



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, December 2, 2024, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Prayer – Pastor David Ladd of Heritage Christian Church**
- 4. Pledge of Allegiance**
- 5. Public Hearing**  
ZC Case 05-2024: The Sugar Creek Township Board of Trustees tasked the Sugar Creek Township Zoning Commission with reviewing the current Comprehensive Land Use Plan and proposing necessary modifications. – 2024.12.02.01
- 6. Reports**
  - A. Administrator
  - B. Assistant Administrator/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. Annual Re-organization and Appointments – 2024.12.02.02
  - D. Amendments to the Personnel Policies and Procedures Manual, Section 11 – 2024.12.02.03
- 10. Discussion Agenda Items**
- 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**



## 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 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. 2024.12.02.01**

IN RE: Approving and Adopting Updates to the Comprehensive Land Use Plan

WHEREAS, the orderly development of land within Sugarcreek Township, Greene County, Ohio, requires a Comprehensive Plan to serve as a guide for the long-range desirable use of land in Sugarcreek Township; and,

WHEREAS, such a plan is needed to serve as a guide in the administration of the Sugarcreek Township Zoning Resolution and is directly related thereto; and,

WHEREAS, the Sugarcreek Township Comprehensive Development Plan was adopted by the Sugarcreek Township Trustees in May 2001, updated in November 2007, and updated in December 2013; and,

WHEREAS, it is necessary to update this plan from time to time to ensure that the township has an up-to-date plan with relevant land use, transportation and public facilities elements; and,

WHEREAS, the most recent approval to adopt comprehensive updates to the Comprehensive Land Use Plan was made by the Board of Trustees on December 2, 2013; and,

WHEREAS, the Board of Trustees tasked the Zoning Commission to assist staff to research, consult and prepare the recommended updates; and,

WHEREAS, on November 6, 2024, the Sugarcreek Township Board of Zoning Commission reviewed the recommended updates and passed a motion to recommend that the updates proposed by the committee, as amended by the Zoning Commission, be approved by the Board of Township Trustees.

THEREFORE BE IT RESOLVED, that this Board of Sugarcreek Township Trustees hereby adopts the updates to the Comprehensive Land Use Plan for Sugarcreek Township as

recommended by the Sugarcreek Township Zoning Commission, as the official plan for the desirable long-range use of land within the Township.

BE IT FURTHER RESOLVED, that said document will be known as the 2025 Sugarcreek Township Comprehensive Land Use Plan and will serve to meet the comprehensive plan requirement of Section 519.02 A. of the Ohio Revised Code.

BE IT FURTHER RESOLVED, that a copy of the 2025 Comprehensive Land Use Plan shall be submitted to the Greene County Regional Planning and Coordinating Commission for incorporation into the County's plan.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice-Chairperson

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Carolyn L. Destefani, Trustee

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Richard J Demko, Fiscal Officer



**Administrator's Report to the Trustees  
December 2, 2024**

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 Corridor project. ODOT has provided their comments on the AER and we are scheduled to meet in the coming week to finalize the AER and release the report.
- The contract for the memorial has been fully executed and we are on track for a spring completion of the project.
- I will be traveling to the Statehouse December 3<sup>rd</sup> to provide testimony on behalf of CLOUT and our community in support of HB 579 establishing the ability to place a levy on the ballot for the provision of School Resource Officers in Ohio. My thanks to Representatives Brennan and Abrahms for their support in introducing the proposed legislation. This will be the second hearing.

Respectfully Submitted,

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

Barry P. Tiffany  
Township Administrator



**Staff Report for the Sugar Creek Township Board of Trustees  
November 18, 2024 to November 27, 2024**

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 an explanation is needed, please contact Cara Tilford at 937-848-8426.

**Board of Zoning Appeals Activities:**

- **November 21, 2024 BZA Meeting: Cancelled (no applications received prior to the meeting's closing date)**
- **Next meeting scheduled for December 19, 2024**

**Zoning Commission Activities:**

- **December 3, 2024: Canceled (no applications received prior to the meeting's closing date)**
- **Next meeting scheduled for January 14, 2025 (Zoning Commission Meetings will move back to the second Tuesday of the month in 2025)**

**Meetings/Accomplishments:**

- Met with contractor to discuss detached garage construction on November 20, 2024
- Revised construction drawings for Feedwire Farm Section 1 submitted to RPCC, review with Greene County Technical Advisory Committee scheduled for December 11, 2024
- Working with Prosecutor's Office on Fallis Cemetery transfer (ORC 517.10)
- Updated Comprehensive Land Use Plan to reflect Zoning Commission input
- Miami Valley Planning and Zoning Workshop scheduled for December 6, 2024 at Sinclair (registrations sent for Trustees and board members wishing to attend)
- Planning/preparations for the Greene County Township Association December Meeting underway
- Plans submitted for Wing Stop in Plaza 1, under review



