this Board of Trustees to review and approve this purchase.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby authorize the Purchase of touchless plumbing fixtures for the Sugarcreek Township Administration Building at a cost not to exceed \$12,000.00, and for the Public Safety Building and the Fire Station at a cost not to exceed \$28,000.00.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

Dill's Plumbing, LLC
 7445 Horizon Hill Dr
 Springboro, OH 45066

Estimate

Date	Estimate #
9/30/2020	92

Name / Address
Mike Brown Sugarcreek Safety Building 4398 Cloy Rd. Dayton, OH 45459

Project

Description	Qty	Rate	Total
Sugarcreek Twp. 2090 Ferry RD. 45305		0.00	0.00
2 Drinking Fountains/ Sensored ELK Lzoswslk	12	2,145.00	4,290.00
Toilets: KOH 96057-0 Highcliff Ultra toilet Bowl With ZUR ZER6000-YB-YC-VC Battery Operated Closet Flush Valve.	4	1,065.00	3,195.00
Urinal: ZER Z6003-YB-YC-VC Battery Operated Urinal Flush Valve	1	835.00	835.00
Lavatory Faucet: ZUR Z6915-XL Aquasense Centerset Sensor Faucet With 1.5 GPM Aerator And 4Inch Deckmount Spout In Chrome Battery Operated.	5	612.00	3,060.00
Kitchen Faucet: ZUR Z6920-XL-CP4 Lead Free GSNK FAU 4" CVR PLT	1	615.00	615.00
Quote Includes Fixtures ,materials,and labor.			
		Total	10,915.00
			\$11,995.00

Dill's Plumbing, LLC
 7445 Horizon Hill Dr
 Springboro, OH 45066

Estimate

Date	Estimate #
9/30/2020	91

Name / Address
Mike Brown Sugarcreek Safety Building 4398 Clys Rd. Dayton, OH 45459

Project

Description	Qty	Rate	Total
SugarCreek Safety House & Fire House			0.00
3 Drinking Fountains/Sensored Fountain	3	2,145.00	6,435.00
Elk Lzosvslk Toilet: KOH 96057-0 Highcliff Ultra Toilet Bowl With Zur ZER6000-YB-YC_VC Battery Operated Closet Flush Valve.	10	1,065.00	10,650.00
KOH 4991-ET-0 Bardon1/8GPF Top Spud Wall Hung Urinal.	1	835.00	835.00
Lavatory Faucets :ZUR Z6915-XL Aquasense Centerset Sensor Faucet With 1.5 GPM Aerator And 4inch Deck Mount Spout In Chrome Battery Operated.	13	612.00	7,956.00
KItchen Faucet: Zur Z6920-XL-CP4 Lead Free GSNK FAU,4"" CvR PLT	2	615.00	1,230.00
Quote includes labor and materials. Quote includes new fixtures			
		Total	\$27,106.00



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Hearing

To Consider Adopting Massage Establishment Regulation – 2020.10.19.01

- Public hearing is formally opened
- Staff report on the text amendments
- Applicant presentation
- Those wishing to speak in favor
- Those wishing to speak against
- Neutral parties wishing to speak
- Public hearing is closed
- Deliberation and decision

5. Reports

- A. Administrator
- B. Fiscal Officer
- C. Fire
- D. Police
- E. Roads and Services
- F. Zoning
- G. Information Technology
- H. Trustees

6. Public Comments - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)

7. Old Business

- A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice

8. Consent Agenda Items

- A. Payment of Bills

- B. Approval of Minutes
- C. Appointment of Full Time Police Officer – Jarod Pytel – 2020.10.19.02
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- G. Authorize Purchase using CARES Funding – Automatic Entry Doors – Admin Building, Safety Building and Fire Station – 2020.10.19.06
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- I. Year 2020 Amendment of Permanent Appropriations – 2020.10.19.08
- J. Authorize Purchase using CARES Funding – Lumailier UV Disinfectant Lights for Medic 71 & 72 – 2020.10.19.09
- K. Authorize Purchase using CARES Funding – Mask Fit Tester – 2020.10.19.10

9. Discussion Agenda Items

10. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)

11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.10.19.06**

IN RE: Authorizing the Purchase of Automatic Doors for the Administration Building, Public Safety Building and the Fire Station Pursuant to CARES Act Funding

