



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, September 19, 2022, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Greene County Natural Gas Aggregation – 2022.09.19.01
 - D. Resignation of Fire Department Staff – Forest Weiss, Kaitlyn Holbrook – 2022.09.19.02
 - E. Increase Appropriations for the Veterans Memorial Fund – 2022.09.19.03
 - F. Proclamation of Recognition – James H. “PeeWee” Martin
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
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- 10. Trustee/Staff Discussion**
- 11. Executive Session**
- 12. 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



**Administrator's Report to the Trustees
September 19, 2022**

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

- Carpenter Road Project has been awarded and is awaiting its start.
- Meetings continue on the I-675/Wilmington Pike study for future improvements.
- The Township and Park District have a signed agreement for the acquisition of 1.2 acres at the corner of Upper Bellbrook Road and Pine Court. We are awaiting the approval of the Court of Common Pleas.
- Met with local managers and elected officials to discuss a session for the OTA conference on the establishment of trails in our communities.
- This office mourns the loss of our local WWII veteran and friend, James H. "Pee-Wee" Martin. Mr. Martin was a resident of the Township for more than 70 years where he and his wife Donna built their home on more than 50 acres. A staunch supporter of our community, a voice to be heard and an American Patriot, Mr. Martin rarely missed a Township Trustee meeting for many decades. Mr. Martin's visits to my office and discussions on his life experiences, politics and current events will be missed. My condolences go out to Mr. Martin's family and extensive list of friends throughout the world.

Respectfully Submitted,

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

Barry P. Tiffany
Township Administrator



**Staff Report for the Sugarcreek Township Board of Trustees
August 16, 2022 to September 15, 2022**

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

Board of Zoning Appeals Activities:

- **August 25, 2022 Board of Zoning Appeals Meeting: Follow-up**
 - **BZA08-2022:** Applicant, Amanda Smith, is requesting a Variance from Section 7.04 B. 1. a. and 7.04 B. 1. e. of the Sugarcreek Township Zoning Resolution to allow for the construction of 6' wood privacy fence extending 88' from the house toward Wilmington Dayton Road and extending 21' from the house toward Conference Road in front yards of the subject parcel (a corner lot with frontage on both Conference and Wilmington Dayton Roads). The subject property is 4267 Conference Road, parcel L32000100050001500, contains 1.78 acres, is owned by Amanda Caudill, and located in the E (Estate Residential) District.
 - **The BZA approved the applicant's request.**
- **September 22, 2022 Board of Zoning Appeals Meeting**
 - **BZA09-2022:** Applicants, Justin and Elizabeth Deters, are requesting a Variance from Section 4.14 D. 3. a. of the Sugarcreek Township Zoning Resolution to allow for the construction of a detached garage with a 1985.7 SF footprint. The subject property is 2502 Indian Wells Trail, parcel L32000200300013400, owned by Justin and Elizabeth Deters, containing 2.5 acres and located in the R-1A (Suburban Residential-Low) District.
 - **BZA10-2022:** Applicant, First Baptist Church of Kettering, is requesting Variances from Section 8.06 B. 11. of the Sugarcreek Township Zoning Resolution to allow for the construction of eight (8) directional signs in the

parking lot of the property, one (1) at a height of 8.5' with an area of 26.8 SF and the other seven (7) being 5' in height with an area of 10 SF. The subject property is 3939 Swigart Road, parcel L32000100140000300, owned by First Baptist Church of Kettering, containing 75.484 acres and located in the A-1 (Agricultural) District.

Zoning Commission Activities:

- **September 6, 2022 Zoning Commission Meeting: Canceled**
- **Next meeting scheduled for October 4, 2022 (no submissions received for the Agenda)**

Meetings/Accomplishments:

- Our Online Portal is up and running. Majority of submission are coming in this way.
- Attended meeting to discuss Dispatch Contract on August 16, 2022.
- Attended Long Range Land Use Plan Update Committee Meeting on August 18, 2022.
- Attended BZA Meeting on August 25, 2022.
- Met with property owner to discuss Variance Request on September 1, 2022.
- Met with property owner to discuss Variance Request on September 6, 2022.
- Met with property owner and designer to discuss Conditional Use Request on September 13, 2022.
- Added bid information opening for Carpenter Road project
- Attended RPCC Technical Review Meeting via Zoom on September 14, 2022
- Met with residents to discuss Variance process on August 11, 2022
- Prepared and sent BZA Packets for the September 22, 2022 BZA Meeting
- Prepared and sent Legal and Public Notices for BZA09-2022 and BZA10-2022
- Successful violation abatement at 5053 Timberly Drive-Holly's LaPetite Academy
- Open House scheduled for September 27 from 6-7:30 p.m. to gather feedback on our current Long Range Land Use Plan (focused on our Planning Area Recommendations)



Jeffrey A. Leaming
Fire Chief

Staff Report for Sugarcreek Township Trustees August 12, 2022 thru September 16, 2022

The following information is a snap shot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report is prepared to keep the Board of Trustees informed and the citizen apprised of their Fire Department. If further information is needed, please contact Chief Leaming at 937-848-7344.

Trainings: (Note: Trainings are conducted via Zoom between fire stations whenever possible)

- Sutphen Ladder In-Service training
- Trauma Skills Olympics
- Gear Inspections / JPR #1
- Ground / Aerial Ladders / JPR's # 9 – 12
- Sutphen Ladder In-Service training

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: 645 0 Overdose calls with 0 patients receiving Narcan
- Vehicle Crashes: 93
- Fire Responses: 230
875 8.4% or 72 calls have been to Cornerstone

Accomplishments/Information:

- Contract for the fire station kitchen project at both station's has been signed; cabinets have been ordered
- New Ladder Truck has arrived; extensive training required prior to being placed in-service
 - Recommend waiting until Fire Prevention Week to have an Open House and dedicate the new ladder truck at that event along with employee recognition. The date will be October 15th.
- Q72 has sold on GovDeals for \$468,811
- Received confirmation of an award from the Assistance to Firefighters Grant (AFG) from FEMA for the purchase of turnout gear washer/extractors at both stations the award amount is for \$9,900.95

Status of Significant Issues the Fire Department is Addressing:

- Continuing to monitor COVID-19 situation
- Will be conducting a test for full-time employment on October 7th
- 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
- Submitted a Grant application to State of Ohio for Recruitment and Retention of First Responders

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

Scheduled Events:

- Open House / Ladder Dedication October 15th

Fiscal:

As of July 31, 2022	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,345,917.00	\$371,184.24	\$1,949,427.77	\$1,050,971.10	57.819%
EMS	\$246,593.00	\$88,568.97	\$98,925.75	\$61,406.43	39.745%
Cell Tower Fund	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.000%
Department Total	\$3,616,510.00	\$459,753.21	\$2,048,353.52	\$1,136,377.53	56.204%

Projected Capital Needs:

Priority	Immediate	Moderate	Low
1	Engine	Battalion Bay sensors	Replace Damaged Bay Door
2	(5) Mobile Radios	Inside Building Painting / Bay (Sta. 72)	Carpet training / Day room / Bunk Room
3	Medic Unit	Build Gear Room (in Bay Sta. 72)	Kitchen (Sta. 71)
4		Radio Batteries	Kitchen (Sta. 72)
5		Concrete Bay Floor Repair/Replace Sta. 71	Painting Interior (Sta. 71)
6		Chain saw	Replace Carpet (Sta. 71)
7		Hand Tools	Bay Floor crack repair / repaint floor
8		Replace Hose	Painting (bay) (Sta. 71)
9		Station Alerting	Wall Gear Racks
10		Upgrade MDT's	Dedicated Maintenance Program
11		Replace Staff Vehicles (2) 2025	Relocate Flag pole and install lighting
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 September 19, 2022

Training

- On September 6th, Detective Stayer attended a 3-day training course on Fundamentals of Cell Phone Analysis at the Oakwood Police Department.
- On September 20th, Officer Craig Black will be attending SORAT for School Resource Officers.
- No other classes scheduled for September.

Fiscal

Budget 2022 (Final Appropriation)	\$3,047,100.00
Expenditures as of September 13, 2022	\$2,012,300.85
% of Budget Used	65.4%
% of Budget Year Target for the end of September	74.7%
% of Budget Remaining	34.6%
Cash Balance as of September 13, 2022	\$1,542,593.66

EVENTS/APPEARANCES

- On September 1st, Chief Brown attended the Chambers Meeting.

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

August 9, 2022

- Business and house checks
- Theft arrest on Wilmington Pike
- Welfare check on Conference Road
- Crash report on Wilmington Pike

August 10, 2022

- Community policing
- Traffic stops

August 11, 2022

- Crash report on Wilmington-Dayton Road
- Theft report on Winding Brook Way

August 12, 2022

- Nothing to Report

August 13, 2022

- Crash report on McBee Road
- Theft arrest on Wilmington Pike
- Bike patrol
- Traffic complaint on Belfast Drive

August 14, 2022

- Noise complaint on Bayberry Cove Drive
- Crash report on Feedwire Road
- Domestic violence on Brookdale Lane
- Burglary report on N. Lakeman Drive

August 15, 2022

- Nothing to Report

August 16, 2022

- Business and house checks
- Burglary report on River Highland Drive
- Crash report on Centerville Road
- Burglary report on River Bluff Drive
- Juvenile complaint on Wilmington Pike

August 17, 2022

- Fraud report on Clearbrook Drive
- Peace officer needed on River Bluff Drive
- Community policing

August 18, 2022

- Nothing to Report

August 19, 2022

- Traffic stops
- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike
- Peace officer needed on Cypress Pointe Drive

August 20, 2022

- Crash report on Wilmington Pike
- Criminal damaging on Heritage Trace Drive
- Welfare check on Haines Road

August 21, 2022

- Suspicious vehicle on Washington Mill Road
- Theft report on Scarlet Oak Lane
- Crash report on Wilmington Pike
- An animal complaint on Statehouse Court
- Theft report on Shepherd Road

August 22, 2022

- Peace officer needed on Penewit Road
- Welfare check on N. Lakeman Drive
- Unwanted subject at Surrey Trail

August 23, 2022

- Business and house checks
- Traffic stops
- Peace officer needed on Clio Road

August 24, 2022

- Crash report on 'Clvo Road
- Welfare check on Wilmington Pike
- Theft report on Wilmington-Dayton Road

August 25, 2022

- Crash report on Lac Lamem Drive
- Welfare check on Wilmington-Dayton Road
- Theft report on Sugar Hill Lane

August 26, 2022

- Nothing to Report

August 27, 2022

- An animal complaint on Feedwire Road
- Theft arrest on Wilmington Pike
- Traffic stops

August 28, 2022

- Community policing
- Bike patrol
- An animal complaint on Centerville Road

August 29, 2022

- Crash report on W. Church Street
- Juvenile complaint on Surrey Trail
- Traffic stops

August 30, 2022

- Nothing to Report

August 31, 2022

- Crash report on Bayberry Cove Drive
- Crash report on Wilmington Pike
- Domestic dispute on McBee Road

September 1, 2022

- Business and house checks
- Menacing report on Oak Creek Drive
- Request of an officer on N. Church Drive

September 2, 2022

- Nothing to Report

September 3, 2022

- Disturbance on Rose Lake Drive
- Community policing
- Crash report on Upper Bellbrook Road

September 4, 2022

- Crash report on Wagner Road
- Traffic stops
- Suspicious vehicle on Little Sugarcreek Road

September 5, 2022

- Request of an officer on Lower Bellbrook Road
- Crash report on Wilmington Pike
- Welfare check on Cloy Road

September 6, 2022

- Nothing to Report

September 7, 2022

- Found property on Ferry Road
- Welfare check on Acorn Drive
- Disturbance on Killian Court
- Crash report on N. Lakeman Drive

September 8, 2022

- Theft report on Eagle Stone Court
- Welfare check on Kables Mill Drive
- Fraud report on Statehouse Court
- Theft report on Park Terrace
- Crash report on Wilmington-Dayton Road

September 9, 2022

- Business and house checks
- Traffic stops
- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike

September 10, 2022

- Community policing
- Domestic dispute on Winshire Terrace
- Juvenile complaint on E. Briggs Road

September 11, 2022

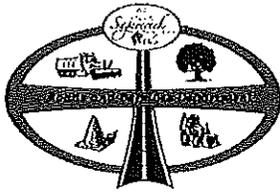
- Domestic dispute on Surrey Trail
- Theft report on Pepperwell Circle

September 12, 2022

- Nothing to Report

September 13, 2022

- Community policing
- Welfare check on Wilmington Pike
- Missing person on Shepherd Road
- Theft report on Limerick Lane
- Noise complaint on Ferry Road



Staff Report for Sugar Creek Township Trustees August 15, 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:

- There was one call out for a tree down on Cedar ridge

Accomplishments:

- Remove signs in ROW (20)
- Remove dead goose-Briggs, Dead deer (3)-Waynesville Rd & 725, River Ridge Dr
- Remove dead skunk Little Miami Dr
- Dura patch Ferry Rd, Spahr, River Ridge II, McBee Rd, Middle Run
- Cleaned out ditches-shop area
- Weed landscaping Admin Bld
- Remove low hanging limbs-Ferry S, Clearbrook, LSC Rds
- Remove dead deer Washington Mill Rd
- Mowed Township roads ROW (4)
- Prep Ferry Rd for striping (2)
- Filled in front of new curb-Wagner Hills, Plaza area, Seton Hill
- Change radar batteries (3)
- Mowed shop area (3)
- Several driveway inspections
- Crack Seal-Jeremy Woods, Oak Brooke, Woodland Ridge, PD area, Carpenters Creek, Willowcreek, East of Eden, Sugar Ridge, Timberly, Afton Woods
- Marked OUPS locates for two new signs-LSC 40mph and install
- Inspected damage from fiber optics boring-Sycamore View
- Mowed Cemetery (2)
- Changed front tires on Super Z to solid tires
- Walk through inspection-The Landings
- Circulate Beet Heet tanks
- Marked pavement joints for paving project
- Repair curb-Soaring Heights
- Sweep gravel spill-Ferry Rd
- Road review after storms
- Assisted Admin with install of two door locks-LSC
- Mowed/weed whip-Plaza area (3)
- CDL test-Michael Ward-passed!
- Went to Zoresco for strobe lights

- Inspected milling process (4)
- Inspected paving process (4)
- Meeting with County, builders-Settlers Bay
- Patch pothole-Timber Trail
- Serviced Bobcat skid steerer
- Milled two 100-foot sections of McBee
- Went to Middletown for emulsion (3)
- Monthly sign inspection
- Full depth repair McBee
- Top dress/finish course of asphalt-McBee
- Clean up fallen tree-Timberly
- Wired fuel pump-PD
- Sold/loaded salt to Silvercreek TWP
- Clean up large mud spill on Ferry N
- Met with County-Talon Ridge sinking pavement
- CDL class-Chase (4)
- Cut low hanging limbs-LSC@ Clearbrook

Respectfully,

Dale Owens
Director of Roads and Services



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Payment Listing

September 2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
88726	07/26/2022	07/26/2022	AW	EVOLUTION CREATIVE SOLUTIONS	\$57.67 *	V
	Purpose:	BUSINESS CARDS - OFFICER BLACK				
88726	09/12/2022	09/12/2022	AW	EVOLUTION CREATIVE SOLUTIONS	-\$57.67	V
88860	09/08/2022	09/08/2022	AW	JEFFERSON HEALTH PLAN	\$61,047.50	O
88861	09/12/2022	09/12/2022	AW	EVOLUTION CREATIVE SOLUTIONS	\$57.67	O
	Purpose:	BUSINESS CARDS - OFFICER BLACK				
88865	09/12/2022	09/12/2022	AW	DUNCAN OIL COMPANY	\$2,384.94	O
	Purpose:	FUEL				
88866	09/12/2022	09/12/2022	AW	ODP BUSINESS SOLUTIONS,LLC	\$64.29	O
	Purpose:	SUPPLIES				
88867	09/12/2022	09/12/2022	AW	AIM MEDIA MIDWEST	\$231.96	O
	Purpose:	ZONING ADS				
88868	09/12/2022	09/12/2022	AW	HOME DEPOT CREDIT SERVICES	\$4.96	O
	Purpose:	PAINT				
88869	09/12/2022	09/12/2022	AW	GATEWAY AUTO CLINIC	\$88.87	O
	Purpose:	B70 OIL CHANGE				
88870	09/12/2022	09/12/2022	AW	O'REILLY AUTOMOTIVE, INC.	\$47.49	O
	Purpose:	CAPSULE				
88871	09/12/2022	09/12/2022	AW	ADVANCE AUTO PARTS	\$12.41	O
	Purpose:	GOO GONE				
88872	09/12/2022	09/12/2022	AW	MEDICOUNT MANAGEMENT, INC.	\$1,085.76	O
	Purpose:	JULY BILLING FEE				
88873	09/12/2022	09/12/2022	AW	JOHNSON CONTROLS FIRE PROTECTION	\$572.52	O
	Purpose:	FIRE ALARM REPAIRS				
88874	09/12/2022	09/12/2022	AW	MUFFLER BROTHERS	\$57.06	O
	Purpose:	CAR 103				
88875	09/12/2022	09/12/2022	AW	A & A SAFETY	\$202.50	O
	Purpose:	DEER CROSSING SIGNS				
88876	09/12/2022	09/12/2022	AW	TREASURER OF STATE	\$100.00	O
	Purpose:	MONTHLY ACCESS FEE				
88877	09/12/2022	09/12/2022	AW	K. E. ROSE COMPANY	\$2,411.00	O
	Purpose:	CAR REPAIRS				
88878	09/12/2022	09/12/2022	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$76.20	O
	Purpose:	SEARCHES				
88879	09/12/2022	09/12/2022	AW	VALLEY ASPHALT CORPORATION	\$551.00	O
	Purpose:	COLD MIX				
88880	09/12/2022	09/12/2022	AW	MICHAEL WARD	\$162.25	O
	Purpose:	CDL TEST REIMBURSEMENT				
88881	09/12/2022	09/12/2022	AW	CHOICE ONE ENGINEERING	\$2,000.00	O
	Purpose:	CARPENTER ROAD				
88882	09/12/2022	09/12/2022	AW	KENWOOD DEALER GROUP	\$609.20	O
	Purpose:	TRUCK REPAIRS				
88883	09/12/2022	09/12/2022	AW	TIME WARNER CABLE	\$42.10	O
	Purpose:	CABLE				
88884	09/12/2022	09/12/2022	AW	JOHN DEERE FINANCIAL	\$463.81	O
	Purpose:	JEANS AND DIESEL FLUID				

Payment Listing

September 2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
88885	09/12/2022	09/12/2022	AW	GREENE COUNTY SANITARY ENGINEER	\$59.55	O
				Purpose: WATER		
88886	09/12/2022	09/12/2022	AW	THE CENTER FOR RESILIENCE AND WELL	\$550.00	O
				Purpose: PRE-EMPLOYMENT EVALUATION		
88887	09/12/2022	09/12/2022	AW	AG-PRO COMPANIES	\$56.84	O
				Purpose: WHEEL BEARINGS		
88888	09/12/2022	09/12/2022	AW	DESIGN 2 WELLNESS	\$195.00	O
				Purpose: FITNESS EQUIPMENT REPAIR		
88889	09/12/2022	09/12/2022	AW	LIQUIDITY SERVICES OPERATIONS, LLC	\$417.00	O
				Purpose: GOV DEAL FEES		
88890	09/12/2022	09/12/2022	AW	PHOENIX SAFETY OUTFITTERS	\$304.95	O
				Purpose: BOOTS-HOLBROOK		
88891	09/12/2022	09/12/2022	AW	NORTHCOAST PRODUCTS	\$2,967.00	O
				Purpose: RAPID SET EMULSION		
88892	09/12/2022	09/12/2022	AW	CIVIC PLUS	\$3,952.16	O
				Purpose: ANNUAL FEE		
88893	09/13/2022	09/13/2022	AW	JORDAN CONCRETE SERVICES, LLC	\$109,935.00	O
				Purpose: CATCH BASIN REPLACEMENTS		
88894	09/13/2022	09/13/2022	AW	STRYKER SALES CORPORATION	\$9,292.20	O
				Purpose: LIFE PAKS AND LUCAS DEVICES		
88895	09/13/2022	09/13/2022	AW	TECH ADVISORS	\$5,714.00	O
				Purpose: MONTHLY FEES		
88896	09/13/2022	09/13/2022	AW	DREAM BIG CONTRACTING LLC	\$17,900.00	O
				Purpose: KITCHEN RENOVATIONS		
88897	09/13/2022	09/13/2022	AW	ODP BUSINESS SOLUTIONS,LLC	\$109.34	O
				Purpose: SUPPLIES		
88898	09/13/2022	09/13/2022	AW	GREENE COUNTY SANITARY ENGINEER	\$26.56	O
				Purpose: WATER		
88899	09/13/2022	09/13/2022	AW	BUGS-OR-US PEST CONTROL	\$55.00	O
				Purpose: PEST CONTROL		
88900	09/13/2022	09/13/2022	AW	BOUND TREE MEDICAL, LLC	\$240.82	O
				Purpose: EMS SUPPLIES		
88901	09/13/2022	09/13/2022	AW	CHARTER COMMUNICATIONS	\$123.96	O
				Purpose: STA 71 PHONE		
88902	09/13/2022	09/13/2022	AW	DUNCAN OIL COMPANY	\$709.59	O
				Purpose: FUEL		
88903	09/13/2022	09/13/2022	AW	AES OHIO	\$448.89	O
				Purpose: ELECTRIC		
88904	09/13/2022	09/13/2022	AW	CENTERPOINT ENERGY	\$179.04	O
				Purpose: NATURAL GAS		
88905	09/13/2022	09/13/2022	AW	QUADIENT, INC.	\$140.85	O
				Purpose: POSTAGE		
88906	09/13/2022	09/13/2022	AW	US BANK EQUIPMENT FINANCE	\$929.68	O
				Purpose: COPIER FEES		
88907	09/13/2022	09/13/2022	AW	TIME WARNER CABLE	\$735.00	O
				Purpose: ETHERNET AND INTERNET		

Payment Listing

September 2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
88908	09/13/2022	09/13/2022	AW	PRO ONCALL TECHNOLOGIES	\$248.57	O
	Purpose: TELEPHONE					
88909	09/13/2022	09/13/2022	AW	CITY OF XENIA	\$67,004.83	O
	Purpose: 4TH QTR 911 DISPATCH					
88910	09/13/2022	09/13/2022	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$293.18	O
	Purpose: PAPER PRODUCTS					
88911	09/13/2022	09/13/2022	AW	MUFFLER BROTHERS	\$290.14	O
	Purpose: 2020 FORD					
88912	09/13/2022	09/13/2022	AW	AES OHIO	\$446.58	O
	Purpose: ELECTRIC					
88913	09/13/2022	09/13/2022	AW	BUTLER SAFETY EDUCATION CENTER	\$3,400.00	O
	Purpose: CDL TRAINING - C. MORGAN					
88914	09/13/2022	09/13/2022	AW	HEETER PLUMBING LLC	\$230.00	O
	Purpose: WATER FOUNTAIN REPAIR					
Total Payments:					\$299,171.55	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$299,171.55	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, September 19, 2022, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Greene County Natural Gas Aggregation – 2022.09.19.01
 - D. Resignation of Fire Department Staff – Forest Weiss, Kaitlyn Holbrook – 2022.09.19.02
 - E. Increase Appropriations for the Veterans Memorial Fund – 2022.09.19.03
 - F. Proclamation of Recognition – James H. “PeeWee” Martin
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
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- 10. Trustee/Staff Discussion**
- 11. Executive Session**
- 12. Adjourn**

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on August 15th, 2022, at 7:00 PM.

- 1) **Mrs. Destefani called the session to order at 7:00 pm.**
- 2) **Mr. Demko called the roll with Board Members, Mrs. Destefani and Mr. Moeller were in attendance, Mr. Cramer was absent. Also, in attendance were Jordan Rio, Donna Hellmann, and family and friends of Daniel Beavers.**
- 3) **All in attendance stood for the Pledge of Allegiance.**
- 4) **Swearing in Full Time Fire Police Officer Daniel S. Beavers – 2022.08.15.01**

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

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

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

WHEREAS, an assessment center was conducted which included testing in basic exercises, review board and personal interviews with the Chief of Police; and,

WHEREAS, after a review of all the candidates, Police Chief Michael A. Brown recommends this appointment, and confirms that there are funds available for this position in the 2022 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Daniel S. Beavers is hereby appointed as full-time Police Officer effective August 16, 2022, at a pay rate of \$28.11 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending August 16, 2023.

Mr. Moeller made a motion to approve the resolution, which was seconded by Mrs. Destefani.

Upon call of the roll, the vote resulted in the following:

Mrs. Destefani-yes

Mr. Moeller-yes

5) **Reports**

Administration

Mr. Tiffany had nothing to add to his report. Mr. Moeller asked about the meeting Mr. Tiffany had with the city manager and the administrator of Greene County. Mr Tiffany stated it is just a round table they do every couple of months and there is nothing to report. Mrs. Destefani asked if Mr. Tiffany knew the tornado siren locations in the City of Bellbrook which he did

not. Mrs. Destefani asked about the contingency plan for Carpenter Road if they do not get any bids. Mr. Tiffany stated they will keep advertising until they do.

Zoning

Mrs. Tilford was not present and had nothing to add to her report.

Fiscal Officer

Mr. Demko noted that audit is wrapping up and believes there will be a sit down in mid-September.

Fire

Chief Leaming was not present and had nothing to add to his report. Mr. Tiffany stated in regards to the blue ladder truck for sale, there is a similar truck on gov deals 2 years newer with similar mileage and the bid is only at \$1,000.00. Mr. Moeller stated if the bid goes that cheap, they would rather scrap it out as the transmission alone is worth around \$15,000.00. Some Discussion followed.

Police

Chief Brown had nothing to add to his report. Mrs. Destefani noted that she saw Officer Black attended the ALICE training and asked if only one member of the team is allowed to go each year as she assumed more would attend. Chief Brown stated that that was training for new hires and Officer Black just went to assist in the training.

Roads and Service

Mr. Owens was not present and had nothing to add to his report. Mrs. Destefani asked where the old tractor went since they got the new one. Mr. Tiffany stated they took it for trade in. Mrs. Destefani asked how we were doing in regards to salt. Mr. Tiffany stated the bid is currently full and Sugar creek Township was one of the lowest bids. Mrs. Destefani asked when the gentleman was going through his CDL training, and Mr. Tiffany stated it begins in September.

Information Technology

Mr. Tiffany had nothing to add relative to IT.

Trustees

Mr. Moeller stated they attended the Centerville work session and they discussed how they felt things were going over on Cornerstone and if they had any ideas to add. Mrs. Destefani added that her and Mr. Moeller attended a meeting for the Miami Valley Regional Planning Committee and stated it was not as well attended as they may have liked but mentioned they had discussed some possible grants in the future, and they would like to pursue that for the Township. Mrs. Destefani mentioned for their beautification project they would like to do something on Ferry Road in front of the office building. Mr. Moeller asked if there were drawings of the plan, but Mrs. Destefani stated there is not. Some discussion followed. Mrs. Destefani stated she was happy the newsletter came out and all the residents should have received it. She stated she went and talked to those who live around the proposed location for the veteran's memorial to ensure they were aware of the project and there was only one resident who was concerned while all the others were in favor of the plan.

6) **Public Comments – Agenda Items**

No comments.

7) **Old Business**

Mrs. Destefani stated they have been trying to get the City, Township, School, and Park meeting set up. Mr. Moeller stated he feels they should just select a date and whoever can make it, makes it. Mr. Tiffany stated September may be a good time to do it since there is only one Trustee meeting. Some Discussion followed.

8) **Consent Agenda Items**

A. **Payment of Bills**

B. **Approval of Minutes**

C. **Implementing Credit Cards from Huntington National Bank – 2022.08.15.02**

WHEREAS, the Board of Trustees of Sugarcreek Township, Greene County has authorized Card use provided by The Huntington National Bank.

WHEREAS, Cards may be used for those purposes involving the procurement of goods and/or services for Township business for which the Township has appropriated funds in its annual appropriations budget.

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to execute a Card agreement with Huntington National Bank.

D. Agreement Between Greene County Engineer and the Sugarcreek Board of Trustees 2022 Pavement Marking Program – 2022.08.15.03

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 2022 Pavement Markings Program by the Greene County Engineer; and,

WHEREAS, all work within the Trustees' jurisdiction shall be inspected by the Trustees, and all questions decided 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 work on the part of the County Engineer will be determined by the Trustees; and,

WHEREAS, the County will invoice the Trustees directly for the actual quantities of work performed, all line-item extras, and/or negotiated extra work; and,

WHEREAS, the Engineer will ensure the work has been performed in accordance with the Township's instructions.

NOW, THEREFORE, BE IT RESOLVED, the acceptance of this agreement is indicated by the signatures below.

E. Resignation of Fire Department Staff – Jacob Hines – 2022.08.15.04

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

WHEREAS, Jacob Hines was hired as a member of the Sugarcreek Township Fire Department on March 10, 2022; and,

WHEREAS, Chief Jeffrey A. Leaming recommends we accept the resignation of Jacob Hines.

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

F. Appointment of Fire Department Staff – Anthony Strait – 2022.08.15.05

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

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

WHEREAS, Anthony Straight 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 Anthony Straight 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. Straight will have an effective date of August 10, 2022 with a one (1) year probationary period ending on August 10, 2023.

G. Declare Excess Property – Fire Department – 2022.08.15.06

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

WHEREAS, the item listed below has been declared broken, obsolete or non-reparable and have been marked for destruction.

2013 KME Rear Mount Platform Ladder Truck

VIN 1K9AF6483DN058447

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

**H. Transfer of Appropriations – General Fund to Veterans Memorial Fund –
2022.08.15.07**

RESOLUTION #: 2022.08.15.07

Debit Fund Number	Account Name	Credit Fund Number	Account Name	Amount to Debit/Credit
1000	General Fund	2912	Veterans Memorial Fund	\$ 50,000
				\$
				\$
			Total Transfers:	\$ 50,000

Explanation of Transfers: Contributions made from General Fund to Veterans Memorial Fund.

I. Increase Appropriations for Veterans Memorial Fund – 2022.08.15.08

WHEREAS, the need exists to increase appropriations for the 2912 Veterans Memorial Fund; and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2022 Budget and has provided this Board with the funding number and the Township Administrator has provided the amount to be appropriated:

<u>Fund Name</u>	<u>From</u>	<u>To</u>
2912 Veterans Memorial Fund	\$0.00	\$50,000.00

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

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

Mrs. Destefani-yes
Mr. Moeller-yes

9. Discussion Agenda Items

No discussion.

10. Public Comments

Mrs. Hellman noted how nice the newsletter was. She asked in regards to the Veterans Memorial if they will have a rendering of exactly how it will look and if so if they could get a copy of it. Mrs. Destefani stated they will put it on the website as well. Mrs. Hellman asked if there could be a sign on Little Sugarcreek going south after turning off Feedwire indicating that the speed will be reduced. Mr. Tiffany stated there is a speed limit sign there now. Mrs. Hellman stated there is a speed limit near Sugar Ridge but not right after turning off Feedwire. Some Discussion followed.

Mrs. Destefani stated on August 6th the Trustees received a letter from Kenneth Hahn and he was asking about the Township considering the public water main line between 2705 and 2342 on Waynesville Road and connecting this less than 1 mile stretch and if the Township may be able to use ARP money for a consistent water source in the case of a fire emergency. Mr. Tiffany stated they have already committed their funds, but the county still has some funds and that is a county water main, so they will talk with the county. Some discussion followed.

11. Trustee/Staff Discussions

No Discussion

12. Executive Session

There was no Executive Session needed.

13. Adjourn

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

Mrs. Destefani-yes

Mr. Moeller-yes

Richard J Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, September 19, 2022, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
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 - A. Administrator
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 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
 - A. Payment of Bills
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 - C. Greene County Natural Gas Aggregation – 2022.09.19.01
 - D. Resignation of Fire Department Staff – Forest Weiss, Kaitlyn Holbrook – 2022.09.19.02
 - E. Increase Appropriations for the Veterans Memorial Fund – 2022.09.19.03
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- 12. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2022.09.19.01**

IN RE: Greene County Natural Gas Aggregation

WHEREAS, Greene County Commissioners have placed Natural Gas Aggregation on the November 8th, 2022 ballot, and;

WHEREAS, All unincorporated areas can vote on the issue, and;

WHEREAS, Like the aggregation that was passed in November of 2014, residents will have the option to purchase their natural gas through an aggregation with no fee to opt-out of aggregation program at any time, and;

WHEREAS, All Centerpoint/Columbia Gas customers are eligible to participate provided they are not currently under contract but can join after current deal expires. Propane customers are not eligible, but are able to vote, and;

WHEREAS, Once passed, Palmer Energy will request a proposal from multiple suppliers to receive the most competitive rates. The Commissioners will review option's/Palmer's recommendation and put an aggregation in place, and;

WHEREAS, Eligible residents will receive opt-out letters with the rate/term/supplier for the gas aggregation. No action is required to opt-in, and;

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugar Creek Township does hereby request that questions be directed to Amy Hoffman at Palmer Energy at 419-491-1006 or via email at ahoffman@palmerenergy.com.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



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



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2022.09.16.02**

IN RE: Resignation of Fire Department Staff – Forest Weiss, Kaitlyn Holbrook

WHEREAS, Part-time Firefighter, Forest Weiss has indicated his desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Forest Weiss was hired as a member of the Sugar Creek Township Fire Department on March 16, 2020; and,

WHEREAS, Full-time Firefighter/Paramedic, Kaitlyn Holbrook has indicated her desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Kaitlyn Holbrook was hired as a member of the Sugar Creek Township Fire Department on March 30, 2020; and,

WHEREAS, Chief Jeffrey A. Leaming recommends we accept the resignation of Forest Weiss and Kaitlyn Holbrook.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accept the above mentioned resignation of Mr. Weiss effective September 5, 2022 and Ms. Holbrook September 16, 2022.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
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REGULAR MEETING

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**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2022.10.19.03**

IN RE: Increase Appropriations for Veterans Memorial Fund

WHEREAS, the need exists to increase appropriations for the 2912 Veterans Memorial Fund;
and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2022 Budget and has provided this Board with the funding number and the Township Administrator has provided the amount to be appropriated:

<u>Fund Name</u>	<u>From</u>	<u>To</u>
2912 Veterans Memorial Fund	\$50,000.00	\$55,020.00

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

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
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PROCLAMATION OF RECOGNITION FOR A LIFETIME OF SERVICE
Jim “Pee Wee” Martin

WHEREAS, Sugarcreek Township resident James H. Martin led a life of service with measureless contributions to the United States of America and the world during his lifetime; and,

WHEREAS, Mr. Martin was born on April 29, 1921, in Portage Pennsylvania and moved with his family to Indiana where they stayed until Jim was the age of 10. In May of 1931 Jim’s father’s employer, United Aircraft Company, moved to Dayton; and,

WHEREAS, During World War II, Jim first enlisted in the U.S. Navy when he was 21, but after being told the submarine he was being assigned to would not be ready for 6 months, he went across the hall and enlisted in the Army to be a paratrooper; and,

WHEREAS, Jim “Pee Wee” Martin, a Toccoa original, was a member of the “Screaming Eagle” division, some of the first Allied soldiers to set foot into occupied France. Mr. Martin was given the nickname “Pee Wee” during training for his small stature. He served with G Company, 506th Parachute Infantry Regiment (PIR), 101st Airborne Division. In addition to parachuting into Normandy, Pee Wee also participated in Operation Market Garden and the Battle of the Bulge; and,

WHEREAS, Jim married Donna Veverka on March 10, 1946 and they purchased 50 acres of Sugarcreek Township land that following August. They chose Sugarcreek Township based on three things: no railroads, good clean water, and a short 30-minute commute for Jim to get to his Tool Manufacturing job in Dayton; and

WHEREAS, together over the course of the following 10 years, Jim and Donna built their home from the ground up, paying as they went, beginning with the barn where they lived in until the house was completed. The Martins raised their 5 children in Sugarcreek Township and were married over seventy 70 years. Jim said goodbye to his beloved Donna in 2019 and lived in their home in Sugarcreek Township until his death on September 11, 2022: and,

WHEREAS, Jim “Pee Wee” Martin is a hero in the eyes of all who knew him, yet he would say simply, “When you volunteer for something, train for something and are paid for something, you can’t call yourself a hero”; and,

WHEREAS, to those lucky enough to be friends to him, as we were, Jim was a trusted advisor, an historian, and one of the last examples to us, and entire other generations, of service and sacrifice above self.

NOW THEREFORE, the Trustees of the Board of Sugarcreek Township hereby honors Sugarcreek Township resident, Mr. James H. “Pee Wee” Martin, recognizing his service during his life to his community, the world, and these United States of America.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Marvin Moeller, Trustee



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
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