## Sugarcreek Township Trustees Report For December 2nd , 2024

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 12.02.2024 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)**

- Blue Card Incident Command
- Fire Rescue 1 online continuing education
- Lithium-Ion Batteries
- Hazmat Refresher

**Statistics** : As of 11.27.2024

**2024 Totals**

- EMS Responses: 1037 (77.3%)                      MVC's 164 (12.2%)
- Fire Responses: 305 (22.7%)                      Cornerstone 138 (10.3%)

**Total      1342**

**Mutual Aid Given (number of incidents) \*= 122**

- Fire = 78
- EMS = 51

Mutual aid given to department = (66 – Bellbrook, 34– Spring Valley, 9 – Beavercreek, 7 – Wash Twp. 1 – Fairborn, 2 – Kettering, 3- Wayne Twp.)

**Mutual Aid Received (number of incidents) \*= 82**

- Fire = 53
- EMS = 36

Mutual aid received from department ( 37 – Wash Twp, 37 – Bellbrook, 10 – Beavercreek, 10– Spring Valley, 3 – Wayne Twp, 4 – Xenia Twp., 7 – Kettering, 1- Fairborn, 1- Riverside, 1 – Cedarville, 1 – New Jasper, 1 - Silvercreek)

\*Note – On occasion we send/receive multiple M/A apparatus on an incident

**Information:**

- Submitting FEMA AFG grant for a training facility and UTV with fire/rescue skid
- Met with Colin’s Lodge staff to begin planning for the February 24<sup>th</sup> basketball game
- Annual inventories are being completed

**Status of Issues the Fire Department is Addressing:**

- SHSP grant for six tornado sirens (We did not receive the award)
- Capt. Rigsby remains on leave
- Kettering Health will be taking possession of ATV-71 in January. The ATV belongs to Kettering Health. We will rely on mutual aid for any responses requiring an ATV.

**Fire Department Scheduled Events Attended:**

- Greene County EPC meeting
- Greene County Fire Chiefs meeting
- Veterans Day ceremony at Cornerstone
- Sinclair Job Fair

**Fiscal:**

As of November 29, 2024	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,459,660.00	\$142,281.15	\$3,094,928.64	\$249,498.83	88.764%
EMS	\$213,200.00	\$4,722.39	\$192,686.02	\$17,960.71	89.468%
Cell Tower Fund	\$27,068.58	\$0.00	\$0.00	\$27,068.58	0.00%
Department Total	\$3,699,928.58	\$147,003.54	\$3,287,614.66	\$294,528.12	88.160%

**Projected Capital Needs:**

- Replace ATV-71 \$45,000
- Bay Doors Station 71 \$18,000
- Bay Doors Station 72 \$30,000
- Training Prop \$40,000
- Hose Testing Machine \$5,000
- Thermal Imaging Camera \$7,000
- MDT for Fire Marshal \$3,500
- Portable Radios \$120,000
- Life Packs (Physio Control) \$180,000

Respectfully Submitted,

Doug Buffenbarger  
Fire Chief



Michael A. Brown  
Chief of Police

## Trustee Report December 2, 2024

### Training

- Our officers will be having Carbine & Handgun Low Light Proficiency training at the range.
- No other classes scheduled for December.

### Fiscal

Budget 2024 (Final Appropriation)	\$3,176,775.00
Expenditures as of November 29, 2024	\$2,710,668.71
% of Budget Used	84%
% of Budget Year Target for the end of November	91.3%
% of Budget Remaining	16%
Cash Balance as of November 29, 2024	\$1,438,472.50

### Events/Appearances

- On November 21<sup>st</sup>, Chief Brown attended the School Active Shooter Team Meeting.

Respectfully submitted,

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
*Chief of Police*

## Police Blotter

November 13, 2024

- Welfare check on Lower Bellbrook Road
- Community policing
- Traffic complaint on Wilmington Pike
- Lost property on Brown Road

November 14, 2024

- Business and house checks
- Request of an officer on Wilmington Pike
- Crash report on Upper Bellbrook Road
- Community policing

November 15, 2024

- Welfare check on River Edge Circle
- Fraud report on Mc Bee Road
- Welfare check on Surrey Trail
- Crash on Waynesville Road

November 16, 2024

- 911 Hang up on Wildwood Lane
- Crash report on Centerville Road
- Welfare check on Surrey Trail

November 17, 2024

- Nothing to Report

November 18, 2024

- Crash report on Waynesville Road
- Theft arrest on Wilmington Pike
- Harassment on Bayberry Cove Drive
- Traffic stops

