



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, November 16, 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 Sugarcreek Parks and Schools Meeting - TBD
- 8. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes

- C. Transfer of Appropriations - 2020.11.16.01
- D. Reclassification of Roads and Service Staff - Robert Jordan - 2020.11.16.02
- E. 2020 Annual Report of Township Roadways - 2020.11.16.03
- F. Authorize Purchase using CARES Funding – Audio Visual Equipment for the Meeting Room – 2020.11.16.04
- G. Authorize Purchase for Fire Department – 2021 Ford Explorer – 2020.11.16.05
- H. Declaration of Excess Property – Fire Department – 2020.11.16.06
- I. Proclamation for Excellence in Service – Detective Stayer - 2020.11.16.07
- J. Reclassification of Fire Department Staff – Julia Chubner – 2020.11.16.08
- K. Authorize Purchase for Fire Department – Station 72 Concrete Work– 2020.11.16.09

9. Discussion Agenda Items

- **MI Homes Proclamation**

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

11. Trustee/Staff Discussion

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



**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 preforms 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 nay 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 health 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 preformed y 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 that 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 preforming 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
November 16, 2020**

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

- CARES Funds are being expended on needed items. This is some of the improvements approved to date:
 - New dormitory hallway finish with doors for privacy and separation at Station 72
 - Misting sanitizers for each building
 - Temperature scanners for each building. Employees as well as vendors/visitors must scan upon entry
 - New audio/visual equipment for the meeting room to allow integrated access on the web for our public meetings while providing proper distancing of the elected and appointed officials. The goal will be to allow the Trustees, BZC and BZA members to be in the same room for their meetings while distanced. This should provide for better discussion and an easier meeting. The public will still not be able to attend other than virtually.
 - Ultraviolet lighting for the interior of the medics to sanitize them after each call.
 - Touchless plumbing fixtures for all buildings.
 - Touchless entry systems for the Public Safety and Administration Buildings.

- The Greene County Engineer, Montgomery County Engineer, City of Centerville and ODOT along with Sugar Creek Township are in the early stages of a redesign improvement for the I-675/Wilmington Pike Corridor.

- Credit card payments are set-up for the township, eliminating our need to accept cash and allowing us to go "contactless" for taking applications and issuing permits. Total implementation will be completed this month.

Respectfully Submitted,

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

Barry P. Tiffany
Township Administrator



Jeffrey A. Leaming
Fire Chief

Staff Report for Sugar Creek Township Trustees October 16, 2020 thru November 13, 2020

The following information is a snap shot of the activities and areas of responsibilities for Sugar Creek Township Fire Department. This report is prepared to keep the Board of Trustees informed and the citizen apprised of their Fire Department. If further information is needed, please contact Chief Leaming at 937-848-7344.

Trainings:

- Ladders
- Toxic Inhalation Injuries
- Job Performance Requirement checkoffs
- Trauma Case Reviews

Statistics:

2019 Totals

- EMS Responses: 972 7 Overdose calls with 4 patients receiving Narcan
- Vehicle Crashes: 176
- Fire Responses: 298
1269 6.2% or 79 calls have been to Cornerstone

2020 Totals Year to Date

- EMS Responses: 779 5 Overdose calls with 4 patients receiving Narcan
- Vehicle Crashes: 133
- Fire Responses: 223
1002 5.1% or 51 calls have been to Cornerstone

Accomplishments/Information:

- Monitoring the directive on Fire Department response to potential COVID-19 patients
- Monitoring County and State Fire/EMS response daily via conference calls
- Exploring various projects that could potentially be completed with CARES funding
- New LifePac monitors have been placed into service
- Bedroom privacy walls are being added to station 72 bunkroom
- New MDT's have been ordered

Status of Significant Issues the Fire Department is Addressing:

- Monitoring COVID-19 situation
- Capital needs of the department are updated and summarized below in this report
- Dr. Richmond Lemos an ER physician at MVHS and a Township resident is our new departmental Medical Director

Scheduled Events:

- Participating in interviewing Fire Chief applicants for Bellbrook Fire Department 11/17 & 11/20
- Most regularly scheduled events and meetings have been cancelled

4398 Clyo Road | Sugar Creek, Ohio 45305
(P) 937.848.7344 | (F) 937.848.5188
www.SugarcreekOH.US

Fiscal:

As of November 9, 2020	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,887,065.00	\$253,919.99	\$2,243,387.87	\$404,390.61	77.313%
EMS	\$228,700.00	\$15,419.97	\$191,397.88	\$23,179.22	83.218%
Cell Tower Fund	\$24,000.00	\$24,000.00	\$0.00	\$0.00	0.00%
Department Total	\$3,139,765.00	\$293,333.96	\$2,434,785.75	\$427,569.83	77.155%

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	5 Mobile Radio \$31,783.00	Build Gear Room (In Bay Sta. 72) \$55,000.00	Kitchen (Sta. 71) \$9,000.00
4	Station 72 Concrete Ramp Replacement \$50,000.00	Thermal Imaging Camera \$9,000.00	Kitchen (Sta. 72) \$12,000.00
5		Radio Batteries \$2,500.00	Painting Interior (Sta. 71) \$3,000.00
6		PPV Fans E-73 Q-72 \$5,000.00	Replace Carpet (Sta. 71) \$7,000.00
7		Search Rope & Equipment \$3,000.00	Bay Floor crack repair / repaint floor \$36,000.00
8		Front Ramp repair/replace Sta. 72 \$30,000.00	Painting (bay) (Sta. 71) \$8,000.00
9		Chain saw \$1,375.00	Wall Gear Racks \$6,500.00
10		Hand Tools \$3,000.00	Dedicated Maintenance Program \$2,500.00
11		Replace Hose \$10,000.00	Relocate Flag pole and install lighting \$2,000.00
12		Rotary saw \$600.00	
13		Station Alerting \$54,000.00	
14			
15			
16			
17			
18			
19			
20			
21			
	Total \$816,783.00		\$183,675.00
			TOTAL- \$1,099,458.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown
Chief of Police

Trustee Report November 16, 2020

Training

- On October 26th, the police department attended a “Bias Training Course” at the Township Building.
- No other classes scheduled.

Fiscal

Budget 2020 (Final Appropriation)	\$2,973,700.00
Expenditures as of November 9, 2020	\$2,135,966.51
% of Budget Used	71.4%
% of Budget Year Target for the end of November	91.3%
% of Budget Remaining	28.6%
Cash Balance as of November 9, 2020	\$1,522,421.35

Events/Appearances

- On October 24th, the police department held our Drug Drop Off Program.
- On October 28th, Chief Brown attended the Montgomery County Chief's Luncheon.
- On October 29th, Chief Brown participated in the Greene Central Communications Board Meeting through Zoom.
- On November 10, Chief Brown attended the Community Support Center Meeting.
- On November 12, Chief Brown participated in the PSISN Board Meeting through ZOOM and attended the Ministerial Luncheon Meeting.

Respectfully submitted,

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

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

October 12, 2020

- Business and house checks
- Traffic stops
- Crash report on Center Point Drive
- An animal complaint on Statehouse Court

October 13, 2020

- Nothing to Report

October 14, 2020

- Crash report on Wilmington-Dayton Road
- Criminal damaging on Feedwire Road
- Theft arrest on Wilmington Pike
- Juvenile complaint on Surrey Trail

October 15, 2020

- Nothing to Report

October 16, 2020

- Welfare check on Moss Oak Trail
- An animal complaint on Wilmington Pike
- Theft report taken on Ferry Road
- Crash report on Wilmington Pike

October 17, 2020

- Nothing to Report

October 18, 2020

- Community policing
- Theft report on Clearbrook Drive
- Protection order violation on Willow Creek Circle
- Theft report on Feedwire Road

October 19, 2020

- Nothing to Report

October 20, 2020

- Welfare check on Surrey Trail
- Trespassing report on River Edge Circle
- Crash report on Clio Road

October 21, 2020

- Business and house checks
- Burglary report on Country Wood Drive
- Juvenile complaint on Wilmington Pike

October 22, 2020

- Traffic stops
- Community policing
- Theft report on N. Lakeman Drive
- Crash report on Fauber Road

October 23, 2020

- Nothing to Report

October 24, 2020

- Domestic violence taken on Glory Drive
- Suspicious vehicle on N. Lakeman Drive

October 25, 2020

- Nothing to Report

October 26, 2020

- Domestic violence on Napa Valley Drive
- Disturbance report on Wilmington Pike

October 27, 2020

- Theft arrest on Scarlet Oak Lane
- Assault report on Wilmington Pike
- Crash report on Shepherd Road

October 28, 2020

- Theft report on Centerville Road
- Crash report on Wilmington Pike

October 29, 2020

- Business and house checks
- Community policing
- Drug activity on Sonoma Court

October 30, 2020

- Nothing to Report

October 31, 2020

- Noise complaint on Ferry Road
- Crash report on Feedwire Road
- An animal complaint on Waynesville Road

November 1, 2020

- Business checks
- Domestic violence report on Wilmington Pike

November 2, 2020

- Crash report on Wilmington Pike
- Fraud report on Acorn Drive
- 911 hang up

November 3, 2020

- Traffic stops
- Suspicious vehicle on Upper Bellbrook Road
- Domestic violence report on Wilmington Pike

