



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, January 9, 2022, 6:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Swearing in of Fire Chief, Doug Buffenbarger, and Full Time Firefighter /Paramedic, Todd Tignor**
- 5. Reception**
 - Resume regular session, 7:00 PM**
- 6. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 7. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 8. Old Business**
- 9. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Appointment of Roads and Services Staff - Taylor Stinson - 2023.01.09.01
- 10. Discussion Agenda Items**
 - A. Resolution of Necessity- Police Levy 2023.01.09.02
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- 12. Trustee/Staff Discussion**
- 13. 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



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12. **Trustee/Staff Discussion**
13. **Adjourn**



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**Administrator's Report to the Trustees
January 9, 2023**

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

- Meetings continue regarding 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. Local projects plan is being developed at this time also.
- We are still waiting for the deeds for the Memorial property. It is my understanding they are in the hands of legal counsel for the park district to review. Once received they will be filed at the Recorder's Office and that will complete the transfer of the property.
- Met with State Auditor's Office representatives regarding our audit for 2021. Overall the audit was very good.
- We are awaiting a survey to be completed by the Trust for the Martin property. The County is requiring a new survey prior to transfer of the property to the Township from the Trust.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written over a horizontal line.

Barry P. Tiffany
Township Administrator



**Staff Report for the Sugarcreek Township Board of Trustees
December 20, 2022 to January 9, 2023**

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:

- **January 26, 2023-Cancelled**
- **Next meeting scheduled for February 23, 2023**

Zoning Commission Activities:

- **January 3, 2023-Cancelled**
- **Next meeting scheduled for February 7, 2023**

Meetings/Accomplishments:

- Met with real estate agent to discuss lot in the township on December 20, 2022
- Met with property owners to discuss land in the township on December 20, 2022
- Met with developer to discuss Landings Addition punch list on December 21, 2022
- Attended month development meeting with GCEO (Landings and Landings Addition) on December 21, 2022
- Sent Resolution regarding SB 52 to Brandon Huddleson at Greene County; they expect action early to mid-February (will keep Trustees posted in any information comes in)
- Sent thank you notes to the Fire Chiefs that participated in our Oral Board interviews

Status of Issues the Fire Department is Addressing:

- Currently accepting applications for part time openings
- Fiscal outlook of the department is summarized below current as of 01.09.2023
- Need to hire one full time firefighter/paramedic
- Need to conduct promotional exam for the vacant Lieutenant position at Station 71

Fire Department Scheduled Events Attended:

- Fire sprinkler inspections continue at the Reserves of Sugarcreek
- Fire safety inspections continue to be performed by on duty personnel
- Ladder 72 and Battalion 70 participated in the funeral ceremony and procession for Firefighter Tracy Leach
- Sugarcreek Fire provided call coverage for Bellbrook Fire during the funeral for Firefighter Tracy Leach



Michael A. Brown
Chief of Police

Trustee Report January 9, 2023

Training

- No classes scheduled for January.

Fiscal

No new figures

Budget 2022 (Final Appropriation)	\$3,047,100.00
Expenditures as of December 16, 2022	\$2,733,478.41
% of Budget Used	89%
% of Budget Year Target for the end of December	100%
% of Budget Remaining	11%
Cash Balance as of December 16, 2022	\$965,283.28

EVENTS/APPEARANCES

- Nothing during the holiday season.

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

December 14, 2022

- Business and house checks
- Welfare check on Bayberry Cove Drive
- Community policing
- Theft arrest on Wilmington Pike

December 15, 2022

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

December 16, 2022

- Nothing to Report

December 17, 2022

- Nothing to Report

December 18, 2022

- Welfare check on Amaryllis Drive
- Welfare check on Surrey Trail
- Traffic stops

December 19, 2022

- Crash report on Upper Bellbrook Road
- Theft report on Cloy Road
- 911 hang up on Wilmington Pike

December 20, 2022

- Criminal damaging on Little Sugar Creek Road
- Fraud report on Wilmington Pike
- Welfare check on Brookdale Lane

December 21, 2022

- An animal complaint on Centerville Road
- Community policing
- Crash report on Feedwire Road

December 22, 2022

- An animal complaint on Washington Mill Road
- Crash report on Wilmington Pike
- Welfare check on Lower Bellbrook Road

December 23, 2022

- Business and house checks
- Crash report on Lower Bellbrook Road
- Welfare check on Wilmington Pike
- Harassment reported on Feedwire Road