November 19, 2024

- Nothing to Report

November 20, 2024

- Theft report on Feedwire Road
- Disturbance on Wilmington Pike
- Theft report on State Route 725
- Community policing

November 21, 2024

- Nothing to Report

November 22, 2024

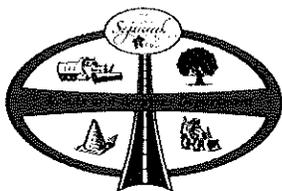
- Crash report on Clyo Road
- Crash report on Cornerstone N. Blvd.
- Harassment on Magnolia Trace Drive
- Welfare check on Clyo Road

November 23, 2024

- Noise complaint on Bayberry Cove Drive
- Crash report on Wilmington Pike
- Traffic stops

November 24, 2024

- Theft arrest on Wilmington Pike
- Intoxicated subject on Conference Road
- Theft report on Swigart Road



**Staff Report for  
Sugar Creek Township Trustees  
December 2, 2024**

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 no call outs

**Accomplishments:**

- Dura Patched- berm on Washington Mill, berm on Ferry South, Ferry
- Annual Road Rating was completed
- Mowed – Shop, Clio, Center Point, Bike Path, Martin Memorial, Cemetery
- Signs- put up speed new speed limit sign on Walden Way, put together Road Closed Signs, picked up signs in ROW
- Trimmed trees- shop, Briggs, Middle Run, Royal Woods
- Picked up emulsion in Jasper and washed 9's from Melvin
- Truck 702 to ACME spring Co for new springs
- Changed radar batteries- X2
- Outfitted trucks with salt spreaders and greased
- Jefferson Twp picked on 14 ton of salt
- Sharpened saws and hedge trimmers
- Mower maintenance – change oil, grease and sharpen blades
- Cleaned up garden area
- Briggs- cleaned up landscape area, curb and gutters also
- Ferry rd.- picked up loose stone signs
- Shop- cleaned tool room, brought Christmas decorations down
- Fabricated running lights on salt trucks
- Cleaned catch basins around township
- Broke up chunks of salt with loader
- L-TAP class over signs and pavement markings – whole crew
- Clio Rd- used Mini excavator to cut back brush along roadway

Respectfully,  
Justin Windsor  
Director of Roads and Services

## Payment Listing

11/15/2024 to 11/27/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93312	11/15/2024	11/15/2024	AW	AES OHIO	\$1,475.38	O
				Purpose: Police/Fire - electric station 71, PSB & range		
93313	11/15/2024	11/15/2024	AW	VERIZON WIRELESS	\$570.52	O
				Purpose: Police - mdt's		
93314	11/15/2024	11/15/2024	AW	CHARTER COMMUNICATIONS	\$500.00	O
				Purpose: Fire - PSB EPL connection		
93315	11/15/2024	11/15/2024	AW	OHIO PEACE OFFICERS TRAINING ACADE	\$460.00	O
				Purpose: Police - officer klark training		
93316	11/15/2024	11/15/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$65.07	O
				Purpose: Police - copy paper, cleaner & label tape		
93317	11/15/2024	11/15/2024	AW	MUFFLER BROTHERS	\$69.50	O
				Purpose: Police - car 105		
93318	11/15/2024	11/15/2024	AW	AIRGAS USA, LLC	\$45.55	O
				Purpose: Fire - oxygen		
93319	11/15/2024	11/15/2024	AW	BATTERIES PLUS	\$119.99	O
				Purpose: Fire - mdt battery		
93320	11/15/2024	11/15/2024	AW	BATTERY UNIVERSE	\$1,379.50	O
				Purpose: Fire - 10 radio batteries		
93321	11/15/2024	11/15/2024	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$1,006.20	O
				Purpose: Fire - medic repair and troubleshoot 72/73		
93322	11/15/2024	11/15/2024	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: Admin/Roads/Police/Fire - computer rentals - monthly		
93323	11/15/2024	11/15/2024	AW	GERMAIN FORD	\$1,310.15	O
				Purpose: Police - car 105 & lamp assembly		
93324	11/15/2024	11/15/2024	AW	O'REILLY AUTOMOTIVE, INC.	\$35.30	O
				Purpose: Roads/Police - hvac actuatr, mini bulb, lens tape		
93325	11/18/2024	11/18/2024	AW	DUNCAN OIL COMPANY	\$957.21	O
				Purpose: Police/Fire - fuel		
93326	11/18/2024	11/18/2024	AW	TECH ADVISORS	\$3,851.71	O
				Purpose: Admin/Roads - security cameras install		
93327	11/19/2024	11/19/2024	AW	MEDICOUNT MANAGEMENT, INC.	\$2,959.11	O
				Purpose: Fire - billing fees		
93328	11/19/2024	11/19/2024	AW	MUNICIPAL EMERGENCY SERVICES	\$76.74	O
				Purpose: Fire - scda cyclinder repair		
93329	11/19/2024	11/19/2024	AW	POLLACK LAW, LLC	\$175.00	O
				Purpose: Admin/Fire - legal fees		
93330	11/19/2024	11/19/2024	AW	CITI CARDS	\$1,359.90	O
				Purpose: Admin - zoom.us, mvmaa, ota winter conference pre-registration		
93331	11/19/2024	11/19/2024	AW	MELVIN STONE COMPANY	\$136.01	O
				Purpose: Roads - #9 limestone		
93332	11/19/2024	11/19/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$82.18	O
				Purpose: Admin - classification folders x2		
93333	11/20/2024	11/20/2024	AW	NORTHCOAST PRODUCTS	\$561.10	O
				Purpose: Roads - rapid set emulsion		
93334	11/20/2024	11/20/2024	AW	MONTGOMERY COUNTY ASSOCIATION OF	\$250.00	O
				Purpose: Police - dues		

