



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING *ZOOM*
Tuesday, February 16, 2021, 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. Reclassification of Administrative Staff – Courtney Shuttleworth – 2021.02.06.01
 - D. Appointment of Temporary Part time Roads and Service Personnel - Marcus Wickline – 2021.02.16.02
- 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



Staff Report for the Sugarcreek Township Board of Trustees February 2, 2021 to February 12, 2021

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:

- **February 25, 2021 BZA Meeting**
 - **BZA02-2021:** Applicant, Ernst Ready Mix Inc., is requesting Variances from Section 4.10 C. 4. c. and 4.15 A. of the Sugarcreek Township Zoning Resolution to allow for the construction of a 48' x 64' building associated with a non-conforming use to accommodate the indoor storage of pumps. The subject property is located at 2130 Ferry Road, can be further identified by parcel number L32000100110000400, contains 21.669 acres and is located in the I-1 (Industrial), E (Estate Residential) and W-P (Well Field Protection Overlay) Districts. *NOTE: The BZA previously approved Variances for the construction of a 40' x 48' building, but the applicant inadvertently requested the incorrect size in the previous submission.*
 - **BZA03-2021:** Applicants, Bryan and Terri Pelley, are requesting a Variance from Section 4.13 3. b. of the Sugarcreek Township Zoning Resolution to allow for the construction of an above ground pool and deck totaling approximately 1,157 square feet. The applicants have detached structures existing on the parcel totaling 2,593 SF. Together the existing and proposed structures would exceed the allowance for detached accessory structures by 1,250 SF. The subject property is 1530 Sugarhill Lane, can be further identifiable by parcel number L320002000270005500, contains 5.124 acres and is located in the A-1 (Agricultural) District.

- **BZA04-2021:** Applicant, Nick and Edna Weller Charities, Inc., is requesting Conditional Use Approval a recreational and educational use. A 3,200 SF nature center would be constructed, as would an access driveway and parking lot. Existing nature trails will be incorporated into the project and upgraded with some new walking trails added. An observation deck facing and adjacent to the Little Miami River is also proposed, as is a replica maple sugar house. The subject property is 2760 Upper Bellbrook Road, can be further identifiable by parcel numbers L32000200300007900 and L32000200300005800, contains approximately 105.5 acres total and is located in the A-1 (Agricultural) District.

Zoning Commission Activities:

- **March 2, 2021 BZC Meeting**
 - **BZC01-2021:** Applicant, Phillip M. Herres, is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 54.882 acres located at 4267 and 4271 Clyo Road from A-1 (Agricultural) District to PUD-R (Residential Planned Unit Development) District. The subject parcels can be further identified by parcel numbers [L32000100020006700](#) and [L32000100020000800](#) and are owned by Phillip M. Herres and Gigi Ellen Withrow, Trustees. The applicant is also requesting preliminary development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for approval of the preliminary plan for a proposed subdivision.

Meetings/Accomplishments:

- Meeting to discuss land in the township on February 10, 2021 (via Zoom)
- Completed BZA Minutes
- Completed BZA Legal and Public Notices (Feb. 25, 2021 Meeting)
- Completed Zoning Commission Legal and Public Notices (March 2, 2021 Meeting)
- Certified BZC01-2021 to the RPCC and transmitted to reviewing agencies for comment
- Staff Reports on BZA02-2021, 03-2021 and 04-2021 pending, as is Staff Report on BZC01-2021 (RPCC Executive Committee set to review on 2-16, with Full Commission consideration, if held, on 2-23)
- Working on SRTS grant request (to take the path from its current terminus at Eden Meadows Way west to Soaring Heights Drive); working with School District/ODOT on addressing data/mapping and surveying and the MVRPC on a letter of support (as required for submission)



Jeffrey A. Leaming
Fire Chief

Staff Report for Sugarcreek Township Trustees January 29, 2021 thru February 12, 2021

The following information is a snap shot of the activities and areas of responsibilities for Sugarcreek 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: (Note: Trainings are conducted via Zoom between fire stations whenever possible)

- Ropes and Knots
- Surgical Airways

Statistics:

2020 Totals

- EMS Responses: 899 5 Overdose calls with 4 patients receiving Narcan
- Vehicle Crashes: 156
- Fire Responses: 260
1159 5% or 59 calls have been to Cornerstone

2021 Totals Year to Date

- EMS Responses: 85 0 Overdose calls with 0 patients receiving Narcan
- Vehicle Crashes: 15
- Fire Responses: 29
114 8.7% or 10 calls have been to Cornerstone

Accomplishments/Information:

- Portable and mobile radios have been serviced for the year
- New Generator has been added to E 71
- Most employees that opted to receive the COVID vaccinee have now received their 2nd dose
- County Health has given the department (18) Rapid COVID test kits to screen employees with any symptoms

Status of Significant Issues the Fire Department is Addressing:

- Monitoring COVID-19 situation
- Negotiations with the Fire Union for a new three year contract has been completed
- E 71 is Out of Service with a turbo issue and high pressure fuel pump both needing replaced
- Working to restore Uninterrupted Power Supply system to the Public Safety Building that was taken out by a power surge
- Capital needs of the department are updated and summarized below in this report

Scheduled Events:

- Most regularly scheduled events and meetings have been cancelled
- Greene Co. Public Health continues to provide vaccine for EMS providers
- County Fire Departments along with Greene Co EMA meet regularly via Zoom with the Health Department

Fiscal:

As of February 12, 2021	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,781,710.00	\$728,156.56	\$293,581.15	\$1,785,390.94	10.458%
EMS	\$183,200.00	\$51,405.68	\$21,358.84	\$110,580.44	11.650%
Cell Tower Fund	\$24,000.00	\$24,000.00	\$0.00	\$0.00	0.00%
Department Total	\$2,988,910.00	\$803,568.24	\$314,939.99	\$1,895,971.38	10.448%

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 February 16, 2021

Training

- On February 22nd, Officer McKeever will be attending the *ARIDE Certification* to obtain certification for OVI/drug interdiction and detection.
- On February 22nd, Sergeant Plummer will be attending the *Read, Recognize, Respond* Training. The goal is to understand and improve officer interaction skills.

Fiscal

Budget 2021 (Final Appropriation)	\$2,915,082.00
Expenditures as of February 12, 2021	\$351,361.20
% of Budget Used	11.9%
% of Budget Year Target for the end of February	16.6%
% of Budget Remaining	88.1%
Cash Balance as of February 12, 2021	\$782,720.69

Events/Appearances

- On February 11th, Chief Brown attended the Ministerial Luncheon.

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

January 17, 2021

- Business and house checks
- Suspicious person on Washington Mill Road
- Peace officer needed on Wilmington-Dayton Road

January 18, 2021

- Traffic stops
- Crash report on Upper Bellbrook road
- Community policing
- Juvenile complaint on Waynesville Road

January 19, 2021

- Theft report on Brookdale Lane
- Fraud report on Sugar Ridge Blvd.
- Welfare check on Wilmington Pike

January 20, 2021

- Nothing to Report

January 21, 2021

- Juvenile complaint
- Suspicious person on Wilmington Pike

January 22, 2021

- Fraud report on River Bluff Drive
- Peace officer needed on Surrey Trail
- Business checks

January 23, 2021

- Juvenile complaint on Surrey Trail
- Theft arrest on Wilmington Pike

January 24, 2021

- Nothing to Report

January 25, 2021

- Theft arrest on Wilmington Pike
- Community policing

January 26, 2021

- Suspicious vehicle on Surrey Trail
- Request of an officer on Wilmington Pike

January 27, 2021

- Business and house checks
- Domestic violence report on Mead Road
- Crash report on E. Briggs Road

January 28, 2021

- Traffic stops
- Community policing
- Theft report on Upper Bellbrook Road
- Intoxicated subject on Wilmington Pike
- Suspicious person on Surrey Trail

January 29, 2021

- Nothing to Report

January 30, 2021

- Business checks
- Crash report on 725
- Crash report on Feedwire Road

January 31, 2021

- Crash report on Lower Bellbrook Road
- Harassment report taken on Mead Road
- Juvenile complaint on Napa Valley Drive
- Noise complaint on Bayberry Cove Drive

