



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**

**Monday, February 7, 2022, 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 - Last week of March
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Approval of Minutes
  - C. Adopting Standard Allowance Revenue Loss – 2022.02.07.01
  - D. Appointment of Fire Department Staff – Trenton Jollay – 2022.02.07.02
  - E. Declaration of Property- Fire Department – 2022.02.07.03
- 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 Sugar Creek Township Board of Trustees  
January 18, 2022 to February 2, 2022**

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:**

- **February 24, 2022 Board of Zoning Appeals Meeting**
  - **BZA Case 16-2021:** Applicant, David Williams, is requesting variances to allow for the construction of a 458.34 SF pylon cabinet sign at a height of 36.87' (a 50 SF ground mounted monument sign with a base constructed of the same materials as the principal structure at a maximum height of 10' is permitted). The sign is proposed to be setback 12' from the right-of-way (20' required), and 1.5' and 51' from the adjacent lot lines to the east and west (100' required). The applicant is also requesting variances to the landscaping provisions for the proposed sign. The subject property is 6244 Wilmington Pike, can be identified by parcel id L32000100030015600, is owned by TP Sugar Creek Plaza LLC and is located in the B-2/WPAC (General Business/Wilmington Pike Area Corridor Overlay) Districts.

**Zoning Commission Activities:**

- **Next meeting scheduled for March 1, 2022**

**Meetings/Accomplishments:**

- Met with property owner to discuss land in the Township on January 21, 2022
- Attended OTA Conference on January 26 and 27
- Attended Technical Review Meeting at RPCC on February 1, 2022 (Magnolia Meadows)
- Attended Department Head Meeting on February 2, 2022

- Attended DDC Annual Meeting on February 2, 2022
- Submitted Recycle Ohio Grant to the OEPA on February 4, 2022 (Community Clean-up Day Funding Request)
- Debrief meeting regarding our 2021 RAISE Grant Application pending (joint application with Yellow Springs and City of Xenia)



**Scheduled Events:**

- Shift Commander Meeting scheduled 2/8
- County Fire Chiefs are meeting 2/10 regarding a County mapping project for pre-planning
- County Fire Chiefs meeting scheduled for 2/17

**Fiscal: 2021 Year End Totals**

As of December 31, 2021	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,991,190.00	\$25,666.11	\$2,881,442.82	\$179,505.72	93.199%
EMS	\$226,200.00	\$2,308.15	\$195,751.48	\$28,285.33	86.484%
Cell Tower Fund	\$24,000.00	\$0.00	\$14,009.64	\$9,990.36	58.374%
Department Total	\$3,241,390.00	\$27,974.26	\$3,021,203.94	\$217,781.41	92.478%

**Projected Capital Needs:**

Priority	Immediate	Moderate	Low
1	Engine \$600,000.00	Battalion Bay sensors \$1,200.00	Replace Damaged Bay Door \$2,000.00
2	5 Mobile Radio \$35,000.00	Inside Building Painting / Bay (Sta. 72) \$9,000.00	Carpet training / Day room / Bunk Room \$11,000.00
3	Station 72 Concrete Ramp Replacement \$50,000.00	Build Gear Room (In Bay Sta. 72) \$55,000.00	Kitchen (Sta. 71) \$15,000.00
4	Medic Unit \$250,000.00	Thermal Imaging Camera \$18,000.00	Kitchen (Sta. 72) \$25,000.00
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		Concrete Bay floor Repair/Replace Sta. 71 \$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 saws \$5,000.00	
13		Station Alerting \$54,000.00	
14		Replace Gate Intake Valves \$9,000.00	
15		Upgrade MDT's \$15,000.00	
16			
17			
18			
19			
20			
21			
	<b>Total \$935,000.00</b>		<b>\$221,075.00</b>

TOTAL- \$1,274,075.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown  
Chief of Police

## Trustee Report February 7, 2022

### Training

- No classes scheduled for February.

