



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

Monday, July 18, 2022, 7:00 P.M.

**REGULAR SESSION:**

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Swearing in Full Time Fire Fighter Kaitlyn Holbrook – 2022.07.18.01**

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

- Economic Impact Study

**6. Public Hearing**

**ZC-Case 10-2021:** The Board of Trustees of Sugar Creek Township, Greene County, Ohio initiated by passage of a Resolution a text amendment to the Sugar Creek 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

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

**7. Public Hearing**

- 2023 Budget – 2022.07.18.03

**8. Reports**

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

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

**10. Old Business**

**11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Administration Department Staff – Madeleine Rogg – 2022.07.18.04
- D. Appointment of Fire Department Staff – Adam Gartenman, Keven Messer, Evan Thompson – 2022.07.18.05
- E. Resignation of Police Department Staff – Officer James Cagg – 2022.07.18.06
- F. 2022 Collective Bid Agreement with Greene County Engineer – 2022.07.18.07
- G. Authorizing Township Administrator to Go out to Bid – 2022.07.18.08
- H. Authorizing Township Administrator as signatory for Carpenter Road Improvement project Agreement – 2022.07.18.09

**12. Discussion Agenda Items**

- A. Authorizing Township Administrator to enter into agreement for Kitchen remodel for the Fire Department at Public Safety building – 2022.07.18.10
- B. Authorizing payment to Butler Tech for CDL Class and Certification for Chase Morgan – 2022.07.18.11
- C. Creating a Veterans Memorial Fund – 2022.07.18.12
- 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
- E. Fire Apparatus Access Driveways & Bridges

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

**14. Trustee/Staff Discussion**

**15. Executive Session**

**16. 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



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.07.18.01**

IN RE: Reclassification of Fire Department Personnel – Kaitlyn Holbrook

WHEREAS, the continuing need exists to maintain proper staffing within the Sugar Creek 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 Sugar Creek 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.

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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



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**7. Public Hearing**

- 2023 Budget – 2022.07.18.03

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**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.07.18.02**

IN RE: ZC Case 02-2022: Approval of a Text Amendment

WHEREAS, on May 16, 2022, the Sugarcreek Township Board of Trustees initiated a text amendment to the Sugarcreek Township Zoning Resolution addressing the maximum height permitted for fences on corner lots (impacted Sections included 4.12 and 7.04).

WHEREAS, the Greene County Regional Planning and Coordinating Commission reviewed the text amendment during their June meeting cycle and recommended it be approved; and

WHEREAS, the Sugarcreek Township Board of Zoning Commission held a public hearing on July 5, 2022, considered the recommendation of the Greene County Planning and Coordinating Commission, deliberated, and recommended the text amendment be approved; and

WHEREAS, the Board of Trustees held a public hearing on July 18, 2022, considered the recommendations of both the Greene County Regional Planning and Coordinating Commission and the Sugarcreek Township Board of Zoning Commission and deliberated;

NOW THEREFORE, BE IT RESOLVED, this Board of Trustees does hereby approve text amendment ZC02-2022.

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

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Carolyn L. Destefani, Vice-Chairperson

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

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



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**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2022.07.18.03**  
IN RE: Year 2023 Temporary Appropriations

WHEREAS, the need exists to adopt temporary appropriations for the Year 2023; and,

WHEREAS, this temporary appropriation shall be in effect commencing at the close of business December 31, 2022, and extending until the Year 2023 Permanent Appropriations are approved no later than March 31, 2023; and,

WHEREAS, this temporary appropriation will permit the Township Offices to function without interruption as well as allowing ample time to establish exact carry-over figures,

NOW THEREFORE, BE IT RESOLVED, the Year 2023  
Temporary Appropriations are as follows:

1000	General Fund	
	Personal Service	\$ 566,489.75
	Other	\$ 275,509.15
	Health Districts	<u>\$ 35,000.00</u>
	<i>Total General Fund:</i>	<i>\$ 876,998.90</i>
2011	Motor Vehicle License Tax	\$ 30,000.00
2021	Gasoline Tax	\$ 225,000.00
2031	Road and Bridge	
	Personal Services	\$ 489,310.00
	Other	<u>\$ 510,915.00</u>
	<i>Total Road and Bridge:</i>	<i>\$1,000,225.00</i>
2081	Police District	
	Personal Services	\$2,358,940.00
	Other	<u>\$ 481,400.09</u>
	<i>Total Police District:</i>	<i>\$2,840,340.09</i>
2112	Fire District	
	Personal Services	\$2,338,248.80
	Other	<u>\$ 794,630.00</u>
	<i>Total Fire District:</i>	<i>\$3,132,878.80</i>
2231	Permissive Motor Vehicle Gas Tax	\$ 240,000.00

2281	Ambulance and Emergency Medical	
	Personal Services	\$ 139,011.00
	Other	<u>\$ 114,332.00</u>
	<i>Total Ambulance and Emergency Medical:</i>	<i>\$ 253,343.00</i>
2904	Centerville Fire Ancillary	\$ 110,000.00
2906	Police Trust Fund	\$ 25,000.00
2907	Police Cell Tower Receipts	\$ 24,000.00
2908	Fire Cell Tower Receipts	\$ 24,000.00
2911	American Rescue Plan Fund	\$ 696,195.62
3102	General Bond Retirement	\$ 129,207.00
3901	Clyo Road TIF II	\$ 24,100.00
2909	MEP	\$ 4,350.00

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**Total Temporary Appropriations    \$9,635,638.31**

FURTHER BE IT RESOLVED, that the above aggregate amounts be appropriated based upon the attached submittals (hereby incorporated) and a copy shall be sent to the Greene County Auditor.

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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



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**Administrator's Report to the Trustees  
July 18, 2022**

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

- We are ready to proceed to bid for Carpenter Road.
- Attended a Safety Study meeting for the Centerville Road/Wilmington Dayton Road intersection. The preferred change to the intersection is a roundabout.
- Meetings continue on the I-675/Wilmington Pike study for future improvements.
- The County Commissioners have agreed to grant us funding toward the Veteran's memorial. We will be seeking additional funding for the statue fund.
- Attended the Open House for Steven Haller on his last day at work for the Prosecutor's Office. 47 years of continuous service in the office.
- Attended the CLOUT Executive Committee meeting in Columbus.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written in a cursive style.

Barry P. Tiffany  
Township Administrator



**Staff Report for the Sugar Creek Township Board of Trustees  
June 7, 2022 to July 14, 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:**

- **June 23, 2022 Board of Zoning Appeals Meeting: Follow-up**
  - **BZA06-2022:** Applicant, Dwayne Adams, is requesting a Variance from Section 4.14, 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 594 Conifer Trail, parcel L32000100140007900, owned by Dwayne and Debby Adams, containing 5.235 acres and located in the A-1 (Agricultural) District.
    - The Board of Zoning Appeals approved the applicant's request.
- **July 28, 2022 Board of Zoning Appeals Meeting**
  - **BZA07-2022:** Applicant, John Shonle is requesting a Variance from Section 4.14 B. 6. of the Sugar Creek Township Zoning Resolution to allow for the construction of a ground mounted solar array on a currently vacant parcel. The subject property is McBee Road (located directly adjacent to 966 McBee Road), parcel L32000200150006900, contains 1.0 acre, is owned by John Stuart Shonle Trustee, and located in the R-1A (Suburban Residential-Low) District.

### Zoning Commission Activities:

- **June 7, 2022 Zoning Commission Meeting: Follow-up**
  - **ZC01-2022**: Applicant Grand Communities, LLC has submitted their monument sign plans, elevations of the gallery buildings facing Center Point, dumpster screen treatment, ev charger location plan, and updated landscaping plan for review by the Zoning Commission via the Minor Modification process.
    - **The Zoning Commission approved the plans subject to a condition that conduit be run for a future additional ev charging unit and the curb be notched to mark the location.**
  
- **June 7, 2022 Zoning Commission Meeting: Follow-up**
  - **ZC02-2022**: Applicant, 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).
    - The Zoning Commission recommended approval to the Board of Township Trustees.
  
- **Next Meeting scheduled for August 2, 2022 Zoning Commission**

### Meetings/Accomplishments:

- Met with resident to discuss construction of a detached garage on June 7, 2022
- Attended Zoning Commission Meeting on June 7, 2022
- Attended iWorQ training on June 8, 2022
- Phone conference with Guttman Development to discuss paving of Grand Boulevard on June 9, 2022
- Met with developer to discuss land in the township on June 14, 2022
- Met with Hills Development Company to discuss Landings on June 14, 2022
- Met with representatives from the Woodland Ridge HOA on June 15, 2022
- Attended iWorQ training on June 15, 2022
- Attended perspectives 2040 Steering Committee Meeting via Zoom on June 16, 2022
- Met with residents to discuss variance process on June 21, 2022
- Attended RPCC Executive Committee Meeting on June 21, 2022
- Met with developer to discuss land in the township on June 22, 2022
- Attended iWorQ training on June 22, 2022
- Attended BZA Meeting on June 23, 2022
- Attended Zoning Commission Meeting on July 5, 2022

- Met with Fire Chief to discuss rural driveway standards on July 11, 2022
- Attended RPCC Technical Review Committee Meeting on July 13, 2022
- Attended Safety Study Stakeholders Meeting at the GCEO on July 13, 2022
- Attended iWorQ training on July 14, 2022



Jeffrey A. Leaming  
Fire Chief

## Staff Report for Sugar Creek Township Trustees June 3, 2022 thru July 13, 2022

The following information is a snap shot of the activities and areas of responsibilities for Sugar Creek 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)

- Hand Trauma
- NIOSH Review / Advanced Pump Drills
- Accidental Drug Ingestions and OD's
- Officer Development
- Water Hydraulics

### Statistics:

#### 2021 Totals

- EMS Responses: 875                      4 Overdose calls with 1 patient(s) receiving Narcan
- Vehicle Crashes: 149
- Fire Responses: 260  
1135                      6.7% or 76 calls have been to Cornerstone

#### 2022 Totals Year to Date

- EMS Responses: 474                      0 Overdose calls with 0 patients receiving Narcan
- Vehicle Crashes: 78
- Fire Responses: 159  
635                      6.9% or 44 calls have been to Cornerstone

### Accomplishments/Information:

- Concrete apron at station 72 has been replaced
- Concrete polishing of floors at station 72 is completed
- Selecting vendor based on bids for kitchen renovations with dish washer installs at both fire stations
- Engine 71 is back in service
- Boat motor has been repaired
- The department is now using Crew Force scheduling software
- Greene Central Dispatch starting July 13<sup>th</sup> will be using a computer generator voice for fire dispatching
- Ladder Truck is ready for final inspection the week of the July 18<sup>th</sup>
  - o Recommend waiting until Fire Prevention Week to have an Open House and dedicate the new ladder truck at that event along with employee recognition. Tentative date will be October 15<sup>th</sup>.

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

- Continuing to monitor COVID-19 situation
- Continuously accepting applications for part time openings
- Capital needs of the department are updated and summarized below in this report
- 2.0 mill levy up for renewal; currently expires 2022

4398 Clys Road | Sugar Creek, Ohio 45305  
(P) 937.848.7344 | (F) 937.848.5188  
www.SugarcreekOH.US

- Submitted a Grant application to State of Ohio for Recruitment and Retention of First Responders

**Scheduled Events:**

- Bellbrook Sugarcreek Park District requests an engine to attend a kids camp on July 19<sup>th</sup> at Sweet Arrow Reserve
- The High School Band Boosters requests an engine to spray members of the band at the conclusion of band camp on July 20<sup>th</sup>

**Fiscal:**

As of June 21, 2022	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,345,917.00	\$427,714.19	\$1,662,065.95	\$1,281,802.97	49.296%
EMS	\$246,593.00	\$89,666.84	\$84,657.74	\$74,576.57	34.013%
Cell Tower Fund	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.000%
Department Total	\$3,616,510.00	\$517,381.03	\$1,746,723.69	\$1,380,379.54	47.928%

**Projected Capital Needs:**

Priority	Immediate	Moderate	Low
1	Engine	\$750,000.00	Battalion Bay sensors \$1,200.00
2	(5) Mobile Radios	\$35,000.00	Inside Building Painting / Bay (Sta. 72) \$9,000.00
3	Medic Unit	\$380,000.00	Buld Gear Room (In Bay Sta. 72) \$55,000.00
4			Radio Batteries \$2,500.00
5			Concrete Bay Floor Repair/Replace Sta. 71 \$30,000.00
6			Chain saw \$1,375.00
7			Hand Tools \$3,000.00
8			Replace Hose \$10,000.00
9			Station Alerting \$54,000.00
10			Upgrade MDT's \$15,000.00
11			Replace Staff Vehicles (2) 2025 \$125,000.00
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
	Total	\$1,165,000.00	\$306,075.00

TOTAL \$1,589,075.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown  
Chief of Police

## Trustee Report July 18, 2022

### Training

- On June 29<sup>th</sup> & June 30<sup>th</sup>, our department participated in the Beavercreek's Active Shooter Response Training at the High School.
- No other classes scheduled for July.

### Fiscal

Budget 2022 (Final Appropriation)	\$3,047,100.00
Expenditures as of July 15, 2022	\$1,589,320.15
% of Budget Used	51.7%
% of Budget Year Target for the end of July	58.1%
% of Budget Remaining	48.3%
Cash Balance as of July 15, 2022	\$854,332.38

## EVENTS/APPEARANCES

- On June 24<sup>th</sup>, Chief Brown attended the Security Measures Meeting at the school.
- On June 30<sup>th</sup>, Chief Brown attended the Woodland Ridge HOA Meeting at the Fire Training Room.

Respectfully submitted,

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
*Chief of Police*

## Police Blotter

June 1, 2022

- Business and house checks
- Domestic dispute on Acorn Drive
- Crash report on State Route 725

June 2, 2022

- Community policing
- Traffic stops
- Solicitor on Wilmington Pike

June 3, 2022

- Crash report on Feedwire Road
- Theft arrest on Wilmington Pike
- Welfare check on Wilmington Pike
- Crash report on Wilmington Pike
- Juvenile complaint on Wilmington Pike
- Suspicious vehicle on Lakeman Drive

June 4, 2022

- Nothing to Report

June 5, 2022

- Juvenile complaint on Wilmington Pike
- Suspicious person on Van Eaton Road
- Domestic dispute on Waynesville Road
- Noise complaint on Kilkenny Court

June 6, 2022

- Nothing to Report

June 7, 2022

- Suspicious vehicle on Wilmington-Dayton Road
- Crash report on Belfast Drive
- Theft report on Cloyo Road
- Welfare check on Feedwire Road

June 8, 2022

- Crash report on N. Lakeman Drive
- Request of an officer on Lower Bellbrook Road
- Welfare check on Stutsman Road
- An animal complaint on Eagle Stone Court

June 9, 2022

- Business and house checks
- Crash report on Silverado Drive
- Community policing

June 10, 2022

- Traffic stops
- Suspicious person/theft report on Wilmington-Dayton Road

June 11, 2022

- Nothing to Report

June 12, 2022

- Theft report on Little Sugarcreek Road
- Theft report on Pepperwell Circle
- Theft report on Acorn Drive
- Crash report on Clio road
- Theft report on Wilmington Pike

June 13, 2022

- Nothing to Report

June 14, 2022

- An animal complaint on State Route 725
- Welfare check on Washington Mill Road

June 15, 2022

- Fraud report taken on Wilmington-Dayton Road
- Found property on Valais Court
- Crash report on Little Sugarcreek Road

June 16, 2022

- Theft report on Ferry Road
- Intoxicated subject on Wilmington Pike

June 17, 2022

- Business and house checks
- Theft on Lower Sugarcreek Road
- An animal complaint on Wilmington Pike
- Welfare check on Feedwire Road

June 18, 2022

- Traffic stops
- Suspicious vehicle on Wilmington-Dayton Road
- Crash on Wilmington Pike
- Juvenile complaint on Wilmington-Dayton Road

June 19, 2022

- Nothing to Report

June 20, 2022

- Community policing
- Trespassing complaint on Apache Trail
- Domestic dispute on Acorn Drive
- Crash on Upper Bellbrook Road
- Welfare check on Rose Lake Drive

June 21, 2022

- Nothing to Report

June 22, 2022

- Request of an officer on Coffeat Court
- Crash on Lower Sugarcreek Road
- Disturbance report on Wilmington Pike

June 23, 2022

- Welfare check on Cloy Road
- Peace officer needed on Waynesville Road
- Theft arrest on Wilmington Pike

June 24, 2022

- Burglary report on Upper Bellbrook Road
- Crash report on Wayside Drive
- Crash report on Wilmington Pike
- Crash report on Feedwire Road

June 25, 2022

- Business and house checks
- Theft report on Waynesville Road
- Theft report on Conference Road

June 26, 2022

- Community policing
- An animal complaint on Wilmington-Dayton Road
- Crash report on Carpenter Road
- Juvenile complaint on Surrey Trail

June 27, 2022

- Nothing to Report

June 28, 2022

- Welfare check on Little Sugarcreek Road
- Traffic stops
- Request of an officer on Wilmington Pike
- Theft report on Surrey Trail

June 29, 2022

- Nothing to Report

June 30, 2022

- Theft arrest on Wilmington Pike
- An animal complaint on Wilmington Pike
- Community policing
- Intoxicated subject on Springland Circle

July 1, 2022

- Business and house checks
- Crash report on Wilmington Pike
- Harassment charges on Glenwood Way
- Crash report on Feedwire Road

July 2, 2022

- Community policing
- Crash report on Clyo Road
- An animal complaint on Sonoma Court
- Traffic stops

July 3, 2022

- Intoxicated subject on Wilmington Pike
- Intoxicated subject on Willow Creek Circle
- Juvenile complaint on Bayberry Cove Drive

July 4, 2022

- Nothing to Report

July 5, 2022

- Nothing to Report

July 6, 2022

- Crash report on Feedwire Road
- Peace officer needed on Wilmington Pike
- Juvenile complaint on Wilmington-Dayton Road
- Welfare check on Coffeat Court

July 7, 2022

- Theft report on Centerville Road
- Criminal damaging on N. Lakeman Drive
- Fireworks reported on Brown Road

July 8, 2022

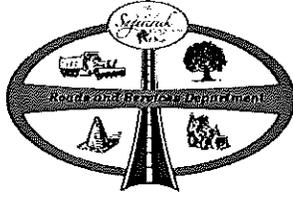
- Nothing to Report

July 9, 2022

- Crash report on Stutsman Road
- Juvenile complaint on Oak Creek Drive

July 10, 2022

- Community policing
- Business checks
- Traffic stops



## Staff Report for Sugar Creek Township Trustees July 18, 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:

- Downed stop sign-Silverado/CenterPoint
- Trees down in several areas of TWP

### Accomplishments:

- Repair rut in berm-Ferry S, Memorial Dr
- Trimmed trees-Ferry S, Cedar Ridge, Brown Rd @bridge
- Repair ditch, cut trees, weed whip intersection of Conference/Wilmington-Dayton
- Remove signs from ROW (24)
- Installed “no outlet” sign on top of “Woodland Ridge Ct” street sign
- Installed new 25mph sign, Neighborhood watch sign-Woodland Ridge Ct
- Mowed 2090 Ferry Rd (3)
- Township road mowing cycle (2)
- Installed new “Woodland Ridge Ct” placards on “T” sign LSC
- Changed radar batteries (4)
- Cold patch- Ferry S, Soaring Heights, LSC, Spillway Ct
- Bermed Middle Run E, Sears Rd, Parts of LSC, Conference Rd
- Back stocked gravel for berm
- Trouble shot Door 3-called D C Doors
- Mowed Plaza area, pond area, walk path (3)
- Changed fuel filter-Massey tractor
- Weeded landscaping-2090 Ferry Rd, Briggs Island (2)
- Weed whip guard rails throughout TWP
- Went for cold patch
- Washed fence at 2090 Ferry Rd
- Installed new “stop” sign-Silverado Dr
- Fabricated metal blade for gas powered edger
- Remount street sign-Riverbend/South Creek
- Install “no outlet” sign-Calloway Hills
- Clean up damage from storm-LSC, McBee, Berryhill, Fauber Rds., Springland Cir
- Repaired multiple berm washouts in TWP
- Serviced all chainsaws
- Proof roll-Landings Sec. 7 (3)
- Filled water tank for gardens (2)

- Borrow Dura Patcher from Beavercreek Twp
- Dura patched berm-Shepherd Rd @ Spyglass, LSC @ Fallis Cemetery, Middle Run E(up hill @ church)
- Removed large dead limbs overhanging road-Middle Run Rd (with Wayne TWP)
- Took trailer tire to Harworth Tire for repair
- Met with homeowners-LSC sight distance issue, trimmed trees
- Cut trees off walkway-Glory Dr, Kable's Mill
- Weed whip hillside-Washington Mill(sight issue)
- Monthly EM lights test 2090 Ferry Rd
- Trimmed trees-N Creek Cir, Silverado, Clys, River Edge Cir, Spahr, Carpenter Rds
- Backhoe, mini excavator training
- Repair berm-LSC/Feedwire Rd
- Repair Lanterns Glow Ct with cold patch
- Cut over-hanging branches-Soaring Heights, Berryhill Rd
- Install shoot for gravel-702
- Went to Middletown for emulsion (2)
- Remove dead raccoon-Washington Mill, dead possum-Glory Dr, dead squirrel-Lakeman Dr, dead turtle-Stewart Rd
- Dura patched radius-Cedar Ridge/River Ridge, Ferry S
- Weed whip, cut brush-Carpenter Rd/ S Alpha Bellbrook
- Road review-culvert inspections
- Cleaned up fallen tree-Middle Run W, Haines Rd
- Removed lost load of school supplies-Wilmington Pike
- Went to Melvin Stone for washed #9's(for Dura patcher)
- Went to Paving meeting-Greene County

Respectfully,

Dale Owens  
 Director of Roads and Services

## **10. Old Business**

### **11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Administration Department Staff – Madeleine Rogg – 2022.07.18.04
- D. Appointment of Fire Department Staff – Adam Gartenman, Keven Messer, Evan Thompson – 2022.07.18.05
- E. Resignation of Police Department Staff – Officer James Cagg – 2022.07.18.06
- F. 2022 Collective Bid Agreement with Greene County Engineer – 2022.07.18.07
- G. Authorizing Township Administrator to Go out to Bid – 2022.07.18.08
- H. Authorizing Township Administrator as signatory for Carpenter Road Improvement project Agreement – 2022.07.18.09

### **12. Discussion Agenda Items**

- A. Authorizing Township Administrator to enter into agreement for Kitchen remodel for the Fire Department at Public Safety building – 2022.07.18.10
- B. Authorizing payment to Butler Tech for CDL Class and Certification for Chase Morgan – 2022.07.18.11
- C. Creating a Veterans Memorial Fund – 2022.07.18.12
- 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
- E. Fire Apparatus Access Driveways & Bridges

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

### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**

## Payment Listing

6/6/2022 to 7/17/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1061-2022	06/13/2022	06/13/2022	CH	BUREAU OF WORKERS' COMPENSATION	\$5,395.36	O
	Purpose: JUNE PAYMENT					
1176-2022	07/11/2022	07/11/2022	CH	OHIO PUBLIC WORKS COMMISSION	\$20,376.66	O
	Purpose: CLYO AND BROWN ROAD PAYMENTS					
1177-2022	07/11/2022	07/11/2022	CH	BUREAU OF WORKERS' COMPENSATION	\$5,395.36	O
	Purpose: MONTHLY PAYMENT					
88482	06/08/2022	06/08/2022	AW	SUGARCREEK DIRECT FAMILY CARE	\$1,520.00	O
	Purpose: April Fee					
88483	06/08/2022	06/08/2022	AW	ERNST CONCRETE	\$502.70	O
	Purpose: Crushed concrete for road repairs					
88484	06/08/2022	06/08/2022	AW	TOM'S MULCH	\$258.65	O
	Purpose: Landscaper Black Gold Mulch					
88485	06/08/2022	06/08/2022	AW	ERNST CONCRETE	\$330.00	O
	Purpose: crushed concrete for road repairs					
88486	06/08/2022	06/08/2022	AW	HARWORTH TIRE AND AUTO	\$671.64	O
	Purpose: Tires for F150 #700					
88487	06/08/2022	06/08/2022	AW	DUNCAN OIL COMPANY	\$3,154.61	O
	Purpose: Diesel and no-lead fuel					
88488	06/08/2022	06/08/2022	AW	AIM MEDIA MIDWEST	\$135.10	O
	Purpose: Legal notices - Zoning BZA Case 05-2022					
88489	06/08/2022	06/08/2022	AW	CHOICE ONE ENGINEERING	\$1,375.00	O
	Purpose: Veterans memorial concept					
88490	06/08/2022	06/08/2022	AW	COMMAND ROOFING	\$1,475.00	O
	Purpose: Roof repair main building					
88491	06/08/2022	06/08/2022	AW	EVOLUTION CREATIVE SOLUTIONS	\$241.58	O
88492	06/08/2022	06/08/2022	AW	OFFICE DEPOT	\$65.23	O
	Purpose: Copy paper, pens					
88493	06/09/2022	06/09/2022	AW	TECH ADVISORS	\$115.80	O
	Purpose: USB drives					
88494	06/09/2022	06/09/2022	AW	ARCHANGEL DEVICE LLC	\$199.98	O
	Purpose: light mount for two officers					
88495	06/09/2022	06/09/2022	AW	OHIO PEACE OFFICERS TRAINING ACADE	\$100.00	O
	Purpose: Online class - Community Diversity and Procedural Justice					
88496	06/09/2022	06/09/2022	AW	AES OHIO	\$352.08	O
	Purpose: Electric for Main Building, Quanset hut and Clyo/Center point traffic signal					
88497	06/09/2022	06/09/2022	AW	TREASURER OF STATE	\$270.88	O
	Purpose: Dam Safety annual fee					
88498	06/09/2022	06/09/2022	AW	CHARTER COMMUNICATIONS	\$239.24	O
	Purpose: Station 71 & Public safety building phone and cable					
88499	06/09/2022	06/09/2022	AW	OFFICE DEPOT	\$51.77	O
	Purpose: P touch tape and kleenex					
88500	06/09/2022	06/09/2022	AW	HOME DEPOT CREDIT SERVICES	\$164.00	O
	Purpose: Tool box for L72					
88501	06/09/2022	06/09/2022	AW	CENTERPOINT ENERGY	\$89.25	O
	Purpose: station 71 May usage					
88502	06/09/2022	06/09/2022	AW	O'REILLY AUTOMOTIVE, INC.	\$9.80	O

## Payment Listing

6/6/2022 to 7/17/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: Car part - washer fluid cap				
88503	06/09/2022	06/09/2022	AW	MUFFLER BROTHERS	\$52.83	O
		Purpose: car 109 oil change				
88504	06/09/2022	06/09/2022	AW	OFFICE DEPOT	\$175.46	O
		Purpose: Copy paper, toner (records printer), coffee				
88505	06/09/2022	06/09/2022	AW	KIESLER'S POLICE SUPPLY, INC.	\$728.07	O
		Purpose: Vest for Sgt. Guerrero				
88506	06/09/2022	06/09/2022	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$75.00	O
		Purpose: Searches				
88507	06/09/2022	06/09/2022	AW	GOV DEALS	\$652.50	O
		Purpose: fees for sale of caprice				
88508	06/09/2022	06/09/2022	AW	CRAIG BLACK	\$400.00	O
		Purpose: Clothing allowance per contract				
88509	06/09/2022	06/09/2022	AW	LESLEY STAYER	\$400.00	O
		Purpose: clothing allowance per contract				
88510	06/09/2022	06/09/2022	AW	Paul Guerrero	\$400.00	O
		Purpose: clothing allowance per contract				
88511	06/09/2022	06/09/2022	AW	MARATHON	\$500.00	O
		Purpose: Bellbrook Marathon 125 washes prepaid				
88512	06/09/2022	06/09/2022	AW	MEDICOUNT MANAGEMENT, INC.	\$1,505.79	O
		Purpose: billing fee April 2022				
88513	06/09/2022	06/09/2022	AW	PHOENIX SAFETY OUTFITTERS	\$193.85	O
		Purpose: Job Shirts for Captain Collier				
88514	06/09/2022	06/09/2022	AW	CLEVELAND PSYCHOLOGICAL TESTING	\$600.00	O
		Purpose: Psych Evaluation for new hire full time				
88515	06/09/2022	06/09/2022	AW	INTERSTATE FORD	\$491.05	O
		Purpose: M72 repairs				
88516	06/09/2022	06/09/2022	AW	A. E. DAVID COMPANY	\$17.95	O
		Purpose: Nameplate for L. Terry				
88517	06/09/2022	06/09/2022	AW	DUNCAN OIL COMPANY	\$2,583.38	O
88518	06/10/2022	06/10/2022	AW	OHIO TOWNSHIP ASSOCIATION	\$310.00	O
		Purpose: 2022 Membership dues				
88519	06/10/2022	06/10/2022	AW	GREENE COUNTY SANITARY ENGINEER	\$73.02	O
		Purpose: Admin building water & sewer				
88520	06/10/2022	06/10/2022	AW	CENTERPOINT ENERGY	\$193.62	O
		Purpose: Natural gas for Clys				
88521	06/10/2022	06/10/2022	AW	AES OHIO	\$894.58	O
		Purpose: Electric for Clys				
88522	06/10/2022	06/10/2022	AW	AES OHIO	\$165.16	O
		Purpose: Station 72 electric				
88523	06/10/2022	06/10/2022	AW	GREENE COUNTY SANITARY ENGINEER	\$26.56	O
		Purpose: Station 72 water and sewer				
88524	06/10/2022	06/10/2022	AW	HOME DEPOT CREDIT SERVICES	\$46.37	O
		Purpose: Hand soap and ceiling tiles				
88525	06/13/2022	06/13/2022	AW	GREENE COUNTY DEPT. OF BUILDING RE	\$43.72	V
		Purpose: ELECTRICAL PERMIT FOR DIESEL TANKS				

## Payment Listing

6/6/2022 to 7/17/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
88525	06/28/2022	06/28/2022	AW	GREENE COUNTY DEPT. OF BUILDING REI	-\$43.72	V
88526	06/13/2022	06/13/2022	AW	R & A CONCRETE LLC	\$45,400.00	O
				Purpose: CONCRETE FOR STA 72		
88527	06/13/2022	06/13/2022	AW	TARGET SOLUTIONS LEARNING LLC	\$4,599.00	O
				Purpose: SCHEDULING PROGRAM		
88528	06/13/2022	06/13/2022	AW	OHIO ASSOCIATION OF CHIEFS OF POLICI	\$195.00	O
				Purpose: DUES - CHIEF BROWN		
88529	06/13/2022	06/13/2022	AW	LOWE'S COMPANIES INC.	\$999.73	O
				Purpose: MISC PURCHASES		
88530	06/13/2022	06/13/2022	AW	PROFORMA ALBRECHT & CO	\$550.00	O
				Purpose: LAPEL PINS		
88531	06/13/2022	06/13/2022	AW	TIME WARNER CABLE	\$735.00	O
				Purpose: ETHERNET AND INTERNET		
88532	06/13/2022	06/13/2022	AW	TIME WARNER CABLE	\$42.10	O
				Purpose: TV SERVICE		
88533	06/13/2022	06/13/2022	AW	TREASURER OF STATE	\$950.78	O
				Purpose: DIESEL TANK CLEAN UP		
88534	06/13/2022	06/13/2022	AW	BRIDGEWIRED LLC	\$96,000.00	O
				Purpose: BROADBAND		
88535	06/13/2022	06/13/2022	AW	GREENE COUNTY SANITARY ENGINEER	\$459.35	O
				Purpose: WATER AND SEWER		
88537	06/14/2022	06/14/2022	AW	PETTY CASH	\$100.00	O
				Purpose: REPLENISH PETTY CASH		
88538	06/14/2022	06/14/2022	AW	O'REILLY AUTOMOTIVE, INC.	\$80.46	O
				Purpose: MISC PARTS		
88539	06/14/2022	06/14/2022	AW	NAVIA BENEFIT SOLUTIONS, INC.	\$367.00	O
				Purpose: MONTHLY FEE		
88540	06/14/2022	06/14/2022	AW	CHARTER COMMUNICATIONS	\$698.95	O
				Purpose: MAIN PHONE		
88541	06/14/2022	06/14/2022	AW	TECH ADVISORS	\$6,508.50	O
				Purpose: MONTHLY FEE, M365, AND SOFTWARE SERVICE		
88542	06/14/2022	06/14/2022	AW	PRO ONCALL TECHNOLOGIES	\$248.57	O
				Purpose: MONTHLY FEE		
88543	06/14/2022	06/14/2022	AW	QUADIENT, INC.	\$140.85	O
				Purpose: POSTAGE MACHINE RENTAL		
88544	06/14/2022	06/14/2022	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: COMPUTER RENTALS		
88545	06/14/2022	06/14/2022	AW	DnD UNIFORMS, INC.	\$195.00	O
				Purpose: SHIRTS		
88546	06/14/2022	06/14/2022	AW	US BANK EQUIPMENT FINANCE	\$929.68	O
				Purpose: COPIER FEES		
88548	06/14/2022	06/14/2022	AW	OFFICE DEPOT	\$33.99	O
				Purpose: SUPPLIES		
88549	06/14/2022	06/14/2022	AW	DUNCAN OIL COMPANY	\$1,556.51	O
				Purpose: FUEL		
88550	06/14/2022	06/14/2022	AW	RUMPKE CONSOLIDATED	\$243.33	O

## Payment Listing

6/6/2022 to 7/17/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: TRASH REMOVAL				
88551	06/14/2022	06/14/2022	AW	DC DOOR COMPANY	\$440.00	O
		Purpose: GARAGE DOOR REPAIR				
88552	06/14/2022	06/14/2022	AW	JACK DOHENY COMPANIES, INC.	\$4,721.81	O
		Purpose: STREET SWEEPER REPAIR				
88553	06/14/2022	06/14/2022	AW	REGION 3 RESCUE STRIKE TEAM	\$280.00	O
		Purpose: 2022 CONTRIBUTIONS				
88554	06/14/2022	06/14/2022	AW	AIRGAS USA, LLC	\$22.86	O
		Purpose: OXYGEN				
88555	06/14/2022	06/14/2022	AW	REDDY ELECTRIC	\$3,894.56	O
		Purpose: CONDUIT AND WIRING FOR FUEL TANKS				
88556	06/14/2022	06/14/2022	AW	GATEWAY AUTO CLINIC	\$56.69	O
		Purpose: CHF 72 OIL CHANGE				
88557	06/14/2022	06/14/2022	AW	VIEVU	\$299.00	O
		Purpose: BODY CAM				
88558	06/14/2022	06/14/2022	AW	TIME WARNER CABLE	\$500.00	O
		Purpose: NETWORK SERVICES				
88559	06/16/2022	06/16/2022	AW	GEM CITY CLEANING CREW	\$350.00	O
		Purpose: June Cleaning				
88561	06/21/2022	06/21/2022	AW	BARRY TIFFANY	\$750.00	O
		Purpose: CELL PHONE AND CAR ALLOWANCE				
88562	06/21/2022	06/21/2022	AW	CARA TILFORD	\$450.00	O
		Purpose: CELL PHONE AND CAR ALLOWANCE				
88563	06/21/2022	06/21/2022	AW	FRED CRAMER	\$20.00	O
		Purpose: CELL PHONE				
88564	06/21/2022	06/21/2022	AW	CAROLYN L. DESTEFANI	\$20.00	O
		Purpose: CELL PHONE				
88565	06/21/2022	06/21/2022	AW	MARVIN MOELLER	\$20.00	O
		Purpose: CELL PHONE				
88566	06/21/2022	06/21/2022	AW	DALE OWENS	\$20.00	O
		Purpose: CELL PHONE				
88567	06/21/2022	06/21/2022	AW	RICHARD CIPRIANO	\$20.00	O
		Purpose: CELL PHONE				
88568	06/21/2022	06/21/2022	AW	ROBERT JORDAN	\$20.00	O
		Purpose: CELL PHONE				
88569	06/21/2022	06/21/2022	AW	CHASE MORGAN	\$20.00	O
		Purpose: CELL PHONE				
88570	06/21/2022	06/21/2022	AW	MICHAEL WARD	\$20.00	O
		Purpose: CELL PHONE				
88571	06/21/2022	06/21/2022	AW	JOSHUA DARNELL	\$20.00	O
		Purpose: CELL PHONE				
88572	06/21/2022	06/21/2022	AW	TREASURER OF STATE	\$1,260.00	O
		Purpose: MARCS RADIOS				
88573	06/21/2022	06/21/2022	AW	ERNST CONCRETE	\$1,045.00	O
		Purpose: RECYCLED CONCRETE BASE				
88574	06/21/2022	06/21/2022	AW	CITY OF XENIA	\$67,004.83	O

## Payment Listing

6/6/2022 to 7/17/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: 3RD QTR 911 DISPATCH				
88575	06/21/2022	06/21/2022	AW	LYNN PEAVEY COMPANY	\$190.98	O
		Purpose: DETECTICE EVIDENCE MATERIAL				
88576	06/21/2022	06/21/2022	AW	VERIZON WIRELESS	\$626.91	O
		Purpose: CELL PHONES - POLICE				
88577	06/21/2022	06/21/2022	AW	EVOLUTION CREATIVE SOLUTIONS	\$57.70	O
		Purpose: BUSINESS CARDS - OFFICER TERRY				
88578	06/21/2022	06/21/2022	AW	INTERNATIONAL PRO BIKE SHOP	\$7.00	O
		Purpose: ITEM FOR BIKE TRAINING				
88579	06/21/2022	06/21/2022	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$556.00	O
		Purpose: DRUG TESTING/PHYSICALS				
88580	06/21/2022	06/21/2022	AW	P & R COMMUNICATIONS SERVICE, INC.	\$1,295.45	O
		Purpose: RADIO INSTALLATION IN L72				
88581	06/21/2022	06/21/2022	AW	PHOENIX SAFETY OUTFITTERS	\$400.80	O
		Purpose: UNIFORMS				
88582	06/21/2022	06/21/2022	AW	DUNCAN OIL COMPANY	\$2,612.33	O
		Purpose: FUEL				
88583	06/21/2022	06/21/2022	AW	ATLANTIC EMERGENCY SOLUTIONS	\$7.80	O
		Purpose: PISTAKE INTAKE VALVE				
88584	06/21/2022	06/21/2022	AW	HIGH TRAFFIC FLOORING, LTD	\$14,820.50	O
		Purpose: NEW FLOORING				
88585	06/27/2022	06/27/2022	AW	TREASURER OF STATE	\$1,074.00	O
		Purpose: 3RD QTR UAN FEES				
88586	06/27/2022	06/27/2022	AW	JORDAN CONCRETE SERVICES, LLC	\$24,468.75	O
		Purpose: CURB REPLACEMENT				
88589	06/28/2022	06/28/2022	AW	MICHAEL BROWN	\$50.00	O
		Purpose: CELL PHONE				
88590	06/28/2022	06/28/2022	AW	DOUG EVANS	\$20.00	O
		Purpose: CELL PHONE				
88591	06/28/2022	06/28/2022	AW	MARK WHITE	\$20.00	O
		Purpose: CELL PHONE				
88592	06/28/2022	06/28/2022	AW	VALLEY ASPHALT CORPORATION	\$306.60	O
		Purpose: COLD MIX				
88593	06/28/2022	06/28/2022	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$1,144.00	O
		Purpose: PHYSICAL, ETC.				
88594	06/28/2022	06/28/2022	AW	CHARTER COMMUNICATIONS	\$698.95	O
		Purpose: TELEPHONE				
88595	06/28/2022	06/28/2022	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
		Purpose: ENERGY CONTRACT				
88596	06/28/2022	06/28/2022	AW	INTERNATIONAL MAILING SYSTEMS	\$172.00	O
		Purpose: INK FOR POSTAGE MACHINE				
88597	06/28/2022	06/28/2022	AW	TECH ADVISORS	\$295.46	O
		Purpose: COMPUTER UPGRADE				
88598	06/28/2022	06/28/2022	AW	LEADS ONLINE	\$2,345.00	O
		Purpose: LEADS RENEWAL				
88599	06/28/2022	06/28/2022	AW	WASH IT DEAN	\$85.00	O

## Payment Listing

6/6/2022 to 7/17/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: CAR WASHES				
88600	06/28/2022	06/28/2022	AW	WASH IT DEAN	\$55.00	O
		Purpose: CAR WASHES				
88601	06/28/2022	06/28/2022	AW	DUNCAN OIL COMPANY	\$2,546.75	O
		Purpose: FUEL				
88606	06/28/2022	06/28/2022	AW	JOANN ZIMMERMAN	\$77.61	O
		Purpose: REFUND OF AFLAC INSURANCE				
88607	06/28/2022	06/28/2022	AW	ODP BUSINESS SOLUTIONS,LLC	\$200.63	O
		Purpose: PAPER TOWELS, SUPPLIES				
88608	06/28/2022	06/28/2022	AW	BUGS-OR-US PEST CONTROL	\$55.00	O
		Purpose: PEST CONTROL				
88609	06/28/2022	06/28/2022	AW	TREASURER OF STATE	\$100.00	O
		Purpose: MONTHLY ACCESS				
88610	06/28/2022	06/28/2022	AW	CAPITAL ONE	\$84.78	O
		Purpose: SUPPLIES				
88611	06/28/2022	06/28/2022	AW	TRANSFORMATIONS PLUS	\$7,850.00	O
		Purpose: FLOORING				
88612	07/05/2022	07/05/2022	AW	CHOICE ONE ENGINEERING	\$1,375.00	O
		Purpose: VETERANS MEMORIAL				
88613	07/05/2022	07/05/2022	AW	BELLBROOK LIONS CLUB	\$75.00	O
		Purpose: 2022-23 DUES				
88614	07/05/2022	07/05/2022	AW	EVOLUTION CREATIVE SOLUTIONS	\$57.70	O
		Purpose: BUSINESS CARDS - MANTIA				
88615	07/05/2022	07/05/2022	AW	JEFFERSON HEALTH PLAN	\$58,154.14	O
		Purpose: JUNE HEALTH INS				
88617	07/05/2022	07/05/2022	AW	DENTAL CARE PLUS, INC.	\$1,893.92	O
		Purpose: JULY DENTAL INS				
88619	07/05/2022	07/05/2022	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$653.76	O
		Purpose: JULY VISION INS				
88621	07/05/2022	07/05/2022	AW	STANDARD INSURANCE COMPANY	\$357.89	O
		Purpose: JUNE LIFE INS				
88622	07/05/2022	07/05/2022	AW	DUNCAN OIL COMPANY	\$3,811.78	O
88623	07/05/2022	07/05/2022	AW	BUGS-OR-US PEST CONTROL	\$130.00	O
		Purpose: PEST CONTROL				
88624	07/05/2022	07/05/2022	AW	MUFFLER BROTHERS	\$154.08	O
		Purpose: CARS 111 & 114				
88625	07/05/2022	07/05/2022	AW	TREASURER OF STATE	\$120.00	O
		Purpose: MARCS RADIOS				
88626	07/05/2022	07/05/2022	AW	AT&T MOBILITY	\$592.10	O
		Purpose: TABLETS, PHONES, ETC				
88627	07/05/2022	07/05/2022	AW	CITI CARDS	\$2,489.08	O
		Purpose: MISC PURCHASES				
88628	07/05/2022	07/05/2022	AW	ATLANTIC EMERGENCY SOLUTIONS	\$4,865.00	O
		Purpose: VENTILATION FAN FOR L72				
88629	07/05/2022	07/05/2022	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$139.00	O
		Purpose: DRUG TEST/PHYSICAL				

## Payment Listing

6/6/2022 to 7/17/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
88630	07/05/2022	07/05/2022	AW	BOUND TREE MEDICAL, LLC	\$332.97	O
				Purpose: SURGICAL CRIC KIT		
88631	07/05/2022	07/05/2022	AW	P & R COMMUNICATIONS SERVICE, INC.	\$625.00	O
				Purpose: RADIO PROGRAMMING		
88632	07/05/2022	07/05/2022	AW	MEDICOUNT MANAGEMENT, INC.	\$1,228.65	O
				Purpose: MAY BILLING FEE		
88633	07/05/2022	07/05/2022	AW	O'REILLY AUTOMOTIVE, INC.	\$176.72	O
				Purpose: SEALED BEAM AND JUMPSTART KIT		
88634	07/05/2022	07/05/2022	AW	GATEWAY AUTO CLINIC	\$78.07	O
				Purpose: C70 OIL CHANGE		
88635	07/05/2022	07/05/2022	AW	TROPHY SPORTS CENTER	\$148.00	O
				Purpose: UNIFORM T-SHIRTS		
88636	07/05/2022	07/05/2022	AW	PHOENIX SAFETY OUTFITTERS	\$334.90	O
				Purpose: UNIFORMS		
88637	07/11/2022	07/11/2022	AW	HARWORTH TIRE AND AUTO	\$35.00	O
				Purpose: TRAILER TIRE REPAIR		
88638	07/11/2022	07/11/2022	AW	BUCKEYE ECOCARE	\$219.50	O
				Purpose: LAWN TREATMENT ON CLYO ROAD		
88639	07/11/2022	07/11/2022	AW	CHOICE ONE ENGINEERING	\$965.00	O
				Purpose: PINE COURT LOT SPLIT		
88640	07/11/2022	07/11/2022	AW	A & A SAFETY	\$1,318.00	O
				Purpose: LETTERS FOR ADDRESS SIGNS		
88641	07/11/2022	07/11/2022	AW	TREASURER OF STATE	\$1,410.00	O
				Purpose: MARCS RADIOS		
88642	07/11/2022	07/11/2022	AW	CENTERVILLE GRAVELY	\$561.95	O
				Purpose: TRIMMER AND REPAIRS		
88645	07/12/2022	07/12/2022	AW	JOANN ZIMMERMAN	\$77.61	O
				Purpose: REFUND OF AFLAC W/H		
88647	07/12/2022	07/12/2022	AW	ODP BUSINESS SOLUTIONS,LLC	\$125.22	O
				Purpose: SUPPLIES		
88648	07/12/2022	07/12/2022	AW	GREENE COUNTY SANITARY ENGINEER	\$774.49	O
				Purpose: WATER		
88649	07/12/2022	07/12/2022	AW	TIME WARNER CABLE	\$42.10	O
				Purpose: SPECTRUM TV		
88650	07/12/2022	07/12/2022	AW	AES OHIO	\$374.73	O
				Purpose: ELECTRIC		
88651	07/12/2022	07/12/2022	AW	PROFORMA ALBRECHT & CO	\$21.55	O
				Purpose: SHIPPING		
88652	07/12/2022	07/12/2022	AW	RED WING SHOE STORE	\$467.98	O
				Purpose: BOOTS FOR EMPLOYEES		
88653	07/12/2022	07/12/2022	AW	LOWE'S COMPANIES INC.	\$310.15	O
				Purpose: MISC PURCHASES		
88654	07/12/2022	07/12/2022	AW	CITY OF BELLBROOK	\$133.79	O
				Purpose: WATER - STA 71		
88655	07/12/2022	07/12/2022	AW	DUNCAN OIL COMPANY	\$1,230.24	O
				Purpose: FUEL		

## Payment Listing

6/6/2022 to 7/17/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
88656	07/12/2022	07/12/2022	AW	PRO ONCALL TECHNOLOGIES	\$248.57	O
				Purpose: TELEPHONE		
88657	07/12/2022	07/12/2022	AW	AIRGAS USA, LLC	\$139.98	O
				Purpose: OXYGEN AND ANNUAL AGREEMENT		
88658	07/12/2022	07/12/2022	AW	TROPHY SPORTS CENTER	\$588.00	O
				Purpose: UNIFORM T-SHIRTS		
88659	07/12/2022	07/12/2022	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: COMPUTER RENTALS		
88660	07/12/2022	07/12/2022	AW	O'REILLY AUTOMOTIVE, INC.	\$245.85	O
				Purpose: BLUE DEF		
88661	07/12/2022	07/12/2022	AW	TECH ADVISORS	\$5,714.00	O
				Purpose: SOFTWARE SUPPORT		
88662	07/12/2022	07/12/2022	AW	INTERSTATE FORD	\$164.25	O
				Purpose: C72 DIAGNOSLIC		
88663	07/12/2022	07/12/2022	AW	HERITAGE FIRE EQUIPMENT	\$993.62	O
				Purpose: MAGNETIC MIC, AND REPAIRS		
88664	07/12/2022	07/12/2022	AW	AES OHIO	\$267.76	O
				Purpose: ELECTRIC		
88665	07/12/2022	07/12/2022	AW	CENTERPOINT ENERGY	\$184.15	O
				Purpose: NATURAL GAS		
88666	07/12/2022	07/12/2022	AW	CHARTER COMMUNICATIONS	\$122.65	O
				Purpose: VOICE AND CABLE		
88667	07/12/2022	07/12/2022	AW	TREASURER OF STATE	\$5,207.00	O
				Purpose: 2021 AUDIT FEES		
88668	07/12/2022	07/12/2022	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: POSTAGE		
88669	07/12/2022	07/12/2022	AW	BRADLEY C. MADER	\$513.00	O
				Purpose: 2ND QTR VOLUNTEER		
88670	07/12/2022	07/12/2022	AW	US BANK EQUIPMENT FINANCE	\$929.68	O
				Purpose: COPIER FEES		
88671	07/12/2022	07/12/2022	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$144.80	O
				Purpose: SEARCHES		
88672	07/12/2022	07/12/2022	AW	K. E. ROSE COMPANY	\$460.00	O
				Purpose: CAR 105		
88673	07/12/2022	07/12/2022	AW	AIM MEDIA MIDWEST	\$140.10	O
				Purpose: ZONING ADS		
88674	07/12/2022	07/12/2022	AW	CERTIFIED LABORATORIES	\$383.95	O
				Purpose: SUPPLIES		
88675	07/12/2022	07/12/2022	AW	NORTHCOAST PRODUCTS	\$661.20	O
				Purpose: RAPID SET EMULSION		
88676	07/12/2022	07/12/2022	AW	LEADER MACHINERY COMPANY, LTD	\$22.00	O
				Purpose: "O" RING		
88677	07/12/2022	07/12/2022	AW	RUMPKE CONSOLIDATED	\$256.74	O
				Purpose: TRASH REMOVAL		
88678	07/12/2022	07/12/2022	AW	TIME WARNER CABLE	\$1,235.00	O
				Purpose: INTERNET, ETERNET		

**Payment Listing**

6/6/2022 to 7/17/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
88679	07/12/2022	07/12/2022	AW	REMCO SYSTEMS, INC.	\$607.85	O
	Purpose: JACKET FOLDERS					
88680	07/12/2022	07/12/2022	AW	VERIZON WIRELESS	\$627.44	O
	Purpose: CELL PHONES - POLICE					
88681	07/12/2022	07/12/2022	AW	MUFFLER BROTHERS	\$14.09	O
	Purpose: TIRE REPAIR					
88682	07/12/2022	07/12/2022	AW	AES OHIO	\$1,176.20	O
	Purpose: ELECTRIC					
88683	07/12/2022	07/12/2022	AW	CHARTER COMMUNICATIONS	\$116.59	O
	Purpose: PHONE AND CABLE					
88684	07/12/2022	07/12/2022	AW	SOUND UNIFORM SOLUTIONS	\$876.50	O
	Purpose: BIKE UNIFORMS					
Total Payments:					\$468,284.14	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$468,284.14	

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.

## **10. Old Business**

### **11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Administration Department Staff – Madeleine Rogg – 2022.07.18.04
- D. Appointment of Fire Department Staff – Adam Gartenman, Keven Messer, Evan Thompson – 2022.07.18.05
- E. Resignation of Police Department Staff – Officer James Cagg – 2022.07.18.06
- F. 2022 Collective Bid Agreement with Greene County Engineer – 2022.07.18.07
- G. Authorizing Township Administrator to Go out to Bid – 2022.07.18.08
- H. Authorizing Township Administrator as signatory for Carpenter Road Improvement project Agreement – 2022.07.18.09

### **12. Discussion Agenda Items**

- A. Authorizing Township Administrator to enter into agreement for Kitchen remodel for the Fire Department at Public Safety building – 2022.07.18.10
- B. Authorizing payment to Butler Tech for CDL Class and Certification for Chase Morgan – 2022.07.18.11
- C. Creating a Veterans Memorial Fund – 2022.07.18.12
- 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
- E. Fire Apparatus Access Driveways & Bridges

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

### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on June 6<sup>th</sup>, 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.
- 3) **All in attendance stood for the Pledge of Allegiance.**

4) **Reports**

**Administration**

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

**Zoning**

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

**Fiscal Officer**

Mr. Demko was present. Mr. Demko provided an update on the audit. He stated that there have been three people on site throughout the week, but they plan on taking a couple weeks off.