## Payment Listing

11/15/2024 to 11/27/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93335	11/20/2024	11/20/2024	AW	DnD UNIFORMS, INC.	\$17.95	O
				Purpose: Police - hat cover		
93336	11/20/2024	11/20/2024	AW	MUFFLER BROTHERS	\$121.45	O
				Purpose: Police - car 113		
93337	11/20/2024	11/20/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$216.13	O
				Purpose: Police - toner, pens, plates, usb's, calenders		
93338	11/22/2024	11/22/2024	AW	ACME SPRING, INC.	\$2,173.52	O
				Purpose: Roads - install rear truck spring and misc parts		
93339	11/22/2024	11/22/2024	AW	JOHN DEERE FINANCIAL	\$62.96	O
				Purpose: Roads - battery LG 350 reverse post, gallon bleach x2, 10 rolls 60ft electrical tape, duct tapr x2		
93340	11/22/2024	11/22/2024	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: Admin/Roads/Police/Fire - energy service agreement		
93341	11/22/2024	11/22/2024	AW	HENRY SCHEIN, INC.	\$321.72	O
				Purpose: Fire - probe		
93342	11/22/2024	11/22/2024	AW	OCCUPATIONAL HEALTH CENTERS OF OF	\$153.00	O
				Purpose: Fire - physical & drug test for Garcia		
93343	11/22/2024	11/22/2024	AW	DANCO LETTERING	\$51.00	O
				Purpose: Fire - wall decals		
93344	11/22/2024	11/22/2024	AW	MUFFLER BROTHERS	\$48.11	O
				Purpose: Police - car 106		
93345	11/25/2024	11/25/2024	AW	TAYLOR STINSON	\$40.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93346	11/25/2024	11/25/2024	AW	RICHARD CIPRIANO	\$40.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93347	11/25/2024	11/25/2024	AW	RICH DEMKO	\$40.00	O
				Purpose: Admin - Cell Phone Reimbursement		
93348	11/25/2024	11/25/2024	AW	MARVIN MOELLER	\$40.00	O
				Purpose: Admin- Cell Phone Reimbursement		
93349	11/25/2024	11/25/2024	AW	Justin Windsor	\$60.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93350	11/25/2024	11/25/2024	AW	JOSHUA DARNELL	\$40.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93351	11/25/2024	11/25/2024	AW	IAN TAMPLIN	\$40.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93352	11/25/2024	11/25/2024	AW	FRED CRAMER	\$40.00	O
				Purpose: Admin - Cell Phone Reimbursement		
93353	11/25/2024	11/25/2024	AW	CHASE MORGAN	\$40.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93354	11/25/2024	11/25/2024	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: Admin - Cell Phone Reimbursement		
93355	11/25/2024	11/25/2024	AW	CARA TILFORD	\$460.00	O
				Purpose: Admin- Cell Phone Reimbursement & Car Allowance		
93356	11/25/2024	11/25/2024	AW	BARRY TIFFANY	\$760.00	O
				Purpose: Admin - Cell Phone Reimbursement & Car Allowance		
93357	11/25/2024	11/25/2024	AW	LESLEY STAYER	\$40.00	O
				Purpose: Police - Cell Phone Reimbursement		

