

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on October 7, 2024, at 7:00PM.

1) Mr. Moeller called the session to order at 7:06pm.

2) Mr. Demko called the roll with Board Members, Mr. Moeller, Mr. Cramer, and Mrs. Destefani in attendance. Also, in attendance were Barry Tiffany, Cara Tilford, Justin Windsor, Chief Doug Buffenbarger, Chief Mike Brown, Louie Schatzberg, Donna Hellmann, Jim McGinley, and Denise Moore.

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

4) Seniors Outreach Presentation

- Jordan Ewing

5) Reports

Administrator

Mr. Tiffany had nothing to add to his report. Mr. Cramer and Mrs. Destefani inquired about the progress of the I-675/Wilmington Pike Corridor Project. Mr. Tiffany noted that he will be attending a meeting on October 14th to discuss the projects funding.

Assistant Administrator/Zoning

Mrs. Tilford had nothing to add to her report. Mrs. Tilford pointed out that the Zoning Commission meeting was moved to Wednesday, November 6th, with the focus on the Long-Range Land Use Plan, moving closer to finalizing that project. Mr. Moeller inquired about updates on the Feedwire Farm development regarding the cemetery lots. Mrs. Tilford is currently working with the developer and awaiting approval from the prosecutor's office to conduct ground-penetrating radar and anticipates feedback by mid-week. Mrs. Tilford noted if there is adequate space, the preference is to relocate the remains to the pioneer cemetery.

Fiscal Officer

Mr. Demko added that he had departmental transfers requiring trustee approval, as some line items have hit their limits. Mr. Demko mentioned that he has fiscal officer training for continuing education on October 16th. In response to a question from last week, Mr. Demko answered that yes, public funds could be used for retirement expenses like meals and refreshments, provided there's a formal resolution. Mr. Demko suggested the trustees draft a structured resolution to set defined amounts for retirements, covering items like gifts and refreshments, so it is clear in advance.

Fire

Chief Buffenbarger had nothing to add to his report. Mr. Moeller inquired about the estimates received for a water softener for Station 71. Chief Buffenbarger noted that Station 71 has an issue with hard water.

Police

Chief Brown had nothing to add to his report.

Roads and Services

Mr. Windsor had nothing to add to his report. Mr. Tiffany had an update on the storm from ten days ago, which caused road closures and knocked out power on Upper Bell. Little Sugarcreek was closed

for nearly a week and it was brought to the administrations attention that there were no updates about the closures on the website. Mr. Tiffany noted that a policy to ensure timely posting of road closures was established last week. Mr. Tiffany added that short-term closures won't be posted, but for extended closures and accidents during peak hours, we will communicate and update the website.

Information Technology

Mr. Tiffany added that the cameras have been ordered for the Public Safety Building. Mr. Tiffany mentioned that tonight's work session included a discussion about upgrading the cameras in the administration building, as the current ones do not meet new compliance standards.

Trustees

Mrs. Destefani attended the Greene County Regional Planning Commission meeting, where the Feedwire Farm proposal passed with two dissenting votes. Mrs. Destefani also attended the Miami Valley Regional Planning Commission meeting for Mr. Moeller. On October 3rd, Mr. Cramer, Mr. Tiffany, Mrs. Tilford, and Mr. Windsor, representing the township, met with Centerville officials, and were honored as Partner of the Year and presented with a ruby red horse chestnut tree. Mr. Cramer mentioned that he, Chief Brown, and Chief Buffenbarger will be attending the River Ridge Homeowners Association meeting on October 14th at 7pm.

6) Public Comments

Denise Moore raised concern about communication. She noted that while road closures and meeting notices are posted on the website; many residents do not regularly check it. Ms. Moore noted that although she is signed up for automatic notifications, she hasn't been receiving them, nor has she received alerts about the meetings for some time. Ms. Moore inquired about the decision to open the meetings with a prayer and was under the impression that it was still under discussion.

7) Old Business

Mrs. Destefani inquired whether any dates had been set for a Bellbrook/Sugarcreek school and park meeting. Mr. Tiffany answered that he is still waiting to hear back from the relevant parties.

