



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, November 21, 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. Resignation of Fire Department Staff – Stephen Jensen – 2022.11.21.01
 - D. Resignation of Service Department Staff – Robert Jordan – 2022.11.21.02
 - E. Appointment of Fire Department Staff – Todd Tignor – 2022.11.21.03
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



MEETING CONDUCT AND GUIDELINES

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

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

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

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

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

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

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

Thank you.

Sugarcreek Township Trustees



**Administrator's Report to the Trustees
November 21, 2022**

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

- Meetings continue on the I-675/Wilmington Pike study for future improvements. The Preferred Design is now scheduled to be determined in June of 2023. Public input meetings are tentatively scheduled for early spring.
- The Common Pleas Court has approved the agreement between the Park District and the Township for the transfer of property for the construction of our Veterans Memorial. The parcel creation documents have been filed with the Greene County Auditor's Office and the deeds are being prepared by counsel.
- Cara and I held telephone interviews with Fire Chief applicants over 4 days. The Oral Board with regional chiefs will take place in December with final interviews with the Board of Trustees tentatively taking place the second meeting in December.
- Final preparations are taking place for the December Greene County Township Association meeting and Christmas dinner.
- Attended the fundraiser at the Dublin Pub for the Pee Wee Martin statue fund.

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
November 7, 2022 to November 17, 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:

- **November 17, 2022 BZA Meeting: Follow-up**
 - **BZA Case 14-2022:** Applicant, Gregg Baker, is requesting an area/dimensional variance from Section 4.13 D. 3. b. of the Sugar Creek Township Zoning Resolution to allow for the enclosure of the 12' x 50' lean to on the east side of the existing barn. The subject property is 603 Carpenter Road, parcel L32000100140000400, owned by Gregg Baker and Betsy McCord, located in the A-1 (Agricultural) District and containing 5.438 acres.
 - *The BZA approved the applicant's request.*
 - **BZA Case 15-2022:** Applicant, Islamic Society of Greater Dayton, is requesting a Conditional Use approval under Article 3.07 E. of the Sugar Creek Township Zoning Resolution to allow for the establishment of a cemetery and the construction of a 20' x 24' preparation room. The subject parcels are 730 South Alpha Bellbrook Road, parcel L32000200150013600, owned by North American Islamic Trust I, containing 15.116 acres, located in the E (Estate Residential) District and 692 South Alpha Bellbrook Road, parcel L32000200150013500, owned by Alpha Dayton LLC, containing 1.62 acres, located in the E (Estate Residential) District.
 - *The BZA approved the applicant's request, subject to conditions.*

- **BZA16-2022:** Applicant, Christine McMillian/Third Sun Kokosing, is requesting a variance from Article 4, Subsections 4.14 C. 6. and 4.14 E. 9. b. of the Sugarcreek Township Zoning Resolution to allow for the construction of a ground mounted solar array in the front yard adjacent to Washington Mill Road. The subject property is 2422 Washington Mill Road, parcel L32000200270001300, owned by Douglas D. Day, containing 5.216 acres, and located in the A-1 (Agricultural) District.
 - *The BZA approved the applicant's request.*
- **Next meeting scheduled for December 15, 2022 (no applications received)**

Zoning Commission Activities:

- **Next meeting scheduled for December 6, 2022 (no applications received)**

Meetings/Accomplishments:

- Attended monthly project management team meeting for the 675 project on November 8, 2022
- Attended phone interviews with Fire Chief candidates during the weeks of November 7, 2022 and November 14, 2022
- Attended BZA Meeting on November 17, 2022
- Assisted with lot creation for Veterans Memorial site; waiting on deeds from Prosecutor's Office
- Prepared and sent staff reports and BZA Packets for the November Meeting
- Public Hearing on large scale solar/wind scheduled for December 5, 2022
- Working on plans for GTA December Meeting (Ernst, Pollack Law committed sponsors, waiting on feedback from others)



Sugarcreek Township Trustees Report For November 21, 2022

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 11.18.2022 to keep the Board of Trustees informed of their Fire Department. If further information is needed, please contact Assistant Chief Zimmerman at 937-848-7344.

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

- RIT and SCBA
- Make up 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: 840 8 Overdose calls with 3 patients receiving Narcan
- Vehicle Crashes: 143
- Fire Responses: 300
1139 7.7% or 88 calls have been to Cornerstone

Mutual Aid Given (number of incidents)

- Fire = 60
- EMS = 43

Mutual Aid Received (number of incidents)

- Fire = 34
- EMS = 19

Information:

- Fire station kitchen project at both station's is currently nearing completion
- Medic 72 is at Horton for warranty paint work the medic should be back first week of December

Status of Issues the Fire Department is Addressing:

- Full-time physical abilities testing scheduled for November 19th.
- Currently accepting applications for part time openings
- Fiscal outlook of the department is summarized below current as of 10.24.2022
- 2.0 mill levy up for renewal Passed!