November 4, 2020

- Theft report on Oak Creek Drive
- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike

November 5, 2020

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

November 6, 2020

- Suspicious person on Lower Bellbrook Road
- Domestic dispute on Wilmington Pike

November 7, 2020

- Nothing to Report

November 8, 2020

- Nothing to Report

November 9, 2020

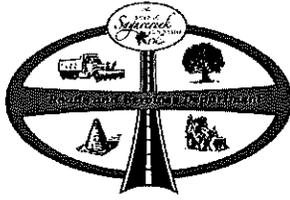
- Crash on Upper Bellbrook Road
- Suspicious vehicle on Swigart Road
- Fraud report on McBee Road

November 10, 2020

- Nothing to Report

November 11, 2020

- Fraud report on Possum Run Road
- Welfare check on Napa Valley Drive
- Intoxicated subject on Little Sugarcreek Road
- Fight report on Wilmington Pike



**Staff Report for
Sugar Creek Township Trustees
November 16, 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

- No calls for service

Accomplishments:

- Set up Farmers Market – 4
- Change batteries in radar speed signs – 4
- Picked up radios from W S Electronics and put into service
- Picked up emulsion – 2
- Picked up signs in right of way - 8
- Cleaned debris off road at Winshire and Timberly
- Cleaned off grate on Cedar Ridge
- Hauled gravel from Melvin Stone
- Cleaned up Farmers Market – 4
- Took Rob for his CDL test
- Took 702 to Bob Sumerel for an alignment
- Eradicated Heritage Trace East
- Driveway Permits
- Went to A&A Safety for signpost
- Picked up cold patch from Valley Asphalt
- Patched Heritage Trace East
- Patched potholes in Kables Mill
- Cleaned up asphalt tools and truck bed
- Dig hole for Bob Jones to repair the ladder truck
- Checked and removed debris from catch basins
- Cleaned off grate on Conifer Trail
- Repaired Stop Sign on Haines Rd.
- Mowed property - 2
- Training on Massey tractor mowers
- Diversity training
- Cleaned grates Little Sugar Creek, Conifer Trail, and Cedar Ridge
- Moved plow for 702 & 705 to main building
- Put salt spreader on 702
- Drivers training with plow on
- Worked on hydraulics on 705

- Took 705 to Ankeney Truck for service and inspection
- Service Massey Ferguson tractor
- Picked up parts from O'reilly's
- Removed debris from Carpenter and Vimark
- Checked on multiple OUPS locates
- Power washed Super-z mowers
- Took tire for 700 to Harworth for repair
- Met with Fuller Landscaping about dumping stone in roadway
- Fabricate post support for radar sign
- Picked up 705 from Ankeney Truck
- Picked up Super-z from Fire Dept. serviced and repaired
- Cleaned up ditch on Ferry North, water issue
- Scrape berm on Ferry North
- Call in locates for projects
- Patch potholes at Glory and Carpenter, Little Sugarcreek and Swigart
- Picked up dead deer on Little Sugarcreek and Swigart
- Washed mower and trucks
- Took metal dumpster to Xenia Iron and Metal
- Maintenance on both Super-z, push mower, and plate packer
- Worked on plugged storm drain in Eric's Place - 2
- Cleaned up down tree on Spahr Rd.
- Inspect culvert and catch basins – cleaned where needed
- Checked over roads after high winds
- Moved a radar speed limit sign Heritage Trace West
- Install new Township sign Stutsman and Fairfield Roads
- Changed oil in 704
- Crack sealed Clyo Road
- Crack sealed Carpenter Road - 4
- Worked on road mileage report
- Drain water tank for the gardeners
- Hauled stone from Melvin Stone
- Took Rob for CDL test – passed
- Circulate beet juice tanks
- Repair switch box on fuel tank
- Cleaned up busted bags of concrete on Upper Bellbrook Rd.
- Crack sealed in The Landings
- Dura-patch Clyo Rd.
- Mowed Clyo Road and bike path
- Hauled stone from Melvin Stone
- Install drainpipe on East Salinas Cir.

Respectfully,
 Bill Harphant
 Roads and Services Director



**Staff Report for the Sugar Creek Township Board of Trustees
October 19, 2020 to November 16, 2020**

The following is a snapshot of the activities and areas of responsibility for the Sugar Creek Township Planning and Zoning Department. This report is prepared to keep the Board of Trustees informed and the citizens apprised of their Planning and Zoning Department. If further information or explanation is needed, please contact Cara Tilford at 937-848-8426.

Board of Zoning Appeals Activities:

- **October 22, 2010 BZA Meeting: Follow-up**
 - **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 Sugar Creek 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.
 - **The BZA denied the requests.**
- **November 19, 2020 BZA Meeting: Cancelled**
- **Next Meeting scheduled for December 17, 2020**

Zoning Commission Activities:

- **November 3, 2020-Cancelled**
- **December 1, 2020 Meeting: Cancellation pending. No cases received prior to the meeting’s closing date.**

Meetings/Accomplishments:

- Met with resident to discuss construction of a shed on October 19, 2020
- Met with consultant to discuss land in the township on October 20, 2020
- Attended diversity training on October 26, 2020
- Attended meeting to discuss land in the township on October 26, 2020 (online)
- Attended meeting at RPCC to discuss Greene County Land Use Plan on October 29, 2020
- Attended meeting to discuss land in the township on November 2, 2020 (online)
- Attended website refresh meeting on November 3, 2020 (online)
- Attended Bellbrook/Sugarcreek/County/Chamber meeting on November 4, 2020
- Met with contractor to discuss Variance Application on November 5, 2020
- Attended website refresh meeting on November 5, 2020 (online)
- Met with resident to discuss accessory structure allowance on November 5, 2020
- Attended meeting with GCSED on November 10, 2020 (online)
- Met with resident to discuss construction of a detached garage on November 12, 2020
- Attended meeting to discuss land in the township on November 12, 2020 (online)
- Met with resident to discuss basement finish on November 12, 2020
- Completed and sent BZA Notice of Decision
- Continue to work with MI on new home submissions (compliance with conditions of approval has been a bit of a learning curve, but I think we've turned a corner)



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, November 16, 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 - TBD
- 8. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes

- C. Transfer of Appropriations - 2020.11.16.01
- D. Reclassification of Roads and Service Staff - Robert Jordan - 2020.11.16.02
- E. 2020 Annual Report of Township Roadways - 2020.11.16.03
- F. Authorize Purchase using CARES Funding – Audio Visual Equipment for the Meeting Room – 2020.11.16.04
- G. Authorize Purchase for Fire Department – 2021 Ford Explorer – 2020.11.16.05
- H. Declaration of Excess Property – Fire Department – 2020.11.16.06
- I. Proclamation for Excellence in Service – Detective Stayer - 2020.11.16.07
- J. Reclassification of Fire Department Staff – Julia Chubner – 2020.11.16.08
- K. Authorize Purchase for Fire Department – Station 72 Concrete Work– 2020.11.16.09

9. Discussion Agenda Items

- **MI Homes Proclamation**

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

11. Trustee/Staff Discussion

12. Adjourn

Payment Listing

10/19/2020 to 11/30/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
2050-2020	10/31/2020	11/03/2020	CH	OLD FORT BANK	\$221.00	C
	Purpose:	NAVIA BILLING FOR OCT				
2057-2020	10/31/2020	11/03/2020	CH	OLD FORT BANK	\$11,835.72	C
	Purpose:	OCT EMPLOYEE HRA CHARGES				
2058-2020	11/09/2020	11/09/2020	CH	UNITED STATES TREASURER	\$12.18	O
	Purpose:	MEDICARE PAYMENT - HOFFMAN				
2062-2020	11/10/2020	11/10/2020	CH	BUREAU OF WORKERS' COMPENSATION	\$30.78	O
	Purpose:	MONTHLY PAYMENT				
85759	09/21/2020	09/21/2020	AW	BUCKEYE ECO CARE	\$212.00 *	V
	Purpose:	LAWN CARE				
85759	10/26/2020	10/26/2020	AW	BUCKEYE ECO CARE	-\$212.00	V
85865	10/20/2020	10/20/2020	AW	JEFFERSON HEALTH PLAN	\$40,733.41	V
	Purpose:	SEPT HEALTH INS				
85865	10/20/2020	10/20/2020	AW	JEFFERSON HEALTH PLAN	-\$40,733.41	V
85866	10/20/2020	10/20/2020	AW	JEFFERSON HEALTH PLAN	\$40,733.41	O
	Purpose:	SEPT HEALTH INS				
85867	10/20/2020	10/20/2020	AW	OFFICE DEPOT	\$130.32	C
	Purpose:	SUPPLIES				
85868	10/20/2020	10/20/2020	AW	VERIZON WIRELESS	\$628.91	C
	Purpose:	CELL PHONES - POLICE				
85869	10/20/2020	10/20/2020	AW	RUMPKE CONSOLIDATED	\$184.71	C
	Purpose:	TRASH REMOVAL				
85870	10/20/2020	10/20/2020	AW	MUFFLER BROTHERS	\$94.50	O
	Purpose:	CAR 107				
85871	10/20/2020	10/20/2020	AW	TIME WARNER CABLE	\$6.06	C
	Purpose:	VOICE				
85872	10/20/2020	10/20/2020	AW	PESTER PLUMBING	\$294.00	O
	Purpose:	URINAL REPAIR				
85873	10/20/2020	10/20/2020	AW	STEVEN D. KNOPP	\$71.00	O
	Purpose:	3RD QTR VOLUNTEER				
85874	10/20/2020	10/20/2020	AW	BRADLEY C. MADER	\$445.00	O
	Purpose:	3RD QTR VOLUNTEER				
85875	10/20/2020	10/20/2020	AW	BOUND TREE MEDICAL, LLC	\$813.72	C
	Purpose:	EMS SUPPLIES				
85876	10/20/2020	10/20/2020	AW	PHOENIX SAFETY OUTFITTERS	\$74.95	C
	Purpose:	UNIFORMS				
85877	10/20/2020	10/20/2020	AW	SPRINT	\$51.67	C
	Purpose:	LIFEPAKS				
85878	10/20/2020	10/20/2020	AW	AIRGAS USA, LLC	\$16.73	C
	Purpose:	OXYGEN				
85879	10/20/2020	10/20/2020	AW	NORTHCOAST PRODUCTS	\$928.20	C
	Purpose:	RAPID SET EMULSION				
85880	10/20/2020	10/20/2020	AW	W S ELECTRONICS	\$1,301.28	C
	Purpose:	RADIO REPAIRS				
85881	10/20/2020	10/20/2020	AW	DAYTON REGIONAL HAZ MAT RESPONSE	\$500.00	C
	Purpose:	WMD FEE				