December 24, 2022

- Request of an officer on Clys Road
- Traffic stops

December 25, 2022

- Community policing
- Welfare check on Brown Road

December 26, 2022

- Nothing to Report

December 27, 2022

- Business checks
- Community policing
- Parking violation on Toll Gate Lane

December 28, 2022

- Welfare check on Bayberry Cove Drive
- Suspicious vehicle on Wilmington Pike
- Theft report on Feedwire Road

December 29, 2022

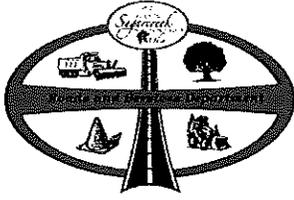
- Request of an officer on Ferry Road
- Theft report on N. Lakeman Drive
- Suspicious person on Upper Bellbrook Road

December 30, 2022

- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike
- Traffic stops

December 31, 2022

- Welfare check on State Route 725
- An animal complaint on Pine View Drive
- Theft arrest on Wilmington Pike
- Business checks



**Staff Report for
Sugar Creek Township Trustees
December 19, 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 for snow removal in this time period**

Accomplishments:

- Replaced faded signs and cleaned other signs throughout the TWP
- Remove signs from the ROW-8
- Bermed at 5140 Oleva Dr.
- Installed Beet Heet tanks on both Internationals, prepped all trucks for incoming snow
- Replaced/repared lights on plows
- Replaced radar batteries-3
- Dropped off and picked up “road closed” signs Ferry Rd for “Merry Ferry Christmas”
- Plowed snow/drifts-3
- Replaced cutting edge -704, shoes -705
- Emptied trucks and cleaned/inspected each after storm
- Removed downed tree-Possum Run Rd., Cedar Ridge
- Started repair of yard/ mailbox damage from snowstorm
- Repair sump discharge line at water pit 2090 Ferry Rd.
- Picked up trash-Middle Run Rd.

Respectfully,

Dale Owens
Director of Roads and Services



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Payment Listing
12/19/2022 to 12/31/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
2248-2022	12/19/2022	12/19/2022	CH	HUNTINGTON NATIONAL BANK	\$1,110.81	O
				Purpose: MISC PURHCASES		
90311	12/19/2022	12/19/2022	AW	BARRY TIFFANY	\$750.00	O
				Purpose: CAR ALLOWANCE AND CELL PHONE		
90312	12/19/2022	12/19/2022	AW	CARA TILFORD	\$450.00	O
				Purpose: CAR ALLOWANCE AND CELL PHONE		
90313	12/19/2022	12/19/2022	AW	MARVIN MOELLER	\$20.00	O
				Purpose: CELL PHONE		
90314	12/19/2022	12/19/2022	AW	FRED CRAMER	\$20.00	O
				Purpose: CELL PHONE		
90315	12/19/2022	12/19/2022	AW	CAROLYN L. DESTEFANI	\$20.00	O
				Purpose: CELL PHONE		
90316	12/19/2022	12/19/2022	AW	DALE OWENS	\$20.00	O
				Purpose: CELL PHONE		
90317	12/19/2022	12/19/2022	AW	CHASE MORGAN	\$20.00	O
				Purpose: CELL PHONE		
90318	12/19/2022	12/19/2022	AW	JOSHUA DARNELL	\$20.00	O
				Purpose: CELL PHONE		
90319	12/19/2022	12/19/2022	AW	RICHARD CIPRIANO	\$20.00	O
				Purpose: CELL PHONEE		
90320	12/19/2022	12/19/2022	AW	MICHAEL WARD	\$20.00	O
				Purpose: CELL PHONE		
90321	12/19/2022	12/19/2022	AW	DOUG EVANS	\$20.00	O
				Purpose: CELL PHONE		
90322	12/19/2022	12/19/2022	AW	MARK WHITE	\$20.00	O
				Purpose: CELL PHONE		
90323	12/19/2022	12/19/2022	AW	MICHAEL BROWN	\$50.00	O
				Purpose: CELL PHONE		
90324	12/19/2022	12/19/2022	AW	SUGAR VALLEY GOLF CLUB	\$2,800.00	O
				Purpose: GCTA MONTHLY PARTY		
90325	12/19/2022	12/19/2022	AW	DC DOOR COMPANY	\$210.00	O
				Purpose: SALLY PORT DOOR		
90326	12/19/2022	12/19/2022	AW	VERIZON WIRELESS	\$568.38	O
				Purpose: CELL PHONES - POLICE		
90327	12/19/2022	12/19/2022	AW	MUFFLER BROTHERS	\$770.08	O
				Purpose: CAR 108		
90328	12/19/2022	12/19/2022	AW	DnD UNIFORMS, INC.	\$285.00	O
				Purpose: UNIFORM PANTS		
90329	12/19/2022	12/19/2022	AW	A. E. DAVID COMPANY	\$367.85	O
				Purpose: UNIFORMS		
90330	12/19/2022	12/19/2022	AW	WASH IT DEAN	\$70.00	O
				Purpose: CAR WASHES		
90331	12/19/2022	12/19/2022	AW	CHARTER COMMUNICATIONS	\$735.00	O
				Purpose: PHONE, ETC		
90332	12/19/2022	12/19/2022	AW	CHARTER COMMUNICATIONS	\$506.05	O
				Purpose: PHONE CHARGES, ETC		

Payment Listing

12/19/2022 to 12/31/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
90333	12/19/2022	12/19/2022	AW	SUPERIOR PLUS PROPANE	\$2,733.59	O
				Purpose: ADMIN AND HUT		
90334	12/19/2022	12/19/2022	AW	INTERSTATE FORD	\$1,371.33	O
				Purpose: M72 REPAIRS		
90335	12/19/2022	12/19/2022	AW	MUNICIPAL EMERGENCY SERVICES	\$1,280.00	O
				Purpose: AIR PACK TESTING		
90336	12/19/2022	12/19/2022	AW	EXTREME'S ONE HOUR HEATING & AIR CC	\$2,291.70	O
				Purpose: HVAC SYSTEM REPAIRS		
90337	12/19/2022	12/19/2022	AW	AES OHIO	\$1,040.44	O
				Purpose: ELECTRIC		
90338	12/19/2022	12/19/2022	AW	RUMPKE CONSOLIDATED	\$167.71	O
				Purpose: TRASH REMOVAL		
90339	12/19/2022	12/19/2022	AW	DUNCAN OIL COMPANY	\$1,745.99	O
				Purpose: FUEL		
90340	12/19/2022	12/19/2022	AW	JOHNSON CONTROLS FIRE PROTECTION	\$432.00	O
				Purpose: ALARM SYSTEM CONTRACT		
90341	12/19/2022	12/19/2022	AW	PESTER PLUMBING	\$369.00	O
				Purpose: DESCALE OF TANKLESS WATER HEATER		
90342	12/19/2022	12/19/2022	AW	PRO ONCALL TECHNOLOGIES	\$248.57	O
				Purpose: SERVICES		
90343	12/19/2022	12/19/2022	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: COMPUTER RENTALS		
90344	12/19/2022	12/19/2022	AW	WASH IT DEAN	\$65.00	O
				Purpose: CAR WASHES		
90345	12/19/2022	12/19/2022	AW	TECH ADVISORS	\$39.99	O
				Purpose: LAPTOP		
90346	12/19/2022	12/19/2022	AW	KIESLER'S POLICE SUPPLY, INC.	\$1,482.50	O
				Purpose: BULLETPROOF VESTS		
90347	12/20/2022	12/20/2022	AW	JEFFERSON HEALTH PLAN	\$63,231.68	O
				Purpose: NOV HEALTH INS		
90348	12/20/2022	12/20/2022	AW	O'REILLY AUTOMOTIVE, INC.	\$33.41	O
				Purpose: SEALED BEAM		
90350	12/20/2022	12/20/2022	SW	Skipped Warrants 90350 to 90350 Series 1	\$0.00	V
				Purpose: Skipped Warrants 90350 to 90350 with Payment Series of 1		
90352	12/20/2022	12/20/2022	AW	AT&T MOBILITY	\$592.63	O
				Purpose: CELL PHONES - FIRE		
90353	12/20/2022	12/20/2022	AW	ODP BUSINESS SOLUTIONS,LLC	\$289.65	O
				Purpose: SUPPLIES		
90360	12/27/2022	12/27/2022	AW	O'REILLY AUTOMOTIVE, INC.	\$101.91	O
				Purpose: WINDSHIELD WASHER FLUID		
90361	12/27/2022	12/27/2022	AW	CHARTER COMMUNICATIONS	\$720.95	O
				Purpose: DEC SERVICES		
90362	12/27/2022	12/27/2022	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: ENERGY AGREEMENT		
90363	12/27/2022	12/27/2022	AW	TECH ADVISORS	\$5,714.00	O
				Purpose: DEC SERVICES		

Payment Listing

12/19/2022 to 12/31/2022

Total Payments:	<u>\$94,677.06</u>
Total Conversion Vouchers:	<u>\$0.00</u>
Total Less Conversion Vouchers:	<u>\$94,677.06</u>

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.



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The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on December 19th, 2022, at 7:00 PM.

- 1) **Mr. Cramer called the session to order at 7:03 pm.**
- 2) **Mr. Demko called the roll with Board Members,** Mrs. Destefani, Mr. Moeller, and Mr. Cramer were in attendance. Also, in attendance was Donna Hellmann and Jodi Martin.
- 3) **All in attendance stood for the Pledge of Allegiance.**
- 4) **Reports**

Administration

Mr. Tiffany had nothing to add to his report. Mrs. Destefani asked what the hold up is for the memorial property. Mr. Tiffany stated he tried to get a hold of the prosecutor's office and he is waiting for them to draft meetings. Mr. Moeller asked if they are ready to go with recording the meetings starting 1/1/23. Mr. Tiffany stated they are in process; he got the data storage but still need to get the tech workers in to get it set up and mapped and find a host to post the recordings. Mr. Cramer stated he was so proud of the GCTA dinner party and all the hard work that went into it and that they asked Sugarcreek Township to host again next year.

Zoning

Mrs. Tilford had nothing to add to her report.

Fiscal Officer

Mr. Demko stated regarding the budget they have spent a good amount of time with each department head to come up with the temporary appropriations. He adds they will know the final cash carry over once all the final bills are paid within the week. They have moved 98% of all the funds from key bank to Huntington bank. Once it is all moved to Huntington Bank, they will begin accruing more interest than they have before. Regarding the audit, he stated he heard from the lead auditor, and they have a final wrap up next week which will be attended by Mr. Tiffany, Mrs. Tilford, and Mr. Demko.

Fire

Ms. Zimmerman was not present had nothing to add to the report. Mrs. Destefani stated they have a wonderful executive session and have narrowed it to 2 candidates. Mr. Cramer stated it is their goal to have a new fire chief starting January of 2023. Mr. Moeller asked if they found out what is going on with Station 71's bay. Mr. Tiffany stated they had a guy come out and look at it, but he needs to follow up with them.

Police

Chief Brown had nothing to add to his report. Mrs. Destefani asked if Chief Brown or Mr. Moeller knew anything about CentralSquare technologies for dispatch. Both stated no. Mrs. Destefani asked if they were still planning on going to Centerville to discuss it. Mr. Cramer stated yes, but they are waiting to go until both the Fire and Police chief can attend as well as administrative staff. By going, Mr. Cramer stated not only will they be able to see what they

have and build a relationship, but they will also understand Sugarcreek's expectations for the citizens.

Roads and Service

Mr. Owens had nothing to add to his report.

Information Technology

Mr. Tiffany had nothing to add to his report.

Trustees

Mrs. Destefani stated she attended the Chamber meeting and will be attending the Regional Planning meeting. On 12/13/22 they had Perspectives 2040 goals and strategies meeting. Before the open house they had 55 people respond to the survey, and about half stated they want more development while the other half stated they want more green space. Although they will more than likely receive more surveys after the open house, they are working on balancing the two different sides and figuring out the strategy from there.

Mr. Moeller and Mr. Cramer had nothing to add.

5) Public Comments – Agenda Items

None.

6) Old Business

Mr. Cramer stated they are going to have a meeting with the school board and city within the first quarter of next year. Mrs. Destefani asked if they had decided anything regarding the hiring of an additional school resource officer, and Mr. Tiffany stated he has not heard anything since their previous discussions.

7) Consent Agenda Items

A. Payment of Bills

B. Approval of Minutes

C. Annual Re-organization and Appointments – 2022.12.19.01

WHEREAS, it is necessary that the Sugarcreek Township Board of Trustees establish by resolution its intent to establish meeting dates, holidays, and appointments to boards, commissions, committees, and other organizations with which the Township has cooperative working relationships; and,

WHEREAS, it is also necessary that the Board of Trustees establish an annual schedule of holidays to be observed by the Township, schedule of meeting dates, and authorize certain other operational policies of the Township,

NOW, THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn L. Destefani to the position of Chairperson, Sugarcreek Township Board of Trustees, for the term commencing January 1, 2023, through December 31, 2023.

BE IT FURTHER RESOLVED, this Sugarcreek Township Board of Trustees does hereby appoint Fred Cramer to the position of Vice Chairperson, Sugarcreek Township Board of Trustees for the term commencing January 1, 2023, through December 31, 2023.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn L. Destefani as representative, and Fred Cramer as alternate, to the Greene County Regional Planning & Coordinating Commission.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Marvin Moeller as representative, and Carolyn L. Destefani as alternate, to the Greene County Combined Health District Advisory Council.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn L. Destefani as representative, and Fred Cramer as alternate, to the Greene County Water/Wastewater Advisory Council.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Marvin Moeller as representative, and Carolyn L. Destefani as alternate, to the Miami Valley Regional Planning Commission.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Fred Cramer as representative, and Carolyn L. Destefani as alternate, to the Bellbrook Sugarcreek Chamber of Commerce.

BE IT FURTHER RESOLVED that for the calendar year 2023, the Trustee Work Sessions and Regular Sessions will be held on the same day with the Work Sessions being held from 5:30 p.m. to 6:45 p.m. and the Trustee Regular Session beginning at 7:00 p.m. on the following dates:

January 9
February 6
March 6
March 20
April 3
April 17
May 1
May 15
June 5
July 17
August 7
August 21
September 18
October 2
October 16
November 6
November 20
December 4
December 18

Until further notice, all work sessions and regular Board of Township Trustees meetings will be held at the Sugarcreek Township Administration Building, 2090 Ferry Road, Sugarcreek Township, Ohio 45305. Work Sessions and Regular Sessions may be canceled on occasion by the Chairperson due to schedule conflicts, lack of agenda or other unforeseen circumstances after consulting with the other two Trustees, as available, and the Administrator.

In months containing only one (1) scheduled meeting, the Chairperson may schedule an additional meeting if necessary for continuity of operations. Such meetings shall be noticed properly in accordance with law as Special Meetings.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby resolve to retain/rehire all current Township employees.

BE IT FURTHER RESOLVED, that all Roads and Service Department temporary part-time service workers will be hired for a term not-to-exceed 180 days from the most recent date of employment in 2023. Temporary part-time service workers will be utilized as needed and must reapply for employment with the Township at the appropriately established time for the next season of work.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby adopt the following policy regarding hours of work for Part-time employees:

- 1) Part-time employees must average less than thirty (30) hours worked per week per calendar year.
 - a. No part-time employee may work in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month.
 - b. No part-time employee may work in excess of fifteen hundred (1500) hours in any given calendar year.
 - c. No employee may work in excess of their scheduled shifts unless authorized in advance by their respective Department Head, Supervisor, Sergeant, or Captain.
 - d. Shift coverage-off and sick days do not count as scheduled hours for part-time employee. These hours can be made up only in the same calendar month and one does not exceed forty-eight (48) hours in any given calendar week.
- 2) It is the responsibility of the part-time employee to keep from working in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month, or 1500 hours in the calendar year.
- 3) It is the responsibility of the Department Head to ensure that part-time employees adhere to the confines of this order.
- 4) Any part-time employee (excluding employees whom work twelve (12) hours every sixth day) whose scheduled shifts begin on the 1st and end on the 31st of any given month must have a scheduled shift off to keep them under one hundred-thirty (130) hours worked in any given month. This will be identified as an "off-day" and shall be assigned by respective their Department Administration. "Off-days" do not count as scheduled hours and cannot be made up.
- 5) Failure to comply with or enforce the above-mentioned Administrative Order may result in the Department Head and/or employee being disciplined up to and including termination.

- 6) Should an employee work Fourteen Hundred, Ninety-Nine (1499) hours within a given calendar year, that employee will immediately be placed on unpaid Administrative leave until January 1 of the following year.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2022 schedule of paid holidays for all Sugarcreek Township non-bargaining unit employees:

<i>New Year's Day:</i>	<i>January 2</i>
<i>Martin Luther King Day:</i>	<i>January 16</i>
<i>President's Day:</i>	<i>February 20</i>
<i>Memorial Day:</i>	<i>May 29</i>
<i>Juneteenth:</i>	<i>June 19</i>
<i>Independence Day:</i>	<i>July 4</i>
<i>Labor Day:</i>	<i>September 4</i>
<i>Veterans Day:</i>	<i>November 10</i>
<i>Thanksgiving Day:</i>	<i>November 23</i>
<i>Day after Thanksgiving:</i>	<i>November 24</i>
<i>Christmas Day:</i>	<i>December 25</i>

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2023 schedule for the Sugarcreek Township Records Commission: Monday, April 10, 2023 and Monday, September 11, 2023. The Records Commission shall meet twice a year with both meetings starting at 6:45 pm at the Township Administrative Offices, 2090 Ferry Road, Sugarcreek Township, Ohio

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the following Operational Policies and Priorities for the Year 2023:

AGENDA: The agenda for regular and special meetings of the Board of Trustees is to be prepared by the Township Administrator with the review and consent of the Chairperson. All items for the agenda must be submitted to the Administrator on or before the Thursday preceding a regular meeting.

ANNEXATION: This Board of Sugarcreek Township Trustees adamantly opposes any annexation that is not in the best interest of the health, safety, and general welfare of the Township and/or its Citizens and shall aggressively resist annexations from any source as appropriate.

ATTENDANCE OF DEPARTMENT HEADS AT TRUSTEE MEETINGS: Attendance is required at the second regular meeting of the Board of Township Trustees each month and other meetings as requested or unless otherwise excused by the Township Administrator.

AUTHORIZATION TO BILL: The Fiscal Officer shall, upon notification from the Administrator or appropriate Department Head, bill residents and others for damage to Township property and false alarms.

AUTHORIZING TRAVEL/TRAINING REQUESTS: All Travel/Training requests of less than \$1,000.00 may be authorized by the Township Administrator. The Chairperson of the Board of Trustees and the Township Administrator may authorize requested travel training of \$1,000.00 or more, not to exceed \$2,500 without the consent of the majority of the Board of Trustees.

BLOCK PARTY REQUESTS: Requests must be submitted to the Township Administrator, who is authorized to approve requests based on the availability of the Community Outreach group, Police, Fire and/or Roads and Services Departments.

CATASTROPHIC EMERGENCIES: Authorizing the Township Administrator or in the absence of the Township Administrator and a quorum of the Board of Trustees, any one Trustee to represent Sugarcreek Township for the purpose of authorizing the use of Township resources in the event of a catastrophic emergency.

COMPETITIVE BIDDING: The Township Administrator and Department Heads are authorized to obtain competitive bids when legally required. All bids will be advertised when in the best interest of the Township or as required in accordance with law. Each bid shall be evaluated as to requirements and specifications contained therein. Demonstrations and/or references shall be provided as appropriate. The contract shall be reviewed in whole or in part by the Office of the Greene County Prosecuting Attorney. Awarding of bids will be determined by the Sugarcreek Township Board of Trustees in the overall best interest of Sugarcreek Township, not exclusively on the basis of the lowest cost. The Board reserves the right to reject any or all bids.

CREATION OF BOARDS, COMMISSIONS and COMMITTEES: The Township Trustees may by resolution create, eliminate, change, appoint alternates, and abolish boards and commissions in accordance with the Ohio Revised Code. Members of such boards and commissions shall be appointed by and responsible to the Trustees. These members may be removed by the Board of Trustees for malfeasance, misfeasance, or other violations of official Township resolutions and policies. All appointed board, commission, committee members or other appointed volunteers shall be responsible for signing and adhering to the official Sugarcreek Township Code of Ethics or be subject to removal.

All terms, number of members, procedures for appointment and replacement of members, duties, and powers of boards and commissions created by the Trustees shall be prescribed by resolution in accordance with the Ohio Revised Code except as established by the Ohio Revised Code. The Trustees may assign additional non-conflicting duties to the established boards and commissions. Each board or commission shall adopt its own rules of order and procedure in accordance with the Ohio Revised Code and shall annually elect its officers from its membership. The Trustees may authorize funds for the use by the boards and commissions in carrying out their designated responsibilities.

CUSTOMER SERVICE AWARD: This Board of Trustees encourages exemplary service and as such, an employee(s) who display(s) professional excellence in the performance of their work should be recognized for their achievement. If an unsolicited letter/email/phone call

acknowledging exemplary service is received, the department head may submit a request for award in the amount of one hundred dollars to be paid to the employee(s).

DEPARTMENT REPORTS: Each Department Head shall submit a typed report of activities to the Township Administrator on the Thursday preceding the scheduled regular meetings of the Board of Township Trustees for presentation at that meeting.

DRAINAGE: Retain ground water at its source.

NUISANCE FIRE ALARMS: Nuisance fire alarms shall be subject to the penalties and provisions of the current adopted fire code(s).

