



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, March 20, 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. Authorizing Township Administrator to act as Signatory on SRO Memorandum of Understanding - 2023.03.20.01
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
March 6, 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 also being developed currently.
- The county has all documents necessary for the memorial property split and we are awaiting the recording of the deeds.
- I have received a draft of the survey for the Martin property and have given approval to complete the survey and file it with Greene county. Once this is completed the property will transfer to the Township and we can enter into a contract for the purchase as approved by the Board of Trustees at the last meeting.
- We are continuing to review and draft updates of the Township Policies and Procedures Manual. A team of individuals from each of the departments will be working with Sara to provide proposed changes for consideration.
- Conducted Interview Training with Fire Department leadership for proper and legal techniques with potential new hire employees.
- Held a pre-construction meeting with the contractor on the Carpenter Road project. Tree removal has taken place and construction is expected to start around April 1st.
- Participated as a judge for the Future Chef competition at Bell Creek Intermediate school. Eight (8) students participated as cook for the event this year, with a Mediterranean Baklava Fruit Salad taking first place.

Respectfully Submitted,

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

Barry P. Tiffany
Township Administrator



**Staff Report for the Sugar Creek Township Board of Trustees
March 7, 2023 to March 20, 2023**

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:

- **March 23, 2023 Meeting:**
 - **BZA04-2023:** Applicant, Douglas J. Bolton, is requesting an Area/Dimensional Variance from Section 4.14 C. 6 Table 4-6 of the Sugar Creek Township Zoning Resolution to allow for the construction of an inground pool in the side yard of the subject property. The subject property is 2817 Ferry Road, owned by Douglas J. and Kateri E. Bolton Trustees, further identifiable by parcel number L32000100100001300, containing 4.0 acres and located in the E (Estate Residential) District.
 - **BZA05-2023:** Applicants, Timothy and Arnitra Reid, are requesting an Area/Dimensional Variance from Section 4.14 C. 6 Table 4-6 and Section 4.12 C. 10. of the Sugar Creek Township Zoning Resolution to allow for the construction of a 120 SF shed in the side yard of the subject parcel. The subject property is 437 Kilkenny Court, owned by Timothy and Arnitra Reid, further identifiable by parcel number L32000100011007500, containing 0.338 acres and located in the R-1B (Suburban Residential-Moderate) District.
 - **BZA06-2023:** Applicant, Amanda Crawford, is requesting Area/Dimensional Variances from Section 4.14 C. 6 Table 4-6 and 4.14 D. 3. b. of the Sugar Creek Township Zoning Resolution to allow for the construction of a 2560 SF pole barn the front yard of the subject parcel. The subject property is 4800 Brown Road, owned by Amanda M. Crawford, further identifiable by parcel number L32000100010007600, containing 9.7279 acres and located in the A-1 (Agricultural) District.

Zoning Commission Activities:

- **March 7, 2023 Meeting Cancelled**
- **Next meeting scheduled for April 4, 2023-cancellation likely**

Meetings/Accomplishments:

- Attended negotiations with sergeant's union on March 9, 2023
- Original legal descriptions for Veteran's Memorial site dropped off to Greene County to facilitate transfer of property on March 14, 2023 (we have been working with the Park District on completing this transfer)
- Attended shift commander interview training on March 15, 2023
- Met with residents to discuss variance application on March 16, 2023
- Met with resident to discuss variance application on March 16, 2023
- Met with resident to discuss variance application on March 20, 2023
- Met with contractor to discuss basement finish on March 20, 2023
- Completed and sent BZA Notices of Decision
- Completed and sent BZA Public Notices
- Completed and sent BZA packets for the March 23, 2023 Meeting
- Completed Trustee Minutes
- Completed March Administrator Snapshot



Sugar Creek Township Trustees Report For March 20, 2023

The following information is a snapshot of the activities and areas of responsibilities for Sugar Creek Township Fire Department. This report was generated on 03.03.23 to keep the Board of Trustees informed of their Fire Department. If further information is needed, please contact Chief Buffenbarger at 937-848-7344.

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

- Protocol Review
- Blue Card Command Training
- Standing orders Skills
- Water Calculations
- Inspection

Statistics:

2023 Totals

- EMS Responses: 191 11.3% or 28 calls have been to Cornerstone.
- Vehicle Crashes: 22
- Fire Responses: 55
246

Mutual Aid Given (number of incidents)

- Fire = 10
- EMS = 3

Mutual Aid Received (number of incidents)

- Fire = 7
- EMS = 4

Information:

- Station 71 bay floor replacement close to completion (R&A Concrete)
- Station 72 interior walls scheduled to be painted are close to completion.
- Annual ladder testing scheduled for 04.03.2023 (Ohio Cat)
- Changed EMS supplies provider (Henry Schein)
- Signed contract for new Sutphen Engine (Heritage Fire equipment)
- New uniform shirts ordered for all full-time and part-time are starting to come in.
- Collins Lodge basketball event

Status of Issues the Fire Department is Addressing:

- Currently accepting applications for two full-time positions
- Lieutenant assessment center 04.01.2023
- Internal job posting for vacant Captain position. Testing dates TBD

Fire Department Scheduled Events Attended:

- Chamber meeting
- Sugar Maple
- 5K run/walk staffing.

Fiscal:

As of February 28, 2023	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,406,672.00	\$737,985.32	\$491,527.14	\$2,202,573.65	14.322%
EMS	\$198,120.00	\$67,132.91	\$30,165.02	\$103,118.84	15.051%
Cell Tower Fund	\$26,076.00	\$0.00	\$0.00	\$151,914.78	0.000%
Department Total	\$3,630,868.00	\$143,301.73	\$3,782,035.08	\$2,457,607.27	29.373%

Projected Capital Needs:

- Positive Pressure Fans for E71 and E72 **\$5,000**
- Radio Batteries **\$2,500**
- Nozzles **\$3,500**
- Bay Doors **\$30,000**
- Replace carpet at Station 71 **\$7,000**
- Relocate flagpole at 71 and install lights **\$2,500**

Total: \$50,500

Respectfully Submitted,

Chief Buffenbarger



Michael A. Brown
Chief of Police

Trustee Report March 20, 2023

Training

- On March 30th & 31st, Officer Liggett will be attending the Applied Suicide Intervention Skills Training (ASIST) in Xenia. ASIST is a two-day interactive workshop in suicide first aid.
- No other classes scheduled for March.

Fiscal

Budget 2023 (Final Appropriation)	\$3,051,100.00
Expenditures as of February 28, 2023	\$467,527.35
% of Budget Used	15%
% of Budget Year Target for the end of February	16.6%
% of Budget Remaining	85%
Cash Balance as of February 28, 2023	\$432,153.35

No new figures

EVENTS/APPEARANCES

- On February 9th, Chief Brown attended the Ministerial Luncheon.
- On March 13th, Chief Brown attended the Eagle Rise HOA Meeting.
- On March 16th, Chief Brown attended the Cost of Poverty Experience at the Fearless Church.
- Chief Brown also attended that day the Annual Future Chefs at the elementary school.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "MA Brown". The signature is written in a cursive, somewhat stylized font.

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

March 1, 2023

- Business and house checks
- Community policing
- Crash report on Feedwire Road
- Criminal damaging on Waynesville Road
- Theft arrest on Wilmington Pike

March 2, 2023

- Traffic stops
- Crash report on Feedwire Road

March 3, 2023

- Nothing to Report

March 4, 2023

- Welfare check on Waynesville Road
- Juvenile complaint on Catalpa View Way
- Criminal damaging on Sonoma Court
- Theft arrest on Wilmington Pike

March 5, 2023

- Nothing to Report

March 6, 2023

- Community policing
- Welfare check on Brookdale Lane
- An animal complaint on N. Bickett Road

March 7, 2023

- Domestic dispute on Talon Ridge Court
- Crash report on Wilmington Pike
- Community policing
- Business checks

March 8, 2023

- Domestic dispute on Ferry Road
- Traffic stops

March 9, 2023

- 911 Hang up on Bayberry Cove Drive
- Welfare check on N. Church Drive
- Crash report on Wilmington Pike

March 10, 2023

- Welfare check on Surrey Trail
- Community policing
- Theft arrest on Wilmington Pike

March 11, 2023

- Theft arrest on Wilmington Pike
- Suspicious vehicle on Brown Road
- Crash report on Cloy Road

March 12, 2023

- Nothing to Report

March 13, 2023

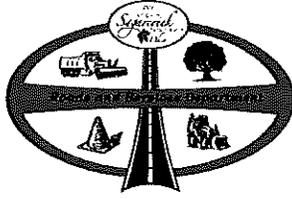
- Intoxicated subject on N. Lakeman Drive
- Disturbance/theft report on Wilmington Pike

March 14, 2023

- Crash report on Social Row Road
- Fraud report taken on Toll Gate Lane
- Robbery report on Wilmington Pike

March 15, 2023

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



Staff Report for Sugar Creek Township Trustees March 20, 2023

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:

- We had one call out for salting during this time period

Accomplishments:

- Remove signs from ROW (x5)
- Completed sweeping cycle
- Remove fallen trees- Shepherd, Memorial Ln
- Installed new fuel hose at Service diesel pump
- Removed air tank system from station 71-temp storage in Quonset hut
- Patched potholes- Center Point, Ferry Rds
- Changed radar batteries-(x2)
- Fabricated bracket and install-Station 71
- Preconstruction meeting for Carpenter Rd
- Repaired berm- 3367 Ferry Rd
- Replace ceiling tiles- Stations 71,72
- Removed tires from Sugarhill Ln
- Fabricated metal for Admin door lock
- Removed dead deer- Centerville Rd
- Replaced light switch and cover-shooting range
- Unclogged culvert pipe-Spahr Rd
- Prepared landscaping for summer-Clyo Rd
- Serviced service car
- Replaced stop sign and posts- Panama Pl
- Replaced overhead and spreader lights- 705
- Remove debris- Ferry Rd @ Waynesville Rd
- Secured catch basin riser to catch basin- LSC
- Empty and wash trucks
- Remove alternator-702

Respectfully,

Dale Owens
Director of Roads and Services



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Payment Listing

3/6/2023 to 3/31/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
450-2023	03/13/2023	03/13/2023	CH	BUREAU OF WORKERS' COMPENSATION	\$4,333.77	O
				Purpose: MONTHLY PAYMENT		
451-2023	03/13/2023	03/13/2023	CH	HUNTINGTON NATIONAL BANK	\$474.63	O
				Purpose: CREDIT CARD PURCHASES		
90642	03/07/2023	03/07/2023	AW	MEYERS PRINTING & DESIGN, INC.	\$49.00	O
				Purpose: BUSINESS CARDS		
90643	03/07/2023	03/07/2023	AW	CIVIC PLUS	\$4,009.43	O
				Purpose: ANNUAL FEE		
90644	03/07/2023	03/07/2023	AW	MUFFLER BROTHERS	\$59.78	O
				Purpose: CAR 112		
90645	03/07/2023	03/07/2023	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$91.00	O
				Purpose: SEARCHES		
90646	03/07/2023	03/07/2023	AW	BELLBROOK-SUGARCREEK COMMUNITY S	\$1,500.00	O
				Purpose: GALA PLEDGE		
90647	03/07/2023	03/07/2023	AW	KATHERINE T. PLATONI, PSYD	\$385.00	O
				Purpose: EXAM - GUDGELL		
90648	03/07/2023	03/07/2023	AW	PARR PUBLIC SAFETY EQUIPMENT	\$360.00	O
				Purpose: LIDAR TEST CERTIFICATION		
90649	03/07/2023	03/07/2023	AW	BRIDGEWIRED LLC	\$182,730.69	O
				Purpose: FIBER BUILD PROJECT		
90650	03/07/2023	03/07/2023	AW	CARDMEMBER SERVICE	\$653.21	O
				Purpose: MISC PURCHASES		
90651	03/07/2023	03/07/2023	AW	LOWE'S COMPANIES INC.	\$332.96	O
				Purpose: MISC PURCHASES		
90652	03/07/2023	03/07/2023	AW	DANCO LETTERING	\$1,106.21	O
				Purpose: GRAPHICS C70 TAHOE		
90653	03/07/2023	03/07/2023	AW	BOUND TREE MEDICAL, LLC	\$688.53	O
				Purpose: EMS SUPPLIES		
90654	03/07/2023	03/07/2023	AW	DUNCAN OIL COMPANY	\$2,195.55	O
				Purpose: FUEL		
90655	03/07/2023	03/07/2023	AW	GRAINGER	\$364.34	O
				Purpose: REPLACEMENT SENSOR		
90656	03/07/2023	03/07/2023	AW	CENTERPOINT ENERGY	\$370.23	O
				Purpose: NATURAL GAS		
90657	03/07/2023	03/07/2023	AW	JOHN DEERE FINANCIAL	\$359.60	O
				Purpose: DIESEL EXHAUST FLUID		
90658	03/07/2023	03/07/2023	AW	NAPA AUTO PARTS	\$226.18	O
				Purpose: HOSE AND HOSE END		
90659	03/07/2023	03/07/2023	AW	CENTERVILLE GRAVELY	\$12.41	O
				Purpose: NEEDLE CAGE		
90660	03/07/2023	03/07/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$55.33	O
				Purpose: SUPPLIES		
90661	03/07/2023	03/07/2023	AW	GREENE COUNTY LAW ENFORCEMENT A	\$15.00	O
				Purpose: REIMB FOR BANK FEE		
90662	03/07/2023	03/07/2023	AW	BELLBROOK FUEL CENTER	\$500.00	O
				Purpose: CAR WASHES		

Payment Listing

3/6/2023 to 3/31/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
90663	03/07/2023	03/07/2023	AW	GREENE COUNTY LAW ENFORCEMENT AS	\$15.00	V
				Purpose: REFUND OF BANK CHARGES		
90663	03/07/2023	03/07/2023	AW	GREENE COUNTY LAW ENFORCEMENT AS	-\$15.00	V
90664	03/07/2023	03/07/2023	AW	GREENE COUNTY SANITARY ENGINEER	\$613.79	O
				Purpose: WATER AND SEWER		
90665	03/07/2023	03/07/2023	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: POSTAGE		
90666	03/07/2023	03/07/2023	AW	QUADIENT, INC.	\$140.85	O
				Purpose: POSTAGE MACHINE		
90667	03/07/2023	03/07/2023	AW	US BANK EQUIPMENT FINANCE	\$929.68	O
				Purpose: COPIER FEES		
90668	03/07/2023	03/07/2023	AW	CENTERPOINT ENERGY	\$1,396.06	O
				Purpose: NATURAL GAS		
90670	03/13/2023	03/13/2023	AW	RUMPKE CONSOLIDATED	\$265.79	O
				Purpose: TRASH REMOVAL		
90671	03/13/2023	03/13/2023	AW	AIM MEDIA MIDWEST	\$246.24	O
				Purpose: ZONING AD		
90672	03/13/2023	03/13/2023	AW	BREATHING AIR SYSTEMS	\$1,552.17	O
				Purpose: AIR PAK MAINTENANCE		
90673	03/13/2023	03/13/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$146.00	O
				Purpose: DRUG TESTING/PHYSICAL		
90674	03/13/2023	03/13/2023	AW	CHARTER COMMUNICATIONS	\$123.68	O
				Purpose: TV AND VOICE		
90675	03/13/2023	03/13/2023	AW	AIRGAS USA, LLC	\$25.25	O
				Purpose: OXYGEN		
90676	03/13/2023	03/13/2023	AW	PRO ONCALL TECHNOLOGIES	\$225.89	O
				Purpose: PHONE		
90677	03/13/2023	03/13/2023	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: COMPUTER RENTALS		
90678	03/13/2023	03/13/2023	AW	AES OHIO	\$424.64	O
				Purpose: ELECTRIC		
90679	03/13/2023	03/13/2023	AW	TREASURER OF STATE	\$1,410.00	O
				Purpose: MARCS RADIOS - SERVICE AND FIRE		
90680	03/13/2023	03/13/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$146.00	O
90681	03/13/2023	03/13/2023	AW	PHOENIX SAFETY OUTFITTERS	\$3,552.90	O
				Purpose: UNIFORMS		
90682	03/13/2023	03/13/2023	AW	KELLI SHARP	\$110.00	O
				Purpose: CAR SEAT TECH CLASS		
90683	03/13/2023	03/13/2023	AW	AES OHIO	\$217.83	O
				Purpose: ELECTRIC		
90684	03/13/2023	03/13/2023	AW	TREASURER OF STATE	\$990.00	O
				Purpose: MARCS RADIOS - POLICE		
90685	03/13/2023	03/13/2023	AW	A-1 SPRINKLER CO., INC.	\$315.00	O
				Purpose: ANNUAL SPRINKLER INSPECTION		
90686	03/13/2023	03/13/2023	AW	CHARTER COMMUNICATIONS	\$1,235.00	O
				Purpose: INTERNET, ETC		

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Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
90687	03/13/2023	03/13/2023	AW	CHARTER COMMUNICATIONS	\$116.67	O
	Purpose: TV AND VOICE					
90688	03/13/2023	03/13/2023	AW	ADVANCE AUTO PARTS	\$326.24	O
	Purpose: CAR 119					
90689	03/13/2023	03/13/2023	AW	VERIZON WIRELESS	\$570.23	O
	Purpose: MDTs					
Total Payments:					\$216,995.59	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$216,995.59	

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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- 11. Adjourn**

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on March 6th, 2023, at 7:00 PM.

- 1) **Mrs. Destefani called the session to order at 7:00 pm.**
- 2) **Mr. Demko called the roll with Board Members,** Mrs. Destefani, Mr. Moeller, and Mr. Cramer were in attendance. Also, in attendance was Donna Hellmann, Louis Schatzberg, and Jodi Puterbaugh.
- 3) **All in attendance stood for the Pledge of Allegiance.**
- 4) **Reports**

Administration

Mr. Tiffany noted that the Martin property survey is done and we should have it this week. He noted a need to cancel the second meeting in April as the Trustees will be in D.C.

Zoning

Mrs. Tilford had nothing to add to her report.

Fiscal Officer

Mr. Demko noted that current appropriations are due at the end of March.

Fire

Mr. Buffenbarger noted that Captain Collier who has notified us of his intent to retire and took a fall in the Metropark today and fractured his ankle. He noted he will be appointing an interim Captain. Plans are underway for moving apparatus in advance of the floor work to be done at Station 71.

Police

Chief Brown had nothing to add to his report.

Roads and Service

Mr. Owens was not present and had nothing to add to his report. Mrs. Destefani asked about whether we do chip and seal. The OTA is looking into this. Mr. Tiffany indicated we do not do any of that in house.

Information Technology

Mr. Tiffany had nothing to add.

Trustees

Mr. Moeller stated he attended the MVRPC meeting and noted that Bellbrook got a grant to put an electric vehicle charger at the library.

Mrs. Destefani stated that at the Work Session we went through our 2021 audit and we got a 9/10. It was a great audit. She noted that the OTA is asking about the use of traffic enforcement cameras. She noted that the annual Mike Pittman walk was held over the weekend and she did

attend. It was a great event. She noted that flushing of hydrants will begin on March 27. If residents have concern they can contact them. Run the water for 10 minutes and if it doesn't clear up, then please do call. She noted an upcoming event on the 16th of March at Fearless Church regarding poverty. They are encouraging as many elected officials to attend as possible.

Mr. Cramer stated that we have been successful in attempts to increase the number of support letters for the RAISE grant. Funding for three trail extensions is sought, one of which is the Bellbrook to Spring Valley connector. They have been forwarded on and the application has been filed. He noted a very well received Casino Night was put on by the Chamber of Commerce.

5) **Public Comments – Agenda Items**

None.

6) **Old Business**

None.

7) **Consent Agenda Items**

A. Payment of Bills

B. Approval of Minutes

C. Resignation of Fire Department Staff - Ken Collier- 2023.03.06.01

WHEREAS, Ken Collier submitted his letter of retirement from the Sugarcreek Township Fire Department with an effective date of April 3, 2023; and,

WHEREAS, Barry P. Tiffany, Township Administrator, has stated that Mr. Collier, started his employment with Sugarcreek Township February 3, 2003 as a part-time firefighter/EMT. Mr. Collier has moved through the ranks within the Township, finishing his career with us serving as Captain of Fire Marshal office.

WHEREAS, the Board of Trustees and Township Administrator, Barry P. Tiffany, would like to publicly thank Mr. Collier for his dedication of service to this community for the past 20 years.

NOW THEREFORE, BE IT RESOLVED that this Board of Township Trustee officially accepts, with regret, the retirement of Ken Collier from the Sugarcreek Township Fire Department effective April 3, 2023; and,

FUTHER, BE IT RESOLVED, that this Board of Trustees wishes Mr. Collier the very best in endeavors.

D. Resignation of Police Department Staff - Anthony Mountjoy - 2023.03.06.02

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

WHEREAS, Mr. Mountjoy became a member of the Sugarcreek Township Police Department on May 21, 2019 through July 19, 2020 and was rehired on October 18, 2021; and,

WHEREAS, Chief Michael Brown recommends we accept the resignation of Anthony Mountjoy.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Anthony Mountjoy effective February 21, 2023.

E. Resignation of Administrative Staff - Madeleine Rogg - 2023.03.06.03

WHEREAS, Full-time Administrative Assistant/Social Media and Marketing Coordinator, Madeleine Rogg has indicated her desire to resign from the Sugarcreek Township Administration Department; and,

WHEREAS, Miss Rogg was hired as a member of the Sugarcreek Township Administration Department on June 13, 2022; and,

WHEREAS, Township Administrator Barry Tiffany recommends we accept the resignation of Madeleine Rogg.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the resignation of Madeleine Rogg effective March 10, 2023.

F. Appointment of Police Department Staff - Adam Klark - 2023.03.06.04

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

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

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

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

WHEREAS, after a review of all the candidates, Police Chief Michael A. Brown recommends this appointment, and confirms that there are funds available for this position in the 2023 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Adam Klark is hereby appointed as full-time Police Officer effective February 27, 2023, at a pay rate of \$32.95 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending February 27, 2024.

NOW THEREFORE, BE IT FURTHER RESOLVED, that Mr. Klark will transfer in accordance with Section 25.10 of the police contract and section 6.12.4 of the Township Personnel Policies and Procedures Manual, his sick leave balance of 149.88 hours.

G. Appointment of Fire Department Staff - Kaitlyn Holbrook, Julia Chubner and Cameron Bybee - 2023.03.06.05

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

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

WHEREAS, Kaitlyn Holbrook, Julia Chubner and Cameron Bybee have the necessary qualifications to serve in those capacities for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2023 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Kaitlyn Hollbrook shall be appointed to Part-time EMS Only within the Sugarcreek Fire Department at the rate of \$17.01 per hour, and that Julia Chubner shall be appointed to Part-time Firefighter I/Paramedic within the Sugarcreek Fire Department at the rate of \$18.81 per hour, and that Cameron Bybee shall be appointed to Part-time Firefighter I/EMT within the Sugarcreek Fire Department at the rate of \$16.71 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Kaitlyn Holbrook will have an effective date of February 13, 2023 with a one (1) year probationary period ending on February 13, 2024 and Julia Chubner will have an effective date of February 22, 2023, with a one (1) year probationary period ending on February 22, 2024, and Cameron Bybee will have an effective date of February 28, 2023, with a one (1) year probationary period ending on February 28, 2024 .

H. Resignation of Roads and Services Department Staff - Michael Ward - 2023.03.06.06

WHEREAS, Full-time Roads and Services Service Worker I, Michael Ward has indicated his desire to resign from the Sugarcreek Township Roads and Services Department; and,

WHEREAS, Mr. Ward was hired as a member of the Sugarcreek Township Roads and Services Department on May 16, 2022; and,

WHEREAS, Township Administrator Barry Tiffany recommends we accept the resignation of Michael Ward.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the resignation of Michael Ward effective March 17, 2023.

I. Authorizing Contract with Jordan Concrete Services, LLC - 2023.03.06.07

WHEREAS, the Roads and Services Department has identified a need to make improvements to the curbs and catch basins in Eric's Place; and,

WHEREAS, the Trustees recognize this need and seek to improve the quality of the curbs and catch basins for the residents; and,

WHEREAS, Barry P. Tiffany, Township Administrator, has recommended to the Board of Trustees that they enter into a contract with Jordan Concrete Services, LLC to perform this work for a total of Forty-One Thousand Six Hundred Seventy-Three dollars and Twenty-Eight cents (\$41,673.28) in curb and catch basin work; and,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby authorize Barry P. Tiffany to enter into contract for curb and catch basin repairs in the Eric's Place development with Jordan Concrete Services, LLC.

Mrs. Destefani made a motion to accept all agenda items as stated. Mr. Moeller seconded.

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

9. Discussion Agenda Items

None.

10. Public Comments

Mrs. Hellman asked about the electrical boxes in her neighborhood and if there was anyone at AES that could be contacted. They are in very poor condition.

11. Trustee/Staff Discussions

None.

12. Executive Session

None.

13. Adjourn

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

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

Richard J Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, March 20, 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. Authorizing Township Administrator to act as Signatory on SRO Memorandum of Understanding - 2023.03.20.01
- 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. 2023.03.20.01**

IN RE: Authorizing the Township Administrator to Act as Signatory on the Memorandum of Understanding Between Sugarcreek Township and Bellbrook Sugarcreek Local School District, Greene County, Ohio

WHEREAS, the Sugarcreek Local School District, Greene County, Ohio has expressed a desire to have a School Resource Officer on assignment at the Bellbrook Sugarcreek Schools; and,

WHEREAS, the Board of Trustees of Sugarcreek Township has previously authorized the additional position of School Resource Officer; and,

WHEREAS, Chief Michael A. Brown believes the attached Agreement for School Resource Officer is in the best interest of the community and recommends that the Board of Trustees enter into said Agreement; and,

WHEREAS, the Sugarcreek Local School District and the Sugarcreek Township Trustees desire to enter into an Agreement for the School Resource Officer services (see attached agreement).

NOW THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby authorizes Barry P. Tiffany to act as signatory and enter into this Agreement for the School Resource Officer services as written within the Memorandum of Understanding.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer

MEMORANDUM OF UNDERSTANDING

WHEREAS, Sugar creek Township and the Bellbrook Sugar creek Schools District wish to formalize a School Resource Officer program to serve the schools within Sugar creek Township; and

WHEREAS, both the Township and School District agree formation of the program will provide mutual benefit to the students and staff of the schools and the residents of Sugar creek Township; and

WHEREAS, Ohio Law requires the School District and the Township enter into a memorandum of understanding that clarifies the purpose of the school resource officer program and roles and expectations between the participating entities addressing at least the following:

- **Clearly defined set of goals for the school resource officer program;**
- **Background requirements or suggested expertise for employing law enforcement in the school setting, including an understanding of child and adolescent development;**
- **Professional development, including training requirements that focus on age-appropriate practices for conflict resolution and developmentally informed de-escalation and crisis intervention methods;**
- **Clearly defined roles, responsibilities, and expectations of the parties involved, including school resource officers, law enforcement, school administrators, staff, and teachers;**
- **A protocol for how suspected criminal activity versus school discipline is to be handled;**
- **The requirement for coordinated crisis planning and updating of school crisis plans;**
- **Any other discretionary items determined by the parties to foster a school resource officer program that builds positive relationships between law enforcement, school staff, and the students, promotes a safe and positive learning environment, and decreases the number of youth formally referred to the juvenile justice system; and**

WHEREAS, the Township and the School District wish to enter into a memorandum of understanding to provide core services including:

- **Assistance with adoption, implementation, and amendment of the comprehensive emergency management plan required under section 5502.262 of the Revised Code;**
- **Carrying out any additional responsibilities assigned to the school resource officer under the employment engagement, contract, or memorandum of understanding, including but not limited to:**
 - **Providing a safe learning environment;**
 - **Providing valuable resources to school staff members;**
 - **Fostering positive relationships with students and staff;**
 - **Developing strategies to resolve problems affecting youth and protecting all students.**

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

I. Policy Statement

A. Purpose

The purpose of the School Resource Officer (SRO) Program involves the assignment of carefully selected and trained police officers from the Sugarcreek Township Police Department to work directly in the schools of the Bellbrook Sugarcreek Schools District in cooperation with the administrators and faculty. The program is designed to minimize disruption to the educational process in the Bellbrook Sugarcreek Schools District by a commitment to maintain a zero tolerance for weapons, drugs, violence, and unruly behavior through the arrest of violators, confiscation of contraband, counseling of at-risk youth, and maintaining an atmosphere that is safe and conducive to learning.

B. Objectives of the Program.

1. Build a positive image toward orderly behavior.
2. Familiarize students with the role of law enforcement personnel, their objectives, and role in society.
3. Encourage students to stay in school.
4. Implement an effective program of safety education.
5. Make the campus a safe environment for learning through law enforcement and crime prevention.
6. Work with students to foster a positive attitude toward law enforcement.
7. Encourage more cooperation between students and police.
8. Reduce juvenile crime. Promote positive youth development.
9. Assist teachers/staff with instruction or support information as requested.

C. Duties of the School Resource Officer (SRO)

The SRO's activity in the Bellbrook Sugarcreek Schools will be guided by the following procedures. These procedures have been drafted in a cooperative effort between Bellbrook Sugarcreek Schools District and Sugarcreek Township Police Department. These procedures highlight several areas which are collectively felt to be necessary. It is understood that specific daily assignments to accomplish the following functions will vary from school building to school building. The primary functions of the SRO are as follows:

1. Provide a safe and secure school environment.
2. Serve as an educational resource officer.
3. Serve as liaison between the school and the Sugarcreek Township Police Department.
4. Meet with the school principal and at times with central office Administration to discuss plans and strategies to address specific issues or needs as they may arise.
5. Protect the students and staff.

6. Reduce juvenile delinquency through close contact with students and school personnel.
7. Investigate delinquent acts within the school system and its neighborhood complex when school or student oriented.
8. Participate as a resource person for the school district in classrooms, assemblies, and other school events.

D. Personnel Assignments

1. If school administration concludes a SRO is not a good fit for the assignment, they may request a different officer is assigned. Any dispute to such assignment will be resolved between the Chief of Police and the Superintendent.
2. Each officer will be a Sugarcreek Township Police Department full-time commissioned police officer certified by the State of Ohio as set forth in R.C. 109.71(A)(1).
3. SROs should have a minimum of two years of experience as a police officer and have experience with juvenile issues. Experience working with diverse ethnicities and socioeconomic groups, with persons suffering trauma or mental health crisis, and with juveniles with special needs is preferred.
4. The officers are employed by Sugarcreek Township Police Department. When dealing with matters specifically related to operation of the schools, each officer will fully cooperate with the school administration. When dealing with matters directly related to violations of law, officers will be under the direction of his/her Police Department chain of command.
5. Ordinarily, the SRO will work five days a week with weekends off. Working schedules and off days may be altered by the officer's supervisor.
6. Communications control
 - (a) Interoffice mail, electronic mail and general correspondence
 - (b) Contact by police radio via the communications center
 - (c) Cellular Phone
 - (d) Office Phone in their respective schools
 - (e) Dress for the SRO will be the full police uniform of the day.

E. Scope of Accountability of the SRO

1. The SRO's assignment is the Bellbrook Sugarcreek School District
2. The SRO will be accountable to the Police Department's chain of command.
3. While at the schools, the SRO will work closely with and fully cooperate with school staff.
4. The SRO is expected to cooperate with the school officials, including administrators and faculty.
5. The SRO will abide by the school policy regarding school operations

and respond to the request of school officials regarding school operations and policies.

F. Reporting Responsibilities of the SRO

1. Monthly reports of SRO activities will be prepared and submitted through the SRO's chain of command to the Chief of Police.
2. Program records will be maintained by the Police Department's Administration.
3. A copy of the monthly report will be made available to school administrators.

G. Equipment Needs of the SRO

1. Forms and methods of reporting will be supplied by the Police Department.
2. Private and effective office space and office supplies will be provided by the school district.
3. All police equipment and clothing are supplied by and subject to the Police Department rules and regulations as approved.

H. Supervision of the SRO

1. Will be in accordance with the Sugarcreek Township Police Department policy on chain of command.
2. Upon evaluating the performance of the SRO, the respective supervisor will confer with the school principal and/or Superintendent for input regarding in-school performance.

I. Cooperative Liaison

1. School personnel
2. Fire Department
3. Other police units, sections and personnel

J. Guidelines

1. An officer shall be assigned to the school in full duty uniform.
2. The SRO should not become involved in school matters unless the situation would typically involve law enforcement. SRO's are not school disciplinarians. When working in conjunction with principals and staff on school matters, the SRO's are considered not only law enforcement officers, but also school officials in regard to District policies. They are to work cooperatively with principals and staff on any school related matter. They will remain full time sworn police officers responsible to and directed by the Police Department command staff.
3. SRO's will handle any student education records or other confidential information in accordance with District policy and state and federal law.

K. Training

1. In compliance with R.C. 3313.951, any officer assigned as an SRO shall meet the training requirements of that Section, which include:

- (a) Complete a basic training program approved by the Ohio peace officer training commission, as described in Department (B) (1) of section 109.7 7 of the Revised Code;**
- (b) Complete at least forty hours of school resource officer training within one year after appointment to provide those services through one of the following entities, as approved by the Ohio peace officer training commission:**
 - (i) The national association of school resource officers;**
 - (ii) The Ohio school resource officer association**
 - (iii) The Ohio peace officer training academy**
- (c) A certified training program provided by an entity described in division (B)(1)(b) of this section shall include instruction regarding skills, tactics, and strategies necessary to address the specific nature of all of the following:.**
 - (i) School campuses;**
 - (ii) School building security needs and characteristics;**
 - (iii) The nuances of law enforcement functions conducted inside a school environment, including:**
 - (a) Understanding the psychological and physiological characteristics consistent with the ages of the students in the assigned building or buildings;**
 - (b) Understanding the appropriate role of school resource officers regarding discipline, and**
 - (c) Understanding the use of developmentally appropriate interview, interrogation, de-escalation, and behavior management strategies.**
 - (iv) The mechanics of being a positive role model for youth, including appropriate communication techniques which enhance interactions between the school resource officer and students;**
 - (v) Providing assistance on topics such as classroom management tools to provide law-related education to students and methods for managing the behaviors sometimes associated with educating children with special needs;**
 - (vi) The mechanics of the laws regarding compulsory attendance, as set forth in Chapter 3321. of the Revised Code;**
 - (vii) Identifying the trends in drug use, eliminating the instance of drug use, and encouraging a drug-free environment in schools.**

II. School Resource Officer Program

The SRO program will be fashioned to fulfill four main roles: (1) law enforcement, (2) education, (3) crime prevention and (4) mentor/problem solver.

- A. **Law Enforcement Role** - The SRO will be responsible for the majority of law enforcement activities occurring at the school during school hours. This will involve the traditional enforcement activities of arrests, reports, and filing of charges, etc. The officer is also responsible for conducting follow-up investigations at the request of other police Department personnel. In addition, the officer is responsible for information sharing between school officials and the Police Department. To establish and maintain credibility, it is imperative that the SRO not be compromised in his/her position as an enforcement authority.
 1. It is critical that protocols and procedures are established for enforcement action detailing the officer's role and the school's role. It must be clear when and how the officer's law enforcement activities and the school's administrative discipline will be coordinated.
- B. **Crime Prevention** - A second role the SRO fulfills is crime prevention. The officer will conduct various activities including foot patrol and internal security throughout the school property when requested and appropriate by school officials. The officer can be utilized by completing security surveys relative to the physical security of school property and facilities. Additionally, the officer will act as a resource to the faculty and staff of the school to advise on matters relative to criminal activity. The officer will help coordinate or conduct crime prevention presentations for faculty, staff and students. Topics of interest in the areas of criminal law and crime prevention could benefit students and staff. Finally, the officer will gather and disseminate intelligence to prevent potential crimes.
- C. **Education** - The third role of the SRO is education. Considering the overall mission of the schools is to educate, it is very important that the SRO participate in this mission. By becoming a member of the educational team, the SRO will become more accepted by students, faculty and staff. Officers can provide presentations on law-related topics which are provided to any class by teacher invitation. The officer can also speak to student and parent support groups and provide training to administrators and faculty in the area of law enforcement. An added benefit to this role is the presence of the officer in the classroom. Students who have the opportunity to spend some time with a police officer in a positive, non-threatening setting are also more likely to open up and share information with that officer, thus building trust and respect.
- D. **Mentor/Problem Solver** - The fourth role of the SRO is that of a mentor/problem solver. Officers can mentor students within the context of that officer's knowledge, training and experience. The officer can be available to the students on a variety of issues which range from dealing with anger, personal conflicts, drug and alcohol issues, abuse and neglect, and other issues which could in some way be connected with the law. The SRO's can work closely with the school counselors, social workers, and psychologists in order to provide appropriate levels of support and information to students in need. SRO's should not attempt to provide ongoing/scheduled or formal counseling with students; but rather, should

refer those students to the appropriate school psychologist or counselor for such service.

III. SRO Standard Operating Procedures

The SRO's activity in the school will be guided by the following procedures. These procedures have been drafted in a cooperative effort between the Sugarcreek Township Police Department and the Bellbrook Sugarcreek Schools District. These procedures highlight several areas which are collectively believed to be necessary.

- A. **Role in Crime Suppression** - One of the SRO's roles will be enforcement including traditional criminal investigation and report taking. As a police officer, the SRO has the authority to make arrests and use alternatives to arrest at his/her discretion.
1. The SRO and school administration will continuously work together and coordinate the sharing of appropriate information about both criminal and non-criminal activity that affects the safety and risk of security to the school and community.
 2. The SRO and school officials will strive to develop plans such as de-escalation techniques, conflict resolution and restorative justice practices to serve as an alternative to arrest where practicable and in the best interest of the district and its students.
- B. **Role in Locker, Vehicle and Personal Searches** - When requested and lawful, the SRO may assist school Administration in searches of person(s), property or vehicle(s) under the following, but not limited to, applicable reasons:
1. Student may reasonably be considered a threat to assault the searchers.
 2. Student may attempt to escape in a situation in which the student would be a danger to him/herself or a danger to others.
 3. Student may possess a firearm or knife, a suspicion that may be supported on the slightest articulated indication including conclusions drawn as a result of teaching, or law enforcement experience.
 4. Student is suspected of having drugs, which may include needles or toxic substances.
 5. Items being searched may contain dangerous items.
 6. Items to be searched, e.g., an automobile, requires professional search techniques to make the search effective.

In all cases, the SRO should refrain from actually conducting the search unless warranted due to the foregoing. It may be sufficient to simply have the SRO present in any of the foregoing circumstances and the administrator and SRO shall determine how to proceed on a case-by-case basis and should favor, where reasonable, the administrator conducting the search.

Strip searches of students by SROs are prohibited. Unless there is a serious and immediate threat to a student, a teacher, or public safety, SROs shall not initiate or participate in other physically invasive searches of a student.

The SRO may perform searches independent of the school administration only during an emergency or where criminal activity is suspected so long as consistent with the existing provisions of the Ohio Revised Code and the Sugarcreek Township Police Department policy.

- C. **Role in Critical Incidents** - The SRO will be familiar with the emergency operations manual of the Bellbrook Sugarcreek Schools. During any critical incident occurring on school property, the SRO will act as a liaison between the school Administration, the Sugarcreek Township Police Department, and other emergency resources. The SRO's will be on the district 's Disaster Planning Committee.
- D. **Role in Truancy Issues** - Truancy will continue to be handled by school personnel. Normally, the SRO will not take an active role in tracking truants. The SRO will act as a liaison between school and police personnel should police involvement become necessary due to safety concerns. The SRO will file charges against students or adults when truancy becomes a violation of Ohio law.
- E. **Role as an Educator** - The SRO will serve as an educational resource to school faculty, staff and students. The SRO may be called upon for presentations on specific topics which may lend valuable insight regarding a particular subject matter. The SRO might not be a certified teacher; therefore, the normal classroom teacher or authorized substitute will be present during any instructional period. The SRO will maintain complete lesson plans on their topics of instruction and will furnish a list of topics to school personnel.
- F. **Enforcing/Reporting School Policy Violations** - The SRO is not a school disciplinarian and normally will take action only when there is a violation of law. School discipline is the responsibility of the appropriate school administrator. The SRO will normally report school policy violations through the proper channels to be handled by school Administration. It is the responsibility of the SRO to become familiar with the student handbook.
- G. **Sharing of Information** - Recognizing that communication and information sharing is essential to the success of the SRO program; the following procedures should be followed to facilitate a free flow of information to and from the SRO.
 - 1. Sharing of information will be governed by the Ohio Revised Code; the Ohio Administrative Code, Ohio Public Records Law, and relevant Sugarcreek Township Police Department and Bellbrook Sugarcreek Schools District policies.
 - 2. The sharing of arrest related information by the SRO with school Administration upon request or at the direction of the SRO, if lawful.
 - 3. Juvenile fingerprints and photographs as part of an arrest record shall not be shared by the SRO.
 - 4. If the SRO is aware of information about a student that is obtained by the Sugarcreek Township Police Department, which indicates that the student is in violation of school

policies (Student Code of Conduct), the SRO should forward that information to the school administration.

5. If a juvenile or school district employee is an uncharged suspect in a crime, his/her information shall not be released unless authorized by Police Department Command Staff.
 6. Information which the SRO obtains from school personnel which deals with criminal or possible criminal activity shall be maintained by the SRO in his/her information files and/or forwarded to the Police Department's reporting system. Hearsay information or rumors alone shall not be the basis for any formal action by the school or Police Department for law enforcement purposes. It can be used in intelligence gathering capacity or to validate the need for further investigation.
 7. The SRO and/or Sugar creek Township Police Department will issue subpoenas for educational records they wish to obtain from the District. The parties acknowledge that if a subpoena is issued, unless the subpoena states that the existence of the subpoena is not to be disclosed, the District will provide notice to the parent or guardian of the student, pursuant to FERPA, and give such parent or guardian at least five days before providing such records to the SRO or the Sugar creek Township Police Department.
- H. **School Liaison** - It is recommended that each school assign someone to act as the liaison to the SRO program. This person is very important to ensure acceptance and successful implementation of the program. This person will help coordinate the SRO's presence in the various classrooms and at school functions to ensure maximum utilization of the SRO in an educational role and as a liaison.
- I. **Office Area** - The school shall provide private office space for the SRO including a desk, chairs and a separate telephone line. The office will be in a highly visible location that has easy access to the students but will provide for privacy when needed.
- J. **Written Agreement/MOU** - A copy of this Agreement shall be provided to each SRO assigned to the School District and shall serve as the written agreement relating to the current and any additional SRO positions, between the Bellbrook Sugar creek Schools and the Sugar creek Township Police Department.

If either party to this Agreement finds a need for modification to the Agreement, it shall be submitted at the time of the renewal. If the change is needed in the interim, it will be administered through an amendment to the Agreement which is mutually agreed upon by both parties.

IV. Term of Agreement

Sugar creek Township, acting on behalf of the Sugar creek Township Police Department and the Bellbrook Sugar creek Schools collectively agree that this agreement/MOU is a three (3) year commitment, based on the effective date shown at the end of this agreement/MOU. If either party chooses to terminate this

agreement, six (6) months written notice prior to the end of the agreement shall be provided.

V. Financial Agreement

Sugarcreek Township, acting on behalf of Sugarcreek Township Police Department and the Bellbrook Sugarcreek Schools collectively agree to split equally the regular and overtime and cost of wages and fringe benefits of the SRO. In consideration of the times the officers not providing services to the schools (see item VI) the Sugarcreek Township Police Department will the pay the cost of the overtime.

VI. In accordance with Section V. of this SRO Memorandum of Understanding between the Bellbrook Sugarcreek Schools District and Sugarcreek Township, the Bellbrook Sugarcreek Schools District have agreed to split equally the regular and overtime cost of wages and fringe benefits of the SRO. In consideration of the times the officer is not providing services directly to the schools (see item VIII) the Sugarcreek Township Police Department will the pay the cost of the overtime.

VII. The Bellbrook Sugarcreek Schools District agrees to make payments on these services on a quarterly basis. Sugarcreek Township agrees to invoice the Bellbrook Sugarcreek Schools District for services for the prior quarter on the following schedule:

Date Invoiced	Period Invoiced	Payment Due Date
April 1	January 1 to March 31	April 15
July 1	April 1 to June 30	July 15
October 1	July 1 to September 30	October 15
January 1	October 1 to December 31	January 15

Invoices should be detailed including personnel billed and period/times billed for.

VIII. School out of Session/Absences

The SRO's will remain in their capacities during summer and winter breaks. To reduce their absence from their respective schools, the SRO's are encouraged to use this time for any advance training and/or personal leave.

In the event of the absence of a regularly assigned SRO, the Police Department may provide a substitute SRO to the extent practicable.

In cases of immediate need, the Police Department may temporarily assign the SRO's to cover road patrol, investigative, or other duties as assigned. SRO's shall periodically engage in professional development related to age-appropriate practices for conflict resolution and developmentally informed de-escalation and crisis intervention methods.

IX. Entire Agreement

This Agreement shall be governed by the laws of the State of Ohio. The Agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the SRO program and

shall be amended or modified only by written instrument signed by both of the parties.

Legal Refs.: Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g.
ORC 3319.321
ORC 3313.951

Signed:

Barry Tiffany, Sugarcreek Township Administrator



Dr. Doug Cozad, Bellbrook-Sugarcreek
Schools Superintendent

Date of Acceptance



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, March 20, 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. Authorizing Township Administrator to act as Signatory on SRO Memorandum of Understanding - 2023.03.20.01
- 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**