Payment Listing

10/19/2020 to 11/30/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
85882	10/20/2020	10/20/2020	AW	LABELMASTER	\$66.86	C
	Purpose:	HAZMAT BOOKS				
85883	10/20/2020	10/20/2020	AW	EMHT	\$1,880.00	C
	Purpose:	PROF SERVICES				
85885	10/26/2020	10/26/2020	AW	U.S. BANK ST. PAUL	\$72,530.50	O
	Purpose:	CENTERPOINTE DRIVE PRINCIPLE AND INTEREST				
85886	10/26/2020	10/26/2020	AW	BUCKEYE ECOCARE	\$212.00	O
	Purpose:	LAWN CARE				
85887	10/26/2020	10/26/2020	AW	BARRY TIFFANY	\$750.00	C
	Purpose:	CELL PHONE AND CAR ALLOWANCE				
85888	10/26/2020	10/26/2020	AW	CARA TILFORD	\$50.00	C
	Purpose:	CELL PHONE REIMB				
85889	10/26/2020	10/26/2020	AW	NADINE DAUGHERTY	\$20.00	O
	Purpose:	CELL PHONE REIMB				
85890	10/26/2020	10/26/2020	AW	FRED CRAMER	\$20.00	O
	Purpose:	CELL PHONE REIMB				
85891	10/26/2020	10/26/2020	AW	CAROLYN L. DESTEFANI	\$20.00	O
	Purpose:	CELL PHONE REIMB				
85892	10/26/2020	10/26/2020	AW	BILL HARPHANT	\$20.00	C
	Purpose:	CELL PHONE REIMB				
85893	10/26/2020	10/26/2020	AW	RICHARD CIPRIANO	\$20.00	O
	Purpose:	CELL PHONE REIMB				
85894	10/26/2020	10/26/2020	AW	DALE OWENS	\$20.00	O
	Purpose:	CELL PHONE REIMB				
85895	10/26/2020	10/26/2020	AW	MELVIN STONE COMPANY	\$110.08	C
	Purpose:	LIMESTONE				
85896	10/26/2020	10/26/2020	AW	LYKINS OIL COMPANY	\$1,506.94	C
	Purpose:	FUEL				
85897	10/26/2020	10/26/2020	AW	EVOLUTION CREATIVE SOLUTIONS	\$55.95	C
	Purpose:	BUSINESS CARDS - LIGGETT				
85898	10/26/2020	10/26/2020	AW	TIME WARNER CABLE	\$175.38	O
	Purpose:	CABLE AND FAX LINES				
85899	10/26/2020	10/26/2020	AW	OFFICE DEPOT	\$20.80	C
	Purpose:	SUPPLIES				
85900	10/26/2020	10/26/2020	AW	MICHAEL BROWN	\$50.00	C
	Purpose:	CELL PHONE REIMB				
85901	10/26/2020	10/26/2020	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$172.59	C
	Purpose:	PAPER PRODUCTS				
85902	10/26/2020	10/26/2020	AW	TECH ADVISORS	\$178.50	C
	Purpose:	EQUIPMENT INTALL				
85903	10/26/2020	10/26/2020	AW	HORTON EMERGENCY VEHICLES	\$209.98	C
	Purpose:	LIGHT FOR M73				
85904	10/26/2020	10/26/2020	AW	O'REILLY AUTOMOTIVE, INC.	\$21.98	O
	Purpose:	PARTS				
85905	10/26/2020	10/26/2020	AW	STAPLES CREDIT PLAN	\$12.49	C
	Purpose:	SUPPLIES				

Payment Listing

10/19/2020 to 11/30/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
85906	10/26/2020	10/26/2020	AW	EMERGENCY MEDICAL PRODUCTS, INC.	\$185.97	C
				Purpose: STETHOSCOPE		
85907	10/26/2020	10/26/2020	AW	WAL-MART COMMUNITY/GEMB	\$7.84	O
				Purpose: SUPPLIES		
85908	10/26/2020	10/26/2020	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: ENERGY CONTRACT		
85909	10/26/2020	10/26/2020	AW	CITI CARDS	\$48.96	O
				Purpose: SUPPLIES		
85910	10/26/2020	10/26/2020	AW	GLACIER COMPUTER LLC	\$39,308.90	O
				Purpose: MTDs AND DOCKING STATIONS		
85911	10/26/2020	10/26/2020	AW	ASSOCIATION FOR PSYCHOTHERAPY, INC	\$550.00	O
				Purpose: PSYCH EVALUATION FOR NEW OFFICER		
85912	10/27/2020	10/27/2020	AW	VOSS	\$5,007.66	C
85913	10/27/2020	10/27/2020	AW	VANDALIA BLACKTOP & SEALCOATING INC	\$4,230.00	C
				Purpose: PARKING LOT RESEAL, ETC		
85914	10/27/2020	10/27/2020	AW	DAYTON DAILY NEWS	\$149.22	O
				Purpose: 13 WEEK SUBSCRIPTION		
85915	10/27/2020	10/27/2020	AW	TIME WARNER CABLE	\$1,491.12	O
				Purpose: ETHERNET AND VOICE		
85916	10/27/2020	10/27/2020	AW	A & A SAFETY	\$57.85	C
				Purpose: ROAD SIGNS		
85917	10/27/2020	10/27/2020	AW	VIKING HEATING	\$14,820.00	O
				Purpose: I WAVE SYSTEMS FOR ALL BLDGS		
85921	10/27/2020	10/27/2020	AW	DENTAL CARE PLUS, INC.	\$5,028.09	O
				Purpose: DENTAL INS - AUG/SEPT/OCT		
85922	10/27/2020	10/27/2020	AW	WELLS FARGO EQUIPMENT FINANCE	\$7,827.00	O
				Purpose: 2016 FORD SNOW PLOW PAYMENT		
85931	11/02/2020	11/02/2020	AW	O'REILLY AUTOMOTIVE, INC.	\$44.25	O
				Purpose: CAPSULE, WIPER BLADES		
85932	11/02/2020	11/02/2020	AW	VALLEY ASPHALT CORPORATION	\$286.50	O
				Purpose: COLD MIX AND SURF		
85933	11/02/2020	11/02/2020	AW	OFFICE DEPOT	\$7.49	O
				Purpose: SUPPLIES		
85934	11/02/2020	11/02/2020	AW	COSTCO	\$60.00	O
				Purpose: MEMBERSHIP RENEWAL		
85935	11/02/2020	11/02/2020	AW	BOUND TREE MEDICAL, LLC	\$44.34	O
				Purpose: EMS SUPPLIES		
85936	11/02/2020	11/02/2020	AW	GREATER MIAMI VALLEY EMERGENCY ME	\$400.00	O
				Purpose: DUES AND DRUG BAG		
85937	11/02/2020	11/02/2020	AW	TIME WARNER CABLE	\$1,376.01	O
				Purpose: INTRNET		
85938	11/02/2020	11/02/2020	AW	TREASURER OF STATE	\$100.00	O
				Purpose: MONTHLY ACCESS		
85939	11/02/2020	11/02/2020	AW	CENTERVILLE GRAVELY	\$241.34	O
				Purpose: PARTS		
85940	11/02/2020	11/02/2020	AW	WASH IT DEAN	\$75.00	V