Mrs. Destefani asked how often the auditors were on site.

Mr. Demko stated they were here daily.

Some discussion followed.

Mr. Demko stated that there are 5 auditors who often included a leader, a trainee, trainer, etc. But added that the audit has been going good so far and everything they have needed has been able to be provided.

Mrs. Destefani stated she knows there is a pre-briefing and post briefing and asked to be informed when the post briefing will occur.

Mr. Demko stated he can do that and would expect it to happen at the end of July or early August.

Some discussion followed.

Mr. Demko added how important he feels the audit is as Ted was in the role for a long time and did a nice job, but he is curious to see if there is anything moving forward to improve upon as he is transitioning into the role.

Mr. Moeller asked if it was unusual for them to send this many people down.

Mr. Tiffany stated not anymore.

Mr. Moeller stated that everyone has their own opinion on how things should be done, and he hopes they are not going to be a problem if someone did something differently than they would like things to be done.

Mr. Tiffany asked who was in charge.

Mr. Demko stated there are three: Sylvia, Tyler, and Donna and there are three under them.

Mr. Cramer added all the trustees would like to be apart of the summary.

**Fire**

Chief Leaming was not present. There was nothing to add to his report. Mr. Moeller stated the fire department has been helping a lot of other jurisdictions. Mr. Tiffany stated everybody has. Some discussion continued on the staff shortage of the fire department and how many calls they have been running. Mrs. Destefani asked why on the ladder truck has the shelving equipment not come in. Mr. Tiffany stated it got delayed. Ms. Hellman asked how many orders they got for that truck. Mrs. Destefani stated 6. Mr. Cramer stated station 71 is out of service and we do not know when the ladder truck is supposed to be here. Some discussion continued on the repairs of 71. Mr. Cramer asked what they were looking for on the grant of the recruitment of first responders. Mr. Tiffany stated he did not know if there was a certain amount asked for or just money in general. Some discussion continued on when the trucks would be done.

### **Police**

Chief Brown was not present. There was nothing to add to his report. Mr. Moeller stated he saw on the news that Dewine was giving money to different police departments and wondered if Chief Brown was getting into that. Mr. Tiffany stated we do not know yet, but he believes most of the money will go to inner city departments like Cincinnati, Columbus, Cleveland, and possibly Springfield. Some discussion followed. Mr. Tiffany stated Chief Brown was at 41% of his budget at the end of May which is good as the target is 37.6%. Mr. Cramer agreed, and some discussion followed.

### **Roads and Service**

Mr. Owens was not present. Mr. Owens had nothing to add to his report. Mrs. Destefani asked what no call outs for this time period means. Mr. Tiffany stated it means they were not called out after hours for anything. Mr. Moeller stated he heard the two new employees were working out very well, they are hard workers and getting their jobs done. Some discussion followed. Mrs. Destefani asked if our sweeper was loaned to Beavercreek and if so, does Beavercreek ever reciprocate. Mr. Tiffany stated yes once a year, and we get their burn box and durapatcher.

### **Information Technology**

There was nothing to add.

### **Trustees**

Mr. Moeller stated he had followed up regarding the healthy hero veterans' program, and two representatives will be following up with a presentation for the next meeting. Some discussion followed on the date for the next meeting with the Juneteenth holiday coming up. Mr. Tiffany stated since there are additional holidays coming up where meetings will have to be missed, he does not see any reason to no go ahead and move forward with healthy hero's and get started. Mr. Cramer agreed but added he would like to hear the presentation. Mrs. Tilford stated she does not think the public knows what healthy hero's is, therefore, Mr. Moeller went on to explain it: A Premier Health program open to all

Sugarcreek Township employees that provide free weight loss programs, addiction programs, physical therapy, new hire screening, etc. It does not cost the township nor the employees anything. It is once a week now, but Mr. Moeller stated he was going to consult with Bellbrook and get them into the program as well and up it to twice a week and feels it will up retention with the part time fire fighters and police officers.

Some discussion followed.

Mr. Moeller continued to say that there are 30 other areas around that utilize it: Beavercreek, Huber Heights, Fairborn, Washington Township, etc.

Mr. Cramer asked if there were any downsides or if there were only upside risks.

Mr. Moeller stated no.

Mr. Cramer stated that like Mr. Tiffany said, to not wait and sign up and get it implemented, but advised he still wants to hear the presentation, know who is involved, etc.

Mr. Moeller stated he does not feel it is fair for the residents to have to wait 40-50 days for a next board meeting to voice a complaint. He feels there should be a rescheduled meeting.

Mr. Tiffany stated citizens are still able to contact the township.

Mr. Cramer added hopefully things can be resolved without a meeting.

Mr. Moeller asked how long can bills go without being signed.

Mr. Cramer stated they will still be doing that.

Mr. Tiffany stated there are some townships that have their last summer meeting in May and do not meet again until September.

Some discussion followed.

Mr. Tiffany stated residents are still able to voice concerns and if a meeting needs to be scheduled then they will schedule one.

Mr. Cramer agreed and stated if they need to hold an emergency meeting, he sees no reason why they would not be able to do that.

Some discussion followed.

Mr. Moeller stated he is concerned about the school shootings. He has spoken with Chief Brown and found that the ALICE training is occurring every once in a while, but wonders how prepared the township is for this type of problem. He feels the township is not prepared for an actual emergency.

Mr. Tiffany stated the police and fire department has done all the required training once a year. He stated the better question is are the schools prepared. He stated the schools have taken steps on hardening the buildings. He stated for more to be done there needs to be more money coming in from the State of Ohio, the Feds, etc. He added that he feels confident our departments are ready for an emergency like that.

Some discussion followed.

Mrs. Destefani added although all other schools doors except the entrance have been locked, there are a lot of windows and she heard about this film schools have been using to place on entry way windows so when a shooter was to shoot the window it would not break the glass.

Mr. Moeller stated he does not feel that Sugarcreek Township is prepared. The police department, fire department, or administration. He would like there to be some form of training for all departments so that employees will have an idea of what is going on and how to handle this.

Mr. Cramer asked if it would be for Bellbrook and Sugarcreek Township police.

Mr. Moeller stated fire or police could coordinate an effort like that.

Mrs. Destefani stated there is an emergency folder guide that they have that goes over the phone chain of command, how to get notified, etc.

Mr. Moeller stated that is a partial plan, but asked if they know how to actually implement that plan.

Mr. Tiffany stated if there was a school shooting today, the responsibility of the trustees is to remain available and that is it. It is based on the conditions at that time.

Mr. Moeller stated he just does not feel there is a plan in place and does not know how a situation like that would be implemented.

Mr. Tiffany stated the township is in better shape than ever. There is a shared radio frequency with Bellbrook with police and fire, and there is a shared dispatch with everyone. The communication is the best and easiest it's ever been. There is never enough training, but we are prepared.

Some discussion followed.

Mr. Moeller stated he feels tabletop training would be beneficial. To role play the difference scenarios on a table using toy fire trucks, police cruisers, actual radios, etc. By doing this you learn the language, ideas, terminology, etc. It could be done with the police department, fire department, schools, etc.

Some discussion followed.

Mr. Cramer stated he does not feel we could ever be prepared enough so he sees no reason to not do that.

Mrs. Destefani stated she knows after emergent situations the first responders go through what they could improve on, what they did good, lessons learned, etc. but she feels it may be beneficial but feels the first responders play a larger role than local officials.

Some discussion followed.

Mrs. Destefani stated she would like to talk to the police and fire chief to see how prepared they feel.

Some discussion followed.

Mrs. Hellman stated she feels that would be reassuring for residents. She asked if the doors to the school's sensors on them have that alert the office that the doors are open.

Mr. Cramer stated he and Mrs. Destefani can attest when you go to the school you can not get past the front door.

Some discussion followed going into detail of Mrs. Hellman's question.

Mr. Moeller stated he will speak with the school board on this matter.

Some discussion followed on school safety.

Mr. Moeller asked if when Mrs. Destefani and Mr. Cramer were at the river cleanup meeting if they mentioned anything about the curb appeal in the township.

Mrs. Destefani stated they said getting volunteers to come help with the community cleanup/beautification project would not be a problem.

Mrs. Tilford stated we did get a roads clean up grant, but she is unsure if we could use it for anything besides what it was given for.

Some discussion followed on what would be done to help improve the curb appeal.

Mrs. Destefani updated on the Veterans memorial project she has been working on. She met with the park district on 5/2/22 and they voted to give 1.2 acres for the project which will be on pine court. She did get \$90,000 of capital improvement funds for the project, and there are rough plans for the project which will be a drive through cul de sac.

Some discussion followed on pulling up a picture of the plans.

Mrs. Destefani stated she attended the legislative breakfast, chamber meeting, veterans' memorial meetings. Some things that came up were that they are going to rename part of Route 35 for Gene Fischer the former Greene County sheriff. 8/2/22 is primary voting. The Marshall's grand opening occurred. The road surfacing program will be starting in August and locations will be determined based on road gradings and assessments. The Little Miami Watershed clean up is 6/11/22.

Some discussion followed on the Veterans Memorial plan/site when Mr. Tiffany presented an image of the Veterans Memorial site.

Mr. Cramer asked if there was timing limit on when the memorial is open.

Mr. Tiffany stated dawn to dusk.

Mr. Cramer stated he talked to Larry Connor (Gentlemen who went to the bottom of the ocean and then the international space station) about putting together a plan on celebrating him and Mr. Connor would let them know if he was going to attend. Mr. Cramer has spoken with Mike Turners office about attending as well. 50 guests would be the maximum number of attendees.

Mr. Cramer stated he is concerned that the township is being sued.

Mr. Tiffany stated that can not be discussed at all.

Mrs. Tilford asked if we could utilize the Larry Connor event as a fundraiser for the veteran's memorial.

Mrs. Destefani stated she has thought about this, but she does not want to change the tone of it if Mr. Connor is not a veteran. But she is still going to contemplate it.

Some discussion followed on matching trustee shirts.

### **Public Comments – Agenda Items**

#### **5) Old Business**

#### **6) Consent Agenda Items**

A. Payment of Bills

B. Approval of Minutes

C. Appointment of Fire Department Staff – Stephen Jensen – 2022.06.06.02

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/Paramedic; and,

WHEREAS, Stephen Jensen has the necessary qualifications to serve in the capacity of Part-time Firefighter II/Paramedic 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 Stephen Jensen shall be appointed to Part-time Firefighter II/Paramedic within the Sugarcreek Fire Department at the rate of \$19.95 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Mr. Jensen will have an effective date of May 23, 2022, with a one (1) year probationary period ending on May 23, 2023.

D. Resignation of Roads and Service Seasonal Worker – Joshua Robinson – 2022.06.01

WHEREAS, Temporary Part-Time Seasonal Worker, Joshua Robinson has indicated his desire to resign from Sugarcreek Township Roads and Services Department and,

WHEREAS, Roads and Services Director Dale Owens recommends we accept the resignations of Mr. Robinson.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the above mentions resignation effective May 23, 2022.

E. Resignation of Fire Department Staff – Anthony Straight and Benjamin Norrod

WHEREAS, Full-time Firefighter/Paramedic, Anthony Straight has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Part-time Firefighter, Benjamin Norrod has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Anthony Straight was hired as a member of the Sugarcreek Township Fire Department on September 5, 2018; and,

WHEREAS, Benjamin Norrod was hired as a member of the Sugarcreek Township Fire Department on April 27, 2022; and,

WHEREAS, Chief Jeffrey A. Leaming recommends we accept the resignations of Anthony Straight and Benjamin Norrod.

NOW THEREFORE, BE IS RESOLVED that the Board of Sugarcreek Township Trustees officially accept the above mentions resignations effective June 18, 2022, and May 19, 2022 respectively.

Mr. Cramer made a motion to approve the Consent Agenda Items all as stated except Agenda Item B. Mrs. Destefani seconded. Roll was called with the vote being as follows:

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

Mr. Cramer made a motion to accept the minutes as stated. Mrs. Destefani seconded. Roll was called with the vote being as follows:

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

**7) Discussion Agenda Items**

No discussion items.

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

Ms. Moore stated she would like to thank the trustees for allowing her to use the facility for her antiracism conference. She reported one attendee at the conference had stated they were shocked the conference was being held at Sugarcreek. Mr. Tiffany asked if she asked them what they meant by that. She stated they did not think that type of thing would ever be talked about in Sugarcreek. Mr. Cramer asked if it was because they did not think we were open minded to that type of thing. Ms. Moore stated right. Some discussion followed on what more attendees commented. Mr. Tiffany asked if Ms. Moore thought that was a statement on Sugarcreek or a statement on our population as a whole. Ms. Moore stated she thinks it's our community. Ms. Moore stated the conference was recorded and will be posted publicly. Some discussion followed on the community and who attended the conference.

Ms. Hellman asked if someone is heading north bound from Eagle Stone, there is a sign that says end of speed zone sign, if you turn off Feedwire onto Little Sugarcreek going southbound, the first time you see the 40 MPH sign is past Eagle Stone and Sugar Ridge Road. Ms. Hellman asked if that something that is code as to how fast to turn the corner. Mr. Tiffany stated it is because of the through traffic coming south through the traffic light. There must be space given to decelerate. Ms. Hellman asked is it possible to put a 40 MPH sign across from the end of speed zone going the other way. Mr. Tiffany stated it is probably posted at the earliest point it can be. Ms. Hellman stated coming down Little Sugarcreek there is not a posting. Mr. Tiffany stated this is because there is a 55 MPH posting. Ms. Hellman asked if there is some way to change that. Mr. Tiffany stated they speed limits are set by The Manual on Uniform Traffic Control Devices. Some discussion followed clarifying. Mr. Moeller asked if there could be a sign with an arrow that says, "40 MPH Ahead" or "Speed Zone Ahead." Mr. Tiffany stated they could possibly look at a sign that states "Speed Zone Ahead." Some discussion followed on signage. Mr. Tiffany stated the signs are as stated by the manual.

**9) Trustee/Staff Discussions**

Mr. Moeller asked if there needs to be a resolution for the Healthy Heroes program. Mr. Cramer stated no because it is free. Mr. Moeller stated Mr. Tiffany will sign the contract.

Mr. Cramer asked if they need to go into executive session to discuss the litigation. Mr. Tiffany stated not at this point.

10) **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  
Mrs. Destefani – Yes  
Mr. Moeller – Yes

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Richard J Demko, Fiscal Officer

## **10. Old Business**

### **11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Administration Department Staff – Madeleine Rogg – 2022.07.18.04
- D. Appointment of Fire Department Staff – Adam Gartenman, Keven Messer, Evan Thompson – 2022.07.18.05
- E. Resignation of Police Department Staff – Officer James Cagg – 2022.07.18.06
- F. 2022 Collective Bid Agreement with Greene County Engineer – 2022.07.18.07
- G. Authorizing Township Administrator to Go out to Bid – 2022.07.18.08
- H. Authorizing Township Administrator as signatory for Carpenter Road Improvement project Agreement – 2022.07.18.09

### **12. Discussion Agenda Items**

- A. Authorizing Township Administrator to enter into agreement for Kitchen remodel for the Fire Department at Public Safety building – 2022.07.18.10
- B. Authorizing payment to Butler Tech for CDL Class and Certification for Chase Morgan – 2022.07.18.11
- C. Creating a Veterans Memorial Fund – 2022.07.18.12
- 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
- E. Fire Apparatus Access Driveways & Bridges

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

### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.07.18.04**

IN RE: Appoint Administrative Assistant/Social Media and Marketing Coordinator – Madeleine Rogg

WHEREAS, the continuing need exists to maintain proper staffing within the Sugar Creek 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.

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

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

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

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

## **10. Old Business**

### **11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Administration Department Staff – Madeleine Rogg – 2022.07.18.04
- D. Appointment of Fire Department Staff – Adam Gartenman, Keven Messer, Evan Thompson – 2022.07.18.05
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- F. 2022 Collective Bid Agreement with Greene County Engineer – 2022.07.18.07
- G. Authorizing Township Administrator to Go out to Bid – 2022.07.18.08
- H. Authorizing Township Administrator as signatory for Carpenter Road Improvement project Agreement – 2022.07.18.09

### **12. Discussion Agenda Items**

- A. Authorizing Township Administrator to enter into agreement for Kitchen remodel for the Fire Department at Public Safety building – 2022.07.18.10
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- E. Fire Apparatus Access Driveways & Bridges

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

### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**



**SUGARCREEK TOWNSHIP**

**RESOLUTION NO. 2022.07.18.05**

IN RE: Appointment of Fire Department Staff  
Adam Gartenman, Kevin Messer and Evan Thompson

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 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 Sugar Creek 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 Sugar Creek Fire Department at the rate of \$17.01 per hour, Kevin Messer shall be appointed to Part-time Firefighter/EMT within the Sugar Creek Fire Department at the rate of \$16.71 per hour and Evan Thompson shall be appointed to Part-time Firefighter/EMT within the Sugar Creek 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.

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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

## **10. Old Business**

### **11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Administration Department Staff – Madeleine Rogg – 2022.07.18.04
- D. Appointment of Fire Department Staff – Adam Gartenman, Keven Messer, Evan Thompson – 2022.07.18.05
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- H. Authorizing Township Administrator as signatory for Carpenter Road Improvement project Agreement – 2022.07.18.09

### **12. Discussion Agenda Items**

- A. Authorizing Township Administrator to enter into agreement for Kitchen remodel for the Fire Department at Public Safety building – 2022.07.18.10
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- E. Fire Apparatus Access Driveways & Bridges

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

### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.07.18.06**

**IN RE:** Resignation of Full-Time Police Officer James Cagg

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.

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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



To: Chief Michael Brown  
Sugar Creek Township Police Department

Chief Brown,

*I wanted to thank you for the many opportunities give to me at Sugar Creek Township Police Department. I have learned many invaluable lessons I will take with me the rest of my life. I have often stated, if an officer leaves this Department to pursue other endeavors, they will leave with the ability to immediately become an administrative asset, because of the high standard of excellence expected daily at Sugar Creek Township Police Department.*

*With heavy heart and excitement for what the future holds, I have decided to submit my letter of resignation. Due to many changes in my personal and professional life. I intend to pursue other personal ambitions that have been presented to me. I have considered the possibility of this career change for some time and believe the timing is right. After recent events within the Department, (which I would be glad to discuss one on one), my decision was made clearer. There are many things I will take away from my employment with this Department and again I want to personally thank you for giving me this opportunity.*

*I hope my resignation will be met with an understand that I will do whatever is reasonably necessary to ensure a smooth transition. I also desire to leave with the overall intention of good will. I plan to fulfill a two-week work period. My official notice of resignation date will be June 23, 2022, with my last date of service being on July 7, 2022, provided no additional extension date is agreed upon to help with staffing issues due to my departure.*

Respectfully,

  
Ofc. James Eagg

*MA Sen  
6.23.2022*

## **10. Old Business**

### **11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Administration Department Staff – Madeleine Rogg – 2022.07.18.04
- D. Appointment of Fire Department Staff – Adam Gartenman, Keven Messer, Evan Thompson – 2022.07.18.05
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- H. Authorizing Township Administrator as signatory for Carpenter Road Improvement project Agreement – 2022.07.18.09

### **12. Discussion Agenda Items**

- A. Authorizing Township Administrator to enter into agreement for Kitchen remodel for the Fire Department at Public Safety building – 2022.07.18.10
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- E. Fire Apparatus Access Driveways & Bridges

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

### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**



**SUGARCREEK TOWNSHIP**

**RESOLUTION NO. 2022.07.18.07**

IN RE: 2022 Collective Bid Agreement with Greene County Engineer

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 Sugar Creek 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 Sugar Creek 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.

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Fred Cramer, Chairperson

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Carolyn Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer

**AGREEMENT BETWEEN THE GREENE COUNTY ENGINEER  
AND  
THE SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**

The Greene County Engineer and the Sugarcreek Township Board of Trustees (hereinafter referred to as the Engineer and the Trustees, respectively), agree to the following:

**WHEREAS**, the Trustees desire to participate with the Engineer in the competitive bid contract for the 2022 Collective Paving as bid by the Greene County Engineer; and

**WHEREAS**, all work within the Trustees' jurisdiction shall be inspected by the Trustees, and all questions which may arise as to quality and acceptability of materials furnished, work performed, the rate of progress, the interpretation of the specifications, and the acceptable fulfillment of the contract on the part of the Contractor will be decided by the Trustees; and

**WHEREAS**, the Contractor will invoice the Trustees directly for the actual quantities of work performed, all line-item extras, and/or negotiated extra work in accordance with ORC 5575.05; and

**WHEREAS**, the Engineer shall withhold all retainage for the total Collective Paving Bid for 2022 bidding contract from the County's share of the work, and the Engineer will ensure that the work has been performed in accordance with the Township's instructions prior to releasing the retainage. The Engineer will ensure the work has been performed in accordance with the Township's instructions.

**THEREFORE**, the acceptance of this agreement is indicated by the signatures below:

**GREENE COUNTY ENGINEER:**

Witnessed by: \_\_\_\_\_

\_\_\_\_\_  
Stephanie Ann Goff, P.E., P.S.

**SUGARCREEK TOWNSHIP TRUSTEES:**

By Resolution No: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved as to form by:

*Ashley N. Caldwell*  
Prosecuting Attorney's Office  
Counsel for County Engineer  
Counsel for Bath Township Board of Trustees

## **10. Old Business**

### **11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
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**13. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)

### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**



**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2022.07.18.08**  
**IN RE: Authorize Bid for Carpenter Road Improvements**

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

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

WHEREAS, Sugar Creek 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 Sugar Creek Township and the Greene County Engineer, all parties concurring.

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

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Fred Cramer, Chairperson

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Carolyn Destefani, Vice-Chairperson

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Marvin Moeller, Trustee

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Richard Demko, Fiscal Officer

## **10. Old Business**

### **11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Administration Department Staff – Madeleine Rogg – 2022.07.18.04
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**13. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)

### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.07.18.09**

IN RE: Entering into an Agreement with Choice One Engineering for Professional Services – Construction Bidding Services and Authorizing the Township Administrator to Act as Signatory

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 Sugar Creek Township in accordance with the Ohio Revised Code.

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugar Creek 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.

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Fred Cramer, Chairperson

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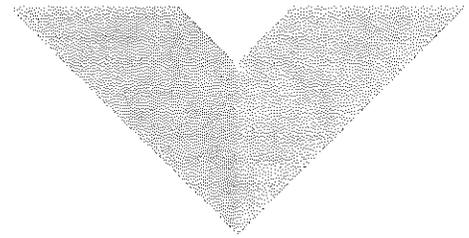
Carolyn Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard Demko, Fiscal Officer



Date  
July 13, 2022

Attention  
Barry Tiffany  
BTiffany@sugarcreekooh.us

Address  
Sugarcreek Township  
2090 Ferry Road  
Bellbrook, OH 45305-2003

Subject  
Amendment to Agreement for Professional Services  
Carpenter Road Improvements  
GRE-SCR-2003

Dear Mr. Tiffany:

The agreement referred to herein was executed on 4-02-2021 between Sugarcreek Township, hereinafter referred to as Client and Choice One Engineering Corporation, hereinafter referred to as Choice One.

This Agreement is hereby modified by mutual consent and agreement as followed. Please execute the Agreement Amendment and return it to Choice One.

If you have any questions, please feel free to give us a call.

Sugarcreek Township

Choice One Engineering Corporation

\_\_\_\_\_  
Authorized Signature

  
Dane M. Sommer, P.E., Project Manager

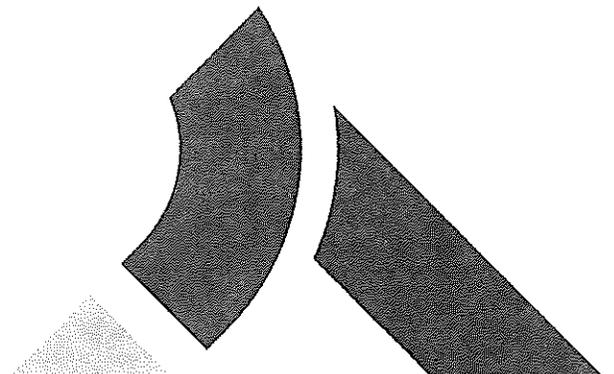
\_\_\_\_\_  
Date

7-13-2022  
Date

W. Central Office - Indiana  
440 E. Hoewisher Rd.  
Sidney, OH 45365  
937.497.0200 Phone

E. Central Kentucky  
8956 Glendale Millford Rd., Suite 1  
Loveland, OH 45140  
513.239.8554 Phone

www.CHOICEONEENGINEERING.com



# Scope of Services

## Project Snapshot

Choice One intends to perform topographic survey and provide roadway construction plans for improving 1,145 feet of Carpenter Road including the re-alignment of the intersection at South Alpha Bellbrook Road. This amendment to the agreement shall include providing bidding services.

## Project Services

### 1. Construction Bidding Procedures

- a. Prepare bidding documents for the bidding process to be sold online, for free, or at Choice One's office with the cost to be reimbursed to Choice One by contractor's purchase of plans and documents.
- b. Provide assistance in the bidding process including answering questions during the bidding phase from the Client, contractors, and suppliers, including material alternatives and intent of the plans, general notes, and specifications.
- c. Process addenda, if necessary.
- d. Attend bid opening.
- e. Review bids and contractor qualifications.
- f. Prepare bid tabulations.
- g. Check System for Award Management (SAM) database prior to award to ensure contractor is not suspended or debarred.
- h. Check Ohio Auditor of State's website for unresolved findings.
- i. Prepare contracts for successful bidder.
- j. Attend preconstruction meeting.

## Client Responsibilities

- Execute necessary Contract Awards.
- Ensure all right of way acquisition is complete.
- Provide timely decisions to keep design work on schedule.

# Compensation & Schedule

## Compensation

Lump Sum Fee Schedule	Current Agreement	Amendment #2	Total Fee
Topographic Survey	\$4,300.00	\$0.00	\$4,300.00
Construction Plans	\$25,600.00	\$0.00	\$25,600.00
Easement Preparation	\$3,000.00	\$0.00	\$3,000.00
Construction Bidding	\$0.00	\$4,000.00	\$4,000.00
Total	\$32,900.00	\$4,000.00	\$36,900.00
<i>Construction Administration Services</i>	<i>Hourly Upon Request</i>		

## Schedule

Choice One will begin putting together the bidding documents and finalizing a schedule with Sugarcreek Township immediately upon signed agreement receipt.

## **10. Old Business**

### **11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Administration Department Staff – Madeleine Rogg – 2022.07.18.04
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**13. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)

### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.07.18.10**

IN RE: Entering into an Agreement with Dream Big Contracting, LLC for Kitchen Remodel –  
and Authorizing the Township Administrator to Act as Signatory

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.

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

\_\_\_\_\_  
Carolyn Destefani, Vice Chairperson

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

\_\_\_\_\_  
Richard Demko, Fiscal Officer

## Sara Contreras

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**From:** Jeff Leaming  
**Sent:** Wednesday, July 13, 2022 7:31 AM  
**To:** Barry Tiffany  
**Cc:** Cara Tilford; Sara Contreras; Joann Zimmerman  
**Subject:** Fire Station Kitchen Bids  
**Attachments:** SFD 4830.pdf; SFD 33.pdf; estimate.pdf; estimate.pdf; Estimate\_2110\_from\_Dream\_Big\_Contracting\_LLC.pdf; Estimate\_2109\_from\_Dream\_Big\_Contracting\_LLC.pdf

Please see attached the bids received for the renovation of our kitchen's. My recommendation is to place before the Trustees the bid from Dream Big Construction. Please call with questions.

Dream Big:	Sta. 72	\$24,406
	Sta. 71	<u>\$17,500</u>
		\$41,906
KB Home	Sta. 72	\$17,649
	Sta. 71	<u>\$15,863</u>
		\$33,452
Kellco	Sta. 72	\$26,245
	Sta. 71	<u>\$24,076</u>
		\$50,321

### *Jeffrey A. Leaming*

Fire Chief

Sugarcreek Township Fire Department

4398 Clio Road

Sugarcreek Township, Ohio 45459-7100

[jleaming@sugarcreekoh.us](mailto:jleaming@sugarcreekoh.us)

Direct: (937) 310-3208

Admin: (937) 848-7344

Website: [www.sugarcreekoh.us](http://www.sugarcreekoh.us)



**Dream Big Contracting LLC**

PO Box 337  
Xenia, OH 45385 US  
+1 9375049211  
dreambiglc2021@gmail.com



**Estimate**

ADDRESS  
Sugar creek Township Fire Department  
4398 Clyo Rd  
Sugar creek, OH 45459

ESTIMATE 2110  
DATE 07/12/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Station 71 Kitchen	1	16,600.00	16,600.00
		Move electric to accommodate new dishwasher			
		Install Waypoint cabinetry (all plywood construction with full overlay, dovetail drawers and soft close hinges) in dark gray shaker style			
		Install quartz countertops			
		Install white subway backsplash			
		Install door/drawer pulls			
	Services	Additional countertop in window area of kitchen	1	900.00	900.00
TOTAL					<b>\$17,500.00</b>

Accepted By

Accepted Date

**Dream Big Contracting LLC**

PO Box 337  
Xenia, OH 45385 US  
+1 9375049211  
dreambigllc2021@gmail.com



**Estimate**

ADDRESS  
Sugarcreek Township Fire Department  
4398 Clio Rd  
Sugarcreek, OH 45459

ESTIMATE 2109  
DATE 07/12/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Station 72 Kitchen  Move electric to accommodate new dishwasher Install Waypoint cabinetry(all plywood construction with full overlay, dovetail drawers and soft close hinges) in dark gray shaker style Install quartz countertops Install white subway tile backsplash Install door/drawer pulls  * Customer to demo existing cabinets *Customer to supply appliances *Price includes all other labor and materials needed to complete job	1	19,711.00	19,711.00
	Services	Additional cabinetry/countertop in adjacent area  Install 4 additional Waypoint cabinets(2-30" and 2-24") Install quartz countertop with matching 4" backsplash Install door/drawer pulls  *Customer to demo existing cabinets *Price includes all other labor and materials needed to complete job	1	4,695.00	4,695.00

TOTAL

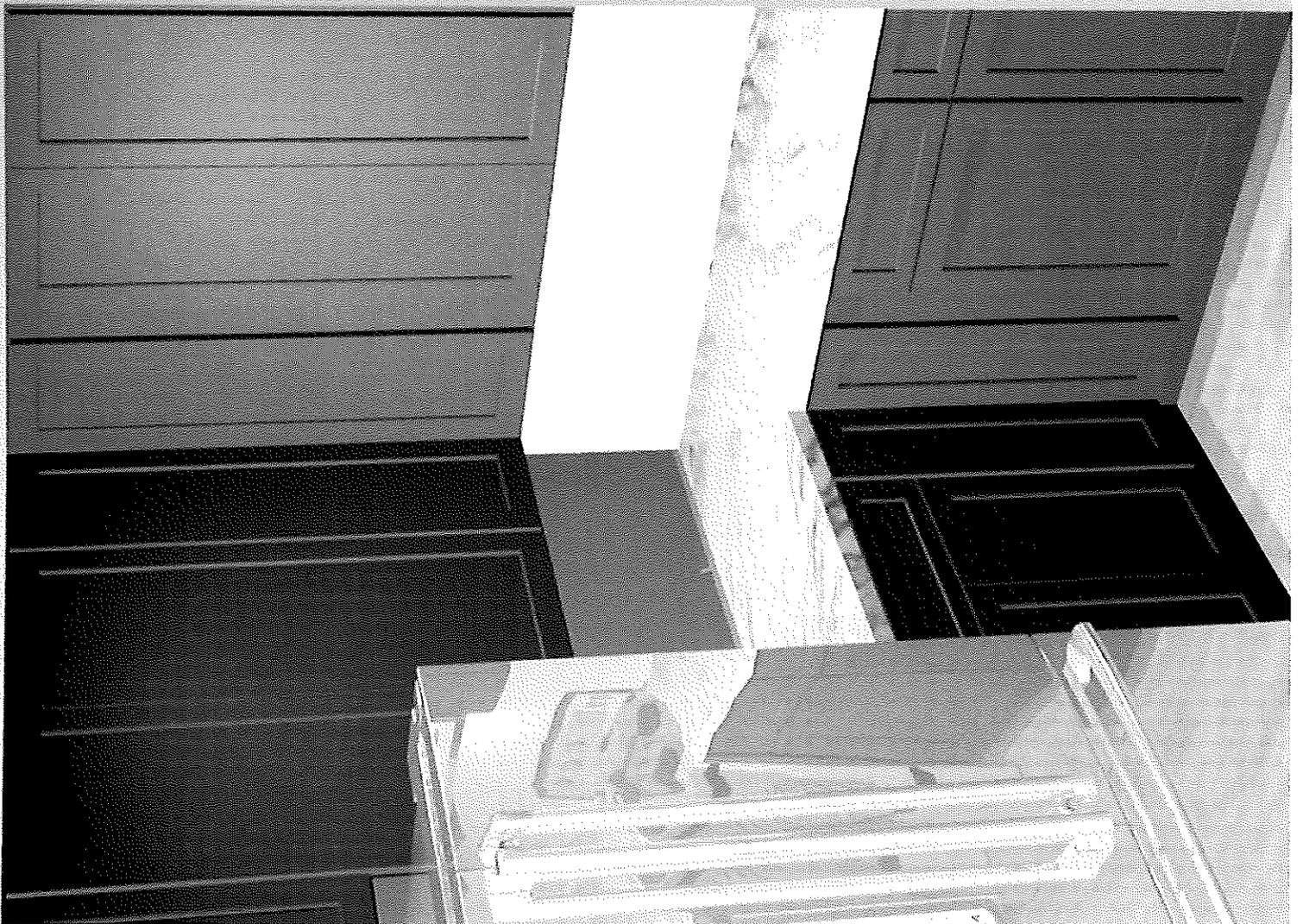
**\$24,406.00**

Accepted By

Accepted Date









## **10. Old Business**

### **11. Consent Agenda Items**

- A. Payment of Bills
- B. Approval of Minutes
- C. Appointment of Administration Department Staff – Madeleine Rogg – 2022.07.18.04
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- F. 2022 Collective Bid Agreement with Greene County Engineer – 2022.07.18.07
- G. Authorizing Township Administrator to Go out to Bid – 2022.07.18.08
- H. Authorizing Township Administrator as signatory for Carpenter Road Improvement project Agreement – 2022.07.18.09

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- A. Authorizing Township Administrator to enter into agreement for Kitchen remodel for the Fire Department at Public Safety building – 2022.07.18.10
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- C. Creating a Veterans Memorial Fund – 2022.07.18.12
- 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
- E. Fire Apparatus Access Driveways & Bridges

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

### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.07.18.11**

IN RE: Training and Certification reimbursement – CDL Class B – Chase Morgan

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 Sugar Creek Township, in accordance with the Township Educational Benefit Program, does hereby authorize payment of \$3,400.00.

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Fred Cramer, Chairperson

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Carolyn Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard Demko, Fiscal Officer



LETTER OF INTENT TO PAY EMPLOYEE EDUCATION COSTS

Effective: July 1, 2022

Company: Sugarcreek Township

Representative: Chase Morgan

Address: 2090 Ferry Rd

Phone: 937-848-8426 Email: dowens@sugarcreekoh.us

This letter will serve as notice that we will pay the total tuition cost for our employee to attend the Butler Tech CDL program. If the student stops attending after the 2<sup>nd</sup> day, you are still responsible for payment of the program.

Please register our employee for (please check one):

CDL A - \$5,600

CDL B - \$3,400

Start Date Requested: (per CDL Program Schedule): 9-12-2022

Employee Name: Chase Morgan

Employee Address: 2090 Ferry Rd Bellbrook OH 45305

Employee Phone: 937 848-8426

Employee Email: dowens@sugarcreekoh.us

\*\*\*\*\*

As the company representative, I certify that we will pay the entire cost for our employee's tuition at Butler Tech.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please email this form to Liz Walker at Butler Tech, [walkerl@butlertech.org](mailto:walkerl@butlertech.org)

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### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**



**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2022.07.18.12**  
IN RE: Establishing a New Fund Within the  
Chart of Accounts

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.

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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

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### **14. Trustee/Staff Discussion**

### **15. Executive Session**

### **16. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2022.07.18.13**

IN RE: Authorizing the Township Administrator to Enter into Agreements for the Purchase of Road Department Tractor & Mower

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.

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Fred Cramer, Chairperson

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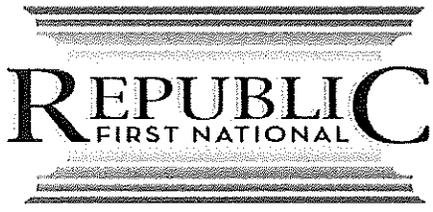
Carolyn L. Destefani, Vice-Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



2525 West State Road 114  
Rochester, IN 46975  
(800) 700-7878  
Fax: (800) 865-8517

[www.republicfirstnational.com](http://www.republicfirstnational.com)

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July 11, 2022

To: Barry Tiffany  
From: Angie Deming  
Customer: Sugarcreek Township

Thanks for the opportunity to give you a quote on your latest project!

Equipment: New John Deere Tractor & Mower

Unit Cost: \$ 105,533.54  
Down Payment & Trade: \$ 44,700.00  
Net Financed: \$ 60,833.54  
Frequency of Payments: Annual

No. of Payments: 5  
Payments: \$ 13,802.09  
Factor: 0.22688  
APR: 4.37%

Delivery Date: Immediate  
First Payment Due: July, 2023

- \* This is a proposal only and not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.
- \* This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- \* Lessee's total amount of tax exempt debt to be issued in this calendar year will not exceed the \$10,000,000 limit.
- \* Payments and rates reflect pre-application of escrow earnings and manufacturer discounts, if any.

Sincerely,  
Republic First National Corporation

Angie Deming  
[angie@rfnonline.com](mailto:angie@rfnonline.com)

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*"Our Experts, Your Needs, Financing Done Right"*

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## Fire Apparatus Access Driveways & Bridges

### **Purpose**

To provide property owners with a responsible design and construction standard for the efficient delivery of Police, Fire and Emergency Medical Services to the subject property(s), as well as other services.

### **Scope**

The scope of this provision is to provide a standard for private access driveways & private bridge design for Sugarcreek Township Emergency Services. Requirements contained in this document shall not apply to driveways, or other means of access to existing structures or to subdivisions of land developed prior to the date of adoption by the Board of Trustees for Sugarcreek Township. Requirements contained in this document shall not apply to structures with access driveways of 150' or less from a dedicated public street or road.

### **Design Standards**

#### **Drawings**

- 1) Plans for fire apparatus access driveways & bridges shall be submitted to the Sugarcreek Township Zoning Department and must be reviewed and approved by the Sugarcreek Township Fire Chief or designee prior to construction. Additional reviews by the Greene County Engineers office along with Greene County Soil and water shall be required whenever a bridge is involved.
- 2) Fire apparatus access drives shall extend to within 150' of all portions of the exterior wall of any residential or commercial structure, and within 30' of at least 25% of the exterior wall of any commercial structure.
- 3) Horizontal Turn Radius. No driveway shall have a centerline horizontal radius curvature of less than 40 feet. When transitioning from one curve to another curve in the opposite direction, a recovery distance of not less than 40 feet shall be provided.
- 4) A dead-end fire apparatus access drive longer than 300' in length shall be required to provide provisions for the turning around of fire apparatus within 150' of any facility or structure. (See Access Drive Detail Drawings for standard and alternate turning areas for 20' or 14' driveways or the option of using a cul-de-sac)
- 5) A fire apparatus access drive shall be a minimum of unobstructed 20' for commercial structures, or 5 or more parcels or building sites. The access drive may be reduced to 14' of unobstructed driving surface width for 1 – 4 parcels or building sites on the approval of the Fire Chief. (See Access Drive Detail Drawings)
  - a) Any approved 14' fire apparatus access drive exceeding 300' in length shall be required to install a mid-point pull-off tapered to a 50' length of 24' width of driveway for the passing of apparatus. Additional pull-offs shall be required for each additional 300' of access

drive; pull-offs shall be reasonably located, located, based on sight distance, drive curvature and grade. (See Access Drive Detail Drawings)

- 6) When buildings are completely protected with an automatic sprinkler system, the provisions of this standard maybe modified by the Fire Chief.

#### **Signage**

- 7) When required by the Fire Chief, approved signs or other approved notices shall be provided and maintained for fire apparatus access driveways to identify them as such and prohibit the obstruction thereof.

#### **Driveway Surface**

- 8) Access Driveway surfaces shall be designed and constructed with an all-weather driving surface. This surface shall consist of at a minimum;
  - a) 6 inch ballast or gravel base, which may need to be increased depending on the suitability of the native material, with a 2 inch minimum depth compacted crushed surfacing top course. There shall be 2% crown slope at the center line and the compaction of the material shall be such that it has a load capacity of 75,000 lbs. (See design cross-section)

#### **Grade**

- 9) Maximum grade of the access driveway shall not exceed 8%. Any gradient greater than 8% shall require additional mitigation measures subject to the approval of the Fire Chief or designee and could be subject to rejection.
  - b) Gradient changes or transitions shall be limited to 7% or less to accommodate the wheelbase of fire and EMS apparatus body frame beyond the rear axle.

#### **Approach Apron**

- 10) Driveway approach to any constructed public roadway shall meet an approved 75 to 105 degree approach angle, to include brush clearance for line of sight at any stop and yield controlled intersection with a constructed public road, and include an approved apron.

#### **Clearance**

- 11) A fire apparatus access drive shall have an unobstructed horizontal and vertical clearance of not less than 13'6" the full width and length of the driveway.

#### **Bridge**

- 12) When a bridge is a required component of a fire department access drive, it is to be constructed and maintained in accordance with AASHTO HB-17 Standard Specifications for Highway Bridges in compliance with the Greene County Engineers Office and Greene County Soil and Water. The bridge must be designed to for a live load of 75,000 lbs. Vehicle load limits shall be posted at both entrances to bridges.

#### **Gate**

- 13) Gates, fences, bollards or other driveway obstructions or obstacles to efficient emergency service delivery shall meet the following requirements. Any such assemblies shall be a minimum of 2'

wider than the travel surface of the fire access driveway and shall be capable of easily being opened by responding crews. If such assemblies are to be locked, they shall be required to have a Knox key access system as approved for use by the Sugarcreek Fire Department. No other locks or latches shall be installed on gates. Fail safe measures must be available for electric operated gates for operation during times of power failure. Gates must be 40' from the Road/driveway access. (see design drawings)

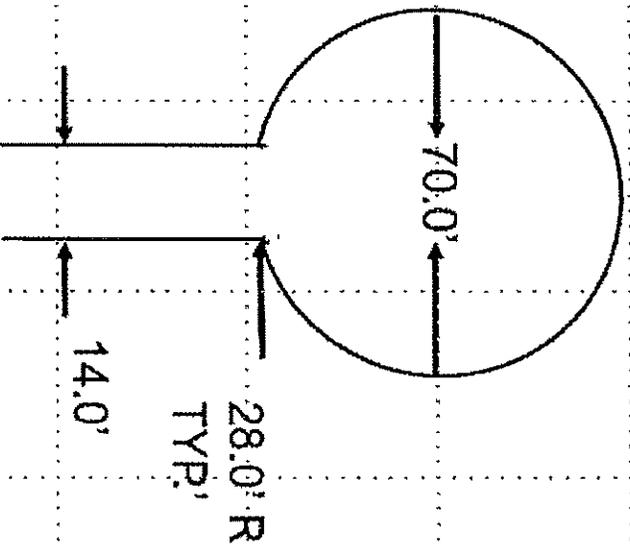
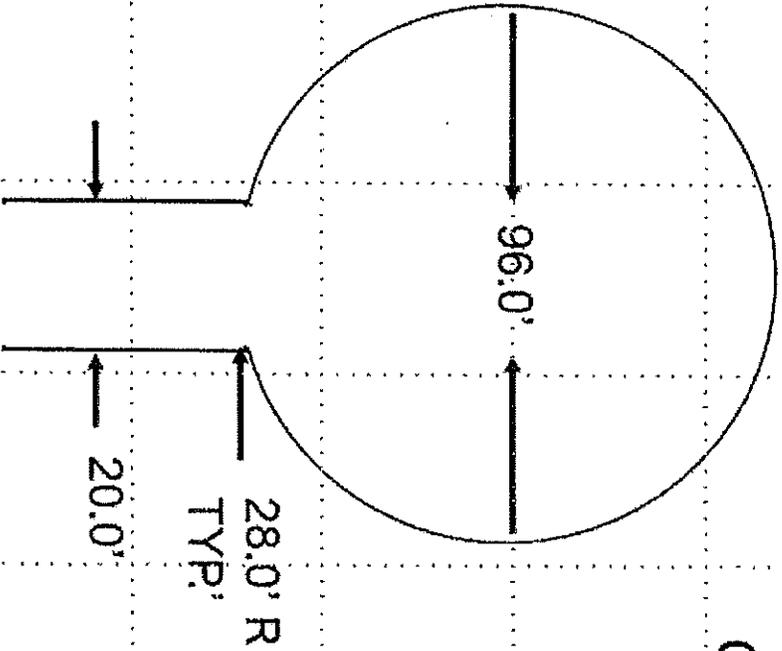
#### **Aerial Access**

- 14) Buildings or portions of buildings or facilities exceeding 30 feet in height above the lowest level of fire department vehicle access shall be provided with approved fire apparatus access drive capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access driveway. Fire aerial apparatus access driveway shall be a minimum of 26 feet in width in the immediate vicinity of any building or portion of building more than 30' in height. At least one of the required access routes meeting this condition shall be located within 30' of the structure and shall be positioned parallel to one entire side of the building.

Rural Access Driveway Details

ALTERNATIVE DEADEND TURNAROUND

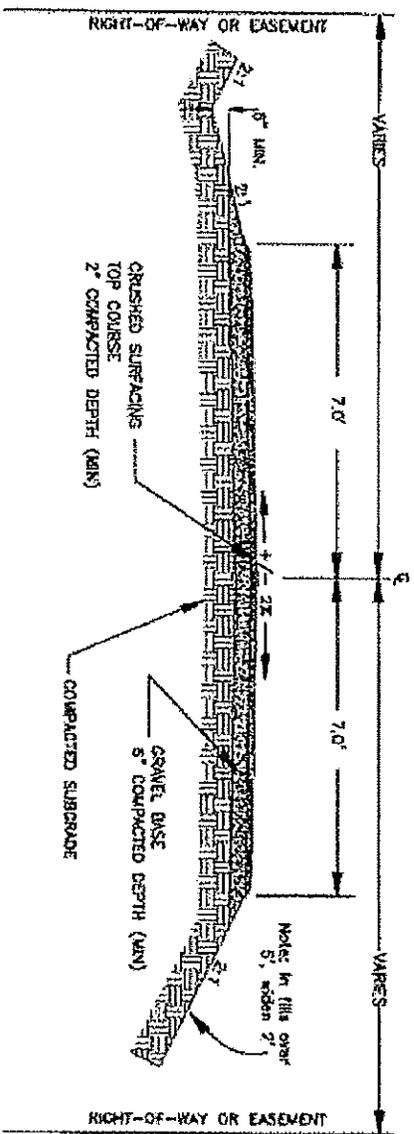
CUL-DE-SAC



# Rural Access Driveway

## TYPICAL SECTION

( SERVES 4 RESIDENCES MAXIMUM )

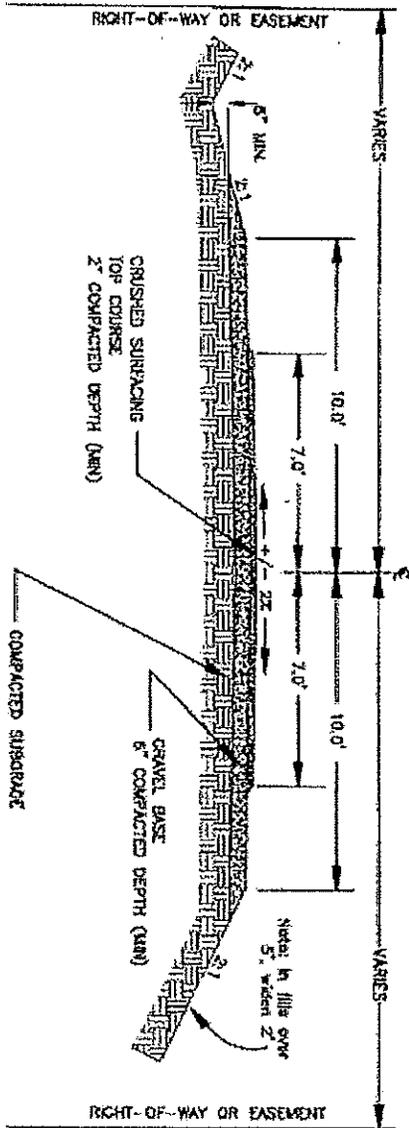


1. ALL MATERIALS SHALL MEET DOT STANDARD SPECIFICATIONS FOR ROAD CONSTRUCTION.
2. GRAVEL BASE AND TOP COURSE DEPTH SHOWN IS A MINIMUM. INCREASED DEPTH MAY BE REQUIRED DUE TO SOILS CONDITION.
3. MAXIMUM GRADE: 12%. GREATER THAN 12% WITH PUBLIC WORKS APPROVAL. PAVED SURFACE MAY BE REQUIRED.
4. PRIVATELY MAINTAINED ROADS ONLY.
5. NO POTENTIAL FOR FURTHER DEVELOPMENT. NOT THRU ROAD.
6. INITIAL 30 FOOT SEGMENT AT INTERSECTION SHALL BE 20 FEET WIDE WITH 25 FOOT LONG TRANSITION.
7. SEE INTERSECTIBLE TURNOUT DETAIL.

# Local Service Drive

## TYPICAL SECTION

### 20' MINIMUM UNOBSTRUCTED WIDTH ( LESS THAN 100 ADT )

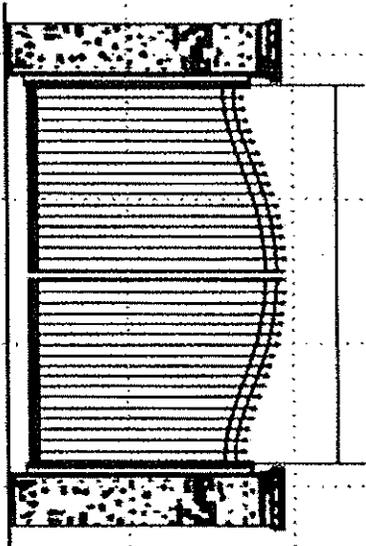


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3. MAINLINE GRADE: 12% GREATER THAN 12% WITH PUBLIC WORKS APPROVAL.
4. PAVED SURFACE MAY BE REQUIRED.
5. PRIVATELY MAINTAINED ROADS ONLY.
6. NO POTENTIAL FOR FURTHER DEVELOPMENT, NOT THRU ROAD.



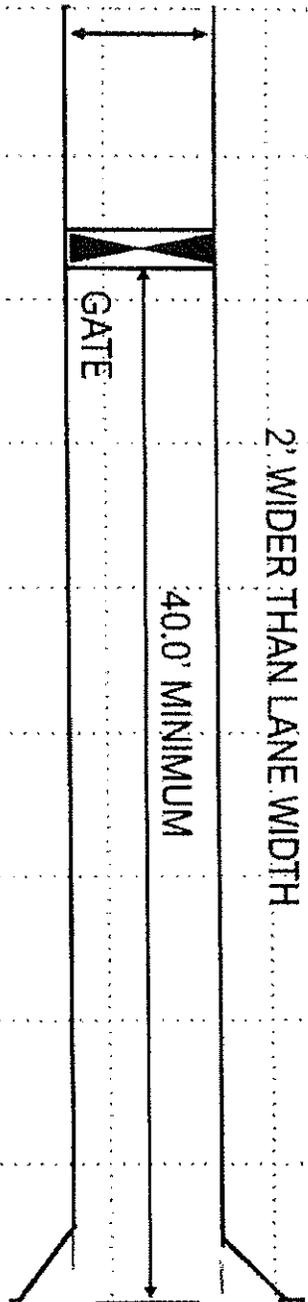
Driveway Access  
Gate Design

MINIMUM CLEAR OPENING



GATE SHOWN IS A REPRESENTATION  
NOT A STANDARD

REQUIRED ACCESS WIDTH



2' WIDER THAN LANE WIDTH

PUBLIC STREET