**Payment Listing**

11/15/2024 to 11/27/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93358	11/25/2024	11/25/2024	AW	TYLER MANTIA	\$40.00	O
	Purpose: Police - Cell Phone Reimbursement					
93359	11/25/2024	11/25/2024	AW	CRAIG BLACK	\$40.00	O
	Purpose: Police - Cell Phone Reimbursement					
93360	11/25/2024	11/25/2024	AW	DOUG EVANS	\$40.00	O
	Purpose: Police - Cell Phone Reimbursement					
93361	11/25/2024	11/25/2024	AW	MARK WHITE	\$40.00	O
	Purpose: Police - Cell Phone Reimbursement					
93362	11/25/2024	11/25/2024	AW	Paul Guerrero	\$40.00	O
	Purpose: Police - Cell Phone Reimbursement					
93363	11/25/2024	11/25/2024	AW	MICHAEL BROWN	\$60.00	O
	Purpose: Police - Cell Phone Reimbursement					
93364	11/25/2024	11/25/2024	AW	JOANN ZIMMERMAN	\$720.00	O
	Purpose: Fire - 2024 Cell Phone Reimbursement - Annually					
93365	11/25/2024	11/25/2024	AW	DOUG BUFFENBARGER	\$720.00	O
	Purpose: Fire - 2024 Cell Phone Reimbursement - Annually					
93366	11/25/2024	11/25/2024	AW	JORDAN R. EWING	\$480.00	O
	Purpose: Fire - 2024 Cell Phone Reimbursement - Annually					
93367	11/25/2024	11/25/2024	AW	DUNCAN OIL COMPANY	\$1,040.37	O
	Purpose: Police/Fire - Fuel					
93368	11/25/2024	11/25/2024	AW	WELLS FARGO EQUIPMENT FINANCE	\$56,551.70	O
	Purpose: Fire - Truck #71 Payment					
93370	11/25/2024	11/25/2024	AW	Farmers & Merchants Bank	\$33,510.20	O
	Purpose: Police/Fire - Fire Chief Cruiser Payment & Police Cruiser Payment (for 2 cruisers)					
				Total Payments:	\$117,426.07	
				Total Conversion Vouchers:	\$0.00	
				Total Less Conversion Vouchers:	\$117,426.07	

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.

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on November 18, 2024, at 7:00PM.**

- 1) **Mr. Moeller called the session to order at 7:04pm.**
- 2) **Mrs. Tilford called the roll with Board Members, Mr. Moeller, Mr. Cramer, and Mrs. Destefani in attendance.** Also, in attendance were Barry Tiffany, Justin Windsor, Chief Doug Buffenbarger, Chief Mike Brown, Louie Schatzberg, Donna Hellmann, and Jim McGinley.
- 3) **Prayer – Pastor Willie Cox of Bellbrook Community Church**
- 4) **All in attendance stood for the Pledge of Allegiance.**
- 5) **Seniors Outreach Presentation**  
- Jordan Ewing
- 6) **Reports**

**Administrator**

Mr. Tiffany reported that the AER for the I-675 Limits of Hype project is complete. Once feedback from ODOT is received, the AER will be finalized and published. Mr. Cramer inquired about funding issues. Mr. Tiffany believes the funding issues can be resolved. Mr. Tiffany mentioned that he and Mrs. Tilford met with a developer about an assisted living project. They are seeking tax incentives, including a CRA, which offers up to 15 years of tax abatement. The Trustees are opposed to the CRA for this property, as it does not meet legal criteria and would harm township tax revenues.

**Assistant Administrator/Zoning**

Mrs. Tilford reported that the long-range land use plan is ready for review and will be on the agenda for the next trustee meeting.

**Fiscal Officer**

Mr. Demko reported he is working on the 2025 Temporary Appropriations, with a draft expected for the first trustee meeting in December to address major variances. Approval is planned for the second December meeting to meet the end-of-year submission deadline. Mr. Demko also reminded the trustees that the ARPA funds must be obligated by year-end.

**Fire**

Chief Buffenbarger reported that the Islamic Society has offered the home on their recently purchased property as a site for fire department exercises. Chief Buffenbarger mentioned if their goal is to have the structure burned down; the fire department can not accommodate that request as it is not permitted. However, if the fire department can use the property for destructive training, they will likely take advantage of the opportunity. Chief Buffenbarger also mentioned that FEMA has reopened their AFG grants, and he will be submitting applications for a UTD and a training facility.

**Police**

Chief Brown had nothing to add to his report. Chief Brown expressed his gratitude to the community for supporting the levy. Chief Brown mentioned that Shop with a Cop will be held on December 12<sup>th</sup> at Wal-Mart. They expect 6 to 8 children this year and may need a few volunteers. Mr. Cramer inquired about the open School Resource Officer position. Chief Brown mentioned that a few details need to be arranged for the individual they have in mind, so if it happens, it will likely be after the first of the year.

## **Roads and Services**

Mr. Windsor had nothing to add to his report.

## **Information Technology**

Mr. Tiffany had nothing to add to his report. Mr. Tiffany inquired if the new cameras for the Police Department were operational yet. Chief Brown mentioned that they are dealing with supply issues and they are waiting for the new cameras to arrive.

## **Trustees**

Mrs. Destefani inquired if the trustees will be attending the Development Coalition's economic review in February and the Fly In in May. Mr. Cramer mentioned he believed all of them would go to the Fly In. Mrs. Destefani mentioned that she will again serve as a judge for the Black History Month art and video contest held at the school. She also received an email from Noah Steffi at the Greene County Public Health Office mentioning a vacant seat on their committee and inquired if anyone would be interested. Mrs. Destefani inquired if the black cases for the Public Safety Building signs were confirmed. Mr. Tiffany answered yes. He also mentioned that he received a bid for a plastic polymer sign for the Administration building and should have the final paperwork ready for approval soon. Mrs. Destefani mentioned that she and Holly will be meeting with Mark Sigman on Thursday to discuss the Miami Valley Military Affairs Association. Mr. Cramer mentioned that the Bellbrook City Council passed an ordinance prohibiting commercial and heavy trucks from using Main Street as a throughfare through Bellbrook. Mr. Cramer attended the Bellbrook Schools Board of Education meeting. He is also planning on attending the Miami Valley Planning Meeting and the GCTA Christmas Party. Mr. Cramer inquired if they had an updated rendering of the Jim Martin statue. Mrs. Destefani answered no. Mr. Moeller mentioned that he attended the Miami Valley Regional Planning Executive Board meeting, as well as the Miami Valley Regional Planning Committee meeting.

## **7) Public Comments**

None.

## **8) Old Business**

Mrs. Destefani requested Mr. Tiffany to reach out to Dr. Cozad, who she believes is responsible for setting a date for the Bellbrook/Sugarcreek School and Park meeting. Chief Brown mentioned that Christ Church is hosting their annual Christmas banquet on the 13<sup>th</sup>.

## **9) Consent to Agenda Items**

A) Payment of Bills

B) Minutes

C) Transfer of Appropriations

Police – 2024.11.18.01

Fire – 2024.11.18.02

D) Appointment of Fire Department Staff – Jesse Garcia – 2024.11.18.03

E) Appointment of Board of Zoning Commission Member to Unexpired Term Shannon Mueller - 2024.11.18.04

F) Appointment of Board of Zoning Commission Alternate Member Dave Schleich – 2024.11.18.05

G) Declaring Excess Property – Police Department – 2024.10.21.06

TRANSFER OF APPROPRIATIONS

Police

RESOLUTION #: 2024.11.18.01

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2081-910-910	Transfers Out	2081-820-820	Principal Payments - notes	\$17,200.00
2081-910-910	Transfers Out	2081-830-830	Interest Payments	\$5,300.00

Explanation of Transfer(s): Vehicle loan payments

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TRANSFER OF APPROPRIATIONS

Fire

RESOLUTION #: 2024.11.18.02

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2112-910-910	Transfers Out	2112-820-820	Principal Payments - notes	\$60,350.00
2112-910-910	Transfers Out	2281-830-830	Interest Payments	\$7,450.00

Explanation of Transfer(s): Vehicle loan payments

**RESOLUTION NO. 2024.11.18.03**

IN RE: Appointment of Fire Department Staff

Jesse Garcia

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 EMT; and,

WHEREAS, Tyler Black has the necessary qualifications to serve in that capacity for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2024 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Jesse Garcia shall be appointed to the position of Part-Time Firefighter II/EMT within the Sugarcreek Fire Department at the rate of \$18.08 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Jesse Garcia will have an effective date of November 14, 2024, with a one (1) year probationary period ending on November 14, 2025.

**RESOLUTION NO. 2024.11.18.04**

IN RE: Appointment of Board of Zoning Commission Member to Unexpired Term  
Shannon Mueller

WHEREAS, a vacancy exists on the Board of Zoning Commission; and,

WHEREAS, the Board of Zoning Commission 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 Commission be filled with citizens who will make decisions that are always in the best interest of Sugarcreek Township; and,

WHEREAS, Shannon Mueller currently holds the position of Alternate Member on the Board of Zoning Commission, is fully qualified and has expressed a genuine interest in serving on the Board of Zoning Commission in the member capacity,

NOW THEREFORE, BE IT RESOLVED, that Shannon Mueller is hereby appointed to the Board of Zoning Commission for the remainder of the unexpired five-year term expiring on June 3, 2029. (Said appointment made pursuant to the Ohio Revised Code, Section 519.04.)

