



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, August 7, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Swearing in of Police Officer - Michael Baugh - 2023.08.07.01**
- 5. Reclassification and Swearing in of Fire Department Staff - Daniel Gibson - 2023.08.07.02**
- 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. Minutes
 - C. Resignation of Police Department Staff - Greg Staten - 2023.08.07.03
 - D. Declaring Excess Property - Police Department 2023.08.07.04
- 10. Discussion Agenda Items**
 - A. Authorize Township Administrator to Act as Signatory - Pro OnCall - 2023.08.07.05
- 11. Public Comments** - Limited to five minutes per person. Township related business only.
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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



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.08.07.01**

IN RE: Appointment of Full-Time Police Officer Michael Baugh

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 Michael Baugh is hereby appointed as full-time Police Officer effective August 8, 2023 at a pay rate of \$29.52 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending August 8, 2024.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



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



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.08.07.02**

IN RE: Promotion of Fire Department Personnel – Daniel Gibson

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

WHEREAS, this need is met through the periodic reclassification of Fire Department employees and volunteers; and,

WHEREAS, Chief Douglas M. Buffenbarger requests the reclassification of Daniel Gibson from Part-time FirefighterII/Paramedic to Full-time FirefighterII/Paramedic, in accordance with the Table of Organization of the Sugarcreek Township Fire Department;

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the reclassification of Daniel Gibson to the position of Full-time FirefighterII/Paramedic at the pay rate of \$22.11 per hour with an effective date of August 7, 2023, and is subject to a one (1) year probationary period ending August 7, 2024.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

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**Staff Report for the Sugarcreek Township Board of Trustees
July 18, 2023 to August 3, 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:

- **July 27, 2023 BZA Meeting Follow-up:**
 - **BZA11-2023:** Applicant, Chris Wantz, is requesting an Area/Dimensional Variance from Section 4.10 C. 10. e. of the Sugarcreek Township Zoning Resolution to allow for the construction of 4.5' fence in the front yard adjacent to Wilmington Dayton Road at a setback of 15' from the right-of-way line. The subject property is 4256 E. Centerville Road, owned by Chris and Patricia Wantz, further identifiable by parcel number L320001000050004200, and located in the E (Estate Residential) District.
 - **The BZA approved the applicant's request.**
- **August 24, 2023 BZA Meeting**-no applications received; cancellation pending.

Zoning Commission Activities:

- **August 1, 2023 Zoning Commission Meeting: Canceled**
- **Next meeting scheduled for September 5, 2023 (no applications received prior to the meeting's closing date)**

Meetings/Accomplishments:

- Met with residents to discuss new home construction on July 24, 2023
- Met with resident to discuss pool construction on July 25, 2023
- Met with contractor to discuss addition project on July 26, 2023
- Attended facility walk-throughs to discuss access control on July 26, 2023

- Attended BZA Meeting on July 27, 2023
- Attended OTA Golf Outing on August 3, 2023
- Continue to work with Prosecutor's Office on Enterprise Fleet Management contract
- Prepared and sent BZA packets
- Completed and sent BZA Notices of Decision
- Sent street vacation resolution to GCEO for Commissioner action (approved at last meeting)
- Working with developer on map amendment filing (not yet submitted)
- Approval of Linh's Bistro in Plaza 1 pending
- SGN Golf approved for location in Plaza 2
- Sweet Adaline's Bakery approved for location in Plaza 1
- Working with new tenant for Buy Buy Baby space in Plaza 1



Sugar Creek Township Trustees Report For August 7th, 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 08.03.2023 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)

- Hose advancement
- EMS response to local parks and reserves
- Aerial ops (Rescue Basket)
- CPAP/Capnography

Statistics:

2023 Totals Year to Date

Report current as of 08.03.2023

- | | |
|-------------------------------|--------------------------------|
| • EMS Responses: 525 (72.3%) | 78 MVC's (10.7%) |
| • Fire Responses: 201 (27.7%) | |
| 726 | 71 calls to Cornerstone (9.8%) |

Mutual Aid Given (number of incidents)

- Fire = 54
- EMS = 20
- (27-Spring Valley, 21-Bellbrook, 9-Washington Twp, 8-Beavercreek Twp, 4-Wayne Twp, 3-Kettering, 2-Xenia)

Mutual Aid Received (number of incidents)

- Fire = 38
- EMS = 20

Information:

- Medic 73 serviced (Vacuum pump replaced)
- Ladder 72 driver's door repaired
- Brush 71 serviced
- Battalion 70 sent to Voss for electrical issue
- Medic 71 bay door opener serviced
- Engine 72 roll up compartment door repaired
- Engine 71 fuel gauge and water level indicator lights repaired
- Boat 71 out of service due to leak

Status of Issues the Fire Department is Addressing:

- Currently accepting applications for part time openings
- Physical agility test given to full-time candidates
- Dan Gibson given conditional offer for full-time opening
- Awarded BWC grant in the amount of \$38,952.27 for the purchase of three battery powered Stryker stair chairs. Fire department share is \$13,750.50. Total purchase price of \$51,169.95
- Awarded \$20,000 through the Ohio Grants Partnership. ARPA funding to be used for retention bonuses for qualified agencies that delivered ground ambulance transport during Covid outbreak
- STFD crews have been instructed to refrain from crossing residential bridges unless they are certified to carry the weight of fire department apparatus. Operational tactics and procedures will be adjusted to mitigate any emergencies at these locations

Fire Department Scheduled Events Attended:

- Sprinkler and alarm testing continue at The Reserves
- Hydrant flushing delayed at the request of Greene County Sanitary
- Attended Bellbrook Touch A Truck
- Attending Mutual Aid Command Staff meeting on August 22nd

Fiscal:

As of August 1 st ,2023	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,331,900.00	\$374,218.60	\$1,787,751.23	\$1,195,344.28	53.249%
EMS	\$198,120.00	\$43,212.39	\$106,684.51	\$50,519.87	53.231%
Cell Tower Fund	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.000%
Department Total	\$3,554,020.00	\$417,430.99	\$1,894,435.74	\$1,269,864.15	52.892%

Projected Capital Needs:

- Replace ATV-71 \$30,000
- Bay Doors Station 71 \$15,000
- Bay Doors Station 72 \$25,000
- New Fire Hose \$10,000
- Training Prop \$30,000
- Replace Staff Cars \$125,000
- Fire Marshal Vehicle \$65,000
- Hose Testing Machine \$5,000
- Thermal Imaging Camera \$7,000

Respectfully Submitted,

Doug Buffenbarger
Fire Chief

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



Michael A. Brown
Chief of Police

Trustee Report August 7, 2023

Training

- On July 31st, Records Clerk Smith and Property Room Clerk Montgomery attended the Ohio Public Records course. This will help comply with updated public record requirements.
- On August 28th, Detective Mantia will be attending the Detective and New Criminal Investigator course. This will help gain more knowledge regarding investigations.
- No other classes for August.

Fiscal

Budget 2023 (Final Appropriation)	\$3,071,100.00
Expenditures as of July 31, 2023	\$1,700,508.82
% of Budget Used	55%
% of Budget Year Target for the end of July	58.1%
% of Budget Remaining	45%
Cash Balance as of July 31, 2023	\$623,580.57

EVENTS/APPEARANCES

- On July 21st, Chief Brown attended the BSCSC Board Meeting.

We welcome our new officer, Michael Baugh

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

July 11, 2023

- Business and house checks
- Theft report on Brown Road
- An animal complaint on Wilmington-Dayton Road

July 12, 2023

- Community policing
- 911 Hang up on McBee Road
- Peace officer needed on Surrey Trail

July 13, 2023

- Nothing to Report

July 14, 2023

- Traffic stops
- Disturbance on Wilmington Pike
- Intoxicated subject on Wilmington Pike

July 15, 2023

- Theft arrest on Wilmington Pike
- Business checks
- Welfare check on Feedwire Road
- Noise complaint on Brookdale Lane

July 16, 2023

- Nothing to Report

July 17, 2023

- Theft arrest on Wilmington Pike
- Crash report on Upper Bellbrook Road
- Request of an officer on Shepherd Road
- Crash report on Wilmington Pike

July 18, 2023

- Intoxicated subject on Wilmington Pike
- Request of an officer on Umberoak Court
- An animal complaint on Timberly Drive
- Burglary report on Ivy Crest Drive

July 19, 2023

- Nothing to Report

July 20, 2023

- Crash report on Lower Bellbrook Road
- Welfare check on Wilmington Pike
- Community policing

July 21, 2023

- Business and house checks
- Community policing
- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike

July 22, 2023

- Welfare check on Sonoma Court
- Theft arrest on Wilmington Pike
- Traffic stops

July 23, 2023

- Nothing to Report

July 24, 2023

- Residential alarm on Roger Scott Drive
- Peace officer needed to Valais Court
- Theft arrest on Wilmington Pike
- Crash report on N. Lakeman Drive

July 25, 2023

- Nothing to Report

July 26, 2023

- Welfare check on Conference Road
- Intoxicated subject on Wilmington Pike
- Crash report on State Route 725

July 27, 2023

- Peace officer needed on Sunset Court
- An animal complaint on Feedwire Road
- Assault report on Bayberry Cove Drive
- Criminal damaging on Wilmington-Dayton Road
- Juvenile complaint on Shepherd Road

July 28, 2023

- Crash report on Wilmington-Dayton Road
- Business checks
- Theft report on Feedwire Road

July 29, 2023

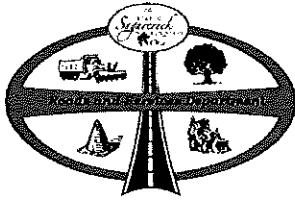
- Nothing to Report

July 30, 2023

- Juvenile complaint on Waynesville Road
- Community policing

July 31, 2023

- Theft arrest on Wilmington Pike
- Traffic stops



**Staff Report for
Sugar Creek Township Trustees
August 7, 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:

- There were three calls for service in this time period- all downed trees from storms

Accomplishments:

- Township roadside mowing
- Crack sealed numerous roads in Township
- Changed radar batteries (x2)
- Rebuild hitch receiver for berm box
- Blew insulation in attic-Service Department area
- Restored yard where tree was removed-Carpenter Road
- Mowed Plaza area, walk path, Veterans Memorial, 2090 Ferry Rd-(x2), pond
- Removed signs from ROW-(10)
- Staked area, called for locates, installed culvert pipe- Carpenter Road
- Spot sprayed for weeds-Plaza area, Station 72, shop area,
- Dura Patched Ferry Road
- Went to Harworth Tire for 2 new trailer tires
- Trimmed low hanging limbs- McBee Road, Conference Road
- Removed tree and brush-overflow area Carpenter's Creek
- Removed downed trees-Clyo, Glory Dr, Timberly Dr, Conference Rd, Berryhill Rd
- Installed new batteries- F-250
- Removed dead animals- Clyo, Stewart, Ferry Rds, Wilmington Pk

Respectfully,

Dale Owens
Director of Roads and Services



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Payment Listing

7/17/2023 to 8/3/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1395-2023	07/31/2023	08/01/2023	CH	NAVIA BENEFIT SOLUTIONS, INC.	\$2,874.78	O
				Purpose: JULY EMPLOYEE HRA CHARGES		
91079	06/26/2023	06/26/2023	AW	DC DOOR COMPANY	\$240.00 *	V
				Purpose: DOOR REPAIR		
91079	07/31/2023	07/31/2023	AW	DC DOOR COMPANY	-\$240.00	V
91185	07/24/2023	07/24/2023	AW	MICHAEL BROWN	\$60.00	O
				Purpose: CELL PHONE		
91186	07/24/2023	07/24/2023	AW	TYLER MANTIA	\$280.00	O
				Purpose: CELL PHONE		
91187	07/24/2023	07/24/2023	AW	LESLEY STAYER	\$280.00	O
				Purpose: CELL PHONE		
91188	07/24/2023	07/24/2023	AW	DOUG EVANS	\$40.00	O
				Purpose: CELL PHONE		
91189	07/24/2023	07/24/2023	AW	Paul Guerrero	\$40.00	O
				Purpose: CELL PHONE		
91190	07/24/2023	07/24/2023	AW	MARK WHITE	\$40.00	O
				Purpose: CELL PHONE		
91191	07/24/2023	07/24/2023	AW	BARRY TIFFANY	\$760.00	O
				Purpose: CAR ALLOWANCE - CELL PHONE		
91192	07/24/2023	07/24/2023	AW	CARA TILFORD	\$460.00	O
				Purpose: CAR ALLOWANCE - CELL PHONE		
91193	07/24/2023	07/24/2023	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: CELL PHONE		
91194	07/24/2023	07/24/2023	AW	FRED CRAMER	\$40.00	O
				Purpose: CELL PHONE		
91195	07/24/2023	07/24/2023	AW	MARVIN MOELLER	\$40.00	O
				Purpose: CELL PHONE		
91196	07/24/2023	07/24/2023	AW	RICH DEMKO	\$40.00	O
				Purpose: CELL PHONE		
91197	07/24/2023	07/24/2023	AW	DALE OWENS	\$60.00	O
				Purpose: CELL PHONE		
91198	07/24/2023	07/24/2023	AW	RICHARD CIPRIANO	\$40.00	O
				Purpose: CELL PHONE		
91199	07/24/2023	07/24/2023	AW	JOSHUA DARNELL	\$40.00	O
				Purpose: CELL PHONE		
91200	07/24/2023	07/24/2023	AW	CHASE MORGAN	\$40.00	O
				Purpose: CELL PHONE		
91201	07/24/2023	07/24/2023	AW	TAYLOR STINSON	\$40.00	O
				Purpose: CELL PHONE		
91202	07/24/2023	07/24/2023	AW	IAN TAMPLIN	\$40.00	O
				Purpose: CELL PHONE		
91203	07/24/2023	07/24/2023	AW	DANCO LETTERING	\$140.00	O
				Purpose: REPAIR LETTERING		
91204	07/24/2023	07/24/2023	AW	NORTHCOAST PRODUCTS	\$1,744.60	O
				Purpose: RAPID RESET EMULSION		
91205	07/24/2023	07/24/2023	AW	KLEEM, INC.	\$384.60	O

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		Purpose: HIGH INTENSITY SIGNS				
91206	07/24/2023	07/24/2023	AW	DnD UNIFORMS, INC.	\$129.95	O
		Purpose: UNIFORMS				
91207	07/24/2023	07/24/2023	AW	OHIO PEACE OFFICERS TRAINING ACADE	\$400.00	O
		Purpose: TRAINING - OFFICER KLARK				
91208	07/24/2023	07/24/2023	AW	WAYNESVILLE URGENT CARE	\$105.00	O
		Purpose: DRUG TESTING/PHYSICAL				
91209	07/24/2023	07/24/2023	AW	PRO ONCALL TECHNOLOGIES	\$170.00	O
		Purpose: PHONE REPAIRS				
91210	07/24/2023	07/24/2023	AW	VIKING HEATING	\$9,400.00	O
		Purpose: NEW TRAINER AC/HEATING UNIT				
91211	07/24/2023	07/24/2023	AW	TIRE HUB, LLC	\$338.00	O
		Purpose: TIRES				
91212	07/24/2023	07/24/2023	AW	VERIZON WIRELESS	\$570.20	O
		Purpose: CELL PHONES - POLICE				
91213	07/24/2023	07/24/2023	AW	TROPHY SPORTS CENTER	\$814.00	O
		Purpose: UNIFORMS				
91214	07/24/2023	07/24/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$292.00	O
		Purpose: DRUG TESTING/PHYSICALS				
91215	07/24/2023	07/24/2023	AW	RUMPKE CONSOLIDATED	\$104.23	O
		Purpose: TRASH REMOVAL				
91216	07/24/2023	07/24/2023	AW	ELAN FINANCIAL SERVICES	\$222.14	O
		Purpose: MISC PURCHASES				
91219	07/25/2023	07/25/2023	AW	DUNCAN OIL COMPANY	\$2,429.59	O
		Purpose: FUEL				
91220	07/25/2023	07/25/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$212.89	O
		Purpose: SUPPLIES				
91221	07/25/2023	07/25/2023	AW	PHOENIX SAFETY OUTFITTERS	\$331.86	O
		Purpose: UNIFORMS				
91222	07/25/2023	07/25/2023	AW	GATEWAY AUTO CLINIC	\$137.62	O
		Purpose: OIL CHANGES				
91223	07/25/2023	07/25/2023	AW	O'REILLY AUTOMOTIVE, INC.	\$34.99	O
		Purpose: MULTIMETER				
91224	07/25/2023	07/25/2023	AW	MUFFLER BROTHERS	\$1,279.95	O
		Purpose: CAR REPAIRS / TIRES				
91225	07/25/2023	07/25/2023	AW	VALLEY ASPHALT CORPORATION	\$287.85	O
		Purpose: SURF				
91226	07/25/2023	07/25/2023	AW	POLLACK LAW, LLC	\$525.00	O
		Purpose: LEGAL FEES				
91227	07/25/2023	07/25/2023	AW	MELVIN STONE COMPANY	\$129.50	O
		Purpose: LIMESTONE				
91228	07/25/2023	07/25/2023	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
		Purpose: ENERGY CONTRACT				
91229	07/25/2023	07/25/2023	AW	HENRY SCHEIN, INC.	\$204.11	O
		Purpose: EMS SUPPLIES				
91230	07/25/2023	07/25/2023	AW	CHARTER COMMUNICATIONS	\$720.15	O

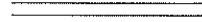
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		Purpose: SPECTRUM				
91232	07/25/2023	07/25/2023	AW	DAYTON DAILY NEWS	\$170.97	O
		Purpose: 13 WEEK SUBSCRIPTION				
91233	07/25/2023	07/25/2023	AW	JOHN DEERE FINANCIAL	\$22.99	O
		Purpose: GRASS SEED				
91234	07/25/2023	07/25/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$128.64	O
		Purpose: SUPPLIES				
91235	07/25/2023	07/25/2023	AW	GREENE COUNTY ANIMAL CONTROL	\$480.00	O
		Purpose: 2ND QTR ANIMAL CONTROL				
91236	07/25/2023	07/25/2023	AW	MUFFLER BROTHERS	\$87.97	O
		Purpose: TIRE REPAIR AND CAR 113				
91237	07/25/2023	07/25/2023	AW	DUNCAN OIL COMPANY	\$1,910.95	O
		Purpose: FUEL				
91243	07/31/2023	07/31/2023	AW	PHOENIX SAFETY OUTFITTERS	\$460.40	O
		Purpose: UNIFORMS				
91244	07/31/2023	07/31/2023	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$1,177.06	O
		Purpose: LADDER 72 AND MEDIC 73 REPAIRS				
91245	07/31/2023	07/31/2023	AW	BREATHING AIR SYSTEMS	\$77.22	O
		Purpose: COMPRESSOR REPAIR				
91246	07/31/2023	07/31/2023	AW	AT&T MOBILITY	\$668.53	O
		Purpose: MDT'S				
91247	07/31/2023	07/31/2023	AW	TANNER HEATING/AIR CONDITIONING	\$5,000.00	O
		Purpose: REPLACE AC, COIL				
91248	07/31/2023	07/31/2023	AW	ERNST CONCRETE	\$468.00	O
		Purpose: DUAL WALL DRAIN PIPE				
91249	08/01/2023	08/01/2023	AW	ACCEL AUTOMOTIVE KETTERING	\$1,707.90	O
		Purpose: CAR 114				
91250	08/01/2023	08/01/2023	AW	BARRY TIFFANY	\$149.00	O
		Purpose: MARTIN PROPERTY DEED TRANSFER FEE				
91251	08/01/2023	08/01/2023	AW	CAPITAL ONE	\$134.64	O
		Purpose: SUPPLIES				
91252	08/01/2023	08/01/2023	AW	PREMIER HEALTH	\$591.68	O
		Purpose: EMPLOYEE CARE				
91253	08/01/2023	08/01/2023	AW	STAPLES CREDIT PLAN	\$104.95	O
		Purpose: SUPPLIES				
91254	08/01/2023	08/01/2023	AW	MUFFLER BROTHERS	\$512.02	O
		Purpose: CAR 114 AND FORD FUSION				
91255	08/01/2023	08/01/2023	AW	TREASURER OF STATE	\$100.00	O
		Purpose: MONTHLY FEE				
91256	08/01/2023	08/01/2023	AW	MEYERS PRINTING & DESIGN, INC.	\$54.89	O
		Purpose: BUSINESS CARDS				
91257	08/01/2023	08/01/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$79.89	O
		Purpose: SUPPLIES				
Total Payments:					\$41,169.72	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$41,169.72	

Payment Listing

7/17/2023 to 8/3/2023



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

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

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



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, August 7, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Swearing in of Police Officer - Michael Baugh - 2023.08.07.01**
- 5. Reclassification and Swearing in of Fire Department Staff - Daniel Gibson - 2023.08.07.02**
- 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. Minutes**
 - C. Resignation of Police Department Staff - Greg Staten - 2023.08.07.03
 - D. Declaring Excess Property - Police Department 2023.08.07.04
- 10. Discussion Agenda Items**
 - A. Authorize Township Administrator to Act as Signatory - Pro OnCall - 2023.08.07.05
- 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**

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on July 17th at 7:00 PM.

1) Mr. Cramer called the session to order at 7:04pm

2) Mr. Tiffany called the roll with the board members, Mr. Cramer and Mrs. Destefani in attendance. Mr. Moeller was absent. Also in attendance, Barry Tiffany, Donna Hellmann, Louie Schatzberg, and Denise Moore, Chief Buffenbarger, and Dale Owens.

3) All in attendance stood for the Pledge of Allegiance.

4) Public Hearing

Mrs. Destefani made a motion to open the public hearing. Mr. Cramer Seconded.

Roll was called with the result being

Mr. Cramer - Yes

Mrs. Destefani - Yes

Mr. Tiffany read the staff report concerning ZC Case 01 and 02.

Mr. Cramer opened the discussion to the public and asked if anyone wished to speak in favor of the case. Hearing none, Mr. Cramer asked if anyone would like to speak in opposition. Hearing none, Mr. Cramer asked if anyone had any neutral comments. Hearing none, Mr. Cramer motioned to close the public hearing portion. Mrs. Destefani Seconded.

Mr. Cramer -Yes

Mrs. Destefani -Yes

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.07.17.01**

IN RE: ZC Case 01-2023: Approval of a Text Amendment to the Sugarcreek Township Zoning Resolution

WHEREAS, the Sugarcreek Township Board of Zoning Commission initiated by passage of a motion a text amendment to the Sugarcreek Township Zoning Resolution to modify the standards for the PUD-R (Residential Planned Unit Development) District (Section 5.08) and to modify the purpose statement for the PUD-R District (Section 4.02 B. 12. d.); and

WHEREAS, the Greene County Regional Planning and Coordinating Commission reviewed the text amendment during their May meeting cycle and recommended it be approved; and

WHEREAS, the Sugarcreek Township Board of Zoning Commission held a public hearing on July 6, 2023, considered the recommendation of the Greene County Planning and Coordinating Commission, deliberated, and recommended the text amendment be approved; and

WHEREAS, the Board of Trustees held a public hearing on July 17, 2023, considered the recommendations of both the Greene County Regional Planning and Coordinating Commission and the Sugarcreek Township Board of Zoning Commission and deliberated;

NOW THEREFORE, BE IT RESOLVED, this Board of Trustees does hereby approve text amendment ZC01-2023.

Mrs. Destefani made a motion to accept Resolution 2023.07.17.01. Mr. Cramer Seconded.

Mr. Cramer- Yes

Mrs. Destefani -Yes

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.07.17.02**

IN RE: ZC Case 02-2023: Consideration of Long Range Land Use Plan Amendment.

WHEREAS, Zoning Commission is requesting an amendment to the Long Range Land Use Plan to modify the Planning Area Recommendations to allow for planned residential development for Planning Areas 1 and 8:

WHEREAS, The Zoning Commission held a public hearing on July 6, 2023 and recommended approval of the proposed amendment subject to minor changes to clarify wording (nothing substantive and the attached amendments are reflective of those changes); and

WHEREAS, The Board of Trustees held a public hearing on July 17, 2023 and reviewed the proposed amendment (inclusive of the Zoning Commission's recommended text); and

NOW THEREFORE, BE IT RESOLVED, the Board of Trustees does hereby approve the requested Long Range Land Use Plan amendment as recommended by the Zoning Commission and directs the Director of Planning and Zoning to submit the amended plan to the Greene County Regional Planning and Coordinating Commission.

Mrs. Destefani made a motion to accept Resolution 2023.07.17.02. Mr. Cramer seconded.

Mr. Cramer -Yes

Mrs. Destefani -Yes

Mrs. Destefani stated this allows us to have discretion as we look at future considerations specifically with planning areas 1 and 8 which is more of the development for our PUD areas and in line with risks of annexations.

5. Reports

Administration

Mr. Cramer mentioned the grand opening of the new Popeyes Chicken on September 18th at 10:30 am.

Mr. Cramer discussed his thoughts on the three options presented at the 675 Wilmington Pike meeting.

Mr. Cramer mentioned a few topics that piqued interest in the 675 meeting; the census reporter stated the busiest intersection on 675 is 48 and 657. Wilmington Pike is behind that but is still more popular than Indian Ripple Rd and 725 entrance.

Mr. Cramer stated by the time construction starts in 2030, they are projecting Wilmington Pike traffic will be increasingly busier than 48.

Mr. Cramer stated the meeting that occurred with Honda Battery Plant and the new jobs it will bring in.

Mr. Cramer mentioned Honda workers will not be transferred to the new site. This will bring in temporary jobs for construction as well as new jobs. Hiring starts in 2024, production starts in 2025, and between 200-300 engineers at Honda will be employed. He mentioned 700 technician and 1200 operator positions will be available at Honda also.

Mrs. Destefani commented on the Honda plant is just one of many plants that are coming in as well.

Mr. Cramer stated approximately 50 companies will be coming to support the Honda battery plant.

Mr. Cramer addressed the Raise Grant that took the bike path from Bellbrook to Spring Valley and other connectors, was not approved. He said the upside being all the pieces and signatures put into it will still be used for next year on top of any other additions supporting the effort.

Zoning

None.

Fiscal Officer

Mr. Demko addressed the budget update from the last 30 days with David Graham. The biggest concern is the tax revenue does not keep up with the annual expenses for each department.

Mr. Demko stated they are working through the budget working with the department heads to look in detail to see where we end up in 2023.

Mr. Cramer commented on how surprising it was that expenditures went up from 2021-2022 by 5.8% and additionally 7.8% in 2022-2023 and continued to climb to 11% now.

Mr. Demko commented that the carryover in the budget is a big piece. This is the cash you end with in one year that is your starting cash in the following year. He stated we continue to dip into that with every department.

Fire

Chief Buffenbarger expressed his enthusiasm with the hiring process coming to an end after their internal candidate finishes the end of their hiring process soon.

Mr. Cramer commented on the golf course incident 2 or 3 weeks ago at Pike Stone Golf Course. He said Ben Butler provided CPR on the man while EMS was on the way. Ben stated the issue was the EMS team took 25 minutes for them to arrive due to confusion of the courses locations and requested Sugar Valley Golf Course provides a map to provide a better understanding of the courses path for emergencies.

Chief Buffenbarger addressed his team carries maps of the course in their vehicles and discussed with others more efficient ways to get to the incidents quicker. He stated the team is at the mercy of the detailed information given over the phone from dispatch which helps identify the best options.

Police

Mr. Cramer stated the Police received \$1,917 from the body armor grant program.

Roads and Services

Mr. Owens commented on the 675 meeting and how it was laid out nicely.

Mrs. Destefani asked if the beet heat tanks were for storage at the township or on the vehicles?
Mr. Owens replied they were for the township storage.

Information Technology

Mr. Tiffany stated he heard from the IT company that Microsoft will not be supporting our current office suite as of the end of this year. He stated will have to look further into it.

Trustees

Mrs. Destefani mentioned the Greene County fair is coming up on July 30th August 4th.

Mr. Cramer asked Mr. Tiffany if they received any reply from the letter that was sent to Bellbrook Council about the fire department.

Mr. Tiffany stated he has not yet received a reply.

Mr. Cramer commented that he and Mrs. Destefani attended the dedication of the highway with Gene Fischer's name on it.

6. Public Comments

Denise Moore, 4360 Nappa Valley Dr.

Mrs. Moore asked for clarification on what "personal service" meant in the report.

Mr. Demko clarified the meaning.

Donna Hellmann, 3981 Windy Bluff CT.

Mrs. Hellman commented and thanked the Roads and Service crew for coming out and taking care of the sinking hole.

Mrs. Hellmann commented on the reasoning why the recording is not set up completely.

Mr. Tiffany stated there is a supply chain issue and the part has not arrived yet.

7. Old Business

None.

8. Consent Agenda Items

- A. Payment of Bills
- B. Minutes
- C. Reappoint BZA Board Member Dan Haibach - 2023.07.17.03

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.07.17.03**

IN RE: Re-appointment of Board of Zoning Appeals Member Daniel Haibach

WHEREAS, the five-year term of Board of Zoning Appeals member Daniel Haibach expires on July 31, 2023; and,

WHEREAS, Daniel Haibach has served as a Board of Zoning Appeals member since May 9, 2007; and,

WHEREAS, the Board of Zoning Appeals plays a pivotal role in the land-use decisions for Sugarcreek Township; and,

WHEREAS, it is imperative that all positions on the Board of Zoning Appeals be filled with citizens who will make decisions that are always in the best interest of Sugarcreek Township; and,

NOW THEREFORE, BE IT RESOLVED, that Daniel Haibach is hereby re-appointed to the Board of Zoning Appeals for a five-year term expiring on July 31, 2028. (Said appointment made pursuant to the Ohio Revised Code, Section 519.13.)

- D. Year 2023 Permanent Appropriations *Amended - 2023.07.17.04

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.07.17.04**

IN RE: Year 2023 Permanent Appropriations *Amended

WHEREAS, the Board of Trustees has a duty under law to adopt and maintain a balanced budget; and,

WHEREAS, this Board, along with the Fiscal Officer and Township Administrator, have examined the estimate of revenues; and,

WHEREAS, it is evident that the proposed 2023 Appropriations for each Fund do not exceed estimated revenues, which may include 2022 carryovers and additional income, as certified to the Greene County Auditor's Office by the Township Fiscal Officer,

NOW THEREFORE, BE IT RESOLVED, that the following permanent appropriations be placed into effect:

1000	General Fund	
	Personal Services (Salaries)	\$ 422,430.00
	Employee Benefits	\$ 189,840.00
	Purchased Services	\$ 163,100.00
	Supplies & Materials	\$ 11,000.00
	Other Dues and Fees	\$ 1,000.00
	Health Districts	<u>\$ 33,280.00</u>
	<i>Total General Fund:</i>	<u>\$ 820,650.00</u>
2011	Motor Vehicle License Tax	\$ 30,000.00

2021	Gasoline Tax	\$ 225,000.00
2031	Road and Bridge	
	Personal Services	\$ 506,300.00
	Other	\$ 559,126.16
	<i>Total Road and Bridge:</i>	<u>\$1,065,426.16</u>
2081	Police District	
	Personal Services	\$2,564,000.00
	Other	\$ 507,100.00
	<i>Total Police District:</i>	<u>\$3,071,100.00</u>
2112	Fire District	
	Personal Services	\$2,566,500.00
	Other	\$ 765,400.00
	<i>Total Fire District:</i>	<u>\$3,331,900.00</u>
2231	Permissive Motor Vehicle Gas Tax	\$ 200,000.00
2281	Ambulance and Emergency Medical	
	Personal Services	\$ 133,420.00
	Other	\$ 64,700.00
	<i>Total Ambulance and Emergency Medical:</i>	<u>\$ 198,120.00</u>
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	\$ 392,275.00
3901	Clyo Road TIF II	\$ 24,100.00
2909	MEP	\$ 4,350.00
2912	Veterans Memorial Fund	\$ 55,598.53
4901	Center Point Capital Project	\$.03
2913	Carpenter Road Project	\$ 314,707.68

Total Permanent Appropriations \$10,492,115.87

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.

E. Transfer of Appropriations - Police and Fire Cell tower receipts to General Bond retirement -2023.07.17.05

TRANSFER OF APPROPRIATIONS

RESOLUTION #: 2023.07.17.05

Debit Fund Number	Account Name	Credit Fund Number	Account Name	Amount to Debit/Credit
2907	Police Cell Tower Receipts	3102	General Bond Retirement	\$ 109,200
2908	Fire Cell Tower Receipts	3102	General Bond Retirement	\$ 150,800
				\$
			Total Transfers:	\$ 260,000

Explanation of Transfers: Appropriating the said funds of which will then be applied to payoff current Public Safety Building Loan.

SUBMITTED BY:

Sara Contreras, Administrative Assistant to the Township Administrator

APPROVED BY:

Barry P. Tiffany, Township Administrator

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

The foregoing transfer of appropriations was made on the 17th day of July 2023, and is recorded in the journal of Sugarcreek Township, Ohio.

- F. Approving the Vacation of Thelroy Drive in Sugarcreek Township, Greene County, Ohio, and Petitioning the Board of Greene County Commissioners to Declare and Order the Roadway Vacated - 2023.07.17.06

RESOLUTION NO. 2023.07.17.06

Trustee _____ moved the adoption of the following Resolution:

Be it resolved by the Sugarcreek Township Board of Trustees, Greene County, Ohio:

WHEREAS, in accordance with Ohio Revised Code Section 5553.045(B), a board of township trustees may petition the board of county commissioners to vacate a township road or a portion of a township road by passing a resolution that requests the vacation of the road or portion and includes a description of the general route and termini of the road or portion of the road requested to be vacated; and

WHEREAS, as used in R.C. 5553.045, "road" means a road, or portion of a road, which is not used to calculate distributions of the auto registration distribution fund under division (E) of section 4501.04 of the Revised Code and, thus, is not a road or portion of a road certified by the board of township trustees to the director of transportation in accordance with that division as mileage in the township used by and maintained for the public; and

WHEREAS, in accordance with Ohio Revised Code Section 5553.045(D), if the board of county commissioners determines, after a public hearing, that the vacation of the road or portion of the road would be for the public convenience or welfare, it shall

adopt a resolution by a majority vote declaring the road or portion to be vacated and file a certified copy of the resolution with the petitioner board of township trustees, the county recorder, and the county engineer; and

WHEREAS, the Sugarcreek Township Board of Trustees has determined that Thelroy Road is not needed for public use, and vacation of the roadway would be for the public convenience or welfare; and

WHEREAS, the location of the roadway is more fully described in the attached Exhibit A and Exhibit B; and

WHEREAS, the roadway requested to be vacated is not used to calculate distribution of the auto registration distribution fund under R.C. 4501.04(E), and thus, is not a road certified by the Sugarcreek Township Board of Trustees to the Director of Transportation as mileage in Sugarcreek Township used by and maintained for the public; and

WHEREAS, the Sugarcreek Township Board of Trustees wishes to petition the Board of Commissioners, Greene County, Ohio, to vacate the abandoned 14' alley and allow the property to pass in fee to the abutting landowners in accordance with R.C. 5553.045(E); and

WHEREAS, in accordance with the aforementioned statutes, the abutting property owners will own the fee of the land to the midpoint of the roadway that abuts their property, with the alley being subject to all of the following:

- (1) Any existing right of way in, over, or under the road, highway, street, or alley for the service facilities of any public utility or electric cooperative for as long as the public utility or electric cooperative continues to render service to the public;
- (2) The right of ingress and egress for a public utility or electric cooperative to service and maintain its service facilities as provided under section 5553.043 of the Revised Code;
- (3) The right to trim or remove any trees, shrubs, brush, or other obstacles growing in or encroaching onto the right of way that may affect the operation, use, or access to service facilities;
- (4) Any right of way for public nonmotorized vehicular recreational use as provided under section 5553.044 of the Revised Code.

NOW THEREFORE, BE IT RESOLVED, that the Sugarcreek Township Board of Trustees hereby requests that the Greene County Board of Commissioners declare and order the roadway described in this Resolution and accompanying exhibits vacated.

BE IT FURTHER RESOLVED, that the Sugarcreek Township Board of Trustees hereby directs the Sugarcreek Township Fiscal Officer to file a copy of this Resolution, as a petition for vacation, with the Board of County Commissioners, Greene County, Ohio, and to certify another copy to the Greene County Engineer.

BE IT FURTHER RESOLVED, that all formal actions of Sugarcreek Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of the Township's committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect immediately upon its adoption.

Adopted the _____ day of _____, 20_____.

G. Appointment of Fire Department Staff - Jerry Dyer and John Robert Coppock -
2023.07.17.07

SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.07.17.07
IN RE: Appointment of Fire Department Staff
Jerry Dyer and John Robert Coppock

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

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

WHEREAS, Jerry Dyer has the necessary qualifications to serve in the capacity of Part-time Firefighter II/Paramedic for the Sugarcreek Township Fire Department; and,

WHEREAS, John Robert Coppock has the necessary qualifications to serve in the capacity of Part-time EMS Only 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 Jerry Dyer shall be appointed to Part-time Firefighter II/Paramedic within the Sugarcreek Fire Department at the rate of \$19.56 per hour, John Robert Coppock shall be appointed to Part-time EMS within the Sugarcreek Fire Department at the rate of \$18.55 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointments will have an effective date of July 5, 2023 with a one (1) year probationary period ending on July 5, 2024.

H. Declaring Excess Property - Fire Department 2023.07.17.08

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.07.17.08
IN RE: Declaration of Excess Property – Fire Department**

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

WHEREAS, the items listed (see attached) have been declared broken, obsolete or non-reparable and have been marked for disposition.

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

Mr. Cramer made a motion to approve all consent agenda items. Mrs. Destefani seconded.

Mr. Cramer- Yes
Mrs. Destefani- Yes

I. Year 2024 Temporary Appropriations 2023.07317.09

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.07.17.09
IN RE: Year 2024 Temporary Appropriations**

WHEREAS, the need exists to adopt temporary appropriations for the Year 2024; and,

WHEREAS, this temporary appropriation shall be in effect commencing at the close of business December 31, 2023, and extending until the Year 2024 Permanent Appropriations are approved no later than March 31, 2024; 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 2024
 Temporary Appropriations are as follows:

1000	General Fund	
	Personal Service	\$ 642,621.00
	Other	\$ 181,750.00
	Health Districts	\$ 35,000.00
	<i>Total General Fund:</i>	<u>\$ 859,371.00</u>
2011	Motor Vehicle License Tax	\$ 20,000.00
2021	Gasoline Tax	\$ 225,000.00
2031	Road and Bridge	
	Personal Services	\$ 504,950.00
	Other	\$ 449,150.00
	<i>Total Road and Bridge:</i>	<u>\$ 954,100.00</u>
2081	Police District	
	Personal Services	\$2,915,450.00
	Other	\$ 459,700.00
	<i>Total Police District:</i>	<u>\$3,375,150.00</u>
2112	Fire District	
	Personal Services	\$2,706,350.00
	Other	\$ 667,384.00
	<i>Total Fire District:</i>	<u>\$3,373,734.00</u>
2231	Permissive Motor Vehicle Gas Tax	\$ 200,000.00
2281	Ambulance and Emergency Medical	
	Personal Services	\$ 136,675.00
	Other	\$ 64,700.00
	<i>Total Ambulance and Emergency Medical:</i>	<u>\$ 201,375.00</u>
2904	Centerville Fire Ancillary	\$ 106,852.56
2906	Police Trust Fund	\$ 6.52
2907	Police Cell Tower Receipts	\$ 24,000.00
2908	Fire Cell Tower Receipts	\$ 3,190.86
2911	American Rescue Plan Fund	\$ 146.82
3901	Clyo Road TIF II	\$ 24,100.00
2909	MEP	\$ 4,350.00
2912	Veteran Memorial Fund	\$ 81,158.53
2902	Jim Martin memorial Fund	\$ 25.00

Total Temporary Appropriations \$9,452,560.29

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.

9. Discussion of Agenda Items

Mr. Cramer opened the public hearing for the Temporary appropriations.

Mr. Cramer opened the discussion to the public and asked if anyone wished to speak in favor of the motion. Hearing none, Mr. Cramer asked if anyone would like to speak in opposition. Hearing none, Mr. Cramer asked if anyone had any neutral comments. Hearing none, Mr. Cramer motioned to close the public portion of the meeting. Mrs. Destefani Seconded.

Mr. Cramer -Yes
Mrs. Destefani -Yes

Mr. Cramer made a motion to approve the Temporary Appropriation. Mrs. Destefani seconded.

Mr. Cramer- Yes
Mrs. Destefani- Yes

10. Public Comments

Denise Moore, 4360 Nappa Valley Dr.
Mrs. Moore commented on the last meeting about the roadway coming in on CenterPoint by the Universal Credit Union and the corner still hasn't been repaired.
Mrs. Moore commented on her suggestion at the last meeting about reducing the speed limit and wanted to follow up on the request.

11. Trustees/ Staff Discussion

None.

12. Adjourn

Mr. Cramer made a motion to adjourn. Mrs. Destefani seconded.

Mr. Cramer- Yes
Mrs. Destefani- Yes



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, August 7, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Swearing in of Police Officer - Michael Baugh - 2023.08.07.01**
- 5. Reclassification and Swearing in of Fire Department Staff - Daniel Gibson - 2023.08.07.02**
- 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. Minutes
 - C. Resignation of Police Department Staff - Greg Staten - 2023.08.07.03**
 - D. Declaring Excess Property - Police Department 2023.08.07.04
- 10. Discussion Agenda Items**
 - A. Authorize Township Administrator to Act as Signatory - Pro OnCall - 2023.08.07.05
- 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. 2023.08.07.03

IN RE: Resignation of Full-Time Police Officer Greg Staten

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

WHEREAS, Mr. Staten became a member of the Sugarcreek Township Police Department on December 5, 2022; and,

WHEREAS, Chief Michael Brown recommends we accept the resignation of Officer Greg Staten

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Greg Staten effective August 2, 2023.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



Michael A. Brown
Chief of Police

DATE: 7/18/2023

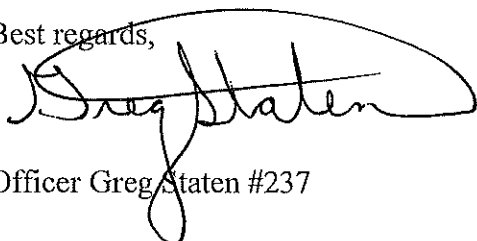
TO: Supervisory Staff

FROM: Officer Greg Staten # 237

SUBJECT: Resignation

It is with a heavy heart that I am writing this letter of resignation. After several unfortunate and inexcusable situations involving my children, I have decided to resign so that I am more available to take care of my children and keep them from being put into dangerous circumstances in the future. My last duty day will be August 2, 2023, at 2300 hours. I appreciate the opportunity to serve this department and community as a police officer.

Best regards,

 237

Officer Greg Staten #237





AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, August 7, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Swearing in of Police Officer - Michael Baugh - 2023.08.07.01**
- 5. Reclassification and Swearing in of Fire Department Staff - Daniel Gibson - 2023.08.07.02**
- 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. Minutes
 - C. Resignation of Police Department Staff - Greg Staten - 2023.08.07.03
 - D. Declaring Excess Property - Police Department 2023.08.07.04**
- 10. Discussion Agenda Items**
 - A. Authorize Township Administrator to Act as Signatory - Pro OnCall - 2023.08.07.05
- 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. 2023.08.07.04**

IN RE: Declaration of Excess Property – Police Department

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

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

2016 Chevy Caprise PPV

- Mileage 63,200
- VIN 6G3NS5U28GL224251

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

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, August 7, 2023, 7:00 P.M.

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(Time cannot be yielded to another person.)
- 8. Old Business**
- 9. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. Resignation of Police Department Staff - Greg Staten - 2023.08.07.03
 - D. Declaring Excess Property - Police Department 2023.08.07.04
- 10. Discussion Agenda Items**
 - A. Authorize Township Administrator to Act as Signatory - Pro OnCall - 2023.08.07.05
- 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. 2023.08.07.05**

IN RE: Authorizing the Township Administrator to Act as a Signatory for
The Renewal Agreement with PRO OnCall

WHEREAS, there is a need for adequate telephone systems throughout the Township Departments; and,

WHEREAS, Our current telephone system contract is up for renewal; and,

WHEREAS, PRO OnCall Technologies, LLC has provided a renewal quote with a reduction in cost.

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees for Sugar Creek Township does hereby authorize the Township Administrator to act as signatory on behalf of the Trustees for a Renewal Agreement through PRO OnCall Technologies, LLC, in an amount not to exceed a monthly fee of Two Hundred Twenty-One dollars and Forty-Five cents (\$221.45).

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**PRO Sky UC Hosted
SIP Trunk Renewal Proposal**

For

Sugarcreek Township

Dayton, OH

8/9/2017

Presented by:

Chris Mulhern

Senior Account Manager

937-297-1738 Chris.Mulhern@ProOnCall.com

The information contained in this document is of a proprietary and confidential nature and is intended solely for the use of *SUGARCREEK TOWNSHIP*. Distribution of this material to a third party is not allowed without the consent of PRO OnCall Technologies, LLC.



PRO OnCall Technologies has been providing quality services to our clients in the Telecommunications and IT industry for over 70 years. We take pride in providing our clients the best IT solutions and communications systems for their business. We view ourselves as your partners, enabling us to better understand your company's IT and Communications problems. We support your long term goals by implementing innovative and personalized solutions for your business.

Our Approach is based upon professionalism and knowledge of technology and applications. It starts at the top and continues with our technical staff, who are all factory trained and certified. We believe in accountability and consistency. Every customer is unique with their own distinct needs; we tailor each visit accordingly and work hand in hand with our clients to assure that their communication solutions are optimized for each application and their requirements are fulfilled.

PRO Sky UC Hosted IP Telephony Solution gives you the tools and features you need to enhance your business for improved growth and success. Utilize countless options to take your business to the next level with a wide variety of services from Hosted PBX and VoIP. With PRO Sky UC, you will get a platform that provides high quality, reliable cloud based solutions which utilizes modern features with enterprise capabilities. Additional benefits include the flexibility to scale up or down as your needs change. The PRO Sky UC platform adapts and adjusts to your needs, seamlessly working the way you need it to. That way, you can focus on your business, not your communications system.

Our Network Services include reseller agreements with multiple carriers, both traditional and SIP oriented. Understanding end user application requirements and matching these requirements to the appropriate hardware solution and network service can optimize the customer's overall communications costs. These network expense reductions, potentially hundreds of dollars each month, can quickly help pay off the investment in new hardware and services through faster ROI.

Structure Cabling is sometimes an underappreciated component of a successful communications implementation, but a well-designed cabling system proves its value time and again.

Managed IT Services with PRO OnCall ensures proactive and comprehensive support to strategically align your technology with your business strategy. As an IT Partner, you will experience increased employee productivity, reduced technology costs, optimized security, and minimal downtime. As part of our proven Path to Peak Performance, we provide peace of mind in keeping your business technology stable and secure as your ongoing Trusted Advisor.

Training and familiarization with new technology can sometimes seem daunting to new users. Our Product Training Specialists lead customers through easy-to-understand instruction until proficiency with the new products is attained. Our scheduling is flexible and we work around the customer's schedule. PRO OnCall offers two types of training with the PRO Sky UC solution. First option is to have a trainer onsite for an instructor lead class. The second option is to take advantage of our online training which covers commonly used features in short videos at no additional charge. These online videos also make for great refresh or new user training as you bring additional employees on to the solution.



Scope of Work

PRO OnCall Technologies provides our clients with a robust and cost effective program to cover pre-sales support, installation, and maintenance for the hardware, software and public/private networking components for the networks we sell and service.

Pre-Sale Support

First and foremost in any successful network implementation is understanding the needs and requirements of the end user and applying the appropriate technology and systems to achieve their objectives. PRO OnCall Technologies will work with the end user, with the assistance of the manufacturer or carrier representatives as appropriate, to provide our clients with an optimal solution.

Key aspects of Pre-Sale Support include, but are not limited to:

- Educating the client on the value proposition of the application or hardware
- Discussing costs and options that are available to achieve the client requirements
- Ensuring that all parties are aware of and agree to the proposed solution and implementation time frame
- Data collection of current costs to provide ROI or operating cost reduction estimates
- Data collection to determine if the current client infrastructure meets the network requirements of the application and to make appropriate recommendations to remedy any discrepancies found
- Recommendations or provisioning of carrier services for single site and networked systems
- Walk through inspection of the proposed installation site to assess the environment and make any recommendations to address issues that could impact the installation of the proposed solution

Installation

Communication and flexibility during the installation phase is paramount. We strive to communicate any and all status updates in a timely manner to the client so that they can be resolved quickly with minimal impact to the work schedule.

Key aspects of Installation include, but are not limited to:

- Project management of the installation
- Ensure that any and all items identified as needing attention identified in the Pre-Sales assessment have been corrected or scheduled for correction prior to commencing installation
- Coordination with client representatives to ensure all end users are aware of and prepared for any disruptive activities on the part of Systems Communications that may be required in their work areas
- Installation activities included in the contracted labor include:
 - Programming of the PRO Sky UC solution
 - Installation of the IP or soft phones associated with the PRO Sky UC solution
 - Programming and labeling all phones associated with the PRO Sky UC solution
 - Installation of all data networking components such as routers, POE switches, etc sold through Systems Communications
 - Installation and programming of any other products or applications included in the contract
 - Testing of all telephones to ensure operation and programming are complete and proper
 - Basic user training of clients on the operation of the PRO Sky UC phones
- End user has 30 days from install completion to identify and request any programming changes to the configuration of PRO Sky UC without cost to the client.
- Additional training for system administrators, ACD agents, ACD supervisors or other users and administrators of PRO Sky UC after the 30 day window will be completed on a time and materials or contracted labor rate.



Maintenance

With a hosted phone system, maintenance contracts are not required. Because hosted phones are Cloud-based, software upgrades and system updates are completed by PRO OnCall as part of your monthly service fee. Ongoing maintenance and regular upgrades are carried out at our Data Center – allowing your internal IT staff to free up time to focus on issues more relevant to driving your business.

Time and Material

For time and material engagements, the client will be billed for the PRO OnCall Technologies technician's time spent on site addressing the client issue as well as any materials used to complete the service call. Telephone resolution is billed at a lower rate than a call that would require a technician to be dispatched. Time and Material is billed at the following rates:

- Onsite Hourly Rate (normal working hours): \$ 135.00
- Remote Rate (first 15 minutes): \$ 70.00
- Remote Additional Rate (additional 15 minutes): \$ 20.00
- Travel charge: \$ 35.00
- Materials: At cost
- All Labor work completed after hours will be billed at time and half.

Warranty

With the PRO Sky UC hosted solution, PRO OnCall has warranties on all the hardware located within the Data Center for connectivity. Therefore, the end customer is not required to have a warranty on the hardware within the Data Center.

The only equipment requiring a warranty would be the physical devices located within the customer's location such as network equipment and devices. The only exception to the onsite hardware warranty are the telephones. PRO OnCall offers two options for telephones. The first option is to purchase the telephones upfront. The second option is to rent the telephones. In either case, PRO OnCall assumes the warranty on these telephones for the term of the contract.

Software

With the PRO Sky UC hosted solution, all software upgrades are completed by PRO OnCall at the Data Center. Regular upgrades are carried out at our Data Center – allowing your internal IT staff to free up time to focus on issues more relevant to driving your business.



Quote

PRO OnCall Technologies, LLC
6902 East Kemper Rd
Cincinnati, OH 45249
United States

T: 800-362-6300
F: 513-489-0520

Quote #	1794 v2
Date	2023/08/04
Expires	2023/10/02
Contact	Paul Brackmann

Prepared for Sugarcreek Township
Barry Tiffany
2090 Ferry Rd
Sugarcreek, OH 45305
United States

T: 937-848-8426
E: btiffany@sugarcreekoh.us

SIP Trunks - Signature

Monthly Fees

Item	Qty	Price	Total
e911 Access - per Address To assign an associated 911 address for the PSAP.	3	\$2.95	\$8.85
SIP Trunk Path - Single Call Path and 500 Minutes	13	\$10.00	\$130.00
DID - US & Canada DID Direct Inward Dial (DID) number for US & Canada.	28	\$2.95	\$82.60
Please contact us if you have any questions.		Total Monthly	\$221.45 USD

Cost Breakdown

Type	Monthly Fees
Item	\$221.45
Total	\$221.45 USD

****This quote does not include Taxes, Surcharges, or Fees. All terms are default 36 months unless otherwise stated.**

Order Acceptance

CUSTOMER NAME

Name: _____
Title: _____
Company: _____

PRO OnCall Technologies

Name: _____
Signature: _____
Title: Senior Account Manager



Quote

Date: _____

Date: _____