

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on July 18th, 2022, at 7:00 PM.

- 1) **Mr. Cramer called the session to order at 7:00 pm.**
- 2) **Mr. Demko called the roll with Board Members**, Mrs. Destefani, Mr. Moeller, and Mr. Cramer were in attendance. Also, in attendance were Louis Schatzberg, Donna Hellmann and Denise Moore, Hope Taft, Chris Barnett, Nadine Daugherty and family and friends of Kaitlyn Holbrook.
- 3) **All in attendance stood for the Pledge of Allegiance.**
- 4) **Swearing in Full Time Fire Fighter Kaitlyn Holbrook – 2022.07.18.01**

Chief Leaming explained that fire service runs deep in the Holbrook family and noted that he feels lucky to have Kaitlyn take on this full time role for us. He feels very confident she has a successful and long career in front of her.

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

WHEREAS, this need is met through the periodic reclassification of Fire Department employees and volunteers; and,

WHEREAS, Chief Jeffrey A. Leaming requests the reclassification of Kaitlyn Holbrook from Part-time Firefighter II/Paramedic to Full-time Firefighter II/Paramedic, in accordance with the Table of Organization of the Sugarcreek Township Fire Department;

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the reclassification of Kaitlyn to the position of Full-time Firefighter II/Paramedic.

FURTHER BE IT RESOLVED, the above-mentioned appointment for Ms. Holbrook will have an effective date of July 11, 2022 with a one (1) year probationary period ending on July 11, 2023 and have a pay rate of \$21.57 per hour.

- 5) **Chris Barnett - Little Miami Watershed Network**

Mrs. Barnett reviewed the Economic Impact Study done on the economic impact of a 43-mile stretch of the northern Little Miami River. She noted a total recreation and local economic value of \$14.9 million per year. She noted that 836,000 trips took place to 45 sites along these 43 miles of the Little Miami River. She noted that the results were clear and encouraging that the Little Miami River is an economic engine for the region.

- 6) **Public Hearing-ZC-Case 10-2021: The Board of Trustees of Sugarcreek Township, Greene County, Ohio initiated by passage of a Resolution a text amendment to the Sugarcreek Township Zoning Resolution addressing the maximum height permitted for**

fences in front yards on corner lots (impacted Sections include 4.12 and 7.04). – 2022.07.18.02

Mr. Cramer made a motion to open the public hearing which was seconded by Mrs. Destefani. Upon call of the roll, the vote resulted in the following:

Mr. Cramer-yes
Mrs. Destefani-yes
Mr. Moeller-yes

Mrs. Tilford explained that multiple variances have been issued for fences in secondary front yards on corner lots by the Board of Zoning Appeals, permitting a 6” increase in height from the underlying 42” allowance. This prompted staff to propose this text amendment to the Board of Trustees, which was recommended for approval by both Regional Planning and the Zoning Commission.

Mr. Cramer asked for anyone present to speak on the case.

Ms. Moore indicated that as part of the zoning workshop series through Regional Planning variance history was discussed as one reason to take on a text amendment.

There being no one else present wishing to speak, Mr. Cramer made a motion to close the public hearing, which was seconded by Mr. Moeller. Upon call of the roll the vote resulted in the following:

Mr. Cramer-yes
Mrs. Destefani-yes
Mr. Moeller-yes

Mrs. Destefani noted that this proposal makes sense and is the right move for the township to make.

Mr. Moeller commented on the fact that it doesn’t make sense to continue to charge residents \$500 for a variance for something that the BZA keeps approving.

Mr. Cramer concurred with the statements and made a motion to approve the text amendment as presented by staff, which was seconded by Mr. Moeller. Upon call of the roll, the vote resulted in the following:

Mr. Cramer-yes
Mrs. Destefani-yes
Mr. Moeller-yes

7) 2023 Budget – 2022.07.18.03

Mr. Demko went over the 2023 Budget for the Trustees noting that his office and the Department Heads were monitoring spending and carryover closely and would continue to do so. All township funds remain in good shape.

Mr. Cramer made a motion to approve the 2023 Budget as presented by the Fiscal Office, which was seconded by Mr. Moeller. Upon call of the roll, the vote resulted in the following:

Mr. Cramer-yes
Mrs. Destefani-yes
Mr. Moeller-yes

8) **Reports**

Administration

Mr. Tiffany stated that we have opted to have Choice One manage the bidding for the Carpenter Road project.

Zoning

Mr. Cramer asked about the new zoning database system. Mrs. Tilford indicated that training has gone very well and we go live next week with the online portal. She noted that it should be very easy to navigate for residents.

Fiscal Officer

Mr. Demko noted that audit is ongoing. He explained the group working on our audit had to pull away to finish a larger project but they would be returning to finish in the near future. He noted he appreciates all the office staff, Linda and Sara in particular, for their assistance responding to information and document requests.

Fire

Chief Leaming indicated that they would plan to do the ladder truck dedication at the Fire Open House in October, details will be forthcoming.

Police

Chief Brown had nothing to add to his report.

Roads and Service

Mr. Owens had nothing to add to his report.

Information Technology

Mr. Tiffany had nothing to add relative to IT.

Trustees

Mrs. Destefani reviewed meetings attended and provided an update on the Veterans Memorial noting we are awaiting official notification on support from Greene County, anticipating a \$25,000 contribution.

Public Comments – Agenda Items

No comments.

9) **Old Business**

10) **Consent Agenda Items**

A. Payment of Bills

B. Approval of Minutes

C. Appointment of Administration Staff – Madeleine Rogg – 2022.07.18.04

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

WHEREAS, a vacancy exists within the position of Administrative Assistant/Social Media and Marketing Coordinator; and,

WHEREAS, this vacancy was advertised and applications for the position were evaluated; and,

WHEREAS, personal interviews were conducted by the Township Administrator; and,

WHEREAS, after a review of the candidates, it was determined that Madeleine Rogg met or exceeded all requirements,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees appoints Madeleine Rogg as full-time Administrative Assistant/Social Media and Marketing Coordinator at the entry level rate of \$18.95 per hour,

FURTHER BE IT FURTHER RESOLVED, that Ms. Rogg's employment shall have an effective date of June 13, 2022, and is subject to a one (1) year probationary period ending June 13, 2023.

D. Appointment of Fire Department Staff – Adam Gartenman, Keven Messer, Evan Thompson – 2022.07.18.05

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 EMS Only and Part-time Firefighter/EMT; and,

WHEREAS, Adam Gartenman, Kevin Messer and Evan Thompson have the necessary qualifications to serve in the capacity of Part-time EMS and/or Part-time Firefighter/EMT for the Sugarcreek Township Fire Department; and,

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

NOW, THEREFORE, BE IT RESOLVED, that Adam Gartenman shall be appointed to Part-time EMS Only within the Sugarcreek Fire Department at the rate of \$17.01 per hour, Kevin Messer shall be appointed to Part-time Firefighter/EMT within the Sugarcreek Fire Department at the rate of \$16.71 per hour and Evan Thompson shall be appointed to Part-time Firefighter/EMT within the Sugarcreek Fire Department at the rate of \$16.71 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointments for Mr. Gartenman and Mr. Messer shall have an effective date of June 6, 2022 with a one (1) year probationary period ending on June 6, 2023, and Mr. Thompson shall have an effective date of June 17, 2022 with a one (1) year probationary period ending on June 17, 2023.

E. Resignation of Police Department Staff – Office James Cagg – 2022.07.18.06

WHEREAS, Police Officer James Cagg has submitted his letter of resignation from the Sugarcreek Township Police Department; and,

WHEREAS, Mr. Cagg joined the Sugarcreek Township Police Department on March 20, 2017; and,

WHEREAS, Chief Michael Brown recommends we accept the resignation of James Cagg.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of James Cagg effective July 7, 2022.

F. 2022 Collective Bid Agreement with Greene County Engineer – 2022.07.18.07

WHEREAS, this Board of Trustees has agreed to participate in the competitive bid contract for the Collective Paving Program for 2022 as bid by the Greene County Engineer; and,

WHEREAS, this opportunity enables Sugarcreek Township to participate in a competitive bidding contract that the Greene County Engineer offers to all government entities of Greene County; and,

WHEREAS, this cooperative Collective Bid Program affords significant savings to Sugarcreek Township through the economies of scale realized by group purchasing and unified contract administration,

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees, by executing the attached document, does hereby enter into said agreement and authorizes payment for the Township's proportional share of roadwork completed.

G. Authorizing Township Administrator to Go out Bid – 2022.07.18.08

WHEREAS, the carpenter Road Improvement project is of great importance to roadway network in Sugarcreek Township and Greene County, and;

WHEREAS, all design and engineering for the project is complete and ready for construction, and;

WHEREAS, Sugarcreek Township has received a grant for more than 84% of the anticipated cost of \$345,806.00 to complete, and;

WHEREAS, the project includes participation of Sugarcreek Township and the Greene County Engineer, all parties concurring.

NOW THEREFORE, BE IT RESOLVED, this Board of Sugarcreek Township Trustees hereby authorizes the Township Administrator to advertise for bids to construct and complete the Carpenter Road Improvement project.

H. Authorizing Township Administrator s signatory for Carpenter Road Improvement project Agreement – 2022.07.18.09

WHEREAS, the Township desires to proceed to bid and construct the Carpenter Road Improvement Project; and,

WHEREAS, Choice One Engineering has provided a proposed cost of \$4,000 to prepare and complete the bidding process on behalf of Sugarcreek Township in accordance with the Ohio Revised Code.

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as the signatory and enter into an agreement with Choice One Engineering for the completion of the bidding and award process for the construction of the Carpenter Road Improvement Project.

Mrs. Destefani made a motion to approve the Consent Agenda items, which was seconded by Mr. Cramer. Upon call of the roll, the vote resulted in the following:

Mr. Cramer-yes
Mrs. Destefani-yes
Mr. Moeller-yes

12. Discussion Agenda Items

A. Authorizing Township Administrator to enter into an agreement for Kitchen Remodel for the Fire Department at Public Safety Building – 2022.07.18.10

Mr. Tiffany explained that we did receive three estimates and he and Chief Leaming recommend going with the estimate received from Dream Big Contracting LLC. He noted he will be working with Chief and the Prosecutor's Office on a contract for services.

WHEREAS, the Township desires to remodel the kitchen areas at the Fire stations; and,

WHEREAS, Fire Chief Jeffrey Leaming obtained several bids for the work needed and after consideration has made a recommendation; and;

WHEREAS, Dream Big Contracting LLC has provided a proposed cost of \$41,906 to complete the remodel of two kitchens.

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as the signatory and enter into an agreement with Dream Big Contracting, LLC to complete the kitchen remodel projects.

Mr. Moeller made a motion to approve, which was seconded by Mr. Cramer. Upon call of the roll, the vote resulted in the following:

Mr. Cramer-yes
Mrs. Destefani-yes
Mr. Moeller-yes

B. Authorizing payment to Butler Tech for CDL Class and Certification for Chase Morgan – 2022.07.18.11

Mr. Tiffany noted that the way CDL testing was changed necessitates a course to be completed by a candidate. This will allow Chase to take the test.

WHEREAS, the Township Roads and Services Department requires staff to be properly trained and certified to maintain safety; and,

WHEREAS, Director of Roads and Services, Dale Owens recognizes the need for additional training and Class B Certification for staff; and,

WHEREAS, Butler Tech has provided a cost of \$3,400.00 to complete a course and obtain a Class A Commercial Driver License.

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugarcreek Township, in accordance with the Township Educational Benefit Program, does hereby authorize payment of \$3,400.00.

Mr. Cramer made a motion to approve, which was seconded by Mr. Moeller. Upon call of the roll, the vote resulted in the following:

Mr. Cramer-yes
Mrs. Destefani-yes
Mr. Moeller-yes

C. Creating a Veterans Memorial Fund – 2022.07.18.12

Mr. Tiffany explained this is a necessary step to begin accepting donations for the Veterans Memorial.

WHEREAS, the Sugarcreek Township Board of Trustees desires to create a fund for the construction of a planned Veterans Memorial in Sugarcreek Township; and,

WHEREAS, the creation of a new fund is necessary to maintain adequate records of the program finances; and,

WHEREAS, the Auditor of State allows the creation of new funds within the Chart of Accounts; and,

WHEREAS the Fiscal Officer has provided this Board with the funding line numbers necessary to establish the required fund within the Sugarcreek Township Chart of Accounts, as follows:

Fund Number 2912 Veterans Memorial Fund

NOW THEREFORE, BE IT RESOLVED, that the new Fund has been established, in accordance with the law.

Mrs. Destefani made a motion to approve, which was seconded by Mr. Moeller. Upon call of the roll, the vote resulted in the following:

Mr. Cramer-yes
Mrs. Destefani-yes
Mr. Moeller-yes

D. Authorizing Township Administrator to enter into an Agreement with Republic First National for Purchase of Road Department Tractor and Mower – 2022.07.18.13

Mr. Tiffany explained that Republic will finance our tractor and mower purchase, we have had them finance other equipment and are happy with them.

WHEREAS, a well-equipped fleet of vehicles is necessary for the preservation of roads and safe travel within Sugarcreek Township; and

WHEREAS, Kenn-Feld Group, LLC has a John Deere 5100M Utility Tractor and Mower at State Bid pricing in stock that meets the needs and specifications desired to provide adequate service for the department.

WHEREAS, Financing will be through Republic First National.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby authorize the Township Administrator to enter into Agreements for the purchase of a John Deere 5100M Utility Tractor and Mower, not to exceed \$60,833.54.

Mr. Moeller made a motion to approve, which was seconded by Mr. Cramer. Upon call of the roll, the vote resulted in the following:

Mr. Cramer-yes
Mrs. Destefani-yes
Mr. Moeller-yes

E. Fire Apparatus Access Driveways and Bridges

Chief Leaming explained that with Trustee approval they would like to add the provided language to the Fire Code for the township to address standards for long residential driveways. The Fire Department does not want to be in a situation where a home is need of fire service, but inaccessible due to poor planning during construction.

Mr. Moeller noted that Spring Valley has a similar standard and made a motion to approve, which was seconded by Mrs. Destefani. Upon call of the roll, the vote resulted in the following:

Mr. Cramer-yes
Mrs. Destefani-yes
Mr. Moeller-yes

13. Public Comments

Ms. Moore indicated that she has not received a response from the Trustees regarding a celebration in Sugarcreek for Juneteenth. Mr. Cramer noted that they did discuss the issue and the Work Session tonight and a response is forthcoming.

14. Trustee/Staff Discussions

No discussion.

15. Executive Session

There was no Executive Session needed.

16. Adjourn

Mr. Cramer made a motion to adjourn, which was seconded by Mr. Moeller. Upon call of the roll, the vote resulted in the following:

Mr. Cramer-yes

Mrs. Destefani-yes

Mr. Moeller-yes

Richard J Demko, Fiscal Officer