



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
Monday, November 15, 2021, 7:00 P.M.

**REGULAR SESSION:**

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Public Hearing**

**ZC-Case 10-2021:** Applicant, Phillip M. Herres, is requesting Final Development Plan Approval for the Magnolia Meadows subdivision. The subject development site contains 42.85 acres located at 4267 and 4271 Clys Road. The subject parcels can be further identified by parcel numbers L32000100020006700 and L3200010002000800 (part of) and are owned by Phillip M. Herres and Gigi Ellen Withrow, Trustees. – 2021.11.15.01

- Public hearing is formally opened
- Staff report on the text amendments
- Applicant presentation
- Those wishing to speak in favor
- Those wishing to speak against
- Neutral parties wishing to speak
- Public hearing is closed
- Deliberation and decision

**5. Reports**

- A. Administrator
- B. Zoning
- C. Fiscal Officer
- D. Fire
- E. Police
- F. Roads and Services
- G. Information Technology
- H. Trustees

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

**7. Old Business**

- A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - June 7th, 5:30 pm

**8. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Fire Department Staff – Matt Armstrong – 2021.11.15.02
- D. Appointment of Fire Department Staff – Shelby Hale – 2021.11.15.03
- E. Proclamation for 100 Years - Verna R. Bertsche

**9. Discussion Agenda Items**

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

**11. Trustee/Staff Discussion**

**12. Adjourn**

DRAFT



## MEETING CONDUCT AND GUIDELINES

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

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

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

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

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

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

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

Thank you.

Sugarcreek Township Trustees



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2021.11.15.01**

IN RE: ZC Case 10-2021: requesting Final Development Plan Approval for the Magnolia Meadows subdivision

WHEREAS, Applicant, Phillip M. Herres, is requesting Final Development Plan Approval for the Magnolia Meadows subdivision;

WHEREAS, a Public Hearing was held by the Sugar Creek Township Zoning Commission on Tuesday, October 5, 2021, on the applicant's request;

WHEREAS, the subject development site contains 42.85 acres located at 4267 and 4271 Clys Road. The subject parcels can be further identified by parcel numbers L32000100020006700 and L32000100020000800 (part of) and are owned by Phillip M. Herres and Gigi Ellen Withrow, Trustees;

WHEREAS, after the hearing the Zoning Commission deliberated on the above application and passed a motion to recommend **approval** of the Final Development Plan as requested by the applicant subject to the following conditions:

1. Final design shall be subject to approval of the Greene County Engineer's Office.
2. Final design shall be subject to approval of the Greene County Department of Sanitary Engineering.
3. The applicant shall meet all federal, state, and local requirements and comply with recommendations from the SWCD and GCEO with respect to the drainage plan developed based on the sensitive nature of the watershed.
4. Final design shall be subject to approval of Sugar Creek Township Fire Department.
5. The use of vinyl and/or aluminum siding shall be prohibited.
6. Sheds, privacy fences and above ground pools shall not be permitted to be constructed within the patio home section of the development. Privacy fences and above ground pools shall not be permitted to be constructed within the estate home section of the development.
7. Only 4' bronze aluminum fences will be permitted to be constructed development-wide.
8. The home sizes (1600 SF in the patio home section and 2,400 SF in the estate home section), as proposed by the applicant, shall be met.
9. The same elevation of the same home plan will not be permitted to be constructed side by side.
10. Lot 1 shall not be accessed from the entry road and lot 29 shall be accessed from the cul-de-sac or side street (not Magnolia Drive).
11. If street lights are proposed in any of the open space areas, details shall be submitted for review using the Minor Modification process. Dark sky compliant fixtures will be required.
12. No subdivision entry sign will be permitted, instead additional landscaping will be installed. A temporary marketing sign will be permitted during construction.
13. One street tree shall be planted in the front yard of each lot. It will be the responsibility of the builder show this required tree on each site plan submitted for approval for each individual lot and the builder will be responsible for planting it.

14. The builder shall be required to depict the trees within the no cut zone on each site plan submitted for approval for each individual lot. No trees identified on an individual site plan within this no cut zone shall be removed except if in the opinion of a professional arborist it is dead, damaged or diseased to the point that it will not likely survive more than two years or if it poses a substantial risk to persons or property. If a tree identified within the no cut zone is removed it must be replaced within six months after its removal with a tree of the same order (coniferous or deciduous), having a height of at least six feet and a diameter at four and one-half feet above the ground of at least two and one-half inches. Replacement shall be the responsibility of the individual lot owners.
15. Removal of trees within the no cut zone for the purposes of fence installation shall be determined on a case by case basis by the Zoning Compliance Officer and may be subject to replacement.
16. The landscaping plan shall be modified so that the arborvitaes between Oleander Drive and the adjacent developed residential in the City of Bellbrook be 6'-7' tall instead of the specified height of 5'-6' tall and to add smaller landscape plantings near the lone maple tree near the pond on the south side of Magnolia.
17. All trees depicted on the approved landscaping plan shall be required to be retained. If in the opinion of a professional arborist a tree is dead, damaged or diseased to the point it will not likely survive more than two years or it poses a substantial risk to persons or property, it may be removed but it must be replaced within six months after its removal with a tree of the same order (coniferous or deciduous), having a height of at least eight feet and a diameter at four and one-half feet above the ground of at least three inches. Replacement shall be the responsibility of the HOA.
18. A bond shall be provided to the Sugarcreek Township Board of Trustees for any incomplete open space improvement (landscaping, mounding, etc.) prior to the issuance of the third Zoning Certificate for construction within the development.
19. If any common fencing (fencing between the project boundary and the adjacent residential properties to the south) in the area of construction of Oleander Drive is damaged or required to be removed, replacement shall be required at the developer's cost.
20. The sidewalk along Magnolia Drive shall be undulating, as shown on the FDP (not the Landscaping Plan) and undulation shall extend back to the rear of the development.
21. The builder shall work with her attorney to evaluate ways to improve upon the submitted CCRs based on guidance received from the Zoning Commission (addressing holiday decorations, the number and length of board member terms and turnover, limiting the number of pets per residence, establishing no swimming or skating on ponds, requiring a rental term of a minimum of one year, and establishing standards for the storage of rv's and boats). Additionally, the CCRs shall be updated to state that the maintenance of hiker biker trail is the responsibility of the HOA.

WHEREAS, the Sugarcreek Township Board of Trustees held a Public Hearing on Monday, November 15<sup>th</sup>, 2021, and deliberated; and

NOW THEREFORE, BE IT RESOLVED, this Board of Trustees does hereby approve the Final Development Plan for Magnolia Meadows subdivision, subject to the conditions as recommended by the Zoning Commission.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice-Chairperson

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Nadine S. Daugherty, Trustee

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Richard J. Demko, Fiscal Officer



**Administrator's Report to the Trustees  
November 15, 2021**

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

- Work continues on the Wilmington Pike/I-675 Corridor traffic study. We anticipate a design choice by the first quarter of 2022 and the feasibility study completed in August of 2022.
- Met with McCall from Channel 7 News for a Community Spotlight Report they are filming featuring Sugarcreek Township.
- Met with CLOUT Townships throughout southwest Ohio last week to discuss uses for the ARP funds and goals for those townships related to CLOUT priorities.
- Presented a discussion in Columbus on Succession Planning for the OTA's OTAN group

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany".

Barry P. Tiffany  
Township Administrator



**Staff Report for the Sugar Creek Township Board of Trustees  
October 19, 2021 to November 10, 2021**

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

**Board of Zoning Appeals Activities:**

- **October 28, 2021 Board of Zoning Appeals Meeting: Follow-Up**
  - **BZA12-2021:** Applicant, William D. Glascoe, is requesting a Variance from Section 7.04 B. 1. a. of the Sugar Creek Township Zoning Resolution to allow for the construction of a 48” aluminum fence in the front yard adjacent to Ardennes Oak Drive (extending out 15’ from the house on the Ardennes Oak Drive side). The subject property is 3643 Magnolia Trace Drive, parcel L32000100120044900, owned by William D. Glascoe, and located in the PUD-R (Residential Planned Unit Development) District.
    - *The BZA approved the Variance as requested by the applicant.*
- **November 18, 2021 Board of Zoning Appeals Meeting**
  - **BZA13-2021:** Applicants, Daniel and Kelly McMaster, are requesting a Variance from Section 4.13, Table 4-6 of the Sugar Creek Township Zoning Resolution to allow for the construction of an inground swimming pool in the side yard of the subject property. The subject property is 2959 River Edge Circle, parcel L32000200240013600, owned by Daniel and Kelly McMaster, containing 2.0650 acres and located in the E (Estate Residential) District.

**Zoning Commission Activities:**

- **December 7, 2021 Zoning Commission Meeting:**

- **BZC11-2021:** Applicant, Grand Communities, LLC, is requesting Final Development Plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for approval of the final development plan for the proposed Sugar Point subdivision (including condominiums, townhomes and patio homes). The subject parcel can be further identified by parcel number L32000100030029800 (part of) and is owned by Michael D. Spears, James P. Grodecki and Patrick F. Spears Successor Trustee.

**Meetings/Accomplishments:**

- Met with resident to discuss land in the township on October 19, 2021
- Attended meeting to discuss status of Reserve at Sugarcreek on October 20, 2021
- Attended Technical Review Committee Meeting to discuss the Landings at Sugarcreek Addition, Section 3 on October 25, 2021
- Internal planning session on GTA December Meeting on October 26, 2021
- Met with residents to discuss Variance request on October 28, 2021
- Attended BZA Meeting on October 28, 2021
- Met with resident to discuss land in the township on November 3, 2021
- Attended Chamber of Commerce Meeting on November 4, 2021
- Met with resident to discuss land in the township on November 10, 2021
- Attended Technical Review Committee Meeting to discuss Landings at Sugarcreek, Section 7 on November 10, 2021
- Prepared and sent Staff Report and BZA packets for the October 28, 2021 BZA Meetings
- Completed BZA and Zoning Commission Notices of Decision
- Prepared Legal and Public Notices for the November 15, 2021 Public Hearing with the Trustees (ZC10-2021)
- Prepared Trustee packets for the November 15, 2021 Public Hearing
- Prepared Legal and Public Notices for the November 18, 2021 BZA Meeting
- Prepared and sent BZA packets for the November 18, 2021 BZA Meeting
- Engaged Choice One to complete surveying/preliminary engineering necessary to move our ODNR grant project forward



Jeffrey A. Leaming  
Fire Chief

## Staff Report for Sugarcreek Township Trustees October 15, 2021 thru November 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)**

- CPR Refresher
- Fire Extinguishers
- ACLS Refresher
- Pump Operator Basic Equations
- KMC Trauma Review

### **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: 747                      4 Overdose calls with 1 patients receiving Narcan
- Vehicle Crashes: 122
- Fire Responses: 229  
976                      6.8% or 67 calls have been to Cornerstone

### **Accomplishments/Information:**

- Published flyer announcing test for fulltime Firefighter Paramedic position
- Held meeting with administrative staff of Bellbrook Health and Rehab regarding patient care 10/20
- Attended County Fire Chief's meeting 10/21
- Chief instructed a ICS 300 course in Miami County for Ohio EMA 10/27 – 10/29
- Assisting family after residential fire at 3420 Ferry Road

### **Status of Significant Issues the Fire Department is Addressing:**

- Monitoring COVID-19 situation
- Developed additional guidelines on COVID response in-line with Regional Recommendations
- Accepting applications for full and part time openings
- Chief's Staff vehicle involved in deer strike waiting on repairs
- New ladder truck delivery has been pushed back to March (Supply Chain Issues)
- Boat motor has been repaired
- Capital needs of the department are updated and summarized below in this report

**Scheduled Events:**

- Staff Meeting via Zoom scheduled 10/16
- Public Safety Information Sharing Network board meeting scheduled 10/18

**Fiscal:**

As of November 11, 2021	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,991,190.00	\$188,320.71	\$2,366,727.86	\$481,566.28	78.456%
EMS	\$226,200.00	\$25,201.72	\$173,321.70	\$27,821.54	76.574%
Cell Tower Fund	\$24,000.00	\$9,990.36	\$14,009.64	\$0.00	58.374%
Department Total	\$3,241,390.00	\$223,512.79	\$2,554,059.20	\$509,387.82	78.795%

**Projected Capital Needs:**

Priority	Immediate	Moderate	Low
1	Engine	\$550,000.00	Battalion Bay sensors \$1,200.00
2	5 Mobile Radio	\$22,000.00	Inside Building Painting / Bay (Sta. 72) \$9,000.00
3	Station 72 Concrete Ramp Replacement	\$50,000.00	Bulld Gear Room (In Bay Sta. 72) \$55,000.00
4			Thermal Imaging Camera \$9,000.00
5			Radio Batteries \$2,500.00
6			PPV Fans E-73 Q-72 \$5,000.00
7			Search Rope & Equipment \$3,000.00
8			Front Ramp repair/replace Sta. 72 \$30,000.00
9			Chain saw \$1,375.00
10			Hand Tools \$3,000.00
11			Replace Hose \$10,000.00
12			Rotary saw \$600.00
13			Station Alerting \$54,000.00
14			
15			
16			
17			
18			
19			
20			
21			
	Total	\$622,000.00	\$183,675.00
		TOTAL \$904,675.00	

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown  
Chief of Police

## Trustee Report November 15, 2021

### Training

- During the week of October 25<sup>th</sup>, our officers did qualifications at the range.
- On November 15<sup>th</sup>, Officer Lacy will be attending the ARIDE training.
- No other classes scheduled for November.

### Fiscal

Budget 2021 (Final Appropriation)	\$2,955,082.00
Expenditures as of November 8, 2021	\$2,310,050.82
% of Budget Used	77.3%
% of Budget Year Target for the end of November	91.3%
% of Budget Remaining	22.7%
Cash Balance as of November 8, 2021	\$1,401,865.38

## Events/Appearances

- On October 19<sup>th</sup>, SRO Officer Luke Terry held the GUIDE Kick-Off. T-shirts were handed out to all the attending students.
- On October 21<sup>st</sup>, Chief Brown attended the Greene County Chief's Luncheon.
- On October 23<sup>rd</sup>, the police department held our Drug Drop Off.
- On October 25<sup>th</sup>, Chief Brown attended the River Ridge HOA meeting.
- On October 27<sup>th</sup>, Chief Brown attended the Montgomery County Chief's Luncheon.
- On October 31<sup>st</sup>, our officers handed out candy for Trick or Treat.
- On November 4<sup>th</sup>, Chief Brown attended the Chamber Luncheon.
- On November 11<sup>th</sup>, Chief Brown attended the Ministerial Luncheon.

Respectfully submitted,



Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

October 11, 2021

- Business and house checks
- Suspicious person on N. Lakeman Drive
- Traffic stops
- Welfare check on Feedwire Road

October 12, 2021

- Unwanted subject on Wilmington Pike
- Community policing
- Theft arrest on Wilmington Pike

October 13, 2021

- Nothing to Report

October 14, 2021

- Crash on S. Alpha Bellbrook Road
- Crash on Social Row Road
- Intoxicated subject on W. Franklin Street
- Theft report on River Ridge Drive
- Crash report on Wilmington-Dayton Road

October 15, 2021

- Nothing to Report

October 16, 2021

- Theft report on State Route 725
- An animal complaint on Upper Bellbrook Road

October 17, 2021

- Suspicious vehicle on Wilmington Pike
- Crash report on Wilmington Pike
- Noise complaint on Surrey Trail

October 18, 2021

- Nothing to Report

October 19, 2021

- Welfare check on Seton Hill Drive
- Juvenile complaint on Ridgeway Road
- Traffic stops

October 20, 2021

- Nothing to Report

October 21, 2021

- Suspicious vehicle on Conference Road
- Community policing
- Business checks

October 22, 2021

- Crash report on Wilmington Pike
- Suspicious vehicle on Wilmington Pike
- An animal complaint on Upper Bellbrook Road

October 23, 2021

- Disturbance on Wilmington Pike
- Theft report on Wilmington-Dayton Road
- Welfare check on Carpenter Road

October 24, 2021

- Warrant on Clio Road
- Juvenile complaint on State Route 725

October 25, 2021

- Nothing to Report

October 26, 2021

- Fraud report on Clio Road
- Community policing
- Request of an officer on Brookdale Lane

October 27, 2021

- Business and house checks
- Crash on Carpenter Road
- Crash on Centerville Road
- Welfare check on Wilmington Pike

October 28, 2021

- Traffic stops
- Crash on Wilmington Pike

October 29, 2021

- Crash on Feedwire Road
- Traffic complaint on Clio Road
- Welfare check on Surrey Trail
- Theft arrest on Wilmington Pike

October 30, 2021

- Theft arrest on Wilmington Pike
- Crash on Wilmington-Dayton Road
- Community policing

October 31, 2021

- Suspicious vehicle on Little Sugarcreek Road
- Crash on Stutsman Road

November 1, 2021

- Business and house checks
- Community policing
- Noise complaint on Surrey Trail

November 2, 2021

- Crash report on Wilmington Pike
- Traffic stops
- Fraud report taken on Wilmington-Dayton Road

November 3, 2021

- Noise complaint on Surrey Trail
- Welfare check on Wilmington Pike
- Disturbance report on Wilmington Pike

November 4, 2021

- Domestic dispute on Surrey Trail
- Welfare check on Wilmington Pike

November 5, 2021

- Nothing to Report

November 6, 2021

- Theft report on Toll Gate Lane
- Crash report on Wilmington-Dayton Road
- Theft report on Clio Road
- Unwanted subject on Callalily Drive

November 7, 2021

- Suspicious person on Ravinia Drive
- Crash report on Wilmington Pike
- Fight report on Feedwire Road
- Disturbance on Surrey Trail

November 8, 2021

- Nothing to Report



## Staff Report for Sugar Creek Township Trustees November 15, 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:

### Accomplishments:

Set up/pick up Farmers Market (4)  
Remove signs from ROW (12)  
Repair washout on Little Miami Dr. (5)  
Attended webinar on Beet Heat  
Crack sealed Eden Meadows, Deerfield, CenterPoint, Clio, PD parking lot, Carpenters Creek  
Jeremy Woods, Walnut Hills, Timberly, Winshire, Rising Springs  
Worked on Stimulus package (5)  
Replace delineator Clio Rd  
Pick up signs from A&A Safety  
Take pictures and measurements of roads-Erics Place, LSC, McBee  
Measure curb in Kable's Mill  
Inspect driveway-Ferry Rd  
Replace Tailgate chains on F550  
Attended OUPS seminar  
Swept Ferry Rd  
Replace Fire/PD signs-Wilmington Pike, Feedwire Rd  
Change batteries-radar units  
Mow Admin(3)  
Take/pick up 701 to Summeril Tires for alignment  
Went to Kaffenbarger for update on new truck  
Work on service pit in bay one  
Work on catch basin-Heritage Trace (2)  
Remove "No Parking" signs and posts Pine Ct  
Move arrow sign Ferry Rd S  
Annual inspection/service at Ankeney Trucks 705,701,702  
Repair loader-heater, oil change, change filters, straighten steps, prep for winter  
Patch potholes-Aaron, Bayberry Cove Dr, Spahr Rd, Clio Rd  
Remove brush from Township marker-Sugar Creek Dr  
Replace brake light F150  
Dura Patch Spahr Rd, Ferry N  
Put back mower on Massey Ferguson tractor  
Seal water tap on Shepherd Rd  
Refill holes around catch basin-Gerhart Cir

Work on garage door openers-1,6  
Meet with John Deere and Diamond mower rep  
Check OUPS (6)  
Troubleshoot Stihl blower  
Remove debris Conifer Trail pond, Lower Bellbrook, River Ridge Rd  
Proof roll in Bellasera (2)  
Clean up garden space-Admin  
Drivers Training  
Remove dead deer-Feedwire, Carpenter Rds  
Repair back mower-Massey  
Trim limbs-Graf Mill, Wildwood Ln, McBee Rd  
Road closed signs LSC  
Service chain saws

Respectfully,

Dale Owens  
Supervisor of Roads and Services

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on October 18<sup>th</sup>, 2021, at 7:00 PM.**

- 1) **Mrs. Destefani called the session to order at 7:00 pm.**
- 2) **Mr. Demko called the roll with Board Members** Mrs. Destefani and Mr. Cramer being present. Also, in attendance was Louis Scwatzberb, Donna Hellmann, Marvin Moeller, and Denise Moore.
- 3) **All in attendance stood for the Pledge of Allegiance.**

Mrs. Destefani stated that before the meeting gets started, she would like to introduce the new Township Representative from the Greene County Prosecutors Office. Ashely will be taking over for Mr. Haller when he retires in July.

4) **Reports**

**Administration**

Mr. Tiffany was present. There was nothing to add to his report.

Mrs. Destefani asked about the Channel 7 news story.

Mr. Tiffany stated that Channel 7 is doing a story about the community in the Township, it will be aired on channel 7, he will update them when it is to be aired.

Mrs. Destefani also asked about how they are going to spend the American Rescue Plan funds.

Mr. Tiffany stated that he attended the CLOUT meeting earlier today. The rules that they have given them for the money are not definitive, most places are waiting to see if the rules will change again. The Township is using a portion of the funds for expansion with the Broadband.

Mr. Cramer asked if the Prosecutors Office would like to speak on this issue.

Mr. Hayes stated that it is best to wait until the rules are finalized.

Mr. Demko stated that they have 3 years to obligate the funds.

Mrs. Destefani stated that Township is working with Bridge Wired to bring broadband to the area. Greene County is also working to bring broadband to the whole county, so they are also working with the Township to complete this project.

Mrs. Destefani stated that the I-675 Wilmington Pike Corridor is coming along. It is a very slow process, but they are hopeful for 2022.

Mr. Tiffany stated that it is a slow process, we are looking at about 4-5 years before anything is built.

**Zoning**

Mrs. Tilford was present. There was nothing to add to her report.

Mrs. Destefani asked about the meeting Mrs. Tilford attended about fiber and permitting processes.

Mrs. Tilford stated that Greene County is working with all the local agencies for a project involving right of way permitting.

Mrs. Destefani asked what the update was for the ODNR grant.

Mrs. Tilford stated that our consultant has reached out to the EPA a few times to get the document that they need from the EPA. They have not gotten back with her yet, she also

has not received any feedback from the ODNR. She is continuing to work and reach out to them to try and get an answer back.

#### **Fiscal Officer**

Mr. Demko was present. There was nothing to add to his report.

Mr. Demko talked about the 1.3 million dollars that was mentioned at the last meeting. He clarified what happened with the money and the audit from the State of Ohio.

#### **Fire**

Chief Leaming was present. There was nothing to add to his report.

Mrs. Destefani asked for an update about Todd Tignor.

Chief Leaming stated that Mr. Tignor accepted another position that is closer to his home and put in his request for resignation.

Mrs. Destefani asked about a timeline for the new ladder truck.

Chief Leaming stated that like everything else right now it has been pushed back due to lack of parts and things, so they are hoping for beginning of the year.

#### **Police**

Chief Brown was present. There was nothing to add to his report.

#### **Roads and Service**

Mr. Owens was present. There was nothing to add to his report.

#### **Information Technology**

There was nothing to add.

#### **Trustees**

Mr. Cramer stated that they attended the Greene County Trustee Meeting last week.

Mrs. Destefani stated that all 3 trustees and Mr. Tiffany attended the Dayton Development Coalition fly in, in Washington DC.

#### **5) Public Comments – Agenda Items**

There were no public comments to be made on agenda items.

#### **6) Old Business**

- A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting - Meeting date TBD.

#### **7) Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Re-Appointment of Police Department Staff – Anthony Mountjoy – 2021.10.18.01

SUGARCREEK TOWNSHIP

RESOLUTION NO. 2021.10.18.01

IN RE: Rehire of Full-Time Police Officer Anthony Mountjoy

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

WHEREAS, a vacancy exists within the classification of full-time Police Officer; and,

WHEREAS, the vacancy has been posted for application in accordance with township policy and the current labor contract; and,

WHEREAS, Mr. Mountjoy has previously been employed by Sugarcreek Township; and,

WHEREAS, Mr. Mountjoy was a member of the Sugarcreek Township Police Department as a Full-time Officer from May 21, 2019 until July 19, 2020; and,

WHEREAS, Police Chief Michael A. Brown recommends this reappointment, and confirms that there are funds available for this position in the 2021 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Anthony Mountjoy is hereby reappointed as a full-time Police Officer effective October 18, 2021, at a pay rate of \$30.56 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending October 18, 2022.

**D. Appointment of Fire Department Staff – Megan Tolson and Zachary Lucas – 2021.10.18.02**

SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2021.10.18.02  
IN RE: Appointment of Fire Department Staff  
Zachary Lucas and Megan Tolson

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

WHEREAS, vacancies exist within the classification of Firefighter I/EMT and Firefighter II/EMT; and,

WHEREAS, Zachary Lucas has the necessary qualifications to serve in the capacity of Firefighter I/EMT and Megan Tolson has the necessary qualifications to serve in the capacity of Firefighter II/EMT for the Sugarcreek 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 Zachary Lucas shall be appointed to Firefighter/EMT within the Sugarcreek Fire Department at the rate of \$15.00 per hour, and Megan Tolson shall be appointed to Firefighter/EMT within the Sugarcreek Fire Department at the rate of \$15.91 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Mr. Lucas and Ms. Tolson will have an effective date of September 9, 2021 with a one (1) year probationary period ending on September 9, 2022.

**E. Increase appropriations for General Fund – 2021.10.18.03**

SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2021.10.18.03  
IN RE: Increase Appropriations for General Fund

WHEREAS, the need exists to increase appropriations for the 1000 General Fund; and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2021 Budget and has provided this Board with the funding number and the Township Administrator has provided the amount to be appropriated:

Fund Name	From	To
1000 General Fund	\$820,000.00	\$920,000.00

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

F. Increase appropriations for American Rescue Plan Fund – 2021.10.18.04

SUGARCREEK TOWNSHIP

RESOLUTION NO. 2021.10.18.04

IN RE: Increase Appropriations for American Rescue Plan Fund

WHEREAS, the need exists to increase appropriations for the 2911 American Rescue Plan Fund; and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2021 Budget and has provided this Board with the funding number and the Township Administrator has provided the amount to be appropriated:

Fund Name	From	To
2911 American Rescue Plan Fund	\$0.00	\$441,525.72.00

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

G. 2021 Annual Report of Township Roadways – 2021.10.18.05

SUGARCREEK TOWNSHIP

RESOLUTION NO. 2021.10.18.05

IN RE: 2021 Annual Report of Township Roadways

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

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

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

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

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

H. Resignation of Fire Department Staff – Todd Tignor and Tyler Alliss–  
2021.09.20.06

SUGARCREEK TOWNSHIP

RESOLUTION NO. 2021.10.18.06

IN RE: Resignation of Fire Department Staff Todd Tignor and Tyler Alliss

WHEREAS, Full-time Firefighter/Paramedic, Todd Tignor, has indicated his desire to resign from the Sugar creek Township Fire Department; and,

WHEREAS, Todd Tignor was hired as a member of the Sugar creek Township Fire Department on August 30, 2021; and,

WHEREAS, Part-time Firefighter, Tyler Alliss, has indicated his desire to resign from the Sugar creek Township Fire Department; and,

WHEREAS, Tyler Alliss was hired as a member of the Sugarcreek Township Fire Department on September 9, 2021; and,

WHEREAS, Chief Jeffrey A. Leaming recommends we accept the resignations of Mr. Tignor and Mr. Alliss.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the resignation of Todd Tignor effective October 21, 2021 and Mr. Alliss effective October 11, 2021.

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

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

**8) Discussion Agenda Items**

Mr. Tiffany stated that there was a last-minute addition to the agenda items. There is a need for a new dump truck for the Roads and Service Department. It is a 2022 International truck, the total is not to exceed \$170,00.00 for it to be outfitted and everything it needs.

Mr. Cramer made a motion to approve the purchase of the new dump truck for the Roads and Service Department, Mrs. Destefani seconded. Roll was called with the vote being as follows:

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

**9) Public Comments – Discussion Agenda Items**

Mrs. Hellmann asked if the Annual Report for Township Roadways was available to the public.

Mr. Tiffany stated that once the trustees have approved and signed it, it will be available to the public.

Mrs. Hellman asked if the township also does the sidewalk assessments.

Mr. Owens stated that they have not done an assessment for sidewalks yet.

Ms. Moore spoke about a community relations board, a few surrounding cities utilize them and asked if it would be something the Township could bring to action.

Mrs. Destefani stated that it is definitely something that they are looking into. They have to make sure they stay in the scope of the Ohio Revised Code, but they are looking into it.

Ms. Moore also asked about getting funding for the Community Support Center and asked if the funds from the American Rescue Plan could be used for that.

Mr. Tiffany stated that the American Rescue Plan funds have to be spent on covid approved items and that is what they are waiting to hear from the Treasury about.

**10) Trustee/Staff Discussions**

**11) Adjourn**

Mr. Cramer made a motion to adjourn the Trustee meeting, Mrs. Destefani seconded.  
Roll was called with the vote being as follows:

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

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Richard J Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2021.11.15.02**  
IN RE: Rehire of Fire Department Staff  
Matthew Armstrong

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

WHEREAS, vacancies exist within the classification of Full-Time Firefighter/Paramedic; and,

WHEREAS, Matthew Armstrong has the necessary qualifications to serve in the capacity of Full-Time Firefighter II/Paramedic 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 Matthew Armstrong shall be rehired to the position of Full-Time Firefighter II/Paramedic at the pay rate of \$21.04 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment of Matthew Armstrong will have an effective date of November 12, 2021, with a one (1) year probationary period ending on November 12, 2022.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Nadine S. Daugherty, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2021.11.15.03**

IN RE: Appointment of Fire Department Staff  
Shelby Hale

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 /EMT; and,

WHEREAS, Shelby Hale has 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 Shelby Hale shall be appointed to Part-time Firefighter II/EMT within the Sugar Creek Fire Department at the rate of \$15.91 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Mrs. Hale will have an effective date of November 9, 2021 with a one (1) year probationary period ending on November 9, 2022.

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Carolyn L. Destefani, Chairperson

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Nadine S. Daugherty, Vice Chairperson

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Fred Cramer, Trustee

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Theodore L. Hodson, Fiscal Officer



**PROCLAMATION OF RECOGNITION**  
**Verna R. Bertsche - 100<sup>th</sup> Birthday**

**WHEREAS**, Sugarcreek Township resident Verna R. Bertsche is celebrating her 100<sup>th</sup> birthday on December 28<sup>th</sup> and this Board of Township Trustees wishes to recognize Ms. Bertsche on this momentous occasion; and,

**WHEREAS**, Ms. Bertsche in was born on December 28, 1921, in Cincinnati; and,

**WHEREAS**, Ms. Bertsche graduated from Western Hills High School and after attending and graduating from the University of Cincinnati, Verna married her high school sweetheart; and,

**WHEREAS**, After World War II ended, Verna and her husband settled in Dayton to begin a sales rep business and raise their two children; and,

**WHEREAS**, Verna and her husband shared over 62 years of marriage before the death of the love of her life; and,

**WHEREAS**, Ms. Bertsche now resides with her son within Sugarcreek Township and has been blessed in this life with her 2 children in addition to five grandchildren and 7 great-grandchildren; and,

**NOW THEREFORE**, the Trustees of the Board of Sugarcreek Township hereby honors and recognizes Sugarcreek Township resident, Verna R. Bertsche on her 100<sup>th</sup> Birthday.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice-Chairperson

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Nadine S. Daugherty, Trustee