Fire Department Scheduled Events Attended:

- Captain Collier completed a walk thru of the Cornerstone Apartments to Sugarcreek and Bellbrook Fire Departments
- Several inspections conducted at the Reserves of Sugarcreek were completed

Fiscal:

As of October 24, 2022	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,345,917.00	\$181,541.45	\$2,677,805.20	\$512,236.46	79.423%
EMS	\$246,593.00	\$64,224.55	\$151,240.68	\$33,435.92	60.763%
Cell Tower Fund	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.000%
Department Total	\$3,616,510.00	\$245,766.00	\$2,829,045.88	\$569,672.37	77.625%

Projected Capital Needs:

Priority	Immediate		Moderate		Low	
1	Engine	\$750,000.00	Battalion Bay Sensor	\$1,200.00	Replace damaged bay floor	\$2,000.00
2	5 Mobile Radios	\$35,000.00	Inside Building Painting/Bay (ST. 72)	\$9,000.00	Replace carpet ST.71	\$7,000.00
3	Medic Unit	\$380,000.00	Build Gear Room (Bay ST.72)	\$55,000.00	Interior Painting St. 72	\$5,000.00
4			Radio Batteries	\$2,500.00	Interior painting St.71	\$3,000.00
5			Concrete Bay Floor Repair/Replace ST.71	\$36,000.00	Wall Gear Racks	\$9,000.00
6			Chain Saw	\$1,375.00	Dedicated maintenance program	\$3,000.00
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 Vehciles in 2025	\$125,000.00		
12						
13						
14						
15	TOATL	\$1,165,000.00		\$312,075.00		\$29,000.00

Respectfully Submitted,

Assistant Fire Chief
Joann Zimmerman



Michael A. Brown
Chief of Police

Trustee Report November 21, 2022

Training

- No classes scheduled for November.

Fiscal

Budget 2022 (Final Appropriation)	\$3,047,100.00
Expenditures as of November 18, 2022	\$2,527,141.38
% of Budget Used	82.2%
% of Budget Year Target for the end of November	91.3%
% of Budget Remaining	17.8%
Cash Balance as of November 18, 2022	\$1,167,861.78

EVENTS/APPEARANCES

- On November 10th, Chief Brown attended the Ministerial Luncheon.
- On November 17th, Chief Brown attended the Greene County Chief's Luncheon.
- On November 18th, Chief Brown attended the PSISN Board Meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "MA Brown".

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

November 1, 2022

- Business and house checks
- Crash report on Wagner Road
- Request of an officer on Kilkenny Court
- Theft arrest on Wilmington Pike

November 2, 2022

- Theft arrest on Wilmington Pike
- An animal complaint on Upper Bellbrook Road
- Community policing

November 3, 2022

- Nothing to Report

November 4, 2022

- Traffic stops
- Suspicious person on Spahr Road
- Crash on Waynesville Road

November 5, 2022

- Nothing to Report

November 6, 2022

- Community policing
- Crash report on Wilmington Pike
- Request of an officer on Cloy Road
- Juvenile complaint on State Route 725

November 7, 2022

- Theft report on Seton Hill Drive
- Crash report on Cedar Ridge Drive
- Theft report on N. Church Drive
- 911 hang up on Twilight Lane

November 8, 2022

- Nothing to Report

November 9, 2022

- Traffic stops
- Juvenile complaint on Wilmington Pike
- Warrant on Cloy Road
- Crash report on Wilmington-Dayton Road

November 10, 2022

- Business and house checks
- Crash report on Wilmington Pike
- Theft arrest on Wilmington Pike
- Missing person report on Bayberry Cove Drive
- Request of an officer on Sears Road

November 11, 2022

- Community policing
- Theft report on Berryhill Road
- Theft report on McBee Road
- Crash report on Wilmington Pike

November 12, 2022

- Theft report on McBee Road
- Crash report on Wilmington Pike
- Traffic stops

November 13, 2022

- Nothing to Report

November 14, 2022

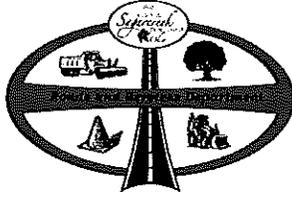
- Traffic complaint on W. Franklin Street
- Found property on McBee Road
- Crash report on Wilmington Pike
- Welfare check on Kilkenny Court

November 15, 2022

- Juvenile complaint on Feedwire Road
- Traffic stops
- Theft report on Lower Bellbrook Road
- Crash on Ferry Road

November 16, 2022

- Crash report on Waynesville Road
- Theft report on Wilmington-Dayton Road
- Welfare check on Rose Lake Drive



**Staff Report for
Sugar Creek Township Trustees
November 21, 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:

- Call out Nov.17-salting roads

Accomplishments:

- Equipment maintenance-grease and change oil-Mini Excavator, skid steerer
- Trimmed brush and trees-Fauber, Washington Mill, Ferry S, Ferry N,
- Remove signs ROW-(8)
- Weed whipped guardrails throughout TWP
- Kitchen demo both fire stations
- Removed limbs, branches throughout TWP-heavy winds
- Cut brush next to Quonset hut
- Removed fallen tree-Ferry N
- Installed salt spreaders-all trucks, Polaris
- Troubleshoot street sweeper, remove hydraulic hose and install new
- Patch potholes-Middle Run E, River Edge Cir., Brown Rd., Aaron Dr
- Driver's training-Michael, Chase
- Took Fire Dept. mower to Heil Bros. for repair and service
- Closed Feedwire Rd for Fire Dept
- Took 702 to Dayton Tractor for diagnostics, pick up
- Changed oil in both F550's, F250
- Received 55-gallon drum of oil-O'Reilly's
- Changed oil-loader
- Cleaned all trucks, shop area
- Replaced damaged "stop" sign-Aaron Dr
- Removed dead possum-McBee, dead racoon- Washington Mill
- Changed radar batteries (2)
- Proof roll-Magnolia Meadows

Respectfully,

Dale Owens
Director of Roads and Services



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, November 21, 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. Resignation of Fire Department Staff – Stephen Jensen – 2022.11.21.01
 - D. Resignation of Service Department Staff – Robert Jordan – 2022.11.21.02
 - E. Appointment of Fire Department Staff – Todd Tignor – 2022.11.21.03
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**

Payment Listing

11/7/2022 to 11/30/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1964-2022	11/08/2022	11/08/2022	CH	HUNTINGTON NATIONAL BANK	\$1,083.86	O
				Purpose: MISC PURCHASES		
1966-2022	11/14/2022	11/14/2022	CH	BUREAU OF WORKERS' COMPENSATION	\$4,797.81	O
				Purpose: MONTHLY PAYMENT		
90142	11/07/2022	11/07/2022	AW	CAPITAL ONE	\$183.30	O
				Purpose: SUPPLIES		
90143	11/07/2022	11/07/2022	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$81.00	O
				Purpose: DRUG TESTING		
90144	11/07/2022	11/07/2022	AW	LOWE'S COMPANIES INC.	\$452.39	O
				Purpose: MISC PURCHASES		
90145	11/07/2022	11/07/2022	AW	GREENE COUNTY AUDITOR	\$1,715.76	O
				Purpose: 2023 PER CAPITA		
90146	11/07/2022	11/07/2022	AW	GREENE COUNTY EMERGENCY MANAGEM	\$1,134.09	O
				Purpose: 2022 GCEM HYPER-REACH COLLABORATION		
90147	11/07/2022	11/07/2022	AW	INTERSTATE FORD	\$187.47	O
				Purpose: M73 MAINTENANCE		
90148	11/07/2022	11/07/2022	AW	BUTLER SAFETY EDUCATION CENTER	\$295.00	O
				Purpose: TRAINING-OFFICER LIGGETT		
90149	11/07/2022	11/07/2022	AW	CITI CARDS	\$1,555.59	V
				Purpose: LOUD SPEAKER AND SUPPLIES		
90149	11/08/2022	11/08/2022	AW	CITI CARDS	-\$1,555.59	V
90150	11/07/2022	11/07/2022	AW	ZIONS BANK, CORPORATE TRUST	\$124,603.50	O
				Purpose: PSB BOND PAYMENT		
90151	11/07/2022	11/07/2022	AW	CHARTER COMMUNICATIONS	\$123.37	O
				Purpose: TV AND VOICE		
90152	11/07/2022	11/07/2022	AW	EVOLUTION CREATIVE SOLUTIONS	\$57.54	O
				Purpose: BUSINESS CARDS - B. TIFFANY		
90153	11/07/2022	11/07/2022	AW	ERNST CONCRETE	\$132.60	O
				Purpose: CONCRETE BASE		
90154	11/08/2022	11/08/2022	SW	Skipped Warrants 90154 to 90154 Series 1	\$0.00	V
				Purpose: Skipped Warrants 90154 to 90154 with Payment Series of 1		
90155	11/08/2022	11/08/2022	AW	TECH ADVISORS	\$5,796.49	O
				Purpose: TECH SUPPORT		
90156	11/08/2022	11/08/2022	AW	BOUND TREE MEDICAL, LLC	\$883.05	O
				Purpose: EMS SUPPLIES		
90157	11/08/2022	11/08/2022	AW	EMERGENCY MEDICAL PRODUCTS, INC.	\$54.76	O
				Purpose: EMS SUPPLIES		
90158	11/08/2022	11/08/2022	AW	GREENE COUNTY SANITARY ENGINEER	\$591.36	O
				Purpose: WATER AND SEWER		
90159	11/08/2022	11/08/2022	AW	CENTERPOINT ENERGY	\$507.29	O
				Purpose: NATURAL GAS		
90160	11/08/2022	11/08/2022	AW	TREASURER OF STATE	\$100.00	O
				Purpose: MONTHLY ACCESS FEE		
90161	11/08/2022	11/08/2022	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$75.00	O
				Purpose: SEARCHES		
90162	11/08/2022	11/08/2022	AW	CAPITAL TIRE, INC.	\$617.94	O

