



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

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 6. Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - TBD
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Year 2021 Temporary Appropriations - 2020.12.07.01
 - D. Resignation of Fire Department Staff – Jon Riggs and Patrick Mullen – 2020.12.07.02
 - E. Conditional Reclassification of Fire Department Staff – Nick Brown – 2020.12.07.03
 - F. Increase Appropriations for 2910 Covid Relief Fund – 2020.12.07.04
 - G. Annual Reorganization and Appointments – 2020.12.07.05
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



MEETING CONDUCT AND GUIDELINES

As Trustees of Sugarcreek Township, we encourage residents to attend our Township Meetings. We appreciate you taking time out of your busy schedules to be a part of your Government in action. To help meetings move along in a positive manner, we have established the following guidelines for our meetings:

This is a Township Business meeting and is to be conducted in a professional, business-like manner. It is not our intention to embarrass or demean each other or any members of the audience. We will treat each other with courtesy and respect and we ask for the same courtesy and respect from the audience. No one will get special treatment. These guidelines are for all of us.

As a professional meeting should not go longer than an hour to an hour and a half, it is our intention to stay within a reasonable time limit and follow the agenda.

There will be an Open Discussion at the end of the agenda for the audience to give comments on Township issues. When you have a question or comment, please go to the microphone, state your name and address and direct your question to the Trustees. Please try to limit your comments to 3-5 minutes so as to allow everyone an opportunity to speak.

We appreciate your input. We will not allow any personal attacks or any type of outbursts or profanity from the audience.

If you have any personal comments that you would like to make to us as individuals, please feel free to call the Township Administrative offices or allow us to set up a time to speak with you individually.

It is our goal that meetings are productive and positive. We will do our best to conduct effective, professional meetings.

Thank you.

Sugarcreek Township Trustees



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**Administrator's Report to the Trustees
December 7, 2020**

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

- **Updates** on CARES Funds 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 - **Completed**
 - Misting sanitizers for each building - **Completed**
 - Temperature scanners for each building. Employees as well as vendors/visitors must scan upon entry - **Completed**
 - 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. – **Waiting for work to begin**
 - Ultraviolet lighting for the interior of the medics to sanitize them after each call. - **Completed**
 - Touchless plumbing fixtures for all buildings. – **Waiting for work to begin**
 - Touchless entry systems for the Public Safety and Administration Buildings. **Work starting this week.**

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

- We have been working to make space for the Chamber of Commerce to locate within our facility.

Respectfully Submitted,

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

Barry P. Tiffany
Township Administrator



Staff Report for the Sugarcreek Township Board of Trustees November 17, 2020 to December 2, 2020

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

Board of Zoning Appeals Activities:

- **December 17, 2020 BZA Meeting**
 - **BZA Case 08-2020**: Applicant, Fullmer's Landscaping, Inc. Kent Fullmer, is requesting a Variance to reduce the required rear yard setback to allow for the construction of a covered deck at a rear yard setback of approximately 24'-2" (37.92' required). The subject property is 3847 Murphy's Crossing, parcel L32000100120005500, is owned by Jose and Amber Rodriguez, contains 0.750 acres and is located in the R-1A (Suburban Residential-Low) District.

Zoning Commission Activities:

- **December 1, 2020-Cancelled**
- **Next meeting scheduled for January 5, 2021**

Meetings/Accomplishments:

- Attended Greene County Master Trails Plan Oversight Committee on November 19, 2020 (via Zoom)
- Attended website refresh meeting on November 24, 2020 (via Zoom)
- Met with developer to discuss land in the Township on November 30, 2020 (via Zoom)
- Met with Zoning Commission Chair to discuss land in the Township on November 30, 2020 (via Zoom)
- Attended Little Sugarcreek Road waterline extension project Preconstruction Meeting on December 1, 2020 (via Zoom)

- Completed and sent BZA Legal and Public Notices (BZA08-2020)

Scheduled Events:

- Most regularly scheduled events and meetings have been cancelled
- Staff meeting 12/9

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		\$99,000.00
						TOTAL: \$1,099,458.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown
Chief of Police

Trustee Report December 7, 2020

Training

- No 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

****No new figures**

Events/Appearances

- On November 17th, the Police Department acknowledged Detective Stayer for receiving the *Excellence in Service Award* from the Greene County Consortium on Domestic and Sexual Violence. Detective Stayer is worthy of being recognized for her hard work, dedication, and compassion. Congratulations Detective Stayer!

Respectfully submitted,

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

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

November 12, 2020

- Business and house checks
- Community policing
- Theft report on Surrey Trail
- Crash report on Swigart Road

November 13, 2020

- Fraud report on Sugar Ridge Blvd.
- Crash report on Wilmington Pike

November 14, 2020

- Nothing to Report

November 15, 2020

- Welfare check on Ferry Road
- Burglary report on Wilmington-Dayton Road
- Juvenile complaint on Surrey Trail

November 16, 2020

- Crash report on Centerville Road
- Fraud report on McBee Road
- Juvenile complaint on Bayberry Cove Drive
- Traffic stops

November 17, 2020

- Nothing to Report

November 18, 2020

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

November 19, 2020

- Nothing to Report

November 20, 2020

- Traffic stops
- Crash report on Upper Bellbrook Road
- Juvenile complaint on Bayberry Cove Drive
- Suspicious vehicle on Wilmington Pike

November 21, 2020

- Business and house checks
- Crash report on Center Point Drive
- Traffic stops
- Domestic dispute on Sugar Ridge Blvd.