WHEREAS, during this COVID-19 pandemic and public health emergency, securing the health, safety, and well-being of our employees and residents is a top priority of Sugarcreek Township; and

WHEREAS, Sugarcreek Township has received funds from the Greene County Coronavirus Relief Distribution to be used for necessary expenditures incurred due to the COVID-19 pandemic; and

WHEREAS, Township Administrator, Barry Tiffany has determined it to be in the best interest of the Township employees and residents to purchase and install automatic doors for the Sugarcreek Township Administration Building, the Public Safety Building and the Fire Station; and

WHEREAS, Mr. Tiffany has received a quote from Buck Run Commercial Doors & Hardware to complete such improvements, a copy of which is attached hereto; and,

WHEREAS, Township Administrator, Barry Tiffany asks this Board of Trustees to review and approve this purchase.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby authorize the Purchase of automatic doors for the Sugarcreek Township Administration Building at a cost not to exceed \$16,000.00, and for the Public Safety Building and the Fire Station at a cost not to exceed \$4,200.00.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



BUCK RUN

COMMERCIAL DOORS & HARDWARE

500 S Ludlow Street, Dayton, OH 45402-2607

P: (937) 223-3667 F: (937) 223-4211

EIN: 31-1681003 Email: sales@buck-run.com

PROPOSAL

DATE

NUMBER

10/9/2020

27020

ESTIMATE FOR:

Sugarcreek Township
2090 Ferry Rd
Sugarcreek, OH 45305

Contact Name BARRY

Cell Phone 937 604 2199

Office Phone 937 848 8426

Salesman MKS

PROJECT:

Sugarcreek Township
Fire Dept
4398 Clys Road
Sugarcreek Township, OH 45459

Fax

E-mail bliffany@sugarcreekoh.us

TERMS Due On Rcpt of Invoice

A/P Contact BARRY

ITEM	QTY	DESCRIPTION	Each	TOTAL
MAT-LAB		<p>MAIN ENTRY</p> <p>SAM SMITH TO REPLACE WITH 3-6 X 7-0 DOOR AND DBL SIDELITE</p> <p>BUCK RUN TO INSTALL 1 EA SINGLE DITEC OPERATOR CLEAR FINISH, 45" HEADER 2 TOUCHLESS BUTTONS WIRELESS PACKAGE</p> <p>POWER TO OUR HEADER BY OTHERS - WE INCLUDE 1 KEYSWITCH TO SHUT OFF UNIT</p> <p>SERVICE LABOR AND MATERIAL</p> <p>IF HARDWIRED ACTUATORS ARE REQUIRED: ADD \$552.00</p>		4,035.00

NOTICE: Purchases over \$5,000 paid with Credit Card are subject to a Merchant Service Fee of up to 3.5%.

MANUFACTURER'S WARRANTY SHALL BE ASSIGNED TO CUSTOMER. ONE YEAR WARRANTY ON WORKMANSHIP.

The undersigned, an authorized agent of this customer organization, authorizes the work described above. In the event of default, this customer and the undersigned individual shall both be liable for the outstanding balance due, together with simple interest charges following default of 2% per month, and all reasonable collection fees, including attorneys' fees. This price is good for 30 days following the date of this proposal.

AUTHORIZED BY: _____

DATE: _____

FOR YOUR CONVENIENCE
WE ACCEPT:



AUTOMATIC DOOR OPENERS --- WOOD & STEEL DOORS --- FRAMES & HARDWARE --- TOILET PARTITIONS & ACCESSORIES

Fm7

Subtotal \$4,035.00

Sales Tax (0.0%) \$0.00

BID TOTAL \$4,035.00



BUCK RUN

COMMERCIAL DOORS & HARDWARE

500 S Ludlow Street, Dayton, OH 45402-2607

P: (937) 223-3667 F: (937) 223-4211

EIN: 31-1681003 Email: sales@buck-run.com

PROPOSAL

DATE

NUMBER

10/13/2020

27018

ESTIMATE FOR:

Sugarcreek Township
2090 Ferry Rd
Sugarcreek, OH 45305

Contact Name

BARRY

Cell Phone

513 604 2199

Office Phone

937 848 8426

Salesman

MKS

PROJECT:

Sugarcreek Township
2090 Ferry Rd
Sugarcreek, OH 45305

Fax

E-mail

biffany@sugarcreekoh.us

TERMS

Due On Rcpt of Invoice

A/P Contact

BARRY

ITEM	QTY	DESCRIPTION	Each	TOTAL
		PERFORM THE FOLLOWING DOOR WORK		
		1. MEETING ROOM DOOR REPLACE COMPLETE OPENING WITH THE FOLLOWING		
		3-0 X 7-0 X 5-7/8 HOLLOW METAL FRAME 3-0 X 7-0 H M DOOR W/ 1/2 LITE X 1/4" GLASS (Recommend 24 x 30 Instead of 24 36 Existing)		
		HARDWARE INCLUDES: BB HINGES NRP, HEAVY DUTY EXIT DEVICE W/ KEYPAD PROX LEVER TRIM (Reuse Cylinder), CLOSER, KICKPLATE, THRESHOLD, WEATHERSEAL, DRIP CAP PAINTING BY OTHERS		
MAT-LAB		SERVICE LABOR AND MATERIAL		3,050.00
		2. REAR DOOR REPLACE EXISTING EXIT DEVICE W/ HEAVY DUTY EXIT DEVICE W/ KEYPAD PROX LEVER TRIM (Reuse Cylinder)		
MAT-LAB		SERVICE LABOR AND MATERIAL		1,707.00

NOTICE: Purchases over \$5,000 paid with Credit Card are subject to a Merchant Service Fee of up to 3.5%.

MANUFACTURER'S WARRANTY SHALL BE ASSIGNED TO CUSTOMER. ONE YEAR WARRANTY ON WORKMANSHIP.

The undersigned, an authorized agent of this customer organization, authorizes the work described above. In the event of default, this customer and the undersigned individual shall both be liable for the outstanding balance due, together with simple interest charges following default of 2% per month, and all reasonable collection fees, including attorneys' fees. This price is good for 30 days following the date of this proposal.

AUTHORIZED BY: _____

DATE: 1

FOR YOUR CONVENIENCE
WE ACCEPT:



Page 1

AUTOMATIC DOOR OPENERS --- WOOD & STEEL DOORS --- FRAMES & HARDWARE --- TOILET PARTITIONS & ACCESSORIES

Fm7

Subtotal

Sales Tax (0.0%)

BID TOTAL



BUCK RUN

COMMERCIAL DOORS & HARDWARE

500 S Ludlow Street, Dayton, OH 45402-2607
P: (937) 223-3667 F: (937) 223-4211
EIN: 31-1681003 Email: sales@buck-run.com

PROPOSAL

DATE

NUMBER

10/13/2020

27018

ESTIMATE FOR:

Sugarcreek Township
2090 Ferry Rd
Sugarcreek , OH 45305

Contact Name	BARRY
Cell Phone	513 604 2199
Office Phone	937 848 8426
Salesman	MKS

PROJECT:

Sugarcreek Township
2090 Ferry Rd
Sugarcreek , OH 45305

Fax	
E-mail	bliffany@sugarcreekoh.us
TERMS	Due On Rcpt of Invoice
A/P Contact	BARRY

ITEM	QTY	DESCRIPTION	Each	TOTAL
MAT-LAB		<p>3. FRONT ENTRY INNER DOOR REPLACE PUSH - PULL W/ HEAVY DUTY EXIT DEVICE W/ KEYPAD PROX LEVER TRIM (Reuse Cylinder) ADD ENTREMATIC AUTO OPENER AND 2 TOUCHLESS BUTTONS - INCLUDES ELECTRIC STRIKE ALSO INCLUDE KEYSWITCH (Key to Your System) & KICK DOWN STOP</p> <p>EXTERIOR DOOR REPLACE EXISTING EXIT DEVICE W/ HEAVY DUTY EXIT DEVICE W/ KEYPAD PROX LEVER TRIM (Reuse Cylinder) ADD ENTREMATIC AUTO OPENER AND 1 TOUCHLESS BUTTON - INCLUDES ELECTRIC STRIKE ALSO INCLUDE KEYSWITCH (Key to Your System)</p> <p>Doors will be sequenced for exiting only.</p> <p>ALL 120 VAC TO HEADERS BY OTHERS SERVICE LABOR AND MATERIAL</p>		11016.00

NOTICE: Purchases over \$5,000 paid with Credit Card are subject to a Merchant Service Fee of up to 3.5%.