Payment Listing

11/7/2022 to 11/30/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: NEW TIRES FOR 2 VEHICLES				
90163	11/08/2022	11/08/2022	AW	MEYERS PRINTING & DESIGN, INC.	\$48.76	O
		Purpose: BUSINESS CARDS-OFFICER TERRY				
90164	11/08/2022	11/08/2022	AW	PESTER PLUMBING	\$181.00	O
		Purpose: LEAK UNDER KITCHEN SINK				
90166	11/08/2022	11/08/2022	AW	AIM MEDIA MIDWEST	\$188.36	O
		Purpose: LEGAL NOTICES				
90167	11/08/2022	11/08/2022	AW	TIME WARNER CABLE	\$42.10	O
		Purpose: TV - ADMIN				
90168	11/08/2022	11/08/2022	AW	JACK DOHENY COMPANIES, INC.	\$1,283.94	O
		Purpose: WATER PUMP BASE				
90169	11/08/2022	11/08/2022	AW	AES OHIO	\$403.51	O
		Purpose: ELECTRIC				
90170	11/08/2022	11/08/2022	AW	OHIO TOWNSHIP ASSOCIATION	\$200.00	O
		Purpose: 2023 CLOUT DUES				
90171	11/08/2022	11/08/2022	AW	AIRGAS USA, LLC	\$24.41	O
		Purpose: OXYGEN				
90172	11/08/2022	11/08/2022	AW	AES OHIO	\$205.28	O
		Purpose: ELECTRIC				
90173	11/08/2022	11/08/2022	AW	CITI CARDS	\$1,521.45	O
		Purpose: MISC PURCHASES				
90174	11/08/2022	11/08/2022	AW	OFFICE DEPOT	\$50.79	O
		Purpose: SUPPLIES				
90175	11/08/2022	11/08/2022	AW	DUNCAN OIL COMPANY	\$1,348.67	O
		Purpose: FUEL				
90176	11/08/2022	11/08/2022	AW	RUMPKE CONSOLIDATED	\$96.62	O
		Purpose: TRASH REMOVAL				
90177	11/14/2022	11/14/2022	AW	US BANK EQUIPMENT FINANCE	\$1,288.98	O
		Purpose: COPIER FEES				
90178	11/14/2022	11/14/2022	AW	TREASURER OF STATE	\$328.00	O
		Purpose: AUDIT FEES				
90179	11/14/2022	11/14/2022	AW	PRO ONCALL TECHNOLOGIES	\$248.57	O
		Purpose: PHONE				
90180	11/14/2022	11/14/2022	AW	CHARTER COMMUNICATIONS	\$610.54	O
		Purpose: SERVICES				
90181	11/14/2022	11/14/2022	AW	CHARTER COMMUNICATIONS	\$741.05	O
		Purpose: FIBER AND INTERNET				
90182	11/14/2022	11/14/2022	AW	JOSHUA LACY	\$150.65	O
		Purpose: REFUND OF TIPP CITY INCOME TAX				
90184	11/15/2022	11/15/2022	AW	RED WING SHOE STORE	\$233.99	O
		Purpose: WORK BOOTS				
90185	11/15/2022	11/15/2022	AW	O'REILLY AUTOMOTIVE, INC.	\$1.97	O
		Purpose: SUPPLIES				
90186	11/15/2022	11/15/2022	AW	ODP BUSINESS SOLUTIONS,LLC	\$108.46	O
		Purpose: SUPPLIES				
90187	11/15/2022	11/15/2022	AW	DUNCAN OIL COMPANY	\$2,576.63	O

Payment Listing

11/7/2022 to 11/30/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: FUEL				
90188	11/15/2022	11/15/2022	AW	RUMPKE CONSOLIDATED	\$169.91	O
		Purpose: TRASH REMOVAL				
90189	11/15/2022	11/15/2022	AW	MUFFLER BROTHERS	\$660.32	O
		Purpose: TIRE MOUNTING, CAR 114				
90190	11/15/2022	11/15/2022	AW	AES OHIO	\$770.65	O
		Purpose: ELECTRIC				
90191	11/15/2022	11/15/2022	AW	VERIZON WIRELESS	\$627.04	O
		Purpose: CELL PHONES - POLICE				
90192	11/15/2022	11/15/2022	AW	DnD UNIFORMS, INC.	\$104.00	O
		Purpose: BOOTS				
90193	11/15/2022	11/15/2022	AW	ADVANCE AUTO PARTS	\$118.75	O
		Purpose: DETECTIVE CAR				
Total Payments:					\$157,807.98	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$157,807.98	

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, November 21, 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. Resignation of Fire Department Staff – Stephen Jensen – 2022.11.21.01
 - D. Resignation of Service Department Staff – Robert Jordan – 2022.11.21.02
 - E. Appointment of Fire Department Staff – Todd Tignor – 2022.11.21.03
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**

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

- 1) **Mr. Cramer called the session to order at 7:06 pm.**
- 2) **Mr. Demko called the roll with Board Members,** Mrs. Destefani, Mr. Moeller, and Mr. Cramer were in attendance. Also, in attendance were Donna Hellmann, Denise Moore, Louie Schatzberg, and Nadine Daugherty.
- 3) **All in attendance stood for the Pledge of Allegiance.**
- 4) **Reports**

Administration

Mr. Tiffany had nothing to add to his report. Mr. Cramer asked if he had an update on the 675-Wilmington Pike project. He stated there have been no updates since the last time they discussed it. They have not had a meeting recently.