Payment Listing

10/19/2020 to 11/30/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: CAR WASHES				
85940	11/02/2020	11/02/2020	AW	WASH IT DEAN	-\$75.00	V
85941	11/02/2020	11/02/2020	AW	TREASURER OF STATE	\$150.00	V
		Purpose: DEPENDENTS FUND				
85941	11/02/2020	11/02/2020	AW	TREASURER OF STATE	-\$150.00	V
85942	11/02/2020	11/02/2020	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$346.50	V
		Purpose: E-72				
85942	11/02/2020	11/02/2020	AW	FIRE APPARATUS SERVICE AND REPAIR, I	-\$346.50	V
85943	11/02/2020	11/02/2020	AW	TECH ADVISORS	\$5,001.00	V
		Purpose: MONTHLY SERVICE AND OFFICE 365				
85943	11/02/2020	11/02/2020	AW	TECH ADVISORS	-\$5,001.00	V
85944	11/02/2020	11/02/2020	AW	MEDICOUNT MANAGEMENT, INC.	\$357.07	V
		Purpose: SEPTEMBER EMS BILLING				
85944	11/02/2020	11/02/2020	AW	MEDICOUNT MANAGEMENT, INC.	-\$357.07	V
85945	11/02/2020	11/02/2020	AW	HORIZON MEDICAL PRODUCTS	\$83.40	V
		Purpose: TEST STRIPS				
85945	11/02/2020	11/02/2020	AW	HORIZON MEDICAL PRODUCTS	-\$83.40	V
85946	11/02/2020	11/02/2020	AW	FINLEY FIRE EQUIPMENT	\$69.45	V
		Purpose: AIR HOSE				
85946	11/02/2020	11/02/2020	AW	FINLEY FIRE EQUIPMENT	-\$69.45	V
85947	11/02/2020	11/02/2020	AW	KETTERING HEALTH NETWORK	\$100.00	V
		Purpose: PHYSICAL ABILITES TEST				
85947	11/02/2020	11/02/2020	AW	KETTERING HEALTH NETWORK	-\$100.00	V
85948	11/02/2020	11/02/2020	AW	WASH IT DEAN	\$75.00	O
		Purpose: CAR WASHES				
85949	11/02/2020	11/02/2020	AW	TREASURER OF STATE	\$150.00	O
		Purpose: DEPENDENTS FUND				
85950	11/02/2020	11/02/2020	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$346.50	O
		Purpose: E-72				
85951	11/02/2020	11/02/2020	AW	TECH ADVISORS	\$5,001.00	O
		Purpose: MONTHLY SERVICE AND OFFICE 365				
85952	11/02/2020	11/02/2020	AW	MEDICOUNT MANAGEMENT, INC.	\$357.07	O
		Purpose: SEPTEMBER EMS BILLING				
85953	11/02/2020	11/02/2020	AW	HORIZON MEDICAL PRODUCTS	\$83.40	O
		Purpose: TEST STRIPS				
85954	11/02/2020	11/02/2020	AW	FINLEY FIRE EQUIPMENT	\$69.45	O
		Purpose: AIR HOSE				
85955	11/02/2020	11/02/2020	AW	KETTERING HEALTH NETWORK	\$100.00	O
		Purpose: PHYSICAL ABILITES TEST				
85956	11/02/2020	11/02/2020	AW	APPLIED CONCEPTS, INC.	\$7,538.00	O
		Purpose: TEMPERATURE SCANNERS (CARES MONEY)				
85957	11/02/2020	11/02/2020	AW	HOUSE WORKS UNLIMITED	\$3,462.50	O
		Purpose: SEPERATE SLEEPING QUARTERS (CARES MONEY)				
85961	11/02/2020	11/02/2020	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$1,674.65	O
		Purpose: VISION INS (3 MOS)				
85962	11/03/2020	11/03/2020	AW	STRYKER SALES CORPORATION	\$58,757.40	O

Payment Listing

10/19/2020 to 11/30/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: LIFEPAKS		
85963	11/03/2020	11/03/2020	AW	JEFFERSON HEALTH PLAN	\$39,524.14	O
				Purpose: OCT HEALTH INSURANCE		
85964	11/03/2020	11/03/2020	AW	LYKINS OIL COMPANY	\$1,178.94	O
				Purpose: FUEL		
85965	11/03/2020	11/03/2020	AW	OFFICE DEPOT	\$101.98	O
				Purpose: SUPPLIES		
85966	11/03/2020	11/03/2020	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$50.00	O
				Purpose: SEARCHES		
85967	11/03/2020	11/03/2020	AW	A. E. DAVID COMPANY	\$291.70	O
				Purpose: UNIFORMS		
85968	11/03/2020	11/03/2020	AW	EVOLUTION CREATIVE SOLUTIONS	\$55.94	O
				Purpose: BUSINESS CARDS - PYTEL		
85969	11/03/2020	11/03/2020	AW	JOHNSON CONTROLS FIRE PROTECTION	\$384.40	O
				Purpose: NAC PANEL REPAIRS		
85970	11/03/2020	11/03/2020	AW	ANKENEY XENIA TRUCK SERVICE, INC.	\$1,129.69	O
				Purpose: TRUCK 705 REPAIRS		
85971	11/03/2020	11/03/2020	AW	BOUND TREE MEDICAL, LLC	\$57.72	O
				Purpose: M-71 REPAIRS		
85972	11/03/2020	11/03/2020	AW	VERIZON WIRELESS	\$325.94	O
				Purpose: CELL PHONES - FIRE		
85974	11/09/2020	11/09/2020	AW	AIM MEDIA MIDWEST	\$502.16	O
				Purpose: ZONING ADS		
85975	11/09/2020	11/09/2020	AW	VECTREN	\$200.97	O
				Purpose: NATURAL GAS		
85976	11/09/2020	11/09/2020	AW	US BANK EQUIPMENT FINANCE	\$767.86	O
				Purpose: COPIER FEES		
85977	11/09/2020	11/09/2020	AW	LOWE'S COMPANIES INC.	\$1,029.93	O
				Purpose: MISC PURCHASES		
85978	11/09/2020	11/09/2020	AW	ANKENEY XENIA TRUCK SERVICE, INC.	\$3,104.62	O
				Purpose: TRUCK 702 REPAIRS		
85979	11/09/2020	11/09/2020	AW	NORTHCOAST PRODUCTS	\$494.00	O
				Purpose: RAPID SET EMULSION		
85980	11/09/2020	11/09/2020	AW	HARWORTH TIRE AND AUTO	\$27.50	O
				Purpose: TIRE REPAIR		
85981	11/09/2020	11/09/2020	AW	ROBERT JORDAN	\$163.20	O
				Purpose: REIMB FOR CDL LICENSE		
85983	11/10/2020	11/10/2020	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$98.00	O
				Purpose: DRUG TESTING-HOFFMAN AND JORDAN		
85984	11/10/2020	11/10/2020	AW	PRO ONCALL TECHNOLOGIES	\$248.57	O
				Purpose: OFFICE PHONES		
85985	11/10/2020	11/10/2020	AW	EMPLOYEECARE OF MVH	\$605.44	O
				Purpose: 4TH QTR		
85986	11/10/2020	11/10/2020	AW	GREENE COUNTY AUDITOR	\$1,447.02	O
				Purpose: 2020 PER CAPITA		
85987	11/10/2020	11/10/2020	AW	GREENE COUNTY EMERGENCY MANAGEM	\$1,134.09	O

Payment Listing

10/19/2020 to 11/30/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status	
		Purpose: 2020 HYPER REACH COLLABORATION					
85988	11/10/2020	11/10/2020	AW	TIME WARNER CABLE	\$110.11	O	
		Purpose: CABLE AND PHONE					
85989	11/10/2020	11/10/2020	AW	GREENE COUNTY SANITARY ENGINEER	\$536.48	O	
		Purpose: WATER AND SEWER					
85990	11/10/2020	11/10/2020	AW	O'REILLY AUTOMOTIVE, INC.	\$42.24	O	
		Purpose: ANTIFREEZE AND OIL FILTER					
85991	11/10/2020	11/10/2020	AW	DAYTON POWER & LIGHT	\$891.41	O	
		Purpose: ELECTRIC					
85993	11/10/2020	11/10/2020	AW	STANDARD INSURANCE COMPANY	\$243.55	O	
		Purpose: OCT LIFE INS					
85994	11/10/2020	11/10/2020	AW	OFFICE DEPOT	\$64.37	V	
		Purpose: SUPPLIES					
85994	11/10/2020	11/10/2020	AW	OFFICE DEPOT	-\$64.37	V	
85995	11/10/2020	11/10/2020	AW	MUFFLER BROTHERS	\$477.94	V	
		Purpose: CAR REPAIRS					
85995	11/10/2020	11/10/2020	AW	MUFFLER BROTHERS	-\$477.94	V	
85996	11/10/2020	11/10/2020	AW	DAYTON POWER & LIGHT	\$19.76	V	
		Purpose: RANGE					
85996	11/10/2020	11/10/2020	AW	DAYTON POWER & LIGHT	-\$19.76	V	
85997	11/10/2020	11/10/2020	AW	P & R COMMUNICATIONS SERVICE, INC.	\$220.00	V	
		Purpose: EARPIECE					
85997	11/10/2020	11/10/2020	AW	P & R COMMUNICATIONS SERVICE, INC.	-\$220.00	V	
85998	11/10/2020	11/10/2020	AW	TIME WARNER CABLE	\$205.86	V	
		Purpose: FAX AND CABLE					
85998	11/10/2020	11/10/2020	AW	TIME WARNER CABLE	-\$205.86	V	
85999	11/10/2020	11/10/2020	AW	RUMPKE CONSOLIDATED	\$124.92	V	
		Purpose: TRASH REMOVAL					
85999	11/10/2020	11/10/2020	AW	RUMPKE CONSOLIDATED	-\$124.92	V	
86000	11/10/2020	11/10/2020	AW	OFFICE DEPOT	\$64.37	O	
		Purpose: SUPPLIES					
86001	11/10/2020	11/10/2020	AW	MUFFLER BROTHERS	\$477.94	O	
		Purpose: CAR REPAIRS					
86002	11/10/2020	11/10/2020	AW	DAYTON POWER & LIGHT	\$19.76	O	
		Purpose: RANGE					
86003	11/10/2020	11/10/2020	AW	P & R COMMUNICATIONS SERVICE, INC.	\$220.00	O	
		Purpose: EARPIECE					
86004	11/10/2020	11/10/2020	AW	TIME WARNER CABLE	\$205.86	O	
		Purpose: FAX AND CABLE					
86005	11/10/2020	11/10/2020	AW	RUMPKE CONSOLIDATED	\$124.92	O	
		Purpose: TRASH REMOVAL					