**RESOLUTION NO. 2024.11.18.05**

IN RE: Appointment of Board of Zoning Commission Alternate Member Dave Schleich

WHEREAS, a vacancy exists on the Board of Zoning Commission; and,

WHEREAS, the Board of Zoning Commission 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 Commission be filled with citizens who will make decisions that are always in the best interest of Sugarcreek Township; and,

WHEREAS, Mr. Schleich is fully qualified and has expressed a genuine interest in serving on the Board of Zoning Commission in the alternate member capacity,

NOW THEREFORE, BE IT RESOLVED, that Dave Schleich is hereby appointed to the Board of Zoning Commission alternate member for a term of five-years beginning November 18, 2024, and expiring on November 18, 2029. (Said appointment made pursuant to the Ohio Revised Code, Section 519.04.)

**RESOLUTION NO. 2024.11.18.06**

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 items listed have been declared broken, obsolete or non-reparable and have been marked for disposition.

Two (2) Laptops

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.

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

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

**10) Discussion of Agenda Items**

The Board of Trustees discussed preparation to finalize Resolution 2024.11.18.07, which pertains to the acceptance of the 2024 Annual Report on roadway milage and conditions as provided by the Greene County Engineer. The resolution confirms that the report has been reviewed and found to be

accurate and complete, and upon approval, a signed copy will be returned to the Greene County Engineer.

Mrs. Destefani made a motion to accept resolution 2024.11.18.07. Mr. Cramer seconded.

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

#### **11) Public Comments**

Donna Hellmann inquired about the number of flock cameras in the township. Mr. Tiffany answered that there are eight. Mrs. Hellmann inquired about the moving of graves at Feedwire Farm, whether there would be a ceremony for the move or if it would be done quietly. Mr. Tiffany answered that LiDAR tests have been done at Fallis Cemetery, and the area was checked for space, which is sufficient for the move. However, Mr. Tiffany does not know if a ceremony will take place. Louie Schatzberg shared that he worked with the Bellbrook/Sugarcreek Optimist Club this year to put out over 500 flags for major holidays. He thanked the community for supporting the initiative. Mr. Schatzberg also appreciated seeing the road crew working near his home. He thanked them for their work and felt proud to see his tax dollars at work.

#### **12) Trustee/Staff Discussion**

Mr. Moeller proposed sending out a mailed newsletter to showcase community updates and events.

Mr. Tiffany asked for an executive session. ORC Section 121.22.G1 To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

Mr. Cramer made a motion to convene an executive session. Mrs. Destefani seconded.

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

Mr. Moeller noted the trustees had returned from the executive session and no action was taken at this time.

#### **13) Adjourn**

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

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



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.12.02.02**

IN RE: Annual Re-organization and Appointments

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

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

NOW, THEREFORE, BE IT RESOLVED, that this Sugar Creek Township Board of Trustees does hereby appoint Fred Cramer to the position of Chairperson, Sugar Creek Township Board of Trustees, for the term commencing January 1, 2025, through December 31, 2025.

BE IT FURTHER RESOLVED, this Sugar Creek Township Board of Trustees does hereby appoint Carolyn L. Destefani to the position of Vice Chairperson, Sugar Creek Township Board of Trustees for the term commencing January 1, 2025, through December 31, 2025.

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

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

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

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

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

BE IT FURTHER RESOLVED that for the calendar year 2025, the Trustee Work Sessions and Regular Sessions will be held on the same day with the Work Sessions being held from 5:30 p.m. to 6:45 p.m. and the Trustee Regular Session beginning at 7:00 p.m. on the following dates:

January 6	July 7
February 3	July 21
March 3	August 4
March 17	August 18
April 7	September 15
April 21	October 6
May 5	October 20
May 19	November 3
June 2	November 17
June 16	December 1
	December 15

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

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

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

BE IT FURTHER RESOLVED, that all Roads and Service Department temporary part-time service workers will be hired for a term not-to-exceed 180 days from the most recent date of employment in 2025. Temporary part-time service workers will be utilized as needed and must reapply for employment with the Township at the appropriately established time for the next season of work.

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

- 1) Part-time employees must average less than thirty (30) hours worked per week per calendar year.
  - a. No part-time employee may work in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month.
  - b. No part-time employee may work in excess of fifteen hundred (1500) hours in any given calendar year.
  - c. No employee may work in excess of their scheduled shifts unless authorized in advance by their respective Department Head, Supervisor, Sergeant or Captain.