MILEAGE REIMBURSEMENT: The Township shall reimburse all employees and elected officials in accordance with Internal Revenue Service (IRS) regulations at the current IRS standard mileage rates for business use when using their private vehicles in those instances where Township-owned vehicles cannot be utilized.

OPEN SPACE PRESERVATION: This Board of Trustees recognizes the high value of and strongly supports the preservation of the open spaces and vistas that help to make Sugarcreek Township a unique and highly desirable place to live, work and play.

ORGANIZATIONAL CHART – CHAIN OF COMMAND: This Board of Trustees formally adopts the attached Organizational Chart for the Township and recognizes a Chain of Command structure as a best practice for operations of the Township organization. The Trustees shall work with the Departments through the Township Administrator or the Assistant Township Administrator in the absence of the Township Administrator to maintain proper Chain of Command in the organization.

REGIONALISM: This Board of Trustees supports true regionalism and will strive to maintain Sugarcreek Township, Greene County, and the Miami Valley as a viable and thriving region.

SPECIAL SECURITY EVENTS: The Police Department shall be reimbursed at the rate of Seventy-four dollars (\$74) per hour per person and equipment provided to private organizations for security services.

WORK WITHIN THE ROAD RIGHTS-OF-WAY: Landscaping, traffic signs, fire hydrants or mailboxes (except in conformance with all applicable United States Postal Service Standards) shall not be placed in the Sugarcreek Township road rights-of-way without prior written approval of the Director of Roads and Services, or in his/her absence the Township Administrator or his/her designee.

D. 2023 Temporary Appropriations – 2022.12.19.02

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

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

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

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

1000	General Fund	
	Personal Services (Salaries)	\$ 422,430.00
	Employee Benefits	\$ 189,840.00
	Purchased Services	\$ 158,100.00
	Supplies & Materials	\$ 11,000.00
	Other Dues and Fees	\$ 1,000.00
	Health Districts	<u>\$ 33,280.00</u>
	<i>Total General Fund:</i>	<i>\$ 815,650.00</i>
2011	Motor Vehicle License Tax	\$ 30,000.00
2021	Gasoline Tax	\$ 225,000.00
2031	Road and Bridge	
	Personal Services	\$ 499,800.00
	Other	<u>\$ 536,150.00</u>
	<i>Total Road and Bridge:</i>	<i>\$1,035,950.00</i>
2081	Police District	
	Personal Services	\$2,544,000.00
	Other	<u>\$ 507,100.00</u>
	<i>Total Police District:</i>	<i>\$3,051,100.00</i>
2112	Fire District	
	Personal Services	\$2,536,500.00
	Other	<u>\$ 870,172.00</u>
	<i>Total Fire District:</i>	<i>\$3,406,672.00</i>
2231	Permissive Motor Vehicle Gas Tax	\$ 200,000.00
2281	Ambulance and Emergency Medical	
	Personal Services	\$ 133,420.00
	Other	<u>\$ 64,700.00</u>
	<i>Total Ambulance and Emergency Medical:</i>	<i>\$ 198,120.00</i>
2902	Jim Martin Memorial Fund	\$ 25.00
2904	Centerville Fire Ancillary	\$ 110,000.00

2906	Police Trust Fund	\$ 25,582.61
2907	Police Cell Tower Receipts	\$ 24,000.00
2908	Fire Cell Tower Receipts	\$ 24,000.00
2911	American Rescue Plan Fund	\$ 575,280.86
3102	General Bond Retirement (PSB)	\$ 132,275.00
3901	Clyo Road TIF II	\$ 24,100.00
2909	MEP	\$ 4,350.00
2912	Veterans Memorial Fund	\$ 55,098.53

Total Temporary Appropriations \$9,937,204.00

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

Mrs. Destefani made a motion to accept the consent agenda items as corrected. Mr. Moeller seconded. Upon call of the roll, the vote resulted in the following:

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

8) Discussion Agenda Items

Mr. Tiffany stated he would like to discuss on 1/9/23 the police budget and a possibility for a levy at the work session.

Mr. Cramer stated regarding the costumer service funds he would like there to be not cap on how many they can distribute as they are trying to achieve excellence.

9) Public Comments

Ms. Martin expressed interest in purchasing the property that Mr. Jim Martin left to the township. Mr. Cramer stated as of now they have one solid offer for \$400,000 and two other offers coming in this week. Ms. Martin stated she will offer that in cash and needs to know what the next steps would be. Mr. Tiffany stated to send him an email. Some discussion followed on setting a time for Ms. Martin to see the property.