Total Payments: \$351,993.16

Total Conversion Vouchers: \$0.00

Total Less Conversion Vouchers: \$351,993.16

Payment Listing

10/19/2020 to 11/30/2020

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.



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, November 16, 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 - TBD
- 8. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes

- C. Transfer of Appropriations - 2020.11.16.01
- D. Reclassification of Roads and Service Staff - Robert Jordan - 2020.11.16.02
- E. 2020 Annual Report of Township Roadways - 2020.11.16.03
- F. Authorize Purchase using CARES Funding – Audio Visual Equipment for the Meeting Room – 2020.11.16.04
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- H. Declaration of Excess Property – Fire Department – 2020.11.16.06
- I. Proclamation for Excellence in Service – Detective Stayer - 2020.11.16.07
- J. Reclassification of Fire Department Staff – Julia Chubner – 2020.11.16.08
- K. Authorize Purchase for Fire Department – Station 72 Concrete Work– 2020.11.16.09

9. Discussion Agenda Items

- **MI Homes Proclamation**

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

11. Trustee/Staff Discussion

12. Adjourn

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on October 19th, 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 Mr. Cramer being present. Also, in attendance was Mr. Stafford and Ms. Moore.**
3. **All in attendance stood for the 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**

Mrs. Destefani made a motion to open the public hearing, Mr. Cramer seconded. Mrs. Tilford started with the staff report, stating that there will not be a vote tonight on this resolution. This is the first of two public hearings that will happen to then consider the resolution. This is to establish regulations of massage establishments and their employees pursuant to 503.40 and 503.49 of the Ohio Revised Code. This hearing is being held after the Township has provided notice, required by the ORC for two consecutive weeks. This will not impact the practice of any limited branch of medicine, chiropractors that provide massage services, licensed massage therapists, they would not be subjected to regulation under this proposed resolution. This resolution does establish fees and a renewal process for licenses. This resolution is in an effort for the Township to be proactive in the regulations of massage establishments that have been investigated for being involved with human trafficking and exploitation. Mrs. Destefani asked if this is something we should be sharing with other townships, so everyone has regulations in place. Mrs. Tilford stated that a lot of townships have taken measures to adopt a resolution similar to this one. She also stated that if you are a rural township that does not have a commercial corridor then this is not something that they are really worried about. But she is absolutely sharing this with Greene County Township Association and the OTA and having them push it out as a reminder, so everyone can consider applying this in their jurisdiction. Human trafficking is very prevalent right now and we are trying to work against it. Mr. Cramer asked if Chief Brown was the one that discovered that there was human trafficking going on within the Township. Cara stated that Chief Brown and his officers discovered this problem. Mr. Cramer asked if this was a problem in other surrounding cities and townships. Mrs. Tilford stated that Bellbrook did have the help of legal counsel to put regulations in place, since they are a city, they have different statutes of regulations to pass resolutions. Mrs. Destefani asked if Mrs. Tilford was also doing the applicant presentation since the meeting is online. Mrs.

Destefani then opened the meeting to public comments, in favor, against, or neutral on the presented resolution. No one chose to speak. Mrs. Destefani made a motion to close the public hearing, Mr. Cramer seconded. Mrs. Destefani then asked if there was any deliberation to be had about the resolution. Mr. Cramer stated that he has read through this resolution and he understands it and wants to be proactive in the township. Mrs. Destefani stated that having regulations like this a great thing and all townships should have it.

5. Reports

A. Administration

Mr. Tiffany was present. Mrs. Destefani asked about the CAES Act funding, Mr. Tiffany stated that we plan to use 100% of the funds to help the township. Mrs. Destefani also asked about the new credit card machine the township is getting. It will be used for online transactions as well as in person transactions at our township administration building. Allowing citizens of the township to pay for permits for their homes or businesses.

B. Fiscal Office

Mr. Hodson was present. Mr. Hodson reported to the state today on our COVID funds. He included the appropriations for the amount's we have received. He had to turn in a report for the totals for our accounts for expenditures, interest earned and what we have spent so far. On all CARES Act funds this far.

C. Fire

Chief Leaming was present. Mrs. Destefani asked Chief Leaming how many masks Captain Colliers Mother had to sell to raise over \$5,000 for the fire department. Chief Leaming stated that he does not know the exact number of masks she sold. But that she was asking for donations and people donated various amounts of money. She was raising money so the fire department could buy 50 particulate protective hoods. The hoods are to help protect cancer causing particulates from getting on the skin. Mrs. Destefani stated she would love to honor her for her generous help. Mr. Cramer also stated that Mr. Steve Knop said many wonderful things about Chief Leaming.

D. Police

Chief Brown was present. Mrs. Destefani thanked Chief Brown for sharing the Day of Remembrance email from the Prosecutor's Office. Mrs. Destefani also stated she saw there were lots of questions on Facebook about trick or treating, and just wanted to make sure the entire township was included. Chief Brown stated that yes, the whole township is included in trick or treat. She also asked if the Township was doing a drug drop off soon. Chief Brown stated that we are doing a drug drop off and that it is this Saturday the 24th of October, from 10am to 2pm. Mrs. Destefani asked if we usually get a decent amount of drugs dropped off. Chief Brown stated that usually it is about 40 pounds that gets turned in. Mrs. Destefani also stated that she saw that the community resource center changed its name officially, she asked if Chief Brown had anything to report about what they will be doing there. Chief Brown stated that they are hoping to do an open house once everything with COVID shuts down. He stated that the inside has been painted and cubicles have been set up for students to do work after school and to have programs.

E. Roads and Services

Mr. Harphant was present. Mrs. Destefani asked about how long he speed limit sign batteries usually last. Mr. Harphant stated that they usually last about a week, so they try to go out on Fridays and get the batteries changed. Mrs. Destefani also stated that it is a very effective sign, and they are polite signs, they say thank you for slowing down. Mrs. Destefani also asked about multiple OUS notifications. Mr. Harphant stated that they get notifications if someone is going to be doing any digging so they can go out and protect our right of ways. And if they do not have any permits, they will have them stop working until the require permitting gets done.

F. Zoning

Mrs. Tilford was present. Mrs. Tilford stated that she hit a record of approving 25 zoning permits this month. She has reviewed 32 permits and is waiting on revisions. The numbers for new single-family homes has gone up 33% from last year. And our total permits are up about 13% from last year. She stated that there was a buildup on the subdivisions not being completed in August and September so there was a period of time where permits could not be completed. Mr. Cramer asked if the Guttman Property was the old Rollandia Property, Mrs. Tilford stated that yes, it is the old Rollandia Property. Mrs. Destefani asked if she could go over the modification of condition reference. Mrs. Tilford stated that when they came in for approvals, they did not have the elevations completed for the twin family homes, they have since brought the elevations in and they were approved. They also requested modifications on a single-family lot at the end of the Browns Run subdivision near the Rollandia maintenance building. The Regional Planning and Coordinating Commission came up with an alternative mechanism, and the Zoning Communion also approved that request. Mr. Cramer asked if Guttman was the original developer in the area. Mrs. Tilford stated that in 2015 the original developer was Shatenstien, they dropped the project and then Guttman came in and picked up the project. Mrs. Destefani asked what we were working on with HPA development group, Mrs. Tilford stated that the land scaping they approved did not do exactly what was approved. Mrs. Landing called and requested more trees be put up close to her property to reflect what was approved. HPA development group came in and said they would put the trees in that were requested, she said that HPA always keeps their word, and do what they say they will do. Mrs. Tilford is just working with HPA to make sure that those trees do get planted in a timely manner. Mr. Cramer asked how much longer the Farmer's Market will be open, Mr. Tiffany stated about 3 more weeks. Mrs. Destefani asked if Mrs. Tilford would go over her chart of residential structures. Mrs. Tilford stated what each abbreviation was for. Mr. Cramer stated that it looks like we are on an upward trend for houses being built in Sugarcreek. Mrs. Tilford agreed and stated that in the fall there is a spike because builders are trying to build before the ground gets too cold. Mrs. Destefani asked if this is solely what Mrs. Tilford does and if she has help from anyone. Mrs. Tilford stated that this is most of her work every day. She does ask Ms. Shuttleworth to help get things out the door, by copying and sending things out, so she can concentrate on the permits themselves. Mrs. Destefani asked about duties increasing for Mrs. Tilford while Mr. Tiffany is working from home. Mrs. Tilford stated that she is up to the challenge and that Mr. Tiffany is always a phone call away.

G. Information Technology

Mrs. Destefani wanted to thank Tech Advisors for helping her set up the iPad.

H. Trustees

Mr. Cramer asked about the police coverage for the high school football games. Chief Brown stated that it is no extra burden on them. Mr. Cramer stated that some people have had signs being stolen off their property. Chief Brown stated that, that is not usually normal. Mrs. Destefani wanted to thank Chief Brown for finding a Speaker for the Implicit Biased and decision-making training. She also thanked Mrs. Moore for bringing it to the townships attention and suggesting that the training should be done. Mrs. Destefani also stated she is putting her name in for the OTARMA Board.

6. Old Business

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

7. Public Comments

Mr. Stafford spoke about a problem he is having with the Sugar Valley Country Club. They have built a pavilion and there is live music playing all night until 1am and he can not enjoy his back patio. He stated that the township should put a resolution in place for the pavilion so that the noise be turned town at a specific time or that they should not allow live music at all. Mr. Cramer asked if he knew what types of events were happening at these times. Mr. Stafford stated that he is not sure exactly but there are always different types of events happening there. Mrs. Tilford stated that they did adopt a noise ordinance so therefore Mr. Stafford does need to contact the police department because they are the enforcer of the ordinance. Mr. Stafford also stated that the resolution prohibiting political signs in the right of way is not being enforced to its all or nothing policy. Chief Brown stated that it might be a good idea to have himself, Mrs. Tilford, and Mr. Tiffany talk with Mr. Keys to see if there is something they can do. There are still signs up in the right of way, political signs, garage sale signs, vote no signs, any signs should be out of the right of way. Mr. Stafford wants to see the enforcement of the zero-tolerance policy increased like the township said they would. Mr. Tiffany stated that the trustees chose to enforce the law. Mr. Tiffany stated that they have not had an issue since the springtime, and they did do a great job in the spring with getting the signs down. Mr. Tiffany also stated that he has spoke with people telling them they cannot put the signs up on the weekend, the rules still stand all the time. Mr. Stafford stated he just wanted a level playing field for everyone and he was thankful for the trustees for hearing him out. Mrs. Hellman stated that right where the Eagle rise sign is in the neighborhood people are starting to put up signs there. Mr. Stafford asked if there was a fine the township could enforce for the removal of signs. Mr. Tiffany stated that when signs are up it is usually a third-party company that is putting up signs. Fining someone is hard unless they catch them in the act of placing the signs. Mr. Tiffany stated that they are not going to go out and ticket every person that puts up a sign, and that the community deserves kindness from the township.

8. Consent Agenda Items

- 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

Mrs. Destefani made a motion to approve the agenda items. Mr. Cramer seconded.
Roll was called with the vote being as follows:

Mrs. Destefani – Yes
Mr. Cramer – Yes

9. Discussion Agenda Items

Mrs. Hellman stated that up in Soaring Heights there is a gas cap missing by the sidewalk. Mr. Harphant stated he would call Vectren and see what he could do about it.

10. Trustee/Staff Discussions

Limited Home Rule – Mr. Tiffany stated that it allows the township to expand their Home Rule powers, it makes the township more competitive with cities. It helps alleviate the threat of annexation and levels the playing field on creatively financing projects. Mrs. Moore asked if it is the same as the one versus two, where we do not have as much power as the bigger cities. Mr. Tiffany stated that there is a certain number of things we are allowed to do in the townships creatively. Cities can do as many things as they would like to do within reason. This rule would allow us more space to creatively grow.

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, November 16, 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.
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- 7. Old Business**
 - A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting - TBD
- 8. Consent Agenda Items**
 - A. Payment of Bills
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C. Transfer of Appropriations - 2020.11.16.01

D. Reclassification of Roads and Service Staff - Robert Jordan - 2020.11.16.02

E. 2020 Annual Report of Township Roadways - 2020.11.16.03

F. Authorize Purchase using CARES Funding – Audio Visual Equipment for the Meeting Room – 2020.11.16.04

G. Authorize Purchase for Fire Department – 2021 Ford Explorer – 2020.11.16.05

H. Declaration of Excess Property – Fire Department – 2020.11.16.06

I. Proclamation for Excellence in Service – Detective Stayer - 2020.11.16.07

J. Reclassification of Fire Department Staff – Julia Chubner – 2020.11.16.08

K. Authorize Purchase for Fire Department – Station 72 Concrete Work– 2020.11.16.09

9. Discussion Agenda Items

- **MI Homes Proclamation**

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

12. Adjourn



TRANSFER OF APPROPRIATIONS

RESOLUTION #: 2020.11.16.01

Debit Fund Number	Account Name	Credit Fund Number	Account Name	Amount to Debit/Credit
2081	Police Department	3102	Bond Retirement	\$ 50,875.33
2112	Fire Department	3102	Bond Retirement	\$ 70,256.42
				\$
			Total Transfers:	\$ 121,131.75

Explanation of Transfers: Annual payment of bonds issued for the public safety building.

SUBMITTED BY: _____
Sara Contreras, Administrative Assistant to the Township Administrator

APPROVED BY:

Barry P. Tiffany, Township Administrator

Nadine S. Daugherty, Chairperson _____
Carolyn L. Destefani, Vice Chairperson _____
Fred Cramer, Trustee

The foregoing transfer of appropriations was made on the 16th day of November 2020, and is recorded in the journal of Sugar Creek Township, Ohio.

Theodore L. Hodson, Fiscal Officer



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11. Trustee/Staff Discussion

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.11.16.02**

IN RE: Reclassification of Roads and Services Department Personnel
Robert Jordan

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 Robert Jordan 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 Robert Jordan 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 November 16, 2020, and is subject to a one (1) year probationary period ending November 16, 2021.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



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9. Discussion Agenda Items

- **MI Homes Proclamation**

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11. Trustee/Staff Discussion

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.11.16.03**

IN RE: 2020 Annual Report of Township Roadways

WHEREAS, the Board of Trustees has received the Annual Township Road Inventory Report from the Greene County Engineer; and,

WHEREAS, this Report has been reviewed by the Roads and Services Supervisor, Bill Harphant, and the Township Administrator, Barry P. Tiffany, and found to be accurate as presented; and,

WHEREAS, this Report indicates the road names, length in miles, their condition as well as work completed the past twelve (12) months,

NOW THEREFORE, BE IT RESOLVED, that this Report, as presented and reviewed, is accepted by this Board of Township Trustees.

FURTHER BE IT RESOLVED, a signed copy shall be returned to the Greene County Engineer.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



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11. Trustee/Staff Discussion

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.11.16.04**

IN RE: Authorizing the Purchase of Audio Visual Equipment for the Administration Building 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, Township Administrator, Barry Tiffany has determined it to be in the best interest of the Township employees and residents to purchase and install audio visual equipment for the large meeting room within the Sugar Creek Township Administration Building, to allow for virtual Trustee and other Township Board meetings; and

WHEREAS, Mr. Tiffany has received a quote from Total Network Technologies 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 Sugar Creek Township, Ohio, does hereby authorize the Purchase of audio visual equipment for the Sugar Creek Township Administration Building at a cost not to exceed \$33,000.00.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