8) Consent to Agenda Items

A) Payment of Bills

B) Minutes

C) Transfer of Appropriations

Admin – 2024.10.07.01

Roads – 2024.10.07.02

Police – 2024.10.07.03

Fire – 2024.10.07.04

D) Resignation of Fire Department Staff – Alexis Taylor, Raquel dos Santos Galrao, Zachary Lucas – 2024.10.07.05

E) Promotion of Assistant Director of Roads and Services to Director of Roads and Services – Justin Windsor – 2024.10.07.06

F) Award of Bid for Veterans Memorial Construction Project and Authorizing Township Administrator to Act as Signatory for the Award and Project – 2024.10.07.07

G) Authorizing the Township Administrator to Enter into a Contract with the City of Bellbrook and the Ohio Fire Chief's Association – 2024.10.07.08

H) Proclamation – 5 Star Schools, 5 Star Community Day

TRANSFER OF APPROPRIATIONS

Admin
RESOLUTION #: 2024.10.07.01

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
1000-110-599	Other – Other expenses	1000-120-322	Garbage & Trash Removal	\$100.00
1000-110-599	Other – Other expenses	1000-120-342	Postage	\$200.00
1000-110-599	Other – Other expenses	1000-120-352	Water & Sewer	\$200.00

Explanation of Transfer(s): Credit funds running low.

RESOLUTION #: 2024.09.16.03

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2031-910-910	Transfers – out	2031-820-820	Principal payments – notes	44,000.00
2031-910-910	Transfers- out	2031-830-830	Interest Payments	3,000.00

Explanation of Transfer(s): New hire uniforms. Overage in Dispatch needed in Contracted Services. _____

TRANSFER OF APPROPRIATIONS
Roads
RESOLUTION #: 2024.10.07.02

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
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2031-330-430	Small tools & minor equipment	2031-330-229	Other insurance benefits	\$2000.00
2031-760-740	Machinery, Equipment & Furniture	2031-330-420	Operating Supplies	\$10,000.00

Explanation of Transfer(s): Credit funds running low.

**TRANSFER OF APPROPRIATIONS
Police
RESOLUTION #: 2024.10.07.03**

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2081-210-230	Workers Comp	2081-210-490	Other Supplies	\$1000.00
2081-210-230	Workers Comp	2081-760-740	Machine/Equipment	\$1500.00
2081-210-360	Dispatch	2081-210-360	Contracted Services	\$4000.00

Explanation of Transfer(s): Low funds

**TRANSFER OF APPROPRIATIONS
Fire
RESOLUTION #: 2024.10.07.04**

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2112-220-360	Dispatch	2112-220-318	Training	\$3000.00
2112-220-360	Dispatch	2281-230-223	Dental	\$500.00
2112-220-360	Dispatch	2281-230-224	Vision	\$500.00

2112-220-360	Dispatch	2281-230-420	Operating	\$4000.00
2112-220-360	Dispatch	2281-230-360	Contracts	\$6000.00
2112-220-360	Dispatch	2281-230-323	Repairs	\$3000.00

Explanation of Transfer(s): Lexipol Fire rescue 1 training, Dental and Vision spending increase, EMS Supplies, Contracted Services, EMS Repairs

RESOLUTION NO. 2024.10.07.05

IN RE: Resignation of Fire Department Staff – Alexis Taylor, Raquel dos Santos Galrao, Zachary Lucas

WHEREAS, Part-time Firefighter/EMT, Alexis Taylor has indicated her desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Alexis Taylor was hired as a member of the Sugarcreek Township Fire Department on October 16, 2023; and,

WHEREAS, Part-time Firefighter/EMT, Raquel dos Santos Galrao has indicated her desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Raquel dos Santos Galrao was hired as a member of the Sugarcreek Township Fire Department on July 24, 2024; and,

WHEREAS, Part-time Firefighter/EMT, Zachary Lucas has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Zachary Lucas was hired as a member of the Sugarcreek Township Fire Department on September 9, 2021; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignations of Ms. Taylor, Ms. Galrao, and Mr. Lucas.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the above-mentioned resignations effective respectively September 14, 2024, September 26, 2024 and October 1, 2024.

RESOLUTION NO. 2024.10.07.06

IN RE: Promotion of Assistant Director of Roads and Services to Director of Roads and Services – Justin Windsor

WHEREAS, a need exists for an experienced individual to fill the vacancy and perform the duties of Director of Roads and Services; and,

WHEREAS, Township Administrator, Barry Tiffany, recommends the Board of Trustees promote Justin Windsor from within the department to fill the vacancy.

NOW THEREFORE, BE IT RESOLVED, that the Board of Sugarcreek Township Trustees does hereby promote Justin Windsor to the position of Director of Roads and Services, effective the September 27, 2024, at a rate of \$85,000, per year with retro pay beginning August 5, 2024.

BE IT FURTHER RESOLVED that this position is subject to a one (1) year probationary period ending September 27, 2025.

RESOLUTION NO. 2024.10.07.07

IN RE: Award of Bid for Veterans Memorial Construction Project and Authorizing Township Administrator to Act as Signatory for the Award and Project

WHEREAS, the Township has received bids for the Sugarcreek Township Veterans Memorial Construction Project; and,

WHEREAS, on September 23, 2024, Sugarcreek Township Staff and agents from Choice One Engineering opened the bids in accordance with the properly advertised process; and,

WHEREAS, after reviewing the bids for thoroughness and completeness, and comparison of price, it is determined that Outdoor Enterprise, LLC, of Troy, Ohio is the lowest priced, responsible bidder.

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as the signatory to serve Notice of Award to Outdoor Enterprise, LLC, and further enter into contract with Outdoor Enterprise, LLC, for the project in accordance with the approved plans and their bid price.

RESOLUTION NO. 2024.10.07.08

IN RE: Authorizing the Township Administrator to Enter into a Contract with the City of Bellbrook and the Ohio Fire Chiefs' Association for the Provision of Professional Consulting Services to Conduct a Joint Fire and EMS District Feasibility Study for Sugarcreek Township and the City of Bellbrook

WHEREAS, The City Council of Bellbrook and the Board of Trustee of Sugarcreek Township have agreed to seek a feasibility study from the Ohio Fire Chiefs' Association for the formation of a combined Fire and Ems District in the communities; and,

WHEREAS, The City Manager and Township Administrator have received a proposal from the Ohio Fire Chiefs' Association that is acceptable to the City and the Township in cost and the provision of information necessary to determine if such a District would be beneficial to the communities; and,

WHEREAS, The Township and City now desire to enter into a contract for the provision of said professional services to the communities as a cost of \$25,263.00, with Sugarcreek Township as the lead agency on the project; and,

WHEREAS, the Township will be responsible for the payment of the fee in full, with the City reimbursing the Township in the amount of \$12,631.50, no later than April 30, 2025.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator, upon the execution of a separate MOU with the City of Bellbrook for the reimbursement of funds as stated above, to act as signatory and enter into a contract with the City of Bellbrook and the Ohio Fire Chiefs' Association for the provision of professional services to conduct a feasibility study of the formation of a Joint Fire and EMS District in the communities.

PROCLAMATION

5 Star Schools, 5 Star Community Day

WHEREAS, the Bellbrook-Sugarcreek School District is located within Sugarcreek Township and the City of Bellbrook; and,

WHEREAS, this Sugarcreek Township Board of Trustees recognizes that the Bellbrook-Sugarcreek School District has a long and proud tradition of excellence; and,

WHEREAS, this Sugarcreek Township Board of Trustees further recognizes that the Bellbrook-Sugarcreek School District earned a “**5 Star**” rating, for the second year in a row, on the 2023-24 State of Ohio Report Card; and,

WHEREAS, a “**5 Star**” rating is the highest rating given out by the state and signifies that our district “Significantly exceeds state standards”; and,

WHEREAS, this Sugarcreek Township Board of Trustees recognizes that the Bellbrook-Sugarcreek School District also offers many extra-curricular activities and a positive learning environment; and,

WHEREAS, this Sugarcreek Township Board of Trustees recognizes that the Bellbrook-Sugarcreek School District wishes to express that this rating is truly a team effort between the schools, students, staff, families, and communities of Sugarcreek and Bellbrook.

NOW, THEREFORE BE IT PROCLAIMED, that this Sugarcreek Township Board of Trustees applauds the Bellbrook-Sugarcreek School District for their continued excellence in efforts and accomplishments, and hereby establishes November 14, 2024, in Sugarcreek Township to be “**5 Star Schools, 5 Star Community Day**”, recognizing this essential link between our schools and their community partners, and highlighting the extraordinary success of this partnership.

Mrs. Destefani made a motion to accept all consent agenda items A through G as discussed.
Mr. Cramer seconded.

Mr. Moller – Yes
Mr. Cramer – Yes
Mrs. Destefani – Yes

Mrs. Destefani made a motion to accept the proclamation as started. Mr. Cramer seconded.

Mr. Moller – Yes
Mr. Cramer – Yes
Mrs. Destefani – Yes

9) Discussion of Agenda Items

Mr. Tiffany noted two items to discuss. First is awarding the bid for the memorial project to Outdoor Enterprise LLC from Troy, as they submitted the lowest qualified bid. Second is entering into a contract with the City of Bellbrook and the Ohio Fire Chiefs Association to conduct a feasibility study on forming a fire district for Sugarcreek and Bellbrook communities. Mr. Cramer inquired about the proclamation. Mr. Tiffany explained that the superintendent requested a proclamation to recognize the school district’s five-star rating for the second consecutive year. November 14th would be declared

“Five-Star Schools, Five-Star Community Day,” honoring parents, local governments, and partnerships for their role in this achievement.

10) Public Comments

None.

11) Trustee/Staff Discussion

None.

12) Adjourn

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

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

Richard J Demko, Fiscal Officer