### Fiscal

Budget 2022 (Final Appropriation)	\$2,999,100.00
Expenditures as of January 31, 2022	\$260,195.76
% of Budget Used	8.6%
% of Budget Year Target for the end of January	8.3%
% of Budget Remaining	91.4%
Cash Balance as of January 31, 2022	\$780,382.64

## EVENTS/APPEARANCES

- On January 19<sup>th</sup>, Chief Brown attended the Lions Club Meeting.
- On January 20<sup>th</sup>, Chief Brown attended the PSISN Board Meeting and the GCLEA luncheon.
- On January 26, Chief Brown attended the Celebration of Life for Chief Deputy Michael Brown.
- On February 1<sup>st</sup>, Chief Brown attended the Gun Violence Prevention Meeting at the school administrative building.

Respectfully submitted,



Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

January 9, 2022

- Business and house checks
- Community policing
- Crash report on E. Briggs Road

January 10, 2022

- Traffic stops
- Welfare check on Wilmington Pike
- Domestic dispute on Bayberry Cove Drive
- Domestic violence on Waynesville Road

January 11, 2022

- Nothing to Report

January 12, 2022

- Traffic stops
- Juvenile complaint on Feedwire Road
- Request of an officer on Wilmington Pike

January 13, 2022

- Theft report on Wilmington Pike
- Welfare check on Rose Lake Drive

January 14, 2022

- Theft report on Swigart Road
- Crash report on Stewart Road

January 15, 2022

- Nothing to Report

January 16, 2022

- An animal complaint on Clearbrook Drive
- Business checks
- Crash on Social Row Road
- Crash on Swigart Road

January 17, 2022

- Business and house checks
- Community policing
- Theft arrest on Wilmington Pike

January 18, 2022

- Traffic stops
- Welfare check on Ferry Road
- Theft arrest on Wilmington Pike
- Crash report on Waynesville Road

January 19, 2022

- Nothing to Report

January 20, 2022

- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike
- Disturbance on Bayberry Cove Drive

January 21, 2022

- Theft report on Upper Bellbrook Road
- Suspicious vehicle on Silverado Drive
- Business checks

January 22, 2022

- Nothing to Report

January 23, 2022

- Theft arrest on Wilmington Pike
- Crash report on Upper Bellbrook Road
- Community policing
- Domestic violence report on Killian Court

January 24, 2022

- Crash report on Center Point Drive
- Crash report on Wilmington Pike

January 25, 2022

- Business and house checks
- Traffic stops

January 26, 2022

- Crash report on Ferry Road
- Community policing
- Welfare check on Alpha Bellbrook Road

January 27, 2022

- Suspicious vehicle on Wilmington Pike
- Welfare check on Surrey Trail
- An animal complaint on Waynesville Road

January 28, 2022

- Crash report on Wagner Road
- Welfare check on Bayberry Cove Drive
- Request of an officer on Eagle Stone Drive
- Juvenile complaint on Napa Valley Drive

January 29, 2022

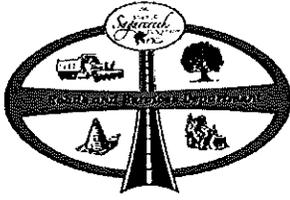
- Nothing to Report

January 30, 2022

- Traffic complaint on Ferry Road
- Welfare check on E. Briggs Road
- Community policing

January 31, 2022

- Crash report on Ferry Road
- Juvenile complaint on Lower Bellbrook Road



**Staff Report for  
Sugar Creek Township Trustees  
February 7, 2022**

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:**

1/16, 1/17, 1/23, 1/24, 2/3 all call outs for snow/ice

**Accomplishments:**

Remove dead possum Clio RD, Feedwire Rds  
Changed batteries radar units (x4)  
Made and replaced old culvert markers throughout Twp  
Salt roads (x6)  
Replaced hydraulic line 704  
Delivered salt to stations 71,72  
Push up delivered salt (x4)  
Replace plow hose on 705  
Repair sod-shop area  
Wash trucks  
Picked up cutting edges from Henderson in Bucyrus  
Clean up fallen tree River Ridge Dr  
Repaired mailbox- Rising Springs  
Take flat tire to Harworth for replacement  
Inventory in shop area  
Sold salt to Silvercreek/Jamestown  
Replace street sign Fox Trail/ Possum Run  
Remove dead skunk LSC/Timberly  
Troubleshoot Polaris salt spreader  
Cut branches-walk path, Timberly, Middle Run, Brown Rd  
Change cutting edges 701,702  
Repair shoe tower 701  
Cold patch Wagner Hill  
Replace street sign Mantel/Belfast  
Sanitized everything-COVID  
Clean Trucks  
Repair mud flap 704  
Clean and service Loader  
Remove debris from Carpenter Rd  
Replace Timberwilde street sign  
Lubricate chain 705  
Fill trucks with DEF

Remove dead deer Ferry Rd  
Repair exhaust 703  
Replace shoe tower 702

Respectfully,

Dale Owens  
Director of Roads and Services



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## Payment Listing

1/18/2022 to 2/28/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
109-2022	01/18/2022	01/18/2022	CH	BUREAU OF WORKERS' COMPENSATION	\$2,358.58	O
	Purpose: JANUARY PAYMENT					
186-2022	01/25/2022	01/25/2022	CH	OLD FORT BANK	\$2,639.35	O
	Purpose: MISC PURCHASES					
187-2022	01/25/2022	01/25/2022	CH	BUREAU OF WORKERS' COMPENSATION	\$14,877.00	O
	Purpose: WORKERS COMP - TRU UP PAYMENT					
87814	01/04/2022	01/04/2022	AW	SOUTH SHORE MARINA	\$967.91 *	V
	Purpose: BOAT REPAIRS					
87814	01/18/2022	01/18/2022	AW	SOUTH SHORE MARINA	-\$967.91	V
87868	01/18/2022	01/18/2022	AW	TREASURER OF STATE	\$35.04	O
	Purpose: RETURN UNUSED PORTION					
87869	01/18/2022	01/18/2022	AW	JEFFERSON HEALTH PLAN	\$53,883.72	O
	Purpose: DEC HEALTH INS					
87870	01/18/2022	01/18/2022	AW	DENTAL CARE PLUS, INC.	\$1,778.40	O
	Purpose: DENTAL INS					
87871	01/18/2022	01/18/2022	AW	STANDARD INSURANCE COMPANY	\$234.14	O
	Purpose: LIFE INS					
87872	01/18/2022	01/18/2022	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$628.94	O
	Purpose: VISION INS					
87873	01/18/2022	01/18/2022	AW	OFFICE DEPOT	\$54.64	O
	Purpose: SUPPLIES					
87874	01/18/2022	01/18/2022	AW	O'REILLY AUTOMOTIVE, INC.	\$186.37	O
	Purpose: PARTS					
87875	01/18/2022	01/18/2022	AW	AES OHIO	\$464.30	O
	Purpose: ADMIN AND RANGE					
87876	01/18/2022	01/18/2022	AW	CHARTER COMMUNICATIONS	\$230.21	O
	Purpose: TV, VOICE AND ENTERPRISE					
87877	01/18/2022	01/18/2022	AW	GEM CITY CLEANING CREW	\$350.00	O
	Purpose: CLEANING					
87878	01/18/2022	01/18/2022	AW	CAPITAL ELECTRIC LINE BUILDERS	\$19,462.00	O
	Purpose: CROSSWALK ON UPPER BELLBROOK					
87879	01/18/2022	01/18/2022	AW	AES OHIO	\$239.53	O
	Purpose: STA 71					
87880	01/18/2022	01/18/2022	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
	Purpose: POSTAGE					
87881	01/18/2022	01/18/2022	AW	P & R COMMUNICATIONS SERVICE, INC.	\$3,420.96	O
	Purpose: MAINT CONTRACT					
87882	01/18/2022	01/18/2022	AW	TECH ADVISORS	\$5,063.50	O
	Purpose: MONTHLY SERVICE					
87883	01/18/2022	01/18/2022	AW	HARWORTH TIRE AND AUTO	\$64.95	O
	Purpose: M71 TIRE REPAIR					
87884	01/18/2022	01/18/2022	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$1,982.11	O
	Purpose: E-71					
87885	01/18/2022	01/18/2022	AW	PRO ONCALL TECHNOLOGIES	\$248.57	O
	Purpose: JANUARY PHONE					
87886	01/18/2022	01/18/2022	AW	DELL FINANCIAL SERVICES	\$892.83	O

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1/18/2022 to 2/28/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: COMPUTER RENTALS				
87887	01/18/2022	01/18/2022	AW	LOWE'S COMPANIES INC.	\$951.78	O
		Purpose: MISC PURCHASES				
87888	01/18/2022	01/18/2022	AW	TIME WARNER CABLE	\$735.00	O
		Purpose: INTERNET AND ETHERNET				
87889	01/18/2022	01/18/2022	AW	BUCKEYE ECO CARE	\$269.04	O
		Purpose: ONE YEAR TREATMENT				
87890	01/18/2022	01/18/2022	AW	RUMPKE CONSOLIDATED	\$133.99	O
		Purpose: TRASH REMOVAL				
87891	01/18/2022	01/18/2022	AW	VERIZON WIRELESS	\$629.60	O
		Purpose: CELL PHONES - POLICE				
87892	01/18/2022	01/18/2022	AW	VIEVU	\$299.00	O
		Purpose: BODY CAMERA				
87893	01/18/2022	01/18/2022	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$261.29	O
		Purpose: PAPER PRODUCTS				
87894	01/18/2022	01/18/2022	AW	MPH INDUSTRIES, INC.	\$4,198.00	O
		Purpose: EQUIPMENT FOR NEW CARS				
87895	01/24/2022	01/24/2022	AW	OHIO PUBLIC WORKS COMMISSION	\$20,376.66	O
		Purpose: CLYO AND BROWN ROADS LOANS				
87896	01/24/2022	01/24/2022	AW	BARRY TIFFANY	\$1,500.00	O
		Purpose: CELL PHONE AND CAR ALLOWANCE				
87897	01/24/2022	01/24/2022	AW	CARA TILFORD	\$900.00	O
		Purpose: CELL PHONE AND CAR ALLOWANCE				
87898	01/24/2022	01/24/2022	AW	CAROLYN L. DESTEFANI	\$40.00	O
		Purpose: CELL PHONE				
87899	01/24/2022	01/24/2022	AW	FRED CRAMER	\$40.00	O
		Purpose: CELL PHONE				
87900	01/24/2022	01/24/2022	AW	MARVIN MOELLER	\$20.00	O
		Purpose: CELL PHONE				
87901	01/24/2022	01/24/2022	AW	DALE OWENS	\$40.00	O
		Purpose: CELL PHONE				
87902	01/24/2022	01/24/2022	AW	RICHARD CIPRIANO	\$40.00	O
		Purpose: CELL PHONE				
87903	01/24/2022	01/24/2022	AW	JOSEPH HOFFMAN	\$40.00	O
		Purpose: CELL PHONE				
87904	01/24/2022	01/24/2022	AW	JOSHUA DARNELL	\$40.00	O
		Purpose: CELL PHONE				
87905	01/24/2022	01/24/2022	AW	ROBERT JORDAN	\$40.00	O
		Purpose: CELL PHONE				
87906	01/24/2022	01/24/2022	AW	MARK WHITE	\$20.00	O
		Purpose: CELL PHONE				
87907	01/24/2022	01/24/2022	AW	DOUG EVANS	\$20.00	O
		Purpose: CELL PHONE				
87908	01/24/2022	01/24/2022	AW	MICHAEL BROWN	\$50.00	O
		Purpose: CELL PHONE				
87909	01/24/2022	01/24/2022	AW	MUFFLER BROTHERS	\$150.45	O

## Payment Listing

1/18/2022 to 2/28/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: CAR 105				
87910	01/24/2022	01/24/2022	AW	DnD UNIFORMS, INC.	\$238.50	O
		Purpose: UNIFORMS				
87911	01/24/2022	01/24/2022	AW	ULINE	\$57.87	O
		Purpose: SHARPS CONTAINER				
87913	01/24/2022	01/24/2022	AW	AIRGAS USA, LLC	\$20.12	O
		Purpose: OXYGEN				
87914	01/24/2022	01/24/2022	AW	SUGARCREEK DIRECT FAMILY CARE	\$1,495.60	O
		Purpose: NOVEMBER CARE				
87915	01/24/2022	01/24/2022	AW	AES OHIO	\$1,301.09	O
		Purpose: PSB				
87916	01/24/2022	01/24/2022	AW	WORLD FUEL SERVICES, INC.	\$1,944.84	O
		Purpose: FUEL				
87917	01/24/2022	01/24/2022	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
		Purpose: ENERGY CONTRACT				
87918	01/24/2022	01/24/2022	AW	GREATER MONTGOMERY COUNTY FIRE C	\$70.00	O
		Purpose: 2022 DUES				
87919	01/24/2022	01/24/2022	AW	ENERGY SERVICES	\$3,283.77	O
		Purpose: PROPANE				
87920	01/24/2022	01/24/2022	AW	LITTLE MIAMI RIVER CATERING COMPANY	\$1,888.89	O
		Purpose: BALANCE DUE ON GCTA MEETING				
87921	01/25/2022	01/25/2022	AW	NADINE DAUGHERTY	\$20.00	O
		Purpose: CELL PHONE				
87922	01/25/2022	01/25/2022	AW	BILL HARPHANT	\$20.00	O
		Purpose: CELL PHONE				
87923	01/25/2022	01/25/2022	AW	OFFICE DEPOT	\$119.35	O
		Purpose: SUPPLIES				
87924	01/25/2022	01/25/2022	AW	A & A SAFETY	\$150.00	O
		Purpose: NO OUTLET SIGNS				
87925	01/25/2022	01/25/2022	AW	CARGILL, INC.	\$6,990.39	O
		Purpose: ROAD SALT				
87926	01/25/2022	01/25/2022	AW	BRANDON MORRIS	\$100.00	O
		Purpose: ZONING MEETINGS				
87927	01/25/2022	01/25/2022	AW	RICH DEMKO	\$25.00	O
		Purpose: ZONING MEETING				
87928	01/25/2022	01/25/2022	AW	SHANNA STATEN	\$75.00	O
		Purpose: ZONING MEETINGS				
87929	01/25/2022	01/25/2022	AW	CINDY VANTREASE	\$225.00	O
		Purpose: ZONING MEETINGS				
87930	01/25/2022	01/25/2022	AW	JIM FROEHLICH	\$200.00	O
		Purpose: ZONING MEETINGS				
87931	01/25/2022	01/25/2022	AW	DANIEL HAIBACH	\$150.00	O
		Purpose: ZONING MEETINGS				
87932	01/25/2022	01/25/2022	AW	ERIN MOORE	\$125.00	O
		Purpose: ZONING MEETINGS				
87933	01/25/2022	01/25/2022	AW	SHANNON MUELLER	\$150.00	O

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1/18/2022 to 2/28/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: ZONING MEETINGS		
87934	01/25/2022	01/25/2022	AW	MARK MATHEWS	\$200.00	O
				Purpose: ZONING MEETINGS		
87935	01/25/2022	01/25/2022	AW	DAVE SCHLEICH	\$175.00	O
				Purpose: ZONING MEETINGS		
87936	01/25/2022	01/25/2022	AW	DENISE MOORE	\$200.00	O
				Purpose: ZONING MEETINGS		
87937	01/25/2022	01/25/2022	AW	DOUG BETZ	\$175.00	O
				Purpose: ZONING MEETINGS		
87938	01/25/2022	01/25/2022	AW	JOHN BALDINO	\$175.00	O
				Purpose: ZONING MEETINGS		
87939	01/25/2022	01/25/2022	AW	DONNA HELLMAN	\$200.00	O
				Purpose: ZONING MEETINGS		
87940	01/25/2022	01/25/2022	AW	NAVIA BENEFIT SOLUTIONS, INC.	\$60.00	O
				Purpose: JAN COBRA		
87941	01/25/2022	01/25/2022	AW	DAYTON DAILY NEWS	\$170.97	O
				Purpose: 13 WEEK RENEWAL		
87942	01/25/2022	01/25/2022	AW	HOSE TEAM LLC	\$160.72	O
				Purpose: PARTS		
87949	01/31/2022	01/31/2022	AW	WORLD FUEL SERVICES, INC.	\$1,373.14	O
				Purpose: FUEL		
87950	01/31/2022	01/31/2022	AW	ENERGY SERVICES	\$3,012.59	O
				Purpose: PROPANE		
87951	01/31/2022	01/31/2022	AW	MIAMI VALLEY REGIONAL CRIME LABORATORY	\$8,610.00	O
				Purpose: 2022 LAB ASSESSMENT		
87952	01/31/2022	01/31/2022	AW	O'REILLY AUTOMOTIVE, INC.	\$16.48	O
				Purpose: PARTS		
87953	01/31/2022	01/31/2022	AW	PREMIER HEALTH	\$1,183.36	O
				Purpose: EMPLOYEE CARE		
87954	01/31/2022	01/31/2022	AW	AT&T MOBILITY	\$551.34	O
				Purpose: PHONES, LUCAS DEVICES, ETC		
87955	01/31/2022	01/31/2022	AW	BOUND TREE MEDICAL, LLC	\$321.96	O
				Purpose: EMS SUPPLIES		
87956	01/31/2022	01/31/2022	AW	OCCUPATIONAL HEALTH CENTERS OF OHIO	\$139.00	O
				Purpose: DRUG TESTING, PHYSICAL		
87957	01/31/2022	01/31/2022	AW	PHOENIX SAFETY OUTFITTERS	\$85.90	O
				Purpose: UNIFORMS		
87958	01/31/2022	01/31/2022	AW	GREENE COUNTY LAW ENFORCEMENT AGENCY	\$50.00	O
				Purpose: 2022 DUES		
87959	01/31/2022	01/31/2022	AW	ALBRECHT AND CO.	\$473.00	O
				Purpose: JOB SHIRTS		
87960	01/31/2022	01/31/2022	AW	CARGILL, INC.	\$4,203.96	O
				Purpose: ROAD SALT		
87961	01/31/2022	01/31/2022	AW	DC DOOR COMPANY	\$860.00	O
				Purpose: MICRO SWITCHES AND REPAIRS		
87962	01/31/2022	01/31/2022	AW	CENTERVILLE GRAVELLY	\$40.00	O

## Payment Listing

1/18/2022 to 2/28/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: REPAIRS		
87963	01/31/2022	01/31/2022	AW	HARWORTH TIRE AND AUTO	\$285.02	O
				Purpose: NEW TIRE - TRUCK 704		
87964	01/31/2022	01/31/2022	AW	DAYTON APPLIANCE PARTS, LLC	\$77.60	O
				Purpose: ELEMENT FOR STOVE		
87965	01/31/2022	01/31/2022	AW	OFFICE DEPOT	\$75.33	O
				Purpose: SUPPLIES		
87966	01/31/2022	01/31/2022	AW	MUFFLER BROTHERS	\$145.75	O
				Purpose: CAR 114		
87967	01/31/2022	01/31/2022	AW	TECH ADVISORS	\$176.54	O
				Purpose: USB/SERVICE CALL		
87968	01/31/2022	01/31/2022	AW	GREENE COUNTY RECORDER	\$50.00	O
				Purpose: ZONING FILING		
87969	01/31/2022	01/31/2022	AW	ULINE	\$743.39	O
				Purpose: NITRILE GLOVES		
87970	01/31/2022	01/31/2022	AW	VIEVU	\$299.00	O
				Purpose: BODY CAM		
87971	01/31/2022	01/31/2022	AW	DC DOOR COMPANY	\$433.00	O
				Purpose: SALLY PORT REPAIR		
87972	01/31/2022	01/31/2022	AW	K. E. ROSE COMPANY	\$304.50	O
				Purpose: CAR 106		
87973	01/31/2022	01/31/2022	AW	VOSS	\$604.48	O
				Purpose: DOOR WINDOW REPAIR		
87974	01/31/2022	01/31/2022	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$59.58	O
				Purpose: PAPER PRODUCTS		
87975	01/31/2022	01/31/2022	AW	CAPITAL TIRE, INC.	\$544.08	O
				Purpose: 4 NEW TIRES		
87976	02/01/2022	02/01/2022	AW	CAROLYN L. DESTEFANI	\$139.68	O
				Purpose: PARKING AND MILEAGE REIMB FOR OTA CONFERENCE		
87977	02/01/2022	02/01/2022	AW	JOHN DEERE FINANCIAL	\$23.44	O
				Purpose: SUPPLIES		
87978	02/01/2022	02/01/2022	AW	CARGILL, INC.	\$16,953.74	O
				Purpose: ROAD SALT		
87979	02/01/2022	02/01/2022	AW	A & A SAFETY	\$161.00	O
				Purpose: LETTERS FOR STREET SIGNS		
87980	02/01/2022	02/01/2022	AW	LOWE'S COMPANIES INC.	\$98.50	O
				Purpose: MISC PURCHASES		
87981	02/01/2022	02/01/2022	AW	JEFFERSON HEALTH PLAN	\$60,237.27	O
				Purpose: JAN HEALTH INS		
87983	02/01/2022	02/01/2022	AW	STANDARD INSURANCE COMPANY	\$260.64	O
				Purpose: JAN LIFE INS		
87984	02/01/2022	02/01/2022	AW	BOUND TREE MEDICAL, LLC	\$104.58	O
				Purpose: 02 REGULATOR		
87985	02/01/2022	02/01/2022	AW	PHOENIX SAFETY OUTFITTERS	\$175.65	O
				Purpose: UNIFORMS		
87986	02/01/2022	02/01/2022	AW	WORLD FUEL SERVICES, INC.	\$1,459.28	O

**Payment Listing**

1/18/2022 to 2/28/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: FUEL				
87987	02/01/2022	02/01/2022	AW	ENERGY OPTIMIZERS, USA	\$3,836.04	O
		Purpose: MISSED ENERGY CONTRACT INVOICES				
87988	02/01/2022	02/01/2022	AW	MEDICOUNT MANAGEMENT, INC.	\$1,110.13	O
		Purpose: DECEMBER EMS BILLING				
87989	02/01/2022	02/01/2022	AW	CHARTER COMMUNICATIONS	\$707.26	O
		Purpose: ENTERPRISE SERVICES				
87990	02/01/2022	02/01/2022	AW	CITI CARDS	\$994.30	O
		Purpose: MISC PURCHASES				
Total Payments:					\$271,178.67	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$271,178.67	

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.



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, February 7, 2022, 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 Sugarcreek Parks and Schools Meeting - Last week of March
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Approval of Minutes
  - C. Adopting Standard Allowance Revenue Loss – 2022.02.07.01
  - D. Appointment of Fire Department Staff – Trenton Jollay – 2022.02.07.02
  - E. Declaration of Property- Fire Department – 2022.02.07.03
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on January 18<sup>th</sup>, 2022, at 9:00 AM.**

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

**Administration**

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

**Zoning**

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

**Fiscal Officer**

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

**Fire**

Chief Leaming was not present. There was nothing to add to his report.

**Police**

Chief Brown was not present. There was nothing to add to his report.

**Roads and Service**

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

**Information Technology**

There was nothing to add.

**Trustees**

There was nothing to add.

- 5) **Public Comments – Agenda Items**  
There were no comments
- 6) **Old Business**
  - A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting - Meeting date - Last Week of March.
- 7) **Consent Agenda Items**
  - A. Payment of Bills
  - B. Approval of Minutes
  - C. Approval of Minutes 12-6-2021, 1-3-2022

D. Resignation of Fire Department Staff – Justin Althouse – 2022-01-18-02

SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.01.18.02

IN RE: Resignation of Fire Department Staff Justin Althouse

WHEREAS, Part-time EMS Only, Justin Althouse, has indicated his desire to resign from the Sugar creek Township Fire Department; and,

WHEREAS, Justin Althouse was hired as a member of the Sugar creek Township Fire Department on August 4, 2021; and,

WHEREAS, Chief Jeffrey A. Leaming recommends we accept the resignations of Mr. Althouse.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar creek Township Trustees officially accept the resignation of Justin Althouse effective January 11, 2022.

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

Mr. Cramer – Yes  
Mr. Moeller – Yes  
Mrs. Destefani – Yes

8) **Discussion Agenda Items**

There were no discussion items.

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

There were no comments.

10) **Trustee/Staff Discussions**

There was no discussion.

11) **Adjourn**

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

Mr. Cramer – Yes  
Mr. Moeller – Yes  
Mrs. Destefani – Yes

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Richard J Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
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- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.02.07.01**

IN RE: Adopting Standard Allowance Revenue Loss

**WHEREAS**, the Township has received a distribution of monies (the “ARPA Funds”) from the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

**WHEREAS**, Congress passed the Act effective March 11, 2021; and

**WHEREAS**, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

**WHEREAS**, Section 603(c) generally provides that:

(1) USE OF FUNDS. Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, nonentitlement unit of local government, or county, by December 31, 2024 -

(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

(B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

(C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or

(D) to make necessary investments in water, sewer, or broadband infrastructure.

**WHEREAS**, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” [The “standard allowance”].

**WHEREAS**, the Rule further observes that:

The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss particularly for Coronavirus State and Local Fiscal Recovery Fund’s smallest recipients. This change is intended to promote administrative efficiency and simplify revenue loss calculation for smaller recipients.

**WHEREAS**, the Rule further clarifies that recipients can use:

SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the [Final Rule four-step process]. Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise.

**WHEREAS**, some common examples of “government services” expressly recognized by Treasury are as follows:

- Road building and maintenance, and other infrastructure
- Health services
- General government administration, staff, and administrative facilities
- Environmental remediation
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
- Maintenance or pay-go funded building infrastructure
- Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure

**WHEREAS**, “Government services is [deemed by Treasury] the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements;” and

**WHEREAS**, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including:

- Deposit into pension funds
- Satisfaction of settlements or judgments
- Contributions to financial reserves or “rainy day” funds

**WHEREAS**, the Board of Trustees has identified a project which, in the judgment of the Board, qualifies as a permitted use of the ARPA Funds, in direct support of governmental services, which consists of the following:

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(the "Project").

**NOW THEREFORE**, it is hereby RESOLVED by the Board that:

1. The Township elects to use the standard allowance and its presumption of revenue loss due to the public health emergency and to use the amount authorized herein to fund government services

2. The Project is hereby authorized and shall be paid for from the ARPA Funds in the amount of/an amount not to exceed:

3. The Project described herein serves the objectives of the Act by providing services traditionally provided by a government, namely:

- Police protection
- Fire and emergency medical services
- Road repair, maintenance and other transportation and safety services
- Public infrastructure support
- General government administration and administrative facilities
- Land use regulations and enforcement
- Parks and recreational facilities and programs
- Other

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4. Accordingly, the Project is in the best interests of the Township and is deemed a priority for the community.

5. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.

Trustee \_\_\_\_\_ seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.

**BE IT FURTHER RESOLVED:** that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially adopt this resolution.

\_\_\_\_\_  
Fred Cramer, Chairperson

\_\_\_\_\_  
Carolyn L. Destefani, Vice Chairperson

\_\_\_\_\_  
Marvin Moeller, Trustee

\_\_\_\_\_  
Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2022.02.07.02**  
IN RE: Appointment of Fire Department Staff  
Trenton Jollay

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

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

WHEREAS, Trenton Jollay has the necessary qualifications to serve in the capacity of Part-time Firefighter II/EMT for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2022 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Trenton Jollay shall be appointed to Part-time Firefighter II/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. Jollay will have an effective date of January 19, 2022 with a one (1) year probationary period ending on January 19, 2023.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
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- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.02.02.03**

IN RE: Declaration of Excess Property – Fire Department

WHEREAS, the Sugarcreek Township Fire Department has identified equipment which is no longer needed for operations, and;

WHEREAS, the items listed on the attached sheet have been declared broken, obsolete or non-reparable and have been marked for destruction.

NOW THEREFORE BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby declares this property to be excess and directs the appropriate disposition of this property.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



Jeffrey A. Leaming  
Fire Chief

1.19.2022

To: Mr. Barry Tiffany  
Ref: Declared items

Please place before the Board of Trustee's at the next meeting the following items to be declared do to being past the 10-year life expectancy that follows NFPA 1851 and/or broken, obsolete, non-repairable. Please let me know if you have any questions.

Fire Helmets -17 STFD Asset Tag #

007235  
0072979  
007409  
009566  
007494  
007406  
007498  
007299  
007292  
007287  
007270  
007286  
007405  
007410  
007441  
007280

VHF Plectrons - 2 STFD Asset Tag #

007342  
000062

Motorola Minitor V VHF Alert Pagers - 3 STFD Asset Tag #

100705  
100703  
006501

Respectfully,  
  
Jeffrey A. Leaming  
Fire Chief