

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 Sugar creek Township Police Department; and,

WHEREAS, Mr. Mountjoy became a member of the Sugar creek 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 Sugar creek 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 Sugar creek Township Administration Department; and,

WHEREAS, Miss Rogg was hired as a member of the Sugar creek 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 Sugar creek 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 Sugar creek 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