- d. Shift off-days and sick days do not count as scheduled hours for part-time employees. These hours can be made up only in the same calendar month and one does not exceed forty-eight (48) hours in any given calendar week.
- 2) It is the responsibility of the part-time employee to keep from working in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month, or 1500 hours in the calendar year.
  - 3) It is the responsibility of the Department Head to ensure that part-time employees adhere to the confines of this order.
  - 4) Any part-time employee (excluding employees whom work twelve (12) hours every sixth day) whose scheduled shifts begin on the 1<sup>st</sup> and end on the 31<sup>st</sup> of any given month must have a scheduled shift off to keep them under one hundred-thirty (130) hours worked in any given month. This will be identified as an “off-day” and shall be assigned by respective their Department Administration. “Off-days” do not count as scheduled hours and cannot be made up.
  - 5) Failure to comply with or enforce the above-mentioned Administrative Order may result in the Department Head and/or employee being disciplined up to and including termination.
  - 6) Should an employee work Fourteen Hundred, Ninety-Nine (1499) hours within a given calendar year, that employee will immediately be placed on unpaid Administrative leave until January 1 of the following year.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2025 schedule of paid holidays for all Sugarcreek Township non-bargaining unit employees:

<i>New Year's Day:</i>	<i>January 1</i>
<i>Martin Luther King Day:</i>	<i>January 20</i>
<i>President's Day:</i>	<i>February 17</i>
<i>Memorial Day:</i>	<i>May 26</i>
<i>Juneteenth:</i>	<i>June 19</i>
<i>Independence Day:</i>	<i>July 4</i>
<i>Labor Day:</i>	<i>September 1</i>
<i>Veterans Day:</i>	<i>November 11</i>
<i>Thanksgiving Day:</i>	<i>November 27</i>
<i>Day after Thanksgiving:</i>	<i>November 28</i>
<i>Christmas Day:</i>	<i>December 25</i>

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2025 schedule for the Sugarcreek Township Records Commission: Monday, April 8, 2025 and Monday, September 9, 2025. The Records Commission shall meet twice a year with both meetings starting at 6:45 p.m. at the Township Administrative Offices, 2090 Ferry Road, Sugarcreek Township, Ohio

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the following Operational Policies and Priorities for the Year 2025:

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

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

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

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

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

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

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

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

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

policies. All appointed board, commission, committee members or other appointed volunteers shall be responsible for signing and adhering to the official Sugarcreek Township Code of Ethics or be subject to removal.

All terms, number of members, procedures for appointment and replacement of members, duties, and powers of boards and commissions created by the Trustees shall be prescribed by resolution in accordance with the Ohio Revised Code except as established by the Ohio Revised Code. The Trustees may assign additional non-conflicting duties to the established boards and commissions. Each board or commission shall adopt its own rules of order and procedure in accordance with the Ohio Revised Code and shall annually elect its officers from its membership. The Trustees may authorize funds for the use by the boards and commissions in carrying out their designated responsibilities. It shall be the policy of this Board of Trustees to advertise all board and commission vacancies (including positions that become open by way of a term ending) and members subject to reappointment must submit a letter of interest and resume for reappointment consideration.

**CUSTOMER SERVICE AWARD:** This Board of Trustees encourages exemplary service and as such, an employee(s) who display(s) professional excellence in the performance of their work should be recognized for their achievement. If an unsolicited letter/email/phone call acknowledging exemplary service is received, the department head may submit a request for award in the amount of one hundred dollars to be paid to the employee(s).

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

**DRAINAGE:** Retain ground water at its source.

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

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

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

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

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

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

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

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Marvin Moeller, Chairperson

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Fred Cramer, Vice-Chairperson

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Carolyn L. Destefani, Trustee

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Richard J Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.12.02.03**

IN RE: Approval of Amendments to the Personnel Policies and Procedures Manual,  
Section 8.7.8 Outside Employment

WHEREAS, the Board of Trustees recognizes that current and relevant policies and procedures are essential in regards to the retention and recruitment of a highly qualified and motivated work force; and,

WHEREAS, the policies and procedures are designed to be consistent with the requirements of the state and federal laws and regulations relative to employment; and,

WHEREAS, the Board of Trustees have reviewed the requested changes to the Personnel Policies and Procedures Manual; and,

NOW, THEREFORE, BE IT RESOLVED, this Sugar Creek Township Board of Trustees does hereby adopt the proposed amendments to the Sugar Creek Township Personnel Policies and Procedures Manual (copy hereto attached) effective October 02, 2023.

BE IT FURTHER RESOLVED, that this Sugar Creek Township Personnel Policies and Procedures Manual shall replace all previous personnel policies.

BE IT FURTHER RESOLVED, that the Township Administrator is hereby directed to notify all employees of the updated policies with the effective date, that a copy of the Personnel Policies and Procedures Manual be made available to each employee via the M: drive on the Township network, and that a hard copy be distributed to each department no later than October 03, 2023.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Marvin Moeller, Trustee

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Richard Demko, Fiscal Officer