

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

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

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

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

5. **Reports**

A. Administration

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

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

B. Fiscal Office

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

C. Fire

Chief Leaming was not present.

D. Police

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

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

E. Roads and Services

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

F. Zoning

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

G. Information Technology

H. Trustees

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

6. Old Business

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

7. Public Comments

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

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

8. **Consent Agenda Items**

A. Payment of Bills

Roll was called with the vote being as follows:

Mrs. Destefani – Yes

Mrs. Daugherty – Yes

9. **Discussion Agenda Items**

10. **Trustee/Staff Discussions**

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

11. **Adjourn**

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

Roll was called with the vote being as follows:

Mrs. Destefani – Yes

Mrs. Daugherty – Yes

Theodore L. Hodson, Fiscal Officer