February 1, 2021

- Business and house checks
- Theft report on N. Lakeman Drive
- Crash report on Feedwire Road

February 2, 2021

- Traffic stops
- Community policing

February 3, 2021

- **Crash report on Dille Drive**
- **Domestic violence on Brookdale Lane**

February 4, 2021

- **Nothing to Report**

February 5, 2021

- **Suspicious person on N. Lakeman Drive**
- **Business checks**

February 6, 2021

- **Nothing to Report**

February 7, 2021

- **Theft report on Feedwire Road**
- **Business checks**
- **Community policing**

February 8, 2021

- **Warrant on Toll Gate Lane**
- **Crash report on Wilmington-Dayton Road**
- **Suspicious vehicle on Brookdale Lane**
- **Theft arrest on Wilmington Pike**



Staff Report for Sugar Creek Township Trustees February 16, 2021

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:

- Call out 2/1 snow
- Call out 2/4 snow
- Call out 2/7 snow
- Call out 2/10 snow

Accomplishments:

- Salt roads
- Repair trucks 705,701
- Picked up plow lights
- Worked on Polaris snowplow
- Cleaned up trucks
- Check on yard damage on E. Salinas
- Work on plow lights on 704
- Clean shop
- Service trucks
- Replace signpost on Ferry South
- Driveway permits
- Clean grate at pond in Carpenters Creek
- Replace cutting edge on 701
- Replace plow shoe on 701
- Worked on hill on Cedar Ridge – ice (plow and salt)
- Trim trees around township
- Salt roads
- Repair mailbox on Winding Brook
- Clean shop/break room
- Cleaned grate on Cedar Ridge
- Plowed snow
- Plowed snow/cut back roads
- Change plow shoe on 702
- Moved furniture for Admin
- Worked on drinking fountain in kitchen

- Salt roads/plow
- Cleaned trucks
- Repair plows
- Grease loader
- Plow drifts – 2
- Fixed 703 hydraulic leak
- Cleaned bay floors

Respectfully,

Bill Harphant
Director of Roads and Services

Payment Listing

February 2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
185-2021	02/02/2021	02/02/2021	CH	BUREAU OF WORKERS' COMPENSATION	\$9,876.00	O
				Purpose: TRU UP REPORT PAYMENT		
86341	02/02/2021	02/02/2021	AW	CARA TILFORD	\$100.00	O
				Purpose: JAN & FEB CELL PHONE REIMB		
86342	02/02/2021	02/02/2021	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: JAN/FEB CELL PHONE REIMB		
86343	02/02/2021	02/02/2021	AW	FRED CRAMER	\$40.00	O
				Purpose: JAN/FEB CELL PHONE REIMB		
86344	02/02/2021	02/02/2021	AW	NADINE DAUGHERTY	\$40.00	O
				Purpose: JAN/FEB CELL PHONE REIMB		
86345	02/02/2021	02/02/2021	AW	BARRY TIFFANY	\$1,500.00	O
				Purpose: CAR ALLOWANCE AND CELL PHONE REIMBS		
86346	02/02/2021	02/02/2021	AW	ROBERT JORDAN, JR.	\$40.00	O
				Purpose: JAN/FEB CELL PHONE REIMBS		
86347	02/02/2021	02/02/2021	AW	RICHARD CIPRIANO	\$40.00	O
				Purpose: JAN/FEB CELL PHONE REIMB		
86348	02/02/2021	02/02/2021	AW	JOSEPH HOFFMAN	\$40.00	O
				Purpose: JAN/FEB CELL PHONE REIMBS		
86349	02/02/2021	02/02/2021	AW	DALE OWENS	\$40.00	O
				Purpose: JAN/FEB CELL PHONE REIMBS		
86350	02/02/2021	02/02/2021	AW	BILL HARPHANT	\$40.00	O
				Purpose: JAN/FEB CELL PHONE REIMBS		
86351	02/02/2021	02/02/2021	AW	OFFICE DEPOT	\$34.99	O
				Purpose: SUPPLIES		
86352	02/02/2021	02/02/2021	AW	INTEGRATED PROTECTION SERVICES	\$400.00	O
				Purpose: SOFTWARE SUPPORT RENEWAL		
86353	02/02/2021	02/02/2021	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$130.50	O
				Purpose: DRUG TESTING NEW HIRE		
86354	02/02/2021	02/02/2021	AW	SAULCLEAN HARD SURFACE CLEANING L	\$894.00	O
				Purpose: FLOOR CLEANING		
86355	02/02/2021	02/02/2021	AW	VERIZON WIRELESS	\$326.33	O
				Purpose: CELL PHONES - FIRE		
86356	02/02/2021	02/02/2021	AW	DAYTON DAILY NEWS	\$149.22	O
				Purpose: SUBSCRIPTION RENEWAL		
86357	02/02/2021	02/02/2021	AW	SARA CONTRERAS	\$103.59	O
				Purpose: REIMB FOR SUPPLIES		
86358	02/02/2021	02/02/2021	AW	EARHART PROPANE	\$831.13	O
				Purpose: PROPANE		
86359	02/02/2021	02/02/2021	AW	GLACIER COMPUTER LLC	\$23,470.74	O
				Purpose: COMPUTERS CARE ACT MONEY		
86360	02/02/2021	02/02/2021	AW	O'REILLY AUTOMOTIVE, INC.	\$4.45	O
				Purpose: GLASS FUSE		
86361	02/02/2021	02/02/2021	AW	MEDICOUNT MANAGEMENT, INC.	\$965.59	O
				Purpose: DEC BILLING FEE		
86362	02/02/2021	02/02/2021	AW	AT&T MOBILITY	\$495.37	O
				Purpose: LIFEPAKS AND PHONES		

Payment Listing

February 2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
86363	02/02/2021	02/02/2021	AW	MUFFLER BROTHERS	\$81.00	O
				Purpose: CAR 110		
86364	02/02/2021	02/02/2021	AW	A. E. DAVID COMPANY	\$18.90	O
				Purpose: UNIFORMS		
86365	02/02/2021	02/02/2021	AW	MATTHEW BENDER & CO., INC.	\$98.58	O
				Purpose: CRIMINAL LAW HANDBOOK		
86366	02/02/2021	02/02/2021	AW	ATLANTIC EMERGENCY SOLUTIONS	\$2,251.18	O
				Purpose: HONDA GENERATOR		
86367	02/02/2021	02/02/2021	AW	TIME WARNER CABLE	\$735.00	O
				Purpose: ETHERNET AND INTERNET		
86368	02/02/2021	02/02/2021	AW	DEVELOPMENT PROJECTS, INC.	\$1,000.00	O
				Purpose: 2020 PLEDGE		
86370	02/02/2021	02/02/2021	AW	STANDARD INSURANCE COMPANY	\$242.09	O
				Purpose: JAN LIFE INS		
86373	02/02/2021	02/02/2021	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$507.27	O
				Purpose: DEC AND JAN VISION INS		
86377	02/08/2021	02/08/2021	AW	RICH DEMKO	\$75.00	O
				Purpose: 2020 ZONING MEETINGS		
86378	02/08/2021	02/08/2021	AW	SHANNA STATEN	\$100.00	O
				Purpose: 2020 ZONING MEETINGS		
86379	02/08/2021	02/08/2021	AW	CINDY VANTREASE	\$175.00	O
				Purpose: 2020 ZONING MEETINGS		
86380	02/08/2021	02/08/2021	AW	JIM FROEHLICH	\$100.00	O
				Purpose: 2020 ZONING MEETINGS		
86381	02/08/2021	02/08/2021	AW	DANIEL HAIBACH	\$100.00	O
				Purpose: 2020 ZONING MEETINGS		
86382	02/08/2021	02/08/2021	AW	ERIN MOORE	\$150.00	O
				Purpose: 2020 ZONING MEETINGS		
86383	02/08/2021	02/08/2021	AW	SHANNON MUELLER	\$25.00	O
				Purpose: 2020 ZONING MEETINGS		
86384	02/08/2021	02/08/2021	AW	MARK MATHEWS	\$100.00	O
				Purpose: 2020 ZONING MEETINGS		
86385	02/08/2021	02/08/2021	AW	DAVE SCHLEICH	\$100.00	O
				Purpose: 2020 ZONING MEETINGS		
86386	02/08/2021	02/08/2021	AW	DENISE MOORE	\$75.00	O
				Purpose: 2020 ZONING MEETINGS		
86387	02/08/2021	02/08/2021	AW	DOUG BETZ	\$75.00	O
				Purpose: 2020 ZONING MEETINGS		
86388	02/08/2021	02/08/2021	AW	JOHN BALDINO	\$100.00	O
				Purpose: 2020 ZONING MEETINGS		
86389	02/08/2021	02/08/2021	AW	DONNA HELLMAN	\$100.00	O
				Purpose: 2020 ZONING MEETINGS		
86390	02/08/2021	02/08/2021	AW	LOWE'S COMPANIES INC.	\$3,178.94	O
				Purpose: MISC AND CARES ACT PURCHASES		
86391	02/08/2021	02/08/2021	AW	WASH IT DEAN	\$110.00	O
				Purpose: CAR WASHES		

Payment Listing

February 2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
86392	02/08/2021	02/08/2021	AW	ASSOCIATION FOR PSYCHOTHERAPY, INC	\$550.00	O
				Purpose: PSYCH EVALUATION-J. LACY		
86393	02/08/2021	02/08/2021	AW	TREASURER OF STATE	\$100.00	O
				Purpose: MONTHLY ACCESS		
86394	02/08/2021	02/08/2021	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$91.70	O
				Purpose: SEARCHES		
86395	02/08/2021	02/08/2021	AW	A & A SAFETY	\$650.00	O
				Purpose: STOP SIGNS		
86396	02/08/2021	02/08/2021	AW	GREENE COUNTY ANIMAL CONTROL	\$60.00	O
				Purpose: 4TH QTR 2020		
86397	02/08/2021	02/08/2021	AW	AIM MEDIA MIDWEST	\$217.30	O
				Purpose: ZONING ADS		
86398	02/08/2021	02/08/2021	AW	HOME DEPOT CREDIT SERVICES	\$116.34	O
				Purpose: SUPPLIES		
86399	02/08/2021	02/08/2021	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$6,871.91	O
				Purpose: E-71, E-72 AND Q-72 REPAIRS		
86400	02/08/2021	02/08/2021	AW	O'REILLY AUTOMOTIVE, INC.	\$32.81	O
				Purpose: AIR FILTER		
86402	02/09/2021	02/09/2021	AW	OFFICE DEPOT	\$19.10	O
				Purpose: SUPPLIES		
86403	02/09/2021	02/09/2021	AW	LYKINS OIL COMPANY	\$2,547.01	O
				Purpose: FUEL		
86404	02/09/2021	02/09/2021	AW	GREENE COUNTY SANITARY ENGINEER	\$545.46	O
				Purpose: WATER AND SEWER		
86405	02/09/2021	02/09/2021	AW	VECTREN	\$286.66	O
				Purpose: STA 71		
86406	02/09/2021	02/09/2021	AW	TIME WARNER CABLE	\$69.90	O
				Purpose: VOICE		
86407	02/09/2021	02/09/2021	AW	PHOENIX SAFETY OUTFITTERS	\$991.35	O
				Purpose: UNIFORMS		
86408	02/09/2021	02/09/2021	AW	DAYTON POWER & LIGHT	\$911.58	O
				Purpose: ELECTRIC		
86409	02/09/2021	02/09/2021	AW	US BANK EQUIPMENT FINANCE	\$800.37	O
				Purpose: COPIER FEES		
86410	02/09/2021	02/09/2021	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: POSTAGE		
86411	02/09/2021	02/09/2021	AW	VECTREN	\$48.52	O
				Purpose: BROKEN METER		
86412	02/09/2021	02/09/2021	AW	PRO ONCALL TECHNOLOGIES	\$248.57	O
				Purpose: PHONE SERVICES		
86414	02/09/2021	02/09/2021	AW	DENTAL CARE PLUS, INC.	\$1,722.09	O
				Purpose: JAN DENTAL INS		
Total Payments:					\$66,130.54	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$66,130.54	

Payment Listing

February 2021

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.

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on February 1st, 2021, 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. Daugherty, Mrs. Destefani and Mr. Cramer being present. Also, in attendance was Donna Hellmann, Denise Moore, Steve Haller, and David Hayes.**
3. **All in attendance stood for the Pledge of Allegiance.**
4. **Reports**

A. Administration

Mr. Tiffany was present. He had nothing to add to his report. Mr. Tiffany did speak about using the resources the Township has to do a Community Clean Up Day on the main roads in the area. People will have the ability to adopt a section of road to clean up. The Township will provide vests, gloves, and trash bags for those who want to participate. The participants will bag up the trash and leave the bags on the side of the road and our Roads and Service crew will come along and pick them up as they go. The proposed date is April 10th, 2021, with a rain date of April 17th, 2021. Each section will have a designated Captain, to keep track of the people in the group and the section they are cleaning up. Mr. Cramer stated that we are trying to have some community pride brought to Sugarcreek Township. By making our Township look nicer and cleaning up the trash. Mrs. Daugherty asked how we were going to get this information out to the public. Mr. Tiffany stated that we will be using the press and our Township website. Mrs. Destefani said she would tell the chamber about the clean up day. Mrs. Daugherty stated she would also contact Hope Taft and the park districts. Mr. Cramer also stated he would tell the neighborhood newsletter. Mrs. Destefani mention that Mr. Martin, who lives in the Township, will be turning 100 years old this year. There will be an event held at the Greene County Airport on April 24th, 2021. The Round Parachute group from Florida, will be coming to do a jump in order to honor Mr. Martin . The Round Parachute group is also going to be making a life size, bronze statue of Mr. Martin from when he was younger. The group would like to display the statue in Sugarcreek Township. Mrs. Destefani stated that this could lead to a Veterans Memorial here in the Township, with Mr. Martins statue being the first piece. Mr. Cramer asked if we plan to dedicate the statue on the proposed April 24th date. Mr. Tiffany stated that, that is the plan so far.

B. Fiscal Office

Mr. Hodson was present. He had nothing to add to his report. Mrs. Destefani asked if there were any new changes to the appropriations. Mr. Hodson stated that there were not, and that we are officially into the 2021 year. Mrs. Destefani asked that the chairperson and Vice chairperson be switched since it is a new year. Mrs. Tilford stated that she would have Sara change that as soon as she can.

C. Fire

Chief Leaming was not present. Mrs. Destefani stated that she was happy to see initiative taken to build a uniform drying rack at the fire station. She also stated that the negotiations for the new 3-year contract are also done for the Fire Department.

D. Police

Chief Brown was present. He had nothing to add to his report. Mrs. Destefani asked what the GCLEA Lunch in was. Chief Brown stated that it is the Greene County Law Enforcement Association Lunch in. All the Police Department heads, Chiefs, Sheriff's office, all get together for lunch. Mrs. Destefani also asked if Chief was hearing good things about the electronic speed limit signs. Chief Brown stated that not really anyone has said anything positive or negative about the signs. But they are working well and functioning properly. Mrs. Destefani also asked if Mr. Pytel was full time or part time because the resolution has both stated. Chief Brown stated that he was in fact full time. Mrs. Daugherty stated that she was happy to see the Police Department do the Shop with a Cop this Christmas. Chief Brown stated that it went really well, and they were happy to have the day with the kids. Mrs. Destefani asked if they were allowed to post pictures from the event at all. Chief Brown stated that they did take pictures and he sent them to Sara to be put up on the website.

E. Roads and Services

Mr. Harphant was not present. There was nothing to add to his report.

F. Zoning

Mrs. Tilford was present. She stated that February is going to be a very busy month. She has 3 new cases to be presented. The first being Ernst Concrete, asking to build a new building. The second being a resident asking for a pool in a different location than normal. The third being the Weller Foundation, they are asking for a conditional use approval for the property along the Little Miami river, that was previously owned by the Tischer Family. They are looking at doing a private education facility, privately owned but open to the public. Mr. Cramer stated that the Weller property has about 107 acers, between Mead Road and Upper Bellbrook Road. And that will be turned into a nature preserve. Mrs. Tilford stated they are looking at constructing a 3,200 square foot building to have the educational component in. They would invite field trips to come out to learn more about early settlements, the Sugar house, and there would also be an observation deck overlooking the Little Miami River. Mr. Cramer asked if there would be a cost for anyone who wants to visit. Mrs. Tilford stated that there will be no cost to visitors. Mr. Cramer asked who the Chairperson is for the BZA. Mrs. Tilford stated that it is Erin Moore.

G. Information Technology

There was nothing to add. Mrs. Destefani asked if everything was okay and back up and running. Mr. Tiffany stated that we did have some issues last week, but everything is okay now. There was a flicker of the lights a few times, nothing major, but we thought that might have been a surge that shut us down for a while. Mr. Cramer said the same thing happened over at a business he was at. A friend of his owns the company and said his servers got fried. So, it was not only us that got hit. Mr. Tiffany stated that we have contacted Buckeye Power Sales, to check on our generators so our backups are

good to keep us up and running in case something happens again. We cannot have our serves fry with the information that is on our computers.

H. Trustees

Mrs. Daugherty spoke about the Mike Pittman Connectivity day that just passed. She was happy that so many people came out to celebrate his day. Mr. Cramer stated today was the first day of the Ohio Township Association, he learned a lot about Tiffs and participated in Trustee Trivia. Mrs. Destefani stated that Mr. Cramer is taking over the Miami Valley Regional Planning Commission, to become the primary person for Sugarcreek Township there. She also stated she is taking over Greene County Regional Planning Commission there as the primary person for Sugarcreek Township. She attended the first meeting last week and they had their first hearing since 2001. She also nominated Ernie Havens to be on the Executive Board for Greene County Regional Planning Commission. Mrs. Destefani stated that she attended the Bellbrook Sugarcreek Chamber meeting, and they are offering ad space on the front page of their webpage to support the scholarship fund for Bellbrook Highschool. The cost is \$125.00 a year, to support the scholarship. Mrs. Destefani asked if that is something that we would be able to do as a Township to be able to support. Mr. Tiffany said he would look into it and see what we could do. Mrs. Destefani also attended the Water Wastewater Committee meeting. The water tank on Upper Bellbrook is going to be recoated. The ODNR is doing a river cleanup in the Beavercreek area this summer 2021. Greene County water was tested for chemicals that are found in nonstick cook wear, all public water ways were under the 15% level, so the water checks out and is okay. Mrs. Daugherty asked if anyone ever got with the artist that wanted to do a painting on the Fire department building. Mr. Tiffany stated that he was not ware because the City of Bellbrook was handling that.

5. Public Comments for Reports

Denise Moore stated that she was sad that she missed the event for Mike Pittman. Mr. Tiffany stated that Mr. Pittman's family created the event, and it was not a township event. It was for family members and close friends of Mike's; she also did not want to draw a lot of attention to the event due to COVID.

6. Old Business

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

7. Consent Agenda Items

A. Payment of Bills

B. Approval of Minutes

C. Amend Year 2021 Temporary Appropriations – 2020.12.07.01

SUGARCREEK TOWNSHIP

RESOLUTION NO. 2020.12.07.01

IN RE: Year 2021 Temporary Appropriations *Amended

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	<u>\$ 62,700.00</u>
	<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
2910	Cares Act Relief Fund	\$ 303,035.00
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		\$8,772,207.00

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.

D. Resignation of Police Officer Jerod Pytel – 2021.02.01.01

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2021.02.01.01**

IN RE: Resignation of Full-Time Police Officer Jerod Pytel

WHEREAS, Police Officer Jerod Pytel has submitted his letter of resignation from the Sugar creek Township Police Department; and,

WHEREAS, Mr. Pytel became a member of the Sugar creek Township Police Department on October 26, 2020; and,

WHEREAS, Chief Michael Brown recommends we accept the resignation of Jerod Pytel.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar creek Township Trustees officially accepts the resignation of Jerod Pytel effective December 12, 2020.

E. Appointment of Fire Department Staff – 2021.02.01.02

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2021.02.01.02**

IN RE: Appointment of Fire Department Staff
James Plummer and Benjamin Schimer

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

WHEREAS, vacancies exist within the classification of Part-time Firefighter II/EMT; and,

WHEREAS, James Plummer and Benjamin Schimer have the necessary qualifications to serve in the capacity of Part-time Firefighter II/EMT for the Sugar creek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2021 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that James Plummer shall be appointed to Part-time Firefighter II/EMT within the Sugar creek Fire Department at the rate of \$14.04 per hour, and that Benjamin Schimer shall be appointed to Part-time Firefighter II/EMT within the Sugar creek Fire Department at the rate of \$14.04 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for James Plummer will have an effective date of January 21, 2021 with a one (1) year probationary period ending on January 21, 2022 and Benjamin Schimer will have an effective date of January 21, 2021 with a one (1) year probationary period ending on January 21, 2022.

F. Probationary Release of part-time Firefighter II/EMT Alexander Stump –
2021.02.01.03

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2021.02.01.03**

IN RE: Probationary Release of part-time Firefighter II/EMT Alexander Stump

WHEREAS, Part-time Fire Fighter II/EMT Alexander Stump has been a member of the Sugar creek Township Fire Department since July 31, 2019; and,

WHEREAS, during his probationary period, Mr. Stump has not satisfied the requirements of his position,

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees does hereby authorize the probationary release of Alexander Stump from his duties as Part-time Fire Fighter II/EMT effective February 1, 2021.

Mrs. Daugherty made a motion to accept the consent agenda items. Mrs. Destefani seconded.

Roll was called with the vote being as follows:

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

8. Discussion Agenda Items

There were no discussion agenda items.

9. Public Comments for Agenda Items

Donna Hellmann stated that maybe it would make sense to just have the City of Bellbrook and Sugarcreek Township meet to be on the same page about the trash cleanup day to get everyone involved. And then giving the community the opportunity to attend that meeting so they can all converse as one unit. Dense Moore congratulated Mrs. Daugherty on her 20 years as a Trustee and all the things she has done for the community. She wanted to let her know how much she is appreciated by the community.

10. Trustee/Staff Discussions

Mrs. Destefani made a motion to move into Executive Session. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

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

11. Adjourn

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

Mrs. Daugherty - Yes
Mrs. Destefani – Yes
Mr. Crammer – Yes

Theodore L. Hodson, Fiscal Officer



SUGARCREEK TOWNSHIP

RESOLUTION NO. 2021.02.16.01

IN RE: Reclassification of Administrative Staff
Courtney Shuttleworth

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

WHEREAS, Township Administrator Barry P. Tiffany is requesting the reclassification of Courtney Shuttleworth from part-time Receptionist to Full-time Receptionist; and,

WHEREAS, Mr. Barry P. Tiffany states the 2021 Budget has sufficient funds allocated for this reclassification.

NOW THEREFORE, BE IT RESOLVED that Ms. Shuttleworth shall be reclassified to the position of Full-time at the pay rate of \$17.58 per hour payable on a bi-weekly basis.

BE IT FURTHER RESOLVED this reclassification shall have an effective date of February 1, 2021, and is subject to a one (1) year probationary period ending February 1, 2022.

Carolyn L. Destefani, Chairperson

Nadine S. Daugherty, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2021.02.16.02**

IN RE: Appointment of Temporary Part time Roads and Service Personnel
Marcus Wickline

WHEREAS, the need exists to establish and maintain a viable seasonal work force within the Sugar Creek Township Service Department; and,

WHEREAS, the Board of Sugar Creek Township Trustees, by previous resolution, has authorized the hiring of seasonal employees, effective November 19, 2007, for a period not-to-exceed 180 days; and,

WHEREAS, Marcus Wickline applied for employment as a seasonal employee, has been interviewed, and has undergone all necessary screening and testing,

NOW THEREFORE, BE IT RESOLVED, that this Board of Township Trustees does hereby appoint Marcus Wickline to the position of Temporary Part time Service Worker, at a rate of pay of \$12.00 per hour effective February 14, 2021.

Carolyn L. Destefani, Chairperson

Nadine S. Daugherty, Vice-Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer