

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on September 19, 2011, at 7:30 pm, at 2090 Ferry Road, Bellbrook, Ohio 45305.

- I. Chairperson Dick King called the Session to order at 7:35 pm.
- II. All rose and recited the Pledge of Allegiance to the Flag.
- III. Mr. Hodson called the roll with Board Members Dick King, Nadine Daugherty and Mike Pittman being present. In addition to Township Administrator, Barry Tiffany, others present who signed in were Jim Martin, Scott Bryant, Steve Knopp, Pam Erd and Donna Hellman.

IV. Community Activities

V. Reports

A. Administration

A report prepared by Township Administrator Barry Tiffany is appended. Mr. Pittman said the Board would like Mr. Tiffany to get more involved in economic development. He said Mr. Tiffany is involved with the Dayton Development Coalition and the Greene County Department of Economic Development. Mr. Pittman said when the current economic situation turns around we want to be a player in the coming development of the area.

B. Fire

A report prepared by the Fire Department is appended. Volunteer Firefighter Jordon Ewing presented Chief Pavlak and Chief Deaton with a ten year commemorative plaque of the 9/11 terrorist attack. The plaque contained the uniform insignia patches of the New York Fire Department, Police Department and Port Authority. Chief Pavlak said the Plaque would be displayed in the lobby of the Public Safety Building. Three Township Firemen went to New York and participated in 9/11 Trade Tower aftermath rescue efforts.

Mr. King moved to Resolution D, the appointment of Volunteer Richard Baker.

Resolution # 2011.09.19.03

WHEREAS, Richard P. Baker has served as an Explorer Cadet with the Sugarcreek Township Fire Department since August 2, 2010; and,

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 Randall J. Pavlak requests the reclassification of Richard P. Baker from Explorer Cadet to Volunteer in support of the goals and objectives of the Sugarcreek Township Fire Department; and,

WHEREAS, the Fire Chief recommends this reclassification and states the 2011 Budget has sufficient funds allocated for these positions,

NOW THEREFORE, BE IT RESOLVED, that Richard P. Baker shall be reclassified to the position of Volunteer effective September 19, 2011.

Mrs. Daugherty moved to accept the Resolution as presented. Mr. King seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

Chief Pavlak said this is the third Cadet from the Explorer Program to join our department in the last two years. He said we are getting a good return from our investment in the Explorer program. Mr. Baker was personally welcomed by the Board and Staff.

D. Police

A report prepared by the Police Department is appended. Chief Deaton said he will be attending a round table discussion group meeting with Attorney General Mike DeWine. Chief Deaton said this will provide him with an opportunity to meet other Chiefs, learn where laws are heading, what grants may be available etc.

E. Roads and Services.

A report prepared by Tracey Messer, Director of Roads and Services, is appended. Mr. Messer said he attended a retro-reflectivity sign update meeting. Mr. Messer said definitions of time frames and regulations are still changing due to the economic downturn.

F. Zoning

A report prepared by Cara Tilford, Township Planner/Zoning Official, is appended. Cara said Pony Day at the Farmers Market was fabulous. Mrs. Daugherty said she went to the Farmer's Market and was really impressed with our employees and their dedication.

G. Trustees

Mr. Pittman said according to the 2010 Census the population of the Township is 8041. He said in 1990 it was 3342. Mr. Pittman also said Sugarcreek was the second fastest growing Township, in Greene County, next to Beavercreek Township.

VI. Past Action Items

VII. New Business

Fiscal Office

A. Payment on Bills

Mr. King moved to accept the Payment of Bills as presented. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

B. Announcement of a Liquor Permit Application, Walgreens Co., DBA Walgreens 04567

Resolution # 2011.09.19.01

WHEREAS, an application for a liquor permit was received from Walgreens Co., DBA Walgreens 04567, located at 6485 Wilmington Pike; and,

WHEREAS, this application is for an "A" class permit, allowing the selling of alcoholic beverages at the premises; and,

WHEREAS, through this announcement, this Board of Trustees affords the residents of Sugarcreek Township the opportunity to express comments in writing either for against per the ORC,

NOW THEREFORE, BE IT RESOLVED, that if the Fiscal Officer receives no negative comments by 4:00 p.m., September 26, 2011, subject to the Ohio Revised Code, Sugarcreek Township will not file a request for a hearing with the Ohio Department of Commerce, Division of Liquor Control.