10) Trustee/Staff Discussions

Trustees discussed when they are going to come back together to sign all the corrected resolutions as well as go to each department and hand out their Christmas cards and gifts. They decided on Wednesday morning at 9 am.

11) Executive Session

Mr. Cramer made a motion to move into Executive session under section 121.22.G.1 To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. 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.

A. Appointment of Fire Chief – 2022.12.19.03

WHEREAS, the Ohio Revised Code Section 505.38 grants this Board of Trustees authority to appoint the Fire Chief for the Township; and,

WHEREAS, application and resumes were received by many individuals who were assessed for qualifications and interviewed by the Township Administrator, the Assistant Township Administrator, a Board of Regional Fire Chiefs, and the Township Trustees; and,

WHEREAS, after reviewing, interviewing, and ranking the candidates, there was a clear determination of Mr. Douglas Buffenbarger to be the best candidate for the position of Fire Chief.

NOW THEREFORE, IT BE RESOLVED, that the Board of Sugarcreek Township Trustees does hereby appoint Mr. Douglas Buffenbarger as Fire Chief effective January 2, 2023.

BE IT FURTHER RESOLVED, that the annual salary for this position is affixed at \$106,086.00 payable on a biweekly basis, as the other Township employees, with three weeks of vacation per year, that this position is salaried (exempt) under the Sugarcreek Township Compensation Plan, and is subject to one (1) year probationary period ending January 2, 2024.

Mr. Cramer made a motion to approve resolution 2022.12.19.03 Appointment of Fire Chief. Mrs. Destefani seconded. Upon call of the roll, the vote resulted in the following:

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

Mr. Cramer made a motion to award the Assistant Fire Chief, Joann Zimmerman a bonus of \$2,500 for her work as act in Fire Chief in the last 3 months. Mrs. Destefani seconded. Upon call of the roll, the vote resulted in the following:

Mr. Cramer – Yes

Mrs. Destefani – Yes
Mr. Moeller – Yes

12) **Adjourn**

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

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

Richard J Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, January 9, 2022, 6:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Swearing in of Fire Chief, Doug Buffenbarger, and Full Time Firefighter /Paramedic, Todd Tignor**
- 5. Reception**
-Resume regular session, 7:00 PM
- 6. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 7. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 8. Old Business**
- 9. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Appointment of Roads and Services Staff - Taylor Stinson
- 10. Discussion Agenda Items**
 - A. Resolution of Necessity- Police Levy 2023.01.09.02
- 11. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 12. Trustee/Staff Discussion**
- 13. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.01.09.01**

IN RE: Appointment of Roads and Services Department Personnel
Taylor Stinson

WHEREAS, the continuing need exists to maintain proper staffing within the Sugar Creek Township Roads and Services Department; and,

WHEREAS, Township Administrator Barry P. Tiffany is recommending the appointments of Taylor Stinson to Full-Time Service Worker I; and,

WHEREAS, Mr. Barry P. Tiffany states the 2023 Budget has sufficient funds allocated for these appointments.

NOW THEREFORE, BE IT RESOLVED that Taylor Stinson shall be appointed to the position of Full-time Service Worker I at the pay rate of \$18.23 per hour, payable on a bi-weekly basis.

BE IT FURTHER RESOLVED this appointment shall have an effective date of January 9, 2023 and is subject to a one (1) year probationary period ending January 9, 2024.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, January 9, 2022, 6:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Swearing in of Fire Chief, Doug Buffenbarger, and Full Time Firefighter /Paramedic, Todd Tignor**
- 5. Reception**
 - Resume regular session, 7:00 PM**
- 6. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
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 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 7. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 8. Old Business**
- 9. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Appointment of Roads and Services Staff - Taylor Stinson
- 10. Discussion Agenda Items**
 - A. **Resolution of Necessity- Police Levy 2023.01.09.02**
- 11. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 12. Trustee/Staff Discussion**
- 13. Adjourn**



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, January 9, 2022, 6:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Swearing in of Fire Chief, Doug Buffenbarger, and Full Time Firefighter /Paramedic, Todd Tignor**
- 5. Reception**
 - Resume regular session, 7:00 PM**
- 6. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
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 - H. Trustees
- 7. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 8. Old Business**
- 9. Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Appointment of Roads and Services Staff - Taylor Stinson
- 10. Discussion Agenda Items**
 - A. Resolution of Necessity- Police Levy 2023.01.09.02
- 11. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 12. Trustee/Staff Discussion**
- 13. Adjourn**