MANUFACTURER'S WARRANTY SHALL BE ASSIGNED TO CUSTOMER. ONE YEAR WARRANTY ON WORKMANSHIP.

The undersigned, an authorized agent of this customer organization, authorizes the work described above. In the event of default, this customer and the undersigned individual shall both be liable for the outstanding balance due, together with simple interest charges following default of 2% per month, and all reasonable collection fees, including attorneys' fees. This price is good for 30 days following the date of this proposal.

AUTHORIZED BY: _____ DATE: _____

FOR YOUR CONVENIENCE
WE ACCEPT:



Page 2

AUTOMATIC DOOR OPENERS --- WOOD & STEEL DOORS --- FRAMES & HARDWARE --- TOILET PARTITIONS & ACCESSORIES

Fm7

Subtotal \$15,773.00

Sales Tax (0.0%) \$0.00

BID TOTAL \$15,773.00



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Hearing

To Consider Adopting Massage Establishment Regulation – 2020.10.19.01

- Public hearing is formally opened
- Staff report on the text amendments
- Applicant presentation
- Those wishing to speak in favor
- Those wishing to speak against
- Neutral parties wishing to speak
- Public hearing is closed
- Deliberation and decision

5. Reports

- A. Administrator
- B. Fiscal Officer
- C. Fire
- D. Police
- E. Roads and Services
- F. Zoning
- G. Information Technology
- H. Trustees

6. Public Comments - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)

7. Old Business

- A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice

8. Consent Agenda Items

- A. Payment of Bills

- B. Approval of Minutes
- C. Appointment of Full Time Police Officer – Jarod Pytel – 2020.10.19.02
- D. Resignation of Roads and Service Staff – Toby Knerr – 2020.10.19.03
- E. Reclassification of Roads and Service Staff – Joseph Hoffmann – 2020.10.19.04
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- G. Authorize Purchase using CARES Funding – Automatic Entry Doors – Admin Building, Safety Building and Fire Station – 2020.10.19.06
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- K. Authorize Purchase using CARES Funding – Mask Fit Tester – 2020.10.19.10

9. Discussion Agenda Items

10. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)

11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.10.19.07**

IN RE: Authorizing the Purchase of iPads, a Laptop and accessories for Township Administration and Department Heads Pursuant to CARES Act Funding

WHEREAS, during this COVID-19 pandemic and public health emergency, securing the health, safety, and well-being of our employees and residents is a top priority of Sugarcreek Township; and

WHEREAS, Sugarcreek Township has received funds from the Greene County Coronavirus Relief Distribution to be used for necessary expenditures incurred due to the COVID-19 pandemic; and

WHEREAS, Township Administrator, Barry Tiffany has determined it to be in the best interest of the Township employees and residents to hold all public Township Meetings virtually to limit possible exposure to COVID-19; and

WHEREAS, Mr. Tiffany has received a quote from Best Buy; and,

WHEREAS, Township Administrator, Barry Tiffany asks this Board of Trustees to approve this purchase.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby authorize the Purchase of nine (9) Apple iPads, nine (9) Apple Keyboards, one (1) HP laptop, and three (3) Apple iPencils at a cost not to exceed \$12,400.00,.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Public Hearing**
To Consider Adopting Massage Establishment Regulation – 2020.10.19.01
 - Public hearing is formally opened
 - Staff report on the text amendments
 - Applicant presentation
 - Those wishing to speak in favor
 - Those wishing to speak against
 - Neutral parties wishing to speak
 - Public hearing is closed
 - Deliberation and decision
- 5. Reports**
 - A. Administrator
 - B. Fiscal Officer
 - C. Fire
 - D. Police
 - E. Roads and Services
 - F. Zoning
 - G. Information Technology
 - H. Trustees
- 6. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 7. Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice
- 8. Consent Agenda Items**
 - A. Payment of Bills

- B. Approval of Minutes
- C. Appointment of Full Time Police Officer – Jarod Pytel – 2020.10.19.02
- D. Resignation of Roads and Service Staff – Toby Knerr – 2020.10.19.03
- E. Reclassification of Roads and Service Staff – Joseph Hoffmann – 2020.10.19.04
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- K. Authorize Purchase using CARES Funding – Mask Fit Tester – 2020.10.19.10

9. Discussion Agenda Items

10. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)

11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.10.19.08**

IN RE: Year 2020 Amendment of Permanent Appropriations

WHEREAS, Three-Hundred-Three-Thousand-Seven-Hundred-Eighty-One dollars and Thirty-Two cents (\$303,781.32) 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 Three-Hundred-Three-Thousand-Seven-Hundred-Eighty-One dollars and Thirty-Two cents (\$303,781.32) 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.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Hearing

To Consider Adopting Massage Establishment Regulation – 2020.10.19.01

- Public hearing is formally opened
- Staff report on the text amendments
- Applicant presentation
- Those wishing to speak in favor
- Those wishing to speak against
- Neutral parties wishing to speak
- Public hearing is closed
- Deliberation and decision

5. Reports

- A. Administrator
- B. Fiscal Officer
- C. Fire
- D. Police
- E. Roads and Services
- F. Zoning
- G. Information Technology
- H. Trustees

6. Public Comments - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)

7. Old Business

- A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice

8. Consent Agenda Items

- A. Payment of Bills

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- G. Authorize Purchase using CARES Funding – Automatic Entry Doors – Admin Building, Safety Building and Fire Station – 2020.10.19.06
- H. Authorize Purchase using CARES Funding – iPads, Laptop and accessories – Trustees, Administrator and Department Heads – 2020.10.19.07
- I. Year 2020 Amendment of Permanent Appropriations – 2020.10.19.08
- J. Authorize Purchase using CARES Funding – Lumailier UV Disinfectant Lights for Medic 71 & 72 – 2020.10.19.09
- K. Authorize Purchase using CARES Funding – Mask Fit Tester – 2020.10.19.10

9. Discussion Agenda Items

10. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)

11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.10.19.09**

IN RE: Authorizing the Purchase of Lumailier UV Disinfectant Lights Pursuant to CARES Act Funding

WHEREAS, during this COVID-19 pandemic and public health emergency, securing the health, safety, and well-being of our employees and residents is a top priority of Sugar Creek Township; and

WHEREAS, Sugar Creek Township has received funds from the Greene County Coronavirus Relief Distribution to be used for necessary expenditures incurred due to the COVID-19 pandemic; and

WHEREAS, Fire Chief, Jeffrey Leaming has identified the need to keep the Medic units disinfected to limit possible exposure to COVID-19; and

WHEREAS, Chief Leaming has received a quote from Horton Emergency Vehicles Group; and,

WHEREAS, Township Administrator, Barry Tiffany asks this Board of Trustees to approve this purchase.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugar Creek Township, Ohio, does hereby authorize the Purchase of two (2) Lumailier UV Disinfectant Lights at a cost not to exceed \$8,200.00.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

Josh Johnson

From: Dwane Haggy <dwane.haggy@hortonambulance.com>
Sent: Friday, October 16, 2020 9:40 AM
To: Josh Johnson
Subject: RE: [EXTERNAL] RE: UV

10005316 – 500 Series Red TIR6 – 201.53 each . In stock.

ITEM NO.	U/M	WHSE	DESCRIPTION	COMMENT	QTY	PRICE	EXT. PRICE	
10006211	E1	SVR	LIGHT, COURTESY, RED LED, CHRO (Insufficient Inventory)		2	.00	78.52	🗑
03910053	EA	SVR	SWITCH, PUSHBUTTON, WP, HIDDEN (Insufficient Inventory)		2	.00	50.56	🗑
10002098	EA	SVR	PROGRAMMABLE TIMER ASSEMBLY (Insufficient Inventory)		2	.00	393.16	🗑
10008820	EA	SVR	RELAY, 40 AMP W/RESISTOR, SPDT (Insufficient Inventory)		2	.00	26.18	🗑
10018834	EA	SVR	CONTROL PANEL, LUMALIER (Insufficient Inventory)		2	.00	768.94	🗑
10007551	EA	SVR	LIGHT, UV DISINFECT, LUMALIER (Insufficient Inventory)		2	.00	4,391.20	🗑
labor fee	EA	SVR	LABOR FEE		18	130.00	2,340.00	🗑
LINE ITEM TOTAL							8,048.56	
SHOP MATERIALS							50.00	🗑
TOTAL							8,098.56	

Dwane Haggy
 Horton Direct Service

O (614) 539-8181 EXT 2406

M (614) 725-6738
 F (614) 539-8165



www.hortonambulance.com
 Member of the REV Group

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From: Josh Johnson <JJohnson@sugarcreekoh.us>
Sent: Friday, October 16, 2020 8:39 AM



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, October 19, 2020, 7:00 P.M.