Mr. King moved to accept the Resolution as presented. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes

Mrs. Daugherty – Yes
Mr. King - Yes

Fire

C. Change in Status of Firefighter Shawn A. Hogsten from Safer Part-time Firefighter to Part-time Firefighter

Resolution # 2011.09.19.02

WHEREAS, on August 15, 2011, Shawn A. Hogsten was incorrectly designated into the Safer Program as a Part-time Firefighter/EMT; and,

WHEREAS, Chief Pavlak, in his September 8, 2011, correspondence, is requesting a change in status for Shawn A. Hogsten from Safer Part-time Firefighter/EMT to Part-time Firefighter/EMT; and,

WHEREAS, the Fire Chief recommends this change in status and states the 2011 Budget has sufficient funds allocated for these positions,

NOW THEREFORE, BE IT RESOLVED, that Shawn A. Hogsten shall receive a change in status placing him in the position of Part-time Firefighter/EMT effective September 15, 2011.

Mr. Pittman moved to accept the Resolution as presented. Mr. King seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

E. Authorizing the Township Administrator and Fire Chief to Enter Into a Memorandum of Understanding with the Greene County Fire Departments

Resolution # 2011.09.19.04

This memorandum of understanding is between Sugarcreek Township –Sugarcreek Township Fire Department (hereafter referred to as STFD), the Townships, Greene County and Cities as listed herein: City of Bellbrook, Cedarville Township, Silvercreek Township, Jefferson Township, Miami Township, New Jasper Township, Spring Valley Township, Xenia Township, and city of Xenia (hereafter referred to as Cooperating Agency/Agencies).

In furtherance of mutual goals, STFD, and the Cooperating Agency/Agencies of Greene County, Ohio, agree to work together according to the guidelines for the activity set forth below. These guidelines describe a process for working in mutual cooperation in acquiring VHF MHZ radio's from the Firefighters Assistance Grant Program in order to create a safer, common back-up radio platform for emergency operations within Greene County.

Now, therefore, the parties agree as follows:

- I. The Sugarcreek Township Fire Department will be the lead agency for said project and shall have the following responsibilities:
 - A. Open a grant application with the Firefighters Assistance Grant Program on behalf of all entities listed above
 - B. Provide an experienced grant facilitator
 - C. Coordinate the grant writing team
 - D. Provide the matching grant fund money on initial award amount
 - E. Provide the necessary administrative support
 - F. Provide a cost breakdown to each entity listed above along with notification of the invoice and amount to be reimbursed to STFD by the Agencies
 - G. If awarded, will administer the placement of order and distribution of the equipment

- II. The agencies listed above agree to the following terms and responsibilities:
- A. Provide statistics and data as required for the application of this grant
 - B. Provide personnel for the grant writing team
 - C. Provide the number of radios needed, both portable and mobile for your department, VHF Pagers, Antenna and Communication Tower requirements, Repeaters and Base Stations. (this includes accessories)
 - D. Agree to reimburse their share of the matching funds as identified in the grant application. These funds must be reimbursed within 30 days of date of invoice.
 - E. All radio equipment becomes the property of the cooperating agency, as listed on the schedule. The radio equipment becomes the sole responsibility of the receiving cooperating agency in regards to maintenance, service fees and warranties. Any common radio equipment/towers will be cost-shared by each entity listed in this agreement for purchase, maintenance, service fees and warranties
 - F. The receiving cooperating agency will be required to report serial numbers and local ID numbers to STFD for compliance of the grant
 - G. The participating cooperating agencies agree to adhere to all the rules, regulations and requirements as published in the 44 CFR 152

III. Mutual Responsibilities

Modifications and amendments to this M.O.U. may be presented and adopted by the parties at any time and will be included in this memo of understanding as if part of the original agreement. Any amendments made to this understanding must be with the written consent of all parties

The effective date of this understanding is _____, 2011. It is agreed between the parties that this memorandum and its attachments represent the complete agreement between the parties

In witness whereof, the said parties have herewith set their hands and seals as of the day and year first above written.

Mrs. Daugherty moved to accept the Resolution as presented. Mr. Pittman seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

Roads and Services

- F. Entering into an agreement with Oberer Companies in the Feedwire Road Improvement Plan Project

Resolution # 2011.09.19.05

WHEREAS, Oberer Companies has requested participation from the Board of Trustees in the Feedwire Road Improvement Plan project (see attached); and,

WHEREAS, grant funding is available through the Ohio Public Works Commission to help fund said project; and,

WHEREAS, the Board of Sugarcreek Township Trustees is agreeable to this participation pending the approval and receipt of grant funding through the Ohio Public Works Commission, and that the final design is acceptable to the Board of Trustees; and,

WHEREAS, the amount of participation shall not exceed Fifteen Thousand Nine Hundred Ninety-Six dollars and zero cents (\$15,996.00),

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees agrees to enter into an Agreement with Oberer Companies in the Feedwire Road Improvement Plan project pending receipt of grant funding as mentioned above and said participation does not exceed the dollar amount listed above.