November 22, 2020

- Community policing
- Suspicious vehicle on Lower Bellbrook Road

November 23, 2020

- Nothing to Report

November 24, 2020

- An animal complaint on Wilmington-Dayton Pike
- Welfare check on Brookwood Drive

November 25, 2020

- Domestic dispute on Brookdale Lane
- Welfare check on Clearbrook Drive

November 26, 2020

- Nothing to Report

November 27, 2020

- Domestic dispute in Bayberry Cove Drive
- Domestic violence report taken in Surrey Trail

November 28, 2020

- Crash report on Wagner Road
- Crash report on Upper Bellbrook Road



Staff Report for Sugar Creek Township Trustees December 7, 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

- Salt roads 11/30

Accomplishments:

- Set up Farmers Market
- Install curb drain at 3619 E. Salinas Dr.
- Picked up Farmers Market
- Cleaned office
- Cleaned shop bays
- Multiple OUPS locates
- Ditch Ferry Rd. at Ernst Concrete
- Driveway permits
- Crack seal in the Landings
- Build form for concrete ramp replacement on E. Salinas
- Cleaned up fallen tree on Middle Run Rd.
- Cleaned up dumped railroad ties on Middle Run Rd.
- Cleaned up crack sealer to send back
- Install salt spreader in 702
- Patch potholes Clearbrook, Soaring Heights, and Seton Hill
- Repaired a Slow Children at Play sign on Sieber Trace
- Picked up cold patch
- Install salt spreaders on all trucks except 701
- Replace Stop sign in White Fence Farms
- Dura-patch Clys Rd,
- Repaired taillight on 701
- Broke down 701 from dura-patching and cleaned out
- Installed salt spreader on 701
- Picked up parts/supplies from Lowe's and O'reilly
- Picked up mailbox from Home Depot
- Cleaned grate on Conifer Trail – 2
- Install new parcel drop box township house
- Checked on mud in road on McBee Rd.
- Salt road and bike path 11/30

- Cleaned off grate on Little Sugarcreek Rd.
- Salt roads and bike path 12/1
- Put plow on the Polaris
- Checked over and repaired trucks
- Picked up Christmas tree on Upper Bellbrook Rd.
- Proof roll for Bellasera section 2
- Plowed and salted drifts
- Proof roll for Bellasera section4

Respectfully,

Bill Harphant
Director of Roads and Services



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Payment Listing

11/16/2020 to 12/4/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
85886	10/26/2020	10/26/2020	AW	BUCKEYE ECO CARE	\$212.00 *	V
	Purpose: LAWN CARE					
85886	11/24/2020	11/24/2020	AW	BUCKEYE ECO CARE	-\$212.00	V
86008	11/17/2020	11/17/2020	AW	ZIONS BANK, CORPORATE TRUST	\$121,131.75	O
	Purpose: BOND PAYMENT					
86009	11/17/2020	11/17/2020	AW	HOUSE WORKS UNLIMITED	\$3,462.50	O
	Purpose: WALLS IN BUNK ROOM - CARES ACT					
86010	11/17/2020	11/17/2020	AW	STRYKER SALES CORPORATION	\$2,169.00	O
	Purpose: MODUMS					
86011	11/17/2020	11/17/2020	AW	DELL FINANCIAL SERVICES	\$892.83	O
	Purpose: COMPUTER RENTALS					
86012	11/17/2020	11/17/2020	AW	AIRGAS USA, LLC	\$17.13	O
	Purpose: OXYGEN					
86013	11/17/2020	11/17/2020	AW	LYKINS OIL COMPANY	\$1,634.82	O
	Purpose: FUEL					
86014	11/17/2020	11/17/2020	AW	TIME WARNER CABLE	\$39.76	O
	Purpose: TV CHARGES AND VOICE					
86015	11/17/2020	11/17/2020	AW	DAYTON POWER & LIGHT	\$392.14	O
	Purpose: ELECTRIC					
86016	11/17/2020	11/17/2020	AW	MELVIN STONE COMPANY	\$105.15	O
	Purpose: LIMESTONE					
86017	11/17/2020	11/17/2020	AW	A. E. DAVID COMPANY	\$29.90	O
	Purpose: UNIFORMS					
86018	11/17/2020	11/17/2020	AW	VERIZON WIRELESS	\$628.93	O
	Purpose: CELL PHONES - POLICE					
86019	11/17/2020	11/17/2020	AW	ERICA HAUGHT	\$7.50	O
	Purpose: POSTAGE REIMB					
86020	11/17/2020	11/17/2020	AW	DRAIN TECH	\$245.00	O
	Purpose: STORM SEWER ROOT DIG OUT					
86021	11/17/2020	11/17/2020	AW	OFFICE DEPOT	\$12.49	O
	Purpose: LABELS					
86022	11/17/2020	11/17/2020	AW	OFFICE DEPOT	\$68.89	O
	Purpose: PAPER AND ENVELOPES					
86023	11/17/2020	11/17/2020	AW	RUMPKE CONSOLIDATED	\$66.01	O
	Purpose: TRASH REMOVAL					
86024	11/17/2020	11/17/2020	AW	MUNICIPAL EMERGENCY SERVICES DEPC	\$9,420.00	O
	Purpose: RESPIRATOR FIT TESTING SYSTEM					
86025	11/17/2020	11/17/2020	AW	PHOENIX SAFETY OUTFITTERS	\$185.00	O
	Purpose: FIRE BOOTS					
86026	11/17/2020	11/17/2020	AW	ADVANCE AUTO PARTS	\$27.61	O
	Purpose: ERASER WHEEL					
86027	11/17/2020	11/17/2020	AW	SPRINT	\$51.67	O
	Purpose: LIFEPAKS					
86029	11/17/2020	11/17/2020	AW	STANDARD INSURANCE COMPANY	\$197.71	O
	Purpose: NOV LIFE INSURANCE					
86030	11/17/2020	11/17/2020	AW	LESLEY STAYER	\$100.00	O