REGULAR SESSION:

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Hearing

To Consider Adopting Massage Establishment Regulation – 2020.10.19.01

- Public hearing is formally opened
- Staff report on the text amendments
- Applicant presentation
- Those wishing to speak in favor
- Those wishing to speak against
- Neutral parties wishing to speak
- Public hearing is closed
- Deliberation and decision

5. Reports

- A. Administrator
- B. Fiscal Officer
- C. Fire
- D. Police
- E. Roads and Services
- F. Zoning
- G. Information Technology
- H. Trustees

6. Public Comments - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)

7. Old Business

- A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - Due to COVID, this meeting has been postponed until further notice

8. Consent Agenda Items

- A. Payment of Bills

- B. Approval of Minutes
- C. Appointment of Full Time Police Officer – Jarod Pytel – 2020.10.19.02
- D. Resignation of Roads and Service Staff – Toby Knerr – 2020.10.19.03
- E. Reclassification of Roads and Service Staff – Joseph Hoffmann – 2020.10.19.04
- F. Authorize Purchase using CARES Funding – Touchless Restroom fixtures Admin building, Safety Building and Fire Station – 2020.10.19.05
- G. Authorize Purchase using CARES Funding – Automatic Entry Doors – Admin Building, Safety Building and Fire Station – 2020.10.19.06
- H. Authorize Purchase using CARES Funding – iPads, Laptop and accessories – Trustees, Administrator and Department Heads – 2020.10.19.07
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9. Discussion Agenda Items

10. Public Comments - Limited to five minutes per person. Township related business only.
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11. Trustee/Staff Discussion
Limited Home Rule

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.10.19.10**

IN RE: Authorizing the Purchase of Quantifit Mask Fit Tester Pursuant to CARES Act Funding

WHEREAS, during this COVID-19 pandemic and public health emergency, securing the health, safety, and well-being of our employees and residents is a top priority of Sugarcreek Township; and

WHEREAS, Sugarcreek Township has received funds from the Greene County Coronavirus Relief Distribution to be used for necessary expenditures incurred due to the COVID-19 pandemic; and

WHEREAS, Fire Chief, Jeffrey Leaming has identified the need to keep the Fire Department Staff by ensuring masks fit properly to limit possible exposure to COVID-19; and

WHEREAS, Chief Leaming has received a quote from Wsarren Fire Equipment; and,

WHEREAS, Township Administrator, Barry Tiffany asks this Board of Trustees to approve this purchase.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby authorize the Purchase of one (1) Quantifit Mask Fit Tester at a cost not to exceed \$9,500.00.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

MES | WARREN FIRE EQUIPMENT

MUNICIPAL EMERGENCY SERVICES

Quote

6880 Tod Avenue SW
Warren, OH 44481

Date 10/14/2020
Quote # QT1410548
Expires 11/13/2020
Sales Rep Bussard, Fred
PO # Fit Tester
Shipping Method FedEx Ground
Shipping Code (2)

Bill To
SUGARCREEK TWP TRUSTEES
FIRE DEPARTMENT
4398 CLYO ROAD
DAYTON OH 45459
United States

Ship To
SUGARCREEK TWP TRUSTEES
FIRE DEPARTMENT
4398 CLYO ROAD
DAYTON OH 45459
United States

Item	Alt Item #	Units	Description	Qty	Unit Sales	Amount
9519-4000			Quantifit Respirator Fit Testing System Includes Fit Track, Quantifit Fit Testing System,- Windows Fit Track Gold Software, Roller case, Keyboard, Trigger button, Triple tubing, USB cable, Power supply, 2 year Warranty	1	8,995.00	8,995.00
9513-0130			40mm Threaded Adapter - Specify Manufacturer and Model of Respirator Adapter for SCOTT	1	350.00	350.00

C215965
Kevin Zehring
PLUS SHIPPING

Subtotal 9,345.00
Shipping Cost (FedEx Ground) 0.00
Total \$9,345.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1410548



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Limited Home Rule

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