Mr. Pittman moved to accept the Resolution as presented. Mr. King seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

G. Declaring a Nuisance at 2107 Stewart Road

Resolution # 2011.09.19.06

WHEREAS, the Ohio Revised Code 505.87 provides for the abatement, control, or removal of vegetation, garbage, refuse, and other debris from land in the township; and,

WHEREAS, the Township Planner/Zoning Official has inspected the property at 2107 Stewart Road and has observed vegetation and noxious weeds exceeding 12” in height; and,

WHEREAS, at least seven days before providing for the abatement, control, or removal of any vegetation, the Board of Township Trustees shall notify the owner of the land and any holders of liens of record upon the land that the owner is ordered to abate, control, or remove the vegetation, garbage, refuse, or other debris, the owner’s maintenance of which has been determined by the Board to be a nuisance; and,

WHEREAS, if such vegetation, garbage, refuse, or debris is not abated, controlled, or removed, or if provision for its abatement, control or removal is not made within seven (7) days, the Board shall provide for the abatement, control, or removal, and any expenses incurred by the township in performing that task shall be entered upon the tax duplicate and become a lien upon the land from the date of entry,

NOW THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby determines that the maintenance of the vegetation at 2107 Stewart Road does constitute a nuisance and orders the Township Planner/Zoning Official to proceed with the abatement, control, or removal of such vegetation in accordance with the provisions of ORC 505.87.

H. Declaring a Nuisance at 3576 Wilmington-Dayton Road

Resolution # 2011.09.19.07

WHEREAS, the Ohio Revised Code 505.87 provides for the abatement, control, or removal of vegetation, garbage, refuse, and other debris from land in the township; and,

WHEREAS, the Township Planner/Zoning Official has inspected the property at 3576 Wilmington-Dayton Road and has observed refuse, garbage and other debris; and,

WHEREAS, at least seven days before providing for the abatement, control, or removal of any refuse, garbage and other debris, the Board of Township Trustees shall notify the owner of the land and any holders of liens of record upon the land that the owner is ordered to abate, control, or remove the vegetation, garbage, refuse, or other debris, the owner’s maintenance of which has been determined by the Board to be a nuisance; and,

WHEREAS, if such garbage, refuse or debris is not abated, controlled, or removed, or if provision for its abatement, control or removal is not made within seven (7) days, the Board shall provide for the abatement, control, or removal, and any expenses incurred by the township in performing that task shall be entered upon the tax duplicate and become a lien upon the land from the date of entry,

NOW THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby determines that the refuse, garbage and other debris at 3576 Wilmington-Dayton Road does constitute a nuisance and orders the Township Planner/Zoning Official to proceed with the removal of such refuse, garbage and other debris in accordance with the provisions of ORC 505.87.

Mr. King moved to accept Resolution number 2011.09.19.06 and 2011.09.19.07 as presented. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

VIII. Trustee/Staff discussion

Chief Pavlak said replacement of the hail damaged HVAC units on the Public Safety Building roof will be started this Wednesday. He said the roof replacement will start after the HVAC units have been installed. Chief Pavlak said this will prevent any chance of damage to the new roof. Mr. Pittman said Bellbrook High School has been ranked third in our area of eight counties. Mr. Pittman said we have a school system to be proud of.

IX. Executive Session

X. Public Comments

Mr. Jim Martin asked how long Ferry and Bellbrook/Waynesville Roads would be out of service due to the power outage problem. Mr. Tiffany said they may be open by meetings end.

Mrs. Donna Hellman asked if the quote for road repairs on Indian Wells was supplied for the residents to do their own repairs. Mr. Tiffany said it was.

Mr. King moved to adjourn to Executive Session at 8:50 pm for personnel reasons. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

The meeting reconvened at 9:48 pm with the following actions taken:

I. Parity Increase for Part-time Fire Department Personnel Modifying the Wage Scale

Resolution # 2011.09.19.08

WHEREAS, this Board of Township Trustees is committed to dealing equitably with Township employees in matters effecting their employment, retention and well-being; and,

WHEREAS, this Board of Trustees has decided it to be the best interest of the organization to review and bring parity to the wage scale for part-time Fire Department personnel; and,

WHEREAS, we must all recognize the stressful economic times we are facing at this time and the influence it must have on the scale and wage considerations; and,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees does hereby approve the parity scale increases attached hereto for the part-time Fire Department personnel, to be effective as of April 1, 2011.

Mr. King moved to accept the Resolution as presented. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

J. Attachment Fire Department SOP 18 Part-time In-house Rules

Resolution # 2011.09.19.09

SECTION 18: PART TIME IN-HOUSE RULES

18-1 DEFINITION

- 18-1.1 Part time in-house personnel are those members paid hourly to work for the Department.
- 18-1.2 Part time in-house personnel shall work no more than 30 hours per week unless approved by the Chief.

18-2 ELIGIBILITY

- 18