Total Network Technologies

2444 Indian Wells Tr.

Xenia, OH 45385

(937) 469-0091

jaobuckeye@gmail.com



Estimate 1397

ADDRESS

Sugarcreek Township

DATE
10/19/2020TOTAL
\$32,440.00

ACTIVITY	QTY	RATE	AMOUNT
Shure Wireless Base Station, Goose Neck and Microphone System.(ULXD8-G50, MX410/C	5	750.00	3,750.00T
Shure Wireless Receiver. (QLXD4-H50)	5	650.00	3,250.00T
Shure 450II Microphone Desktop Style. (QLXD24B58-H50)	1	1,050.00	1,050.00T
Shure Lithium Ion Battery Pack. (SB900A)	6	85.00	510.00T
Shure 8-Bay Networked Charging Station with Power Supply. (SBC850US)	1	950.00	950.00T
Shure UA844+SWB UHF Wideband Antenna Distribution System	2	415.00	830.00T
Shure UA825 25' BNC-to-BNC Remote Antenna Extension Cable	2	50.00	100.00T
Shure In-Line Antenna Amplifier for Remote Mounting. (UA834WB)	2	160.00	320.00T
Shure 8-Channel Microphone Mixer. (SCM810)	1	1,375.00	1,375.00T
Vaddio AV Bridge Mini HD Audio/Video Encoder. (999-8240-000)	1	1,850.00	1,850.00T
Vaddio Active USB 3.0 Type-A to Type-B Cable for RoboSHOT 12 USB Camera. (4401005023)	1	525.00	525.00T
Vaddio RoboSHOT 12E OneLINK HDMI Camera System. (99999600100)	1	4,450.00	4,450.00T
JBL CSA 180Z Audio. Amplifier. (CSA180Z)	1	375.00	375.00T
DaLite Da Snap 123" 16x10 Fixed Projection Screen.	1	1,750.00	1,750.00T
Sony 6000 Lumens WXGA 3LCD Laser Projector in White (VPLFWZ65)	1	4,850.00	4,850.00T
Peerless Universal Projector Mount.	1	250.00	250.00T
Key Digital 4K/18G HDMI/HDBaseT Extender Kit. (KD-X444S)	1	300.00	300.00T
Furman Power Conditioner with Voltmeter. (PL-PRO C)	1	500.00	500.00T
Furman Power Distributor. (D10-PFP)	1	80.00	80.00T
Miscellaneous Cables, Wire and Connectors.	1	200.00	200.00T
Dell XPS 8940 Gaming Computer; Intel Core i7 10700 2.9GHz Processor; NVIDIA RTX 2060 6GB GDDR6; 32GB DDR4-2933 RAM; 1TB SSD	1	1,400.00	1,400.00T
Logitech Wireless Desktop. Mouse and Keyboard.	1	100.00	100.00T
Dell 24" monitor with wall mount bracket.	1	300.00	300.00T
Installation Labor and Setup.	45	75.00	3,375.00

General Terms:

Items not defined on this estimate, may necessitate additional costs, requiring a "signed" Change Order. Verbal or written requests for modifications or upgrades during the installation process shall not be interpreted as accepted until a "signed" Change Order is documented.

SUBTOTAL	32,440.00
TAX (0)	0.00
TOTAL	<u>\$32,440.00</u>

THANK YOU.

Accepted By

Accepted Date



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, November 16, 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 Sugarcreek Parks and Schools Meeting - TBD
- 8. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes

- C. Transfer of Appropriations - 2020.11.16.01
- D. Reclassification of Roads and Service Staff - Robert Jordan - 2020.11.16.02
- E. 2020 Annual Report of Township Roadways - 2020.11.16.03
- F. Authorize Purchase using CARES Funding – Audio Visual Equipment for the Meeting Room – 2020.11.16.04
- G. Authorize Purchase for Fire Department – 2021 Ford Explorer – 2020.11.16.05
- H. Declaration of Excess Property – Fire Department – 2020.11.16.06
- I. Proclamation for Excellence in Service – Detective Stayer - 2020.11.16.07
- J. Reclassification of Fire Department Staff – Julia Chubner – 2020.11.16.08
- K. Authorize Purchase for Fire Department – Station 72 Concrete Work– 2020.11.16.09

9. Discussion Agenda Items

- **MI Homes Proclamation**

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

11. Trustee/Staff Discussion

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.11.16.05**

IN RE: Authorizing the Purchase of a 2021 Ford Explorer for the Fire Department

WHEREAS, a well-equipped Fire Department fleet is necessary for the safety of Fire Department Staff in Sugarcreek Township; and

WHEREAS, Fire Chief Jeffery Leaming has determined it to be in the best interest of the Department to purchase a 2021 Ford Explorer for the Sugarcreek Township Fire Department; and

WHEREAS, Fire Chief Leaming has received a quote from Lebanon Ford, 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 Sugarcreek Township, Ohio, does hereby authorize the Purchase of a 2021 Ford Explorer and accompanying outfitting at a cost not to exceed \$50,000.00.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

DanCo Lettering
 4700 Springfield St.
 Dayton, Ohio 45431

Estimate

DATE	ESTIMATE NO.
9/9/2020	3465

NAME / ADDRESS
Sugarcreek Twp. Fire 4398 Clio Rd. Centerville, Ohio 45459

PROJECT

DESCRIPTION	QTY	COST	TOTAL
partial wrap on 2020 suv install reflective design to match	2	1,477.24	2,954.48

ALLOW 10% VARIANCE
 PRICES SUBJECT TO CHANGE AFTER 30DAYS

TOTAL	\$2,954.48
--------------	-------------------



4595 Chambersburg Rd
Huber Heights, OH 45424

PH: (937) 236-9702
FAX: (937) 236-9783

Serving All Your Upfitting Needs in Southwest Ohio

Estimate

Name / Address
Sugarcreek Township F.D. 4398 Clyo Centerville, OH 45459

Date	Estimate #
9/1/2020	20-32645

Cust P.O.#	Sales Rep	Project	Truck/Liscence #	Contact & Phone #
	GLT			

Description	Qty	Cost	Total
2020 Ford Interceptor utility JLeaming@sugarcreekohio.oh.us 848-7344 LIGHTBAR WITH 2 COLOR REAR AND INTERNAL REAR TRAFFIC MODULE			
60A Grille lamp prewire-49.00			
85R RR Console plate (45.00)			
549 Heated side mirrors (59.00)			
63B Side lighted mirrors 360.00 red/red			
67V Police wire harness 180.00			
66A front head lamp package 866.00			
86P Headlamp prep standard no charge			
RR Rear console plate 45.00			

Sales Tax (0.0%)

Total

All Invoices over \$500.00 Paid by CREDIT CARD are subject to a 3% Credit Card Fee.

Signature



4595 Chambersburg Rd
Huber Heights, OH 45424

PH: (937) 236-9702
FAX: (937) 236-9783

Serving All Your Uppfitting Needs in Southwest Ohio

Estimate

Name / Address

Sugarcreek Township F.D.
4398 Clys
Centerville, OH 45459

Date	Estimate #
9/1/2020	20-32645

Cust P.O.#	Sales Rep	Project	Truck/Liscence #	Contact & Phone #
	GLT			

Description	Qty	Cost	Total
Federal/Westin steel push bumper with Sound off top panel bar will install (2) Sound off Intersector all blue on sides of bar on 45 degree brackets and (2) ENFSGS2R red/white top bar lights priced below	1	750.00	750.00T
Shipping and handling charges on bumper	1	100.00	100.00T
Sound off 100 watt speakers mounted to push bumper	2	195.00	390.00T
Sound Off N-Force ENFSGS2R 12 diode red/white lights (pair) with mounting bracket mounted on front push bumper	1	450.00	450.00T
Sound Off ENT3B3(RW) red/white Intersection lights (pair) mounted on side of push bumper with black bezels	1	450.00	450.00T
Gamber Johnson 7170-0374.01 Center console system.7160-0524 swivel armrest, cupholder, 3" accessory box, wiring chase and (3)12 volt DC outlets with 4 USB ports mounted on side of console, and 1 magnetic mic mount clip Installed	1	500.00	500.00T
Maxxima M82245-RW 24 LED red/white dome light for rear hatch with on/off switch and same in front drivers compartmentinstalled	2	125.00	250.00T

	Sales Tax (0.0%)
	Total
All Invoices over \$500.00 Paid by CREDIT CARD are subject to a 3% Credit Card Fee.	

Signature



4595 Chambersburg Rd
Huber Heights, OH 45424

PH: (937) 236-9702
FAX: (937) 236-9783

Serving All Your Upfitting Needs in Southwest Ohio

Estimate

Name / Address

Sugarcreek Township F.D.
4398 Cloy
Centerville, OH 45459

Date	Estimate #
9/1/2020	20-32645

Cust P.O.#	Sales Rep	Project	Truck/Liscence #	Contact & Phone #
	GLT			

Description	Qty	Cost	Total
Sound Off ETUT12W 12" red/white dome light for cargo area	1	125.00	125.00T
PDU8s power distribution module	1	250.00	250.00T
Sound Off N Force ENFLBS1254 54" lightbar with 4 corner 24 diode red/white modules, 12 diode dual color front red/white directional modules, single 12 diode red rear corner modules, 12 diode red/amber rear directional modules, LED takedowns and alleys and standard mounting kit	1	2,175.00	2,175.00T
Sound Off ETSA482RSR remote mount siren system with PA microphone -includes console mounting bracket and PNFLBSPLT1 plug and play kit, includes RJ45 splitter and 3' Cat 5 cable	1	580.00	580.00T
Sound Off ENFSGS3(K) (2) and ENFSGS3R (2) N-Force 12 LED dual color (pair) LED N-Force rear deck lights mounted on outside of rear liftgate spoiler with PNFLRSBTH rear spoiler brackets-left and right lights to be dual color amber/red, and inner pair of red -switched at console. AR R R AR setup	1	475.00	475.00T
Sound off M Power EMPS2SMS4R(K) 12 LED dual color (pair) red/amber surface mount LED into rear hatch lid facing, activated by opening of deck lid with mercury switch and switched in cargo area with clear access to officer	1	290.00	290.00T

Sales Tax (0.0%)

Total

All Invoices over \$500.00 Paid by CREDIT CARD are subject to a 3% Credit Card Fee.

Signature



4595 Chambersburg Rd
Huber Heights, OH 45424

PH: (937) 236-9702
FAX: (937) 236-9783

Serving All Your Upfitting Needs in Southwest Ohio

Estimate

Name / Address
Sugarcreek Township F.D. 4398 Clyo Centerville, OH 45459

Date	Estimate #
9/1/2020	20-32645

Cust P.O.#	Sales Rep	Project	Truck/Liscence #	Contact & Phone #
	GLT			

Description	Qty	Cost	Total
Sound off mPower EMPS2SMS2(R) red lights (pair) mounted above license plate area on black panel with lights mounted horizontally and switched at console	1	275.00	275.00T
Sound Off ENFSGS3(K) (2) N-Force 12 LED dual color (pair) red/amber LED N-Force rear resessed lights mounted on 2 " Fabricated receiver plate	1	275.00	275.00T
Innovative Design rear mounting platform with lower electronics tray	1	550.00	550.00T
Innovative Design rear mounting platform storage system boxes	1	375.00	375.00T
Provide Unity U-P46WLC wide flood LED Flood light for post mounted spotlight	1	195.00	195.00T
Optional Sound off ENL160 red/white side lower runner lights	1	835.00	835.00T
Furnish labor to install all equipment listed above , no radio or computer, only a place to charge a portable radio	1	2,700.00	2,700.00T
Shop Supplies	1	250.00	250.00T
Shipping and handling charges	1	100.00	100.00T
		Sales Tax (0.0%)	\$0.00
		Total	\$12,340.00

All Invoices over \$500.00 Paid by CREDIT CARD are subject to a 3% Credit Card Fee.

If estimate is accepted, please circle any option which is needed but not shown in estimate total. A new estimate will be provided. Insert P.O. # in block provided. Please sign and date and return by fax at your convenience

Signature _____



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, November 16, 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 - TBD

8. Consent Agenda Items

- A. Payment of Bills
- B. Approval of Minutes

- C. Transfer of Appropriations - 2020.11.16.01
- D. Reclassification of Roads and Service Staff - Robert Jordan - 2020.11.16.02
- E. 2020 Annual Report of Township Roadways - 2020.11.16.03
- F. Authorize Purchase using CARES Funding – Audio Visual Equipment for the Meeting Room – 2020.11.16.04
- G. Authorize Purchase for Fire Department – 2021 Ford Explorer – 2020.11.16.05
- H. Declaration of Excess Property – Fire Department – 2020.11.16.06
- I. Proclamation for Excellence in Service – Detective Stayer - 2020.11.16.07
- J. Reclassification of Fire Department Staff – Julia Chubner – 2020.11.16.08
- K. Authorize Purchase for Fire Department – Station 72 Concrete Work– 2020.11.16.09

9. Discussion Agenda Items

- **MI Homes Proclamation**

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

11. Trustee/Staff Discussion

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.11.16.06**

IN RE: Declaration of Excess Property – Fire Department

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

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

- Ford Crown Vic 2011

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

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, November 16, 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 Sugarcreek Parks and Schools Meeting - TBD
- 8. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes

- C. Transfer of Appropriations - 2020.11.16.01
- D. Reclassification of Roads and Service Staff - Robert Jordan - 2020.11.16.02
- E. 2020 Annual Report of Township Roadways - 2020.11.16.03
- F. Authorize Purchase using CARES Funding – Audio Visual Equipment for the Meeting Room – 2020.11.16.04
- G. Authorize Purchase for Fire Department – 2021 Ford Explorer – 2020.11.16.05
- H. Declaration of Excess Property – Fire Department – 2020.11.16.06
- I. Proclamation for Excellence in Service – Detective Stayer - 2020.11.16.07
- J. Reclassification of Fire Department Staff – Julia Chubner – 2020.11.16.08
- K. Authorize Purchase for Fire Department – Station 72 Concrete Work– 2020.11.16.09

9. Discussion Agenda Items

- **MI Homes Proclamation**

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

11. Trustee/Staff Discussion

12. Adjourn



**SUGARCREEK TOWNSHIP
GREENE COUNTY, OHIO**

Proclamation of Excellence in Service – Detective Lesley Stayer

WHEREAS, in 2000 Leslie Stayer was hired as a Full-time Police Officer with Sugarcreek Township after working with dispatch for nearly 3 years; and,

WHEREAS, Detective Stayer has been nominated by a member of Greene County Consortium on Domestic and Sexual Violence and selected to receive an “Excellence in Service” award at the annual Law Enforcement Awards of the Consortium; and,

WHEREAS, The Law Enforcement Awards subcommittee unanimously voted to select Detective Leslie Stayer for this award,

NOW THEREFORE, BE IT RESOLVED, that the Board of Sugarcreek Township Trustees wish to recognize Detective Stayer’s outstanding achievement in excellence and congratulate her for a job well done.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, November 16, 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 Sugarcreek Parks and Schools Meeting - TBD
- 8. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes

- C. Transfer of Appropriations - 2020.11.16.01
- D. Reclassification of Roads and Service Staff - Robert Jordan - 2020.11.16.02
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- I. Proclamation for Excellence in Service – Detective Stayer - 2020.11.16.07
- J. Reclassification of Fire Department Staff – Julia Chubner – 2020.11.16.08
- K. Authorize Purchase for Fire Department – Station 72 Concrete Work– 2020.11.16.09

9. Discussion Agenda Items

- **MI Homes Proclamation**

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

11. Trustee/Staff Discussion

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.11.16.08**

IN RE: Reclassification of Fire Department Personnel – Julia Chubner

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

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

WHEREAS, Chief Jeffrey A. Leaming requests the reclassification of Julia Chubner from Full-time Firefighter/Paramedic to Part-time Firefighter/Paramedic, in accordance with the Table of Organization of the Sugar Creek Township Fire Department;

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the reclassification of Julia Chubner to the position of Part-time Firefighter/Paramedic at the pay rate of \$15.18 per hour with an effective date of November 30, 2020, and is subject to a one (1) year probationary period ending November 30, 2021.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

November 12, 2020

Chief Learning,

I am writing to request a change in status from full-time employee to part-time starting 11/30/2020. I am grateful for my time as a full-time firefighter at STFD and the experience and relationships I gained here are invaluable to me. Thank you for your support during my time here and it has been a sincere pleasure working with the entire staff of STFD. I look forward to continuing my employment and being part of an amazing team.

Attached you will find a Request for Leave form for a 90 day leave of absence. Please let me know if there is anything further needed from me. Again, thank you for everything!

Very Respectfully,

A handwritten signature in cursive script that reads "Julia Chubner". The signature is written in black ink and is positioned above the printed name.

Julia Chubner



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Monday, November 16, 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 - TBD
- 8. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes

- C. Transfer of Appropriations - 2020.11.16.01
- D. Reclassification of Roads and Service Staff - Robert Jordan - 2020.11.16.02
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- H. Declaration of Excess Property – Fire Department – 2020.11.16.06
- I. Proclamation for Excellence in Service – Detective Stayer - 2020.11.16.07
- J. Reclassification of Fire Department Staff – Julia Chubner – 2020.11.16.08
- K. Authorize Purchase for Fire Department – Station 72 Concrete Work– 2020.11.16.09

9. Discussion Agenda Items

- **MI Homes Proclamation**

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

11. Trustee/Staff Discussion

12. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.11.16.09**

IN RE: Authorizing the Purchase of Concrete Work for the Fire Department at Station 72

WHEREAS, well maintained Fire Department grounds are necessary for the safety of Fire Department Staff in Sugarcreek Township; and

WHEREAS, Fire Chief Jeffery Leaming has determined it to be in the best interest of the Department to replace the concrete ramp at Station 72 for the Sugarcreek Township Fire Department; and

WHEREAS, Township Administrator Barry Tiffany has received a quote from Jordan Concrete, a copy of which is attached hereto; and,

WHEREAS, Township Administrator, Barry Tiffany has reviewed the quote 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 concrete work at Station 72 at a cost not to exceed \$37,000.00.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



November 16, 2020

Sugarcreek Township
Attn: Barry Tiffany
2090 Ferry Road
Bellbrook OH 45305

Dear Mr. Tiffany:

Thank you for allowing my company to bid your concrete project.

Fire Station #72

Removal

- Tear out existing 56' x 58' concrete apron and 12' x 8' area at catch basin

Base

- Inspect gravel base to allow for 4" of compacted gravel as needed
- Provide expansion joint where concrete abuts existing slabs, building or other fixed objects

Concrete

- Install 56' x 58' concrete apron 8" thick and 12' x 8' area at catch basin
- Using 4500 PSI commercial strength concrete with fiber mesh reinforcement, air entrained concrete
- Broom finish surface
Slope surface of concrete at a rate of 1/4" per foot away from building faces where possible.
- Control joints not to exceed 10' or township specs and will be 1" deep
- Round all joints 1/4" radius

Sealant

- All concrete will be sealed with a cure and seal compound after concrete is poured and finished

Clean-up

- Remove all forms and repair surrounding yard that was disturbed when installing concrete

Total: \$36,048.32

If you have any questions, please contact me at 937-532-4835.

Sincerely,

Rob Jordan

Rob Jordan
Owner
Jordan Concrete Services, LLC

This estimate is good for 30 days. A 50% deposit is required upon start of project. Balance due upon completion of project.

Signature: *Rob Jordan*

Date: 11/16/2020