Payment Listing

11/16/2020 to 12/4/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: CUSTOMER SERVICE AWARD		
86031	11/17/2020	11/17/2020	AW	NATHAN McKEEVER	\$100.00	O
				Purpose: CUSTOMER SERVICE AWARD		
86032	11/17/2020	11/17/2020	AW	JAMES CAGG	\$100.00	O
				Purpose: CUSTOMER SERVICE AWARD		
86033	11/24/2020	11/24/2020	AW	BUCKEYE ECO CARE	\$212.00	O
				Purpose: LAWN CARE		
86034	11/24/2020	11/24/2020	AW	STAPLES BUSINESS ADVANTAGE	\$199.99	O
				Purpose: CHAIR		
86035	11/24/2020	11/24/2020	AW	WAYNESVILLE URGENT CARE	\$110.00	O
				Purpose: DRUG TESTING - PYTEL		
86036	11/24/2020	11/24/2020	AW	TECH ADVISORS	\$119.00	O
				Purpose: EQUIPMENT INSTALL		
86037	11/24/2020	11/24/2020	AW	OFFICE DEPOT	\$61.23	O
				Purpose: SUPPLIES		
86038	11/24/2020	11/24/2020	AW	MICHAEL BROWN	\$50.00	O
				Purpose: CELL PHONE REIMB		
86039	11/24/2020	11/24/2020	AW	CAPITAL TIRE, INC.	\$520.00	O
				Purpose: TIRES		
86040	11/24/2020	11/24/2020	AW	MUFFLER BROTHERS	\$219.58	O
				Purpose: CARS 113 AND 117		
86041	11/24/2020	11/24/2020	AW	ERNST CONCRETE	\$53.05	O
				Purpose: PARTS		
86042	11/24/2020	11/24/2020	AW	PLUMBING SOLUTIONS	\$142.33	O
				Purpose: REPAIRS IN LADIES RESTROOM		
86043	11/24/2020	11/24/2020	AW	CITI CARDS	\$1,907.56	O
				Purpose: MISC PURCHASES		
86044	11/24/2020	11/24/2020	AW	WAL-MART COMMUNITY/GEMB	\$17.71	O
				Purpose: CLEANING ITEMS		
86045	11/24/2020	11/24/2020	AW	O'REILLY AUTOMOTIVE, INC.	\$59.94	O
				Purpose: SUPPLIES		
86046	11/24/2020	11/24/2020	AW	BOUND TREE MEDICAL, LLC	\$229.48	O
				Purpose: SUPPLIES		
86047	11/24/2020	11/24/2020	AW	PHOENIX SAFETY OUTFITTERS	\$1,309.55	O
				Purpose: HELMETS AND HARDWARE		
86048	11/24/2020	11/24/2020	AW	JEFF LEAMING	\$600.00	O
				Purpose: 2020 CELL PHONE REIMB		
86049	11/24/2020	11/24/2020	AW	TRANSFORMATIONS	\$960.00	O
				Purpose: CONCRETE REPAIR		
86050	11/24/2020	11/24/2020	AW	LYKINS OIL COMPANY	\$819.52	O
				Purpose: FUEL		
86051	11/24/2020	11/24/2020	AW	ZIONS FIRST NATIONAL BANK	\$400.00	V
				Purpose: AGENT FEE		
86051	11/24/2020	11/24/2020	AW	ZIONS FIRST NATIONAL BANK	-\$400.00	V
86052	11/24/2020	11/24/2020	AW	ZIONS FIRST NATIONAL BANK	\$400.00	O
				Purpose: AGENT FEE		

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11/16/2020 to 12/4/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
86054	11/24/2020	11/24/2020	AW	JEFFERSON HEALTH PLAN	\$45,220.45	O
	Purpose:	DEC HEALTH INS				
86056	11/24/2020	11/24/2020	AW	DENTAL CARE PLUS, INC.	\$1,680.77	O
	Purpose:	NOV DENTAL INS				
86058	11/24/2020	11/24/2020	AW	STANDARD INSURANCE COMPANY	\$244.65	O
	Purpose:	NOV LIFE INS				
86060	12/01/2020	12/01/2020	AW	BARRY TIFFANY	\$800.00	V
	Purpose:	CAR ALLOWANCE AND CELL PHONE				
86060	12/01/2020	12/01/2020	AW	BARRY TIFFANY	-\$800.00	V
86061	12/01/2020	12/01/2020	AW	CARA TILFORD	\$50.00	O
86062	12/01/2020	12/01/2020	AW	NADINE DAUGHERTY	\$20.00	O
	Purpose:	CELL PHONE				
86063	12/01/2020	12/01/2020	AW	FRED CRAMER	\$20.00	O
	Purpose:	CELL PHONE				
86064	12/01/2020	12/01/2020	AW	CAROLYN L. DESTEFANI	\$20.00	O
	Purpose:	CELL PHONE				
86065	12/01/2020	12/01/2020	AW	BILL HARPHANT	\$20.00	O
	Purpose:	CELL PHONE				
86066	12/01/2020	12/01/2020	AW	RICHARD CIPRIANO	\$20.00	O
	Purpose:	CELL PHONE				
86067	12/01/2020	12/01/2020	AW	DALE OWENS	\$20.00	O
	Purpose:	CELL PHONE				
86068	12/01/2020	12/01/2020	AW	JOANN ZIMMERMAN	\$150.00	V
	Purpose:	OCT-DEC CELL PHONE				
86068	12/01/2020	12/01/2020	AW	JOANN ZIMMERMAN	-\$150.00	V
86069	12/01/2020	12/01/2020	AW	BARRY TIFFANY	\$750.00	V
	Purpose:	CELL PHONE AND CAR ALLOWANCE				
86069	12/01/2020	12/01/2020	AW	BARRY TIFFANY	-\$750.00	V
86070	12/01/2020	12/01/2020	AW	JOANN ZIMMERMAN	\$150.00	O
	Purpose:	OCT-DEC CELL PHONE				
86071	12/01/2020	12/01/2020	AW	BARRY TIFFANY	\$750.00	O
	Purpose:	CELL PHONE AND CAR ALLOWANCE				
86077	12/01/2020	12/01/2020	AW	CHOICE ONE ENGINEERING	\$2,000.00	V
	Purpose:	BROWN ROAD IMPROVEMENTS				
86077	12/01/2020	12/01/2020	AW	CHOICE ONE ENGINEERING	-\$2,000.00	V
86078	12/01/2020	12/01/2020	AW	WELLS FARGO EQUIPMENT FINANCE	\$56,551.70	V
	Purpose:	SUTPHEN PUMPER				
86078	12/01/2020	12/01/2020	AW	WELLS FARGO EQUIPMENT FINANCE	-\$56,551.70	V
86079	12/01/2020	12/01/2020	AW	CHOICE ONE ENGINEERING	\$2,000.00	O
	Purpose:	BROWN ROAD IMPROVEMENTS				
86080	12/01/2020	12/01/2020	AW	WELLS FARGO EQUIPMENT FINANCE	\$56,551.70	O
	Purpose:	SUTPHEN PUMPER				
86081	12/01/2020	12/01/2020	AW	ZEP SALES AND SERVICE	\$519.06	O
	Purpose:	CLEANING SUPPLIES - COVID 19				
86082	12/01/2020	12/01/2020	AW	LYKINS OIL COMPANY	\$512.57	O
	Purpose:	FUEL				

Payment Listing

11/16/2020 to 12/4/2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
86083	12/01/2020	12/01/2020	AW	STAPLES CREDIT PLAN	\$16.99	O
	Purpose:	GREEN PAPER				
86084	12/01/2020	12/01/2020	AW	ERNST CONCRETE	\$125.00	O
	Purpose:	MAT REPLACEMENT				
86085	12/01/2020	12/01/2020	AW	TIME WARNER CABLE	\$34.76	O
	Purpose:	VOICE				
86086	12/01/2020	12/01/2020	AW	BUSINESS PLANS	\$60.00	O
	Purpose:	NOVEMBER COBRA				
86087	12/01/2020	12/01/2020	AW	MAZANEC, RASKIN & RYDER CO., LPA	\$19.00	O
	Purpose:	LEGAL FEES				
86088	12/01/2020	12/01/2020	AW	Paul Guerrero	\$400.00	O
	Purpose:	CLOTHING ALLOWANCE				
86089	12/01/2020	12/01/2020	AW	LESLEY STAYER	\$400.00	O
	Purpose:	CLOTHING ALLOWANCE				
86090	12/01/2020	12/01/2020	AW	CRAIG BLACK	\$400.00	O
	Purpose:	CLOTHING ALLOWANCE				
86091	12/01/2020	12/01/2020	AW	TIME WARNER CABLE	\$804.50	O
	Purpose:	FAX, INTERNET, VOICE				
86092	12/01/2020	12/01/2020	AW	WAL-MART COMMUNITY/GEMB	\$15.48	O
	Purpose:	SUPPLIES				
86093	12/01/2020	12/01/2020	AW	WASH IT DEAN	\$45.00	O
	Purpose:	CAR WASHES				
86094	12/01/2020	12/01/2020	AW	TREASURER OF STATE	\$100.00	O
	Purpose:	MONTHLY ACCESS				
86095	12/01/2020	12/01/2020	AW	OFFICE DEPOT	\$32.89	O
	Purpose:	SUPPLIES				
86096	12/01/2020	12/01/2020	AW	MPH INDUSTRIES, INC.	\$174.24	O
	Purpose:	SERVICE CALL				
86097	12/01/2020	12/01/2020	AW	TECH ADVISORS	\$151.48	O
	Purpose:	HARDWARE				
86098	12/01/2020	12/01/2020	AW	VALLEY ASPHALT CORPORATION	\$135.00	O
	Purpose:	COLD MIX				
86099	12/01/2020	12/01/2020	AW	NORTHCOAST PRODUCTS	\$522.60	O
	Purpose:	RAPID SET EMULSION				
86100	12/01/2020	12/01/2020	AW	PRO ONCALL TECHNOLOGIES	\$70.00	O
	Purpose:	REMOTE PROGRAMMING				
86102	12/01/2020	12/01/2020	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$569.13	O
	Purpose:	DEC VISION INS				
Total Payments:					\$260,740.00	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$260,740.00	

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

Payment Listing

11/16/2020 to 12/4/2020

- 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, December 7, 2020, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 6. Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - TBD
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes**
 - C. Year 2021 Temporary Appropriations - 2020.12.07.01
 - D. Resignation of Fire Department Staff – Jon Riggs and Patrick Mullen – 2020.12.07.02
 - E. Conditional Reclassification of Fire Department Staff – Nick Brown – 2020.12.07.03
 - F. Increase Appropriations for 2910 Covid Relief Fund – 2020.12.07.04
 - G. Annual Reorganization and Appointments – 2020.12.07.05
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on November 16, 2020, at 7:00 PM, via Zoom.

1. **Mrs. Destefani called the session to order at 7:00 pm.**
2. **Mr. Tiffany called the roll with Board Members Mrs. Destefani and Mrs. Daugherty being present. Also, in attendance was Donna Hellman.**
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. Tilford explained this is the second public hearing of two statutorily required public hearings both of which were advertised according to ORC requirements. She noted that the ORC provided for the regulation of massage parlors and with this Resolution, we will begin regulating them. She noted that this regulation is proactive and intended to deter establishments like those in the news lately as being fronts for prostitution and involved in human trafficking. She noted the regulation in no way limits the performance of any limited branch of medicine. Mrs. Destefani noted that she is friends with a few licensed massage therapists, and she is happy to support this Resolution.

Mrs. Daugherty made a motion to approve the public hearing. Mrs. Destefani seconded. Roll was called with the vote being as follows:

Mrs. Daugherty – Yes
Mrs. Destefani – Yes

5. **Reports**

A. Administration

Mr. Tiffany was present. Mr. Tiffany's report discussion regarding the I675 project transpired with Mrs. Hellmann noted concern about the timing of traffic lights in the project area.

B. Fiscal Office

Mr. Hodson was present. He had nothing to add to his report.

C. Fire

Chief Leaming was present. Chief Leaming noted in response to an inquiry from Mrs. Daugherty that they would order the new vehicle after receiving authorization tonight and are hopeful delivery will not take as long as it did for the PD.

D. Police

Chief Brown was present. Chief Brown received concurrence to order a new police vehicle this year. He discussed Shop with a Cop and noted that it is not yet confirmed. The pandemic is making things a bit difficult to schedule.

E. Roads and Services

Mr. Harphant was present. He had nothing to add to his report.

F. Zoning

Mrs. Tilford was present. Mrs. Tilford noted that MI is now submitting complete plans compliant with all conditions, so reviews should go quicker here.

G. Information Technology

H. Trustees

Mrs. Destefani noted that the Chamber is in need of office space. Mr. Tiffany discussed the possibility of accommodating the Chamber here in our copy room, making minimal changes to provide them autonomy.

6. Old Business

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

7. Public Comments

8. Consent Agenda Items

Under Consent Agenda, Mr. Tiffany noted that Julia Chubner has taken a full-time position with Washington Township and will be reclassified to part-time here. He also noted that a short presentation will be held tomorrow at 2 p.m. to recognize Detective Stayer and her Excellence in Service award.

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

Mrs. Destefani – Yes
Mrs. Daugherty – Yes

9. Discussion Agenda Items

Mr. Tiffany discussed MI's desire for a Proclamation acknowledging the completion of Bellasera. He noted it is not something we have ever done, and he will follow up with MI.

10. Trustee/Staff Discussions

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, December 7, 2020, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
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- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
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 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - TBD
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Year 2021 Temporary Appropriations - 2020.12.07.01
 - D. Resignation of Fire Department Staff – Jon Riggs and Patrick Mullen – 2020.12.07.02
 - E. Conditional Reclassification of Fire Department Staff – Nick Brown – 2020.12.07.03
 - F. Increase Appropriations for 2910 Covid Relief Fund – 2020.12.07.04
 - G. Annual Reorganization and Appointments – 2020.12.07.05
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.12.07.01
IN RE: Year 2021 Temporary Appropriations

WHEREAS, the need exists to adopt temporary appropriations for the Year 2021; and,

WHEREAS, this temporary appropriation shall be in effect commencing at the close of business December 31, 2020, and extending until the Year 2021 Permanent Appropriations are approved no later than March 31, 2021; and,

WHEREAS, this temporary appropriation will permit the Township Offices to function without interruption as well as allowing ample time to establish exact carry-over figures,

NOW THEREFORE, BE IT RESOLVED, the Year 2021 Temporary Appropriations are as follows:

1000	General Fund	
	Personal Services (Salaries)	\$ 384,000.00
	Employee Benefits	\$ 180,000.00
	Purchased Services	\$ 155,000.00
	Supplies & Materials	\$ 11,000.00
	Other Dues and Fees	\$ 2,000.00
	Health Districts	<u>\$ 32,000.00</u>
	<i>Total General Fund:</i>	<i>\$ 764,000.00</i>
2011	Motor Vehicle Tax	\$ 30,000.00
2021	Gasoline Tax	\$ 225,000.00
2031	Road and Bridge	
	Personal Services	\$ 422,000.00
	Other	<u>\$ 544,300.00</u>
	<i>Total Road and Bridge:</i>	<i>\$ 966,300.00</i>
2081	Police District	
	Personal Services	\$2,439,782.00
	Other	<u>\$ 475,300.00</u>
	<i>Total Police District:</i>	<i>\$2,915,082.00</i>
2112	Fire District	
	Personal Services	\$2,132,610.00
	Other	<u>\$ 649,100.00</u>
	<i>Total Fire District:</i>	<i>\$2,781,710.00</i>

2231	Permissive Motor Vehicle License	\$ 200,000.00
2281	Ambulance and Emergency Medical	
	Personal Services	\$ 120,500.00
	Other	\$ 62,700.00
	<i>Total Ambulance and Emergency Medical:</i>	<i>\$ 183,200.00</i>
2904	Centerville Fire Ancillary	\$ 110,000.00
2906	Police Trust Fund	\$ 50,000.00
2907	Police Cell Tower Receipts	\$ 75,000.00
2908	Fire Cell Tower Receipts	\$ 24,000.00
3102	General Bond Retirement	\$ 120,780.00
3901	Clyo Road TIF II	\$ 24,100.00
4401	OPWC Brown Road	\$ 0.00
4901	Center Point Capital Project	\$ 0.00
4902	Clyo Road TIF	\$ 0.00

Total Temporary Appropriations \$8,469,172.00

FURTHER BE IT RESOLVED, that the above aggregate amounts be appropriated based upon the attached submittals (hereby incorporated) and a copy shall be sent to the Greene County Auditor.

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, December 7, 2020, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
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- 6. Old Business**
 - A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting - TBD
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Year 2021 Temporary Appropriations - 2020.12.07.01
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.12.07.02**

IN RE: Resignation of Fire Department Staff Jon Riggs and Patrick Mullen

WHEREAS, Medical Director, Jon Riggs has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Mr. Riggs was hired as a member of the Sugarcreek Township Fire Department as Medical Director on September 2, 2016; and,

WHEREAS, Part-time Firefighter/Paramedic, Patrick Mullen, has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Mr. Mullen was hired as a member of the Sugarcreek Township Fire Department as Part-time Firefighter/EMT on August 30, 2017; and,

WHEREAS, Chief Jeffrey A. Leaming recommends we accept the resignations of both Mr. Riggs and Mr. Mullen.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the resignation of Jon Riggs effective November 24, 2020 and Patrick Mullen effective December 2, 2020.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

JON K. B. RIGGS

1338 Cheatham Way, Bellbrook, OH 45305 | 937-623-8409 | jonkriggs@gmail.com

November 24, 2020

Chief Jeff Leaming
Sugar Creek Fire Department
4398 Cloy Rd
Dayton, Ohio 45459

Chief Jeff Leaming,

Chief, thank you for giving me the opportunity to work with your team. You have a great group of firefighters and medics and I have enjoyed my time with you all. I am changing my focus in my career and as a result am resigning from my medical director position upon receipt of this letter. I will still be in the area and available if you or your team need anything or have any issues I can help out with.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon K. B. Riggs', with a long horizontal flourish extending to the right.

Jon K. B. Riggs

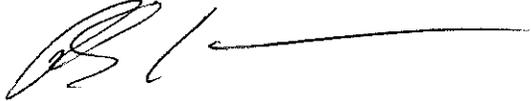
DOH 9/2/2016

12/2/2020

Dear Chief,

I regret to inform you that I am resigning my position as part time firefighter/paramedic effective immediately. I appreciate the time I have spent at the department and all the people I have worked with for the past 3 years. Thank you again for the great experiences they will never be forgotten.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick C Mullen', with a long horizontal line extending to the right.

Patrick C Mullen



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

REGULAR SESSION:

- 1. Call to Order**
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 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
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- 6. Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - TBD
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Year 2021 Temporary Appropriations - 2020.12.07.01
 - D. Resignation of Fire Department Staff – Jon Riggs and Patrick Mullen – 2020.12.07.02
 - E. Conditional Reclassification of Fire Department Staff – Nick Brown – 2020.12.07.03
 - F. Increase Appropriations for 2910 Covid Relief Fund – 2020.12.07.04
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- 8. Discussion Agenda Items**
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.12.07.03**

IN RE: Reclassification of Fire Department Personnel – Nick Brown

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

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

WHEREAS, Chief Jeffrey A. Leaming requests the reclassification of Nick Brown from part-time Firefighter/ EMT to full-time Firefighter II/Paramedic, in accordance with the Table of Organization of the Sugarcreek Township Fire Department;

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the reclassification of Nick Brown to the position of full-time Firefighter II/Paramedic at the pay rate of \$18.19 per hour until Paramedic Certification is obtained, then increasing to \$18.92 per hour.

FURTHER BE IT RESOLVED, this offer is contingent upon the results of medical and psychological examinations, drug screening and background check.

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, December 7, 2020, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
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- 9. Public Comments** - Limited to five minutes per person. Township related business only.
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.12.07.04**

IN RE: Increase Appropriations for 2910 Covid Relief Fund

WHEREAS, the need exists to increase appropriations for the 2910 Covid Relief Fund for the receipt of additional funds; and,

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

<u>Fund Name</u>	<u>From</u>	<u>To</u>
2910 Covid Relief Fund	\$ 387,492.62	\$413,700.37

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

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, December 7, 2020, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
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- 6. Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - TBD
- 7. Consent Agenda Items**
 - A. Payment of Bills
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(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.12.07.05
IN RE: Annual Re-organization and Appointments

WHEREAS, it is necessary that the Sugarcreek Township Board of Trustees establish by resolution its intent to establish meeting dates, holidays, and appointments to boards, commissions, committees and other organizations with which the Township has cooperative working relationships; and,

WHEREAS, it is also necessary that the Board of Trustees establish an annual schedule of holidays to be observed by the Township, schedule of meeting dates, and authorize certain other operational policies of the Township,

NOW, THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn L. Destefani to the position of Chairperson, Sugarcreek Township Board of Trustees, for the term commencing January 1, 2021, through December 31, 2021.

BE IT FURTHER RESOLVED, this Sugarcreek Township Board of Trustees does hereby appoint Fred Cramer to the position of Vice Chairperson, Sugarcreek Township Board of Trustees for the term commencing January 1, 2021, through December 31, 2021.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Fred Cramer as representative, and Carolyn L. Destefani as alternate, to the Greene County Regional Planning & Coordinating Commission.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Nadine Daugherty as representative, and Carolyn Destefani as alternate, to the Greene County Combined Health District Advisory Council.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn Destefani as representative, and Nadine S. Daugherty as alternate, to the Greene County Water/Wastewater Advisory Council.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn Destefani as representative, and Fred Cramer as alternate, to the Miami Valley Regional Planning Commission.

BE IT FURTHER RESOLVED that for the calendar year 2021, the Trustee Work Sessions and Regular Sessions will be held on the same day with the Work Sessions being held from 5:30 p.m. to 6:45 p.m. and the Trustee Regular Session beginning at 7:00 p.m. on the following dates:

January 4	July 19
February 1	August 2
March 1	August 16
March 15	September 20
April 5	October 4
April 19	October 18
May 3	November 1
May 17	November 15
June 7	December 6
June 21	December 20
July 5	

Until further notice, all work sessions and regular Board of Township Trustees meetings will be held at the Sugarcreek Township Administration Building, 2090 Ferry Road, Sugarcreek Township, Ohio 45305. Work Sessions and Regular Sessions may be canceled on occasion by the Chairperson due to schedule conflicts, lack of agenda or other unforeseen circumstances after consulting with the other two Trustees, as available, and the Administrator.

In months containing only one (1) scheduled meeting, the Chairperson may schedule an additional meeting if necessary for continuity of operations. Such meetings shall be noticed properly in accordance with law as Special Meetings.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby resolve to retain/rehire all current Township employees.

BE IT FURTHER RESOLVED, that all Roads and Service Department temporary part-time service workers will be hired for a term not-to-exceed 180 days from the most recent date of employment in 2021. Temporary part-time service workers will be utilized as needed and must reapply for employment with the Township at the appropriately established time for the next season of work.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby adopt the following policy regarding hours of work for Part-time employees:

- 1) Part-time employees must average less than thirty (30) hours worked per week per calendar year.
 - a. No part-time employee may work in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month.
 - b. No part-time employee may work in excess of fifteen hundred (1500) hours in any given calendar year.
 - c. No employee may work in excess of their scheduled shifts unless authorized in advance by their respective Department Head, Supervisor, Sergeant or Captain.
 - d. Shift coverage-off and sick days do not count as scheduled hours for part-time employee. These hours can be made up only in the same calendar month and one does not exceed forty-eight (48) hours in any given calendar week.

- 2) It is the responsibility of the part-time employee to keep from working in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month, or 1500 hours in the calendar year.
- 3) It is the responsibility of the Department Head to ensure that part-time employees adhere to the confines of this order.
- 4) Any part-time employee (excluding employees whom work twelve (12) hours every sixth day) whose scheduled shifts begin on the 1st and end on the 31st of any given month must have a scheduled shift off to keep them under one hundred-thirty (130) hours worked in any given month. This will be identified as an “off-day” and shall be assigned by respective their Department Administration. “Off-days” do not count as scheduled hours and cannot be made up.
- 5) Failure to comply with or enforce the above-mentioned Administrative Order may result in the Department Head and/or employee being disciplined up to and including termination.
- 6) Should an employee work Fourteen Hundred, Ninety-Nine (1499) hours within a given calendar year, that employee will immediately be placed on unpaid Administrative leave until January 1 of the following year.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2021 schedule of paid holidays for all Sugarcreek Township non-bargaining unit employees:

<i>New Year's Day:</i>	<i>January 1</i>
<i>Martin Luther King Day:</i>	<i>January 18</i>
<i>President's Day</i>	<i>February 15</i>
<i>Memorial Day:</i>	<i>May 31</i>
<i>Independence Day:</i>	<i>July 5</i>
<i>Labor Day:</i>	<i>September 6</i>
<i>Veterans Day:</i>	<i>November 11</i>
<i>Thanksgiving Day:</i>	<i>November 25</i>
<i>Day after Thanksgiving:</i>	<i>November 26</i>
<i>Christmas Day:</i>	<i>December 25</i>

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2021 schedule for the Sugarcreek Township Records Commission: Monday, April 12, 2021 and Monday, September 13, 2021. The Records Commission shall meet twice a year with both meetings starting at 6:45 pm at the Township Administrative Offices, 2090 Ferry Road, Sugarcreek Township, Ohio

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the following Operational Policies and Priorities for the Year 2021:

AGENDA: The agenda for regular and special meetings of the Board of Trustees is to be prepared by the Township Administrator with the review and consent of the Chairperson. All

items for the agenda must be submitted to the Administrator on or before the Thursday preceding a regular meeting.

ANNEXATION: This Board of Sugarcreek Township Trustees adamantly opposes any annexation that is not in the best interest of the health, safety and general welfare of the Township and/or its Citizens and shall aggressively resist annexations from any source as appropriate.

ATTENDANCE OF DEPARTMENT HEADS AT TRUSTEE MEETINGS: Attendance is required at the second regular meeting of the Board of Township Trustees each month and other meetings as requested or unless otherwise excused by the Township Administrator.

AUTHORIZATION TO BILL: The Fiscal Officer shall, upon notification from the Administrator or appropriate Department Head, bill residents and others for damage to Township property and false alarms.

AUTHORIZING TRAVEL/TRAINING REQUESTS: All Travel/Training requests of less than \$1,000.00 may be authorized by the Township Administrator. The Chairperson of the Board of Trustees and the Township Administrator may authorize requested travel training of \$1,000.00 or more, not to exceed \$2,500 without the consent of the majority of the Board of Trustees.

BLOCK PARTY REQUESTS: Requests must be submitted to the Township Administrator, who is authorized to approve requests based on the availability of the Community Outreach group, Police, Fire and/or Roads and Services Departments.

CATASTROPHIC EMERGENCIES: Authorizing the Township Administrator or in the absence of the Township Administrator and a quorum of the Board of Trustees, any one Trustee to represent Sugarcreek Township for the purpose of authorizing the use of Township resources in the event of a catastrophic emergency.

COMPETITIVE BIDDING: The Township Administrator and Department Heads are authorized to obtain competitive bids when legally required. All bids will be advertised when in the best interest of the Township or as required in accordance with law. Each bid shall be evaluated as to requirements and specifications contained therein. Demonstrations and/or references shall be provided as appropriate. The contract shall be reviewed in whole or in part by the Office of the Greene County Prosecuting Attorney. Awarding of bids will be determined by the Sugarcreek Township Board of Trustees in the overall best interest of Sugarcreek Township, not exclusively on the basis of the lowest cost. The Board reserves the right to reject any or all bids.

CREATION OF BOARDS, COMMISSIONS and COMMITTEES: The Township Trustees may by resolution create, eliminate, change, appoint alternates, and abolish boards and commissions in accordance with the Ohio Revised Code. Members of such boards and commissions shall be appointed by and responsible to the Trustees. These members may be removed by the Board of Trustees for malfeasance, misfeasance, or other violations of official Township resolutions and policies. All appointed board, commission, committee members or other appointed volunteers

shall be responsible for signing and adhering to the official Sugarcreek Township Code of Ethics or be subject to removal.

All terms, number of members, procedures for appointment and replacement of members, duties, and powers of boards and commissions created by the Trustees shall be prescribed by resolution in accordance with the Ohio Revised Code except as established by the Ohio Revised Code. The Trustees may assign additional non-conflicting duties to the established boards and commissions. Each board or commission shall adopt its own rules of order and procedure in accordance with the Ohio Revised Code and shall annually elect its officers from its membership. The Trustees may authorize funds for the use by the boards and commissions in carrying out their designated responsibilities.

DEPARTMENT REPORTS: Each Department Head shall submit a typed report of activities to the Township Administrator on the Thursday preceding the scheduled regular meetings of the Board of Township Trustees for presentation at that meeting.

DRAINAGE: Retain ground water at its source.

NUISANCE FIRE ALARMS: Nuisance fire alarms shall be subject to the penalties and provisions of the current adopted fire code(s).

MILEAGE REIMBURSEMENT: The Township shall reimburse all employees and elected officials in accordance with Internal Revenue Service (IRS) regulations at the current IRS standard mileage rates for business use when using their private vehicles in those instances where Township-owned vehicles cannot be utilized.

OPEN SPACE PRESERVATION: This Board of Trustees recognizes the high value of and strongly supports the preservation of the open spaces and vistas that help to make Sugarcreek Township a unique and highly desirable place to live, work and play.

REGIONALISM: This Board of Trustees supports true regionalism and will strive to maintain Sugarcreek Township, Greene County and the Miami Valley as a viable and thriving region.

SPECIAL SECURITY EVENTS: The Police Department shall be reimbursed at the rate of Seventy-four dollars (\$74) per hour per person and equipment provided to private organizations for security services.

WORK WITHIN THE ROAD RIGHTS-OF-WAY: Landscaping, traffic signs, fire hydrants or mailboxes (except in conformance with all applicable United States Postal Service Standards) shall not be placed in the Sugarcreek Township road rights-of-way without prior written approval of the Director of Roads and Services, or in his/her absence the Township Administrator or his/her designee.

Annual Re-organization and Appointments

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer