

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on March 24th, 2020, at 7:00 PM, at 2090 Ferry Road, Bellbrook, Ohio 45305.

1. **Mrs. Destefani called the session to order at 7:00 pm.**
2. **Mr. Tiffany called the roll with Board Members Mrs. Daugherty, Mrs. Destefani, and Mr. Cramer being present.**
3. **All in attendance stood for the Pledge of Allegiance.**
4. **Reports**
 - A. **Administration**
Mr. Tiffany was present. There was no report.
 - B. **Fiscal Office**
Mr. Hodson was not present. There was no report.
 - C. **Fire**
Chief Leaming was not present. There was no report.
 - D. **Police**
Chief Brown was not present. There was no report.
 - E. **Roads and Services**
Mr. Harphant was not present. There was no report.
 - F. **Zoning**
Mrs. Tilford was not present. There was no report.
 - G. **Information Technology**
There was no report.
 - H. **Trustees**
There was no report.
5. **Public Comments – Agenda Items**
6. **Old Business**
7. **Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Resolution 2020.03.24.01 – Assign duties as an Assistant to the Fiscal Officer

IN RE: Assignment of Additional Duties for Administrative Assistant to the Township Administrator, Sara Contreras, as an Assistant to the Fiscal Officer

WHEREAS, the continuing need exists to maintain the payment of bills and processing or payroll for Township personnel; and,

WHEREAS, with the current and ongoing COVID-19 pandemic, there is a real possibility of current Fiscal Office personnel being affected by the virus and unable to perform their duties; and,

WHEREAS, the Ohio Revised Code, Section 507.021, provides for the appointment one or more persons as the fiscal officer finds necessary to provide assistance to the Township Fiscal Officer; and,

WHEREAS, Ted Hodson, Fiscal Officer, requests, and Barry Tiffany, Township Administrator, finds it in the best interest of the continuity of fiscal operations of the Township to assign the additional duties of Assistant to the Fiscal Officer to Sara Contreras, Administrative Assistant to the Township Administrator, for the purposes of the payment of bills and processing of payroll in the absence of the Fiscal Officer and/or the other Assistant to the Fiscal Officer.

NOW THEREFORE, BE IT RESOLVED that the title and duties of Assistant to the Fiscal Officer shall be assigned to Sara Contreras, to be performed in the absence of the Fiscal Officer and/or the other Assistant to the Fiscal Officer.

BE IT FURTHER RESOLVED that in accordance with the Ohio Revised Code, Section 507.021,C, the Township Fiscal Officer shall give bond for the faithful discharge of the duties of the office as may be delegated by the Fiscal Officer. The bond shall be payable to the Board of Township Trustees and shall be for the same sum as required under section [507.03](#) of the Revised Code for the Township Fiscal Officer, with sureties approved by the Board, and conditioned for the faithful performance of duties delegated by the Fiscal Officer. The bond shall be recorded by the Township Fiscal Officer, filed with the County Treasurer, and carefully preserved.

**D. Resolution 2020.03.24.02 – Declaring an Emergency Related to the Coronavirus
SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.24.02**

**IN RE: RESOLUTION DECLARING EXISTENCE OF AN EMERGENCY;
MAKING AN APPROPRIATION FOR THE PAYMENT OF EXPENSES RELATED
TO ACTIVITIES FOR EQUIPMENT AND EMERGENCY MANAGEMENT; AND
AUTHORIZING ACCEPTANCE OF SERVICES, EQUIPMENT, SUPPLIES,
MATERIALS OR FUNDS FOR PURPOSES OF EMERGENCY MANAGEMENT
AND SEEKING REIMBURSEMENT FOR EXPENDITURES.**

WHEREAS, this Board of Township Trustees ("Board") is empowered by Sections 5502.21 to 5502.51 of the Revised Code (the "Act") to declare the existence of an emergency, and to undertake measures to mitigate, among other things, any actual or imminent threat to the survival or the overall health, safety or welfare of the civilian population that is caused by any natural event, and includes, without limitation, an attack, disaster, and emergency; and

WHEREAS, the Act permits the Board to undertake activities that mitigate and reduce or eliminate the probability of a hazard and to take measures designed to reduce the effects of unavoidable hazards, including measures that may be taken during the hazard or after a hazard has occurred and activities, among others, necessary for emergency, medical, health of the civilian population, monitoring for secondary hazards, damage assessment and disaster analysis operations, coordination of disaster assistance programs, decontamination operations, and the documentation of operations and financial expenses, and any other activities that may be necessary for survival and the overall health, safety and welfare of the civilian population; and

WHEREAS, the Act authorizes the undertaking of emergency preparedness and emergency management, including activities and measures designed or undertaken in preparation for any hazard that will enhance the probability for preservation of life; and

WHEREAS, the Board may, in such circumstances, acquire and maintain firefighting, first-aid, emergency medical, hospital and rescue equipment and materials, equipment for evacuation and relocation of individuals, communications equipment, and all other means, in the nature of personal property, to be used exclusively in the protection of individuals and property against the effects of any hazard;

WHEREAS, the Board is authorized to establish a program for emergency management in accordance with the Act, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and all applicable rules and regulations adopted under that Act (the "Stafford Act"); and

WHEREAS, the Board is authorized under the Act to make appropriations for the payment of expenses of its local activities for emergency management incurred by any administrative or operational division, office, department, board or authority of the state or of a political subdivision thereof, including volunteer agencies, organizations or departments, or chargeable to the Township by agreement in any county wherein a countywide agency for emergency management has been established;

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Sugarcreek Township, Greene County, Ohio as follows:

SECTION 1. Declaration of Emergency. An emergency, specifically the need to prepare for the coronavirus (COVID-19) pandemic, is hereby declared to exist.

SECTION 2. Acquisition, Replacement and Repair of Equipment; Emergency Management Activities. For a period of six (6) months after passage of this Resolution, the Township Administrator is hereby authorized to contract, on behalf of this Board, for acquisition (by purchase, rental, loan or otherwise), replacement or repair of such equipment as may by either such official be deemed necessary to mitigate, respond to, or recover from the coronavirus (COVID-19) pandemic, and, during such period and thereafter, so long as the pandemic shall, in his opinion, be continuing, to undertake all necessary emergency management activities permitted under Chapter 5502 of the Revised Code.

SECTION 3. Appropriation. The sum of not to exceed \$50,000 is hereby authorized and appropriated for the purposes described in the preambles to this Resolution and Section 2 of this Resolution.

SECTION 4. Acceptance of Donations. The Township Administrator, Fire Chief or Chief of Police are hereby authorized to accept such services, equipment, supplies, materials or funds for purposes of pandemic emergency management as may be offered to the Township by any person, firm or corporation, the State or any political subdivision of the State and to seek reimbursement of the Township's expenses incurred hereunder from the State and from the federal government pursuant to

SECTION 5. Termination. The authority granted hereby shall terminate six months from the date of passage of this Resolution, unless further action of this Board is taken.

E. Resolution 2020.03.24.03 – Authorizing Township Administrator to Act as Signatory for MOU with Park District and City of Bellbrook.

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.24.03**

IN RE: Authorizing the Township Administrator to Act as a Signatory for MOU With the City of Bellbrook and the Bellbrook Sugarcreek Park District

WHEREAS, the Bellbrook Sugarcreek Parks District represents the interests of all Sugarcreek Township and City of Bellbrook residents; and

WHEREAS, The Bellbrook Sugarcreek Parks District is governed by three court appointed Parks Commissioners, each serving three-year terms subject to Section 511.19 of the Ohio Revised Code; and

WHEREAS, representatives of the City, the Township and the Park District have met and created a Memorandum of Understanding, a copy of which is attached hereto, to provide clarity to the processes of appointment as a Commissioner for the Bellbrook Sugarcreek Park District and fair representation on its Board for both communities; and

WHEREAS, all parties to the Memorandum of Understanding have reviewed the document and are in agreement as to its content and intentions; and,

WHEREAS, this Board of Trustees believes it to be in the best interest of the citizens of Sugarcreek Township, the citizens of the City of Bellbrook, and the Bellbrook Sugarcreek Park District to execute this Memorandum of Understanding in order to ensure there is a clear defined process for the appointment of Park Board Commissioners, and fair representation to the communities in the future.

NOW THEREFORE BE IT RESOLVED that this Board of Trustees of Sugarcreek Township hereby authorizes the Township Administrator to act as signatory on their behalf and enter into the attached Memorandum of Understanding.

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

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

8. **Discussion Consent Agenda Items**

9. **Trustee/Staff Discussions**

10. **Adjourn**

Mrs. Destefani moved to adjourn. Mr. Cramer seconded.
Roll was called with the vote being as follows:

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

Theodore L. Hodson, Fiscal Officer