Zoning

Mrs. Tilford had nothing to add to her report. Mrs. Destefani noted one of the BZA cases and she just wants to know a little bit more about the cemetery. Mrs. Tilford stated in front of the mosque to the left is an old house and an old barn on a 1-1.5-acre lot. The Islamic society purchased that property, and they are proposing to raise the existing structures, put in some trees to buffer the site from the road, and then utilize that site for a cemetery. They currently have a cemetery that is far from their place of worship, so when they have services, it is disconnected from the mosque itself so they would like to offer cemetery availability at that site. Cemeteries are conditional uses in the estate-residential district, but this is a different kind of cemetery than what one would typically think about with large monuments. This cemetery will utilize small markers on the ground so it will be an open field with landscaping. She also adds any preparation of the body will occur at the mosque, but they do not use any chemicals or embalming. Mrs. Tilford also adds if they get approval through the BZA they will still need a license from the state to operate a cemetery. Mr. Moeller asked if they were planning on maintaining it themselves to which Mrs. Tilford stated yes it will not be a Sugarcreek Township cemetery it will be private. Mr. Tiffany asked if they have taken down the house on the property to which Mrs. Tilford replied yes.

Mrs. Destefani stated she also saw that Mrs. Tilford attended the Ohio Land Use and Zoning conference in October and she saw there was another conference coming up in December that she would like to attend as she has attended the conferences in Dayton in the past. Mrs. Tilford stated she would sign those up who want to attend and will forward out the schedule for the conference.

Mr. Moeller asked if ground mounted solar arrays were solar panels to which Mrs. Tilford replied yes. He added since they are on that topic, at the last township trustee's association meeting he heard them talking that the township is supposed to hold a public hearing on solar panels. Mrs. Tilford stated she is glad he brought that up, she knows this was spoken about over a year ago as the State of Ohio changed the law to allow for townships to exclude

themselves from the large solar farms that are required to go through a process through the state to get approval. As a part of the change to legislation, townships have the ability to make themselves off limits to these large solar farms. At that time, that is something the trustees wanted to have the county commissioners do. So, they asked them, and at the time there was a lawsuit over a large solar farm, and they wanted to wait until that was settled before moving forward. So just recently Mrs. Tilford followed up with Brandon and asked if they could move forward now and he stated they want the township to have a public hearing. So, the township will have to advertise that they are still on the same page about not wanting those large solar farms within the township and they will be hosting a public hearing per the request of the commissioners to make sure it is not just the trustees who don't want it, but it is also the larger community. Mrs. Tilford adds she does not expect a lot of people to show up to a meeting like that, but it is something they need to do. All trustees expressed favor in pursuing this. Mr. Cramer stated the largest attending HOA meeting they had in his neighborhood, was regarding solar panels. Mrs. Tilford stated when there is a particular solar panel being installed people express concern, but when it is talked about in more general terms there is less interest. Mrs. Tilford adds she has been receiving more applications and variances for solar panels as it can be more cost effective on an individual home basis but finding placement for the solar panels based on where the sun shines on a given property is difficult.

Fiscal Officer

Mr. Demko stated he spoke with the lead auditor Friday, and she assured him November 18, 2022 is her goal, but for sure it will be done by the end of the month. Mr. Cramer asked if all the audit stuff was out of the trustee conference room, to which Mr. Demko replied yes. He adds they have had some follow up questions this week, so he knows they are still working at it. Mr. Cramer asked Mr. Demko if he should put November 18th on his calendar. Mr. Demko stated he should put to ask about it on November 18th.

Mr. Demko stated they are going through the year-to-date expenditures compared to the permanent appropriations, so they have been going line by line through the departments. When they get to December, they will have a better idea of what to do moving forward into the next year.

Mrs. Destefani asked if the Greene County Animal Control for the second quarter was for picking up dead animals, to which Mr. Tiffany replied no, those are for stray cats. He adds it is \$25 a stray cat that they pick up in the township.

Mrs. Destefani also asked about the catch basin in rivers edge circle. Mr. Tiffany stated it was collapsing and needed replaced.

Mrs. Destefani also asked about the computer rentals through Dell, to which Mr. Tiffany clarified that it is a lease to own.

Mrs. Destefani also asked why the ladder truck was an expense versus a gain to which Mr. Tiffany replied that is GovDeals fee for listing and selling the truck online. He adds that the buyer pays that fee, we just convey it.

Fire

Ms. Zimmerman had nothing to add to the report. Mr. Cramer asked if we were involved in that grass fire that occurred in Greene County to which Ms. Zimmerman stated they were not. Mrs. Destefani stated she loves seeing the fire and police department handing out candy for trick or treaters. It is a wonderful public relation with the community.

Police

Chief Brown had nothing to add to his report. Mrs. Destefani stated she got the email about the notice to negotiate with the state of employee's relations boards. She knows it is a similar process every year, but wonders what they're planning to do with that. Chief Brown states the contract expires 4/1/22 so they will begin negotiating after the first of the year. Mr. Tiffany stated the contract is to be negotiated every 3 years and this is for 1 clerk and 4 sergeants.

Mr. Cramer asked if for the school resource officer training if this is for another added individual. Chief Brown stated no, this is for the current school resource officer. Mr. Cramer asked if they are going forward with a school resource officer, and Mr. Tiffany stated they are waiting to hear so they have not decided yet.

Roads and Service

Mr. Owens had nothing to add to his report. Mrs. Destefani stated she saw that Chase Morgan passed his CDL test which is good news. Mr. Tiffany added now all the Road department is CDL licensed.

Information Technology

Mr. Tiffany stated he has nothing to add to his report.

Trustees

Mr. Moeller stated they need to start thinking now what they will do since there are rumors of a diesel shortage. He adds his wife was reading on Facebook that Lebanon is on their last tank of diesel fuel for their school buses, and do not have any allocations left. He does not know what they can do as a board to save on diesel fuel or if they are able to order it and store it. Mr. Tiffany stated he will reach out to Duncan Oil and see what is going on.

Mr. Moeller also mentioned he saw more things have been added to the residential package, so they need to work on getting that finished and read over it and try to figure out ways to get it out at the next work session. Mr. Moeller asked who was putting together the Christmas Dinner next month. Mrs. Tilford stated Mrs. Contreras is putting it together and they are currently working on getting donations.

Mrs. Destefani stated she attended the chamber sponsored craft fair at Bellbrook high school and they did a great job advertising so both vendors and shoppers were very happy which was very nice to see. She also stated tomorrow is the midterm election so don't forget to vote. She knows the chamber was updating the directory photos and wondered where they were with that. Mrs. Tilford stated she spoke with Jodi Martin about that, and she stated that she had photos she wanted to put in for the township, but the text looked okay. Mrs. Destefani also added that they are having a large event at Sugar Valley Golf Club that everyone is invited to, to go over the veteran's memorial plans. It will be on Wednesday, December 7, 2022 at 6-8 pm. She added they just heard back from the park district, and they have signed all the necessary paperwork, and everything is progressing nicely. Mr. Cramer added Sugar Valley Golf Club is hosting this at no charge and there will be a discounted spaghetti dinner afterwards. Mrs. Destefani also stated on Wednesday, October 26 she attended the waste water meeting for Greene County and for statistics she found this interesting: Between the Beavercreek and Sugarcreek Waste Water Facilities they had 8,802 dry tons and 49,642 wet

tons of waste to process. She added they are really busy facilities, but they do a great job. She also stated there is a water construction plant that is happening right off rotary park in Beavercreek. She also stated all trustees, township administrator, and assistant township administrator are registered to attend the Ohio Township Association winter conference January 25-27. She stated with Perspectives 2040 they are having another open house that is going to be at Sugar Valley Golf Club on December 13th from 5-6pm. So, if anyone wants to see the billboards showing the different plans for Greene County's Long Range Use Plan you are welcome to come to the golf club and see all the displays. Mrs. Destefani also stated she attended the meeting regarding the school resource officer and both people from the school board as well as the City of Bellbrook attended. She stated it is looking very promising that they will at least go from one school resource officer to potentially two and there is now a proposal for three. But ultimately, the agencies who are paying for it are the ones deciding at this point, but she does not think this will have a large impact on the township and will benefit the students.

Mr. Cramer stated Mrs. Destefani covered everything he had, so he has nothing else to add.

5) **Public Comments – Agenda Items**

None.

6) **Old Business**

None.

7) **Consent Agenda Items**

A. **Payment of Bills**

B. **Approval of Minutes**

C. **Acceptance of Dedicated Roadway for Maintenance of Streets and Storm Systems for Oak Brooke Section 3 – 2022.11.07.01**

WHEREAS, this Board of Township Trustees has received the name Oak Brooke, Section 3, from the Greene County Engineer which will become the responsibility of Sugarcreek Township per Ohio Revised Code (O.R.C.) 5553.31; and,

WHEREAS, the maintenance and responsibility for these roadways will belong to the Sugarcreek Township Trustees; and,

WHEREAS, the following roadways have met the specifications and inspection procedures of both the Greene County Engineer and the Sugarcreek Township Roads and Services Department:

Oak Brooke, Section 3

NOW THEREFORE, BE IT RESOLVED, that these subdivision roads are accepted as the responsibility of Sugarcreek Township and the speed limit in this residential area shall be set at 25 miles per hour.

D. Increase Appropriations for the General Fund – 2022.11.07.02

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

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 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>
1000 General Fund	\$814,864.00	\$864,864.00

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

E. Resignation of Fire Department Staff – Robin Ortensie – 11.07.03

WHEREAS, Part-time Fire Secretary, Robin Ortensie has indicated her desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Robin Ortensie was hired as a member of the Sugarcreek Township Fire Department on October 12, 2015; and,

WHEREAS, Assistant Chief Joann Zimmerman recommends we accept the resignation of Robin Ortensie.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the above-mentioned resignation effective November 8, 2022.

F. Declaring Excess Property- Fire – 2022.11.07.04

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 has been marked for destruction.

1994 KME Top Mount Midship Fire Engine

VIN 1FV6JLCB3RL880102

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.

G. Declaring Excess Property – Admin – 2022.11.07.05

WHEREAS, the Sugarcreek Township Administration 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 has been marked for destruction.

1999 Ford F15
VIN 1FTZF1824XNA63911

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.

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

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

Mr. Cramer made a motion to approve consent agenda items C, D,E, and G which was seconded by Mrs. Destefani. Upon call of the roll, the vote resulted in the following:

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

9. Discussion Agenda Items

Mrs. Destefani had a couple edits to the minutes from the last meeting on October 3rd. But they were all small things that she highlighted.

Mr. Moeller stated he would like to break down agenda item F. He stated he is concerned that there would only be one reserve engine after they get rid of this one. He does not know why they would want to get rid of this engine. He stated he heard from Mr. Tiffany it had not been serviced for three years, but he does not know if this is true or not. Ms. Zimmerman provided a break down of the fire apparatus, so everyone was on the same page. She stated the engine that is currently not being used is 28 years old, and the FDA recommends retiring a fire truck at 25 years old. Mr. Moeller stated he knows that is what they recommend, but he also knows there are many departments using engines that are older than 25 years. Ms. Zimmerman stated she does not think its safe. Mr. Moeller stated if it has been serviced and tested than it would be ok. He added he only thinks they're going to get \$6,000-\$7,000 for it. Ms. Zimmerman stated repairing it does not change the age of it. Ms. Zimmerman also had a cost analysis done on what it is going to cost to repair the engine right now, and it would be about \$20,000. But this does not include some of the things it is currently missing like the radio with headsets, NVT, Knox box, and a few other things which is roughly another \$18,000. She stated the engine had previously been slated and approved to be put out of service, so there were not repairs being done on it which can be seen on the fire apparatus. Some discussion followed when reviewing all the materials Ms. Zimmerman provided. Mr. Cramer asked what they are using the truck for now. Ms. Zimmerman stated nothing now as it has been sitting in the administration office parking lot, but previously was a backup to a backup engine. Some discussion followed. Mr. Cramer asked about the payment of the new fire truck. Mr. Demko stated they are paying \$100,000 every April and it should be paid off in 6 years give or take. Ms. Zimmerman stated that there is almost a 5-year delay in getting new trucks and it is something they should start looking into now. Mrs. Destefani asked Ms. Zimmerman if she felt that the fire department could still provide first rate service while letting this engine go, to which

Ms. Zimmerman replied yes. Mr. Moeller stated it does not make sense that we had an engine in service that needed that many repairs and that nothing would have been done. Mr. Moeller stated in his professional opinion he does not think they should let it go for a low cost even if it is a backup to a backup. He adds they have the building to store it in. Mrs. Destefani stated if it is only physically worth \$6000-\$7000 and they need to put in around \$40,000 into it to get it back running, that would not be a good investment. Mr. Moeller stated he does not understand how the trustees did not know anything about this last year. Mr. Cramer stated he is not seeing a return on investment when putting \$38,000 into a truck that is a backup. Mr. Moeller stated he wants to look and see if all of that is what the truck really needs. Mr. Tiffany stated the report Ms. Zimmerman provided listed many of the items and that list is from Bob Jones. Some discussion followed. Mrs. Destefani asked about storing the truck. Ms. Zimmerman stated they already do not have room for it with the other fire and medic vehicles and with winter coming up it is going to be in more disrepair if it sits outside. Mr. Moeller stated he finds it funny there is no room now, but it fit in there last year with a bigger ladder truck than the one they have now. Mr. Cramer stated Mr. Moeller brings more knowledge to the table on this subject than himself and Mrs. Destefani with hire fire experience, but he is also looking at the numbers and even if they only get \$5,000 for it, at least they didn't spend \$40,000 on it. Mr. Moeller stated he understands that they do not want to put money into an old apparatus. He asked when Bob Jones provided the numbers to which Mrs. Zimmerman replied today (October 3rd). Some discussion followed.

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

Mrs. Destefani-yes
Mr. Moeller- no
Mr. Cramer - yes

10. Public Comments

None.

11. Trustee/Staff Discussions

Mr. Cramer stated there is a fire levy on the ballot and they are interested in seeing how the citizens of Sugarcreek Township respond to it. He stated he spoke with people in his neighborhood and a neighborhood across the street and he did not speak with one person who was not in favor of it.

Mr. Tiffany stated Ms. Zimmerman has come to him and asked them to consider a blue card incident command system. Ms. Zimmerman stated there has been talk about wanting to get everyone on the same page and using the same terminology. She stated there have been neighboring communities that have gone to a blue card system. Mr. Cramer asked Ms. Zimmerman to elaborate on what it is. Ms. Zimmerman stated it is how to command an incident scene and using the same terminology across the board in different communities. She said even the three different shifts within Sugarcreek's fire department tend to operate differently which can make it hard to operate in a standardize way. She feels this training is important to full time personnel and it can be passed on to part time personnel. Mrs. Destefani asked how expensive it is. Ms. Zimmerman

stated to train the full-time staff it would cost \$3850 as it is \$385 a person. Some discussion followed. Ms. Zimmerman asked Mr. Moeller what he thought about the blue card system. He stated he liked it, but it is a lot of work but knows a lot of surrounding communities use it. Ms. Zimmerman stated when the fire staff is responding to different calls, they are sometimes lost if they are not familiar with this new terminology that is being used by surrounding communities. Mr. Tiffany stated he thinks it is a great idea and he would encourage the trustees to approve this. Mrs. Destefani asked how soon they can get trained once they approve this. Ms. Zimmerman stated it would take a little bit, but some of it is online at your own speed while other parts are in-person training at Beavercreek.

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

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

Executive Session

Mr. Tiffany stated that there was need for an executive session under section 121.22.G.2 To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use.

Mr. Cramer made a motion to move into Executive session, Mrs. Destefani seconded. Roll was called with the vote being as follows:

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

Mr. Cramer moved to come back from executive session at 9:00 pm.

13. Adjourn

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

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



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, November 21, 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. Resignation of Fire Department Staff – Stephen Jensen – 2022.11.21.01
 - D. Resignation of Service Department Staff – Robert Jordan – 2022.11.21.02
 - E. Appointment of Fire Department Staff – Todd Tignor – 2022.11.21.03
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2022.11.21.01**

IN RE: Resignation of Fire Department Staff – Stephen Jensen

WHEREAS, Part-time firefighter/Paramedic, Steve Jensen has indicated his desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Mr. Jensen was hired as a member of the Sugar Creek Township Fire Department on May 23, 2022; and,

WHEREAS, Assistant Chief Joann Zimmerman recommends we accept the resignation of Mr. Jensen.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Stephen Jensen effective November 27, 2022.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer

Joann Zimmerman

From: Stephen Jensen
Sent: Sunday, November 13, 2022 4:56 PM
To: Joann Zimmerman
Subject: Resignation

AC,

Please accept this as my 2 week notice of resignation. My last day will be 11/27/2022. As always I appreciate the opportunities that you and the Township have given me. I have left my gear and most of my uniforms for Captain Johnson. I will stop by this Wednesday morning to turn in my ID and Door Fob.

Sincerely,

FF / Paramedic
Steve Jensen



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, November 21, 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. Resignation of Fire Department Staff – Stephen Jensen – 2022.11.21.01
 - D. Resignation of Service Department Staff – Robert Jordan – 2022.11.21.02**
 - E. Appointment of Fire Department Staff – Todd Tignor – 2022.11.21.03
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2022.11.21.02**

IN RE: Resignation of Service Department Staff – Robert Jordan

WHEREAS, Full-time Service Worker, Robert Jordan has indicated his desire to resign from the Sugar Creek Township Service Department; and,

WHEREAS, Mr. Jordan was hired as a member of the Sugar Creek Township Service Department on August 19, 2020; and,

WHEREAS, Director of Roads and Services, Dale Owens recommends we accept the resignation of Mr. Jordan.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Robert Jordan effective November 27, 2022.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer

Nov 14th 2022

Dale Owens
Sugar Creek Township
2090 Ferry Rd Bellbrook Oh

Dear Mr. Owens,

This letter is to give you my 2 week notice official Resignation. My final day will be on Nov 27th 2022.

I plan to continue working the 2 week with my full potential and quality work. I am thankful for all the experience I have gained through working for the township. I appreciate the time and commitment you have given me to help develop my skills within the job.

Sincerely,
Robert Jordan





AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, November 21, 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. Resignation of Fire Department Staff – Stephen Jensen – 2022.11.21.01
 - D. Resignation of Service Department Staff – Robert Jordan – 2022.11.21.02
 - E. Appointment of Fire Department Staff – Todd Tignor – 2022.11.21.03
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2022.11.21.03**

IN RE: Appointment of Fire Department Staff
Todd Tignor

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

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

WHEREAS, Mr. Tignor has the necessary qualifications to serve in the capacity of Full-time Firefighter/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 Todd Tignor shall be appointed to Full-time Firefighter/Paramedic within the Sugarcreek Fire Department at the rate of \$21.57 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Mr. Tignor will have an effective date contingent on passing the physical exam with a one (1) year probationary period.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, November 21, 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. Resignation of Fire Department Staff – Stephen Jensen – 2022.11.21.01
 - D. Resignation of Service Department Staff – Robert Jordan – 2022.11.21.02
 - E. Appointment of Fire Department Staff – Todd Tignor – 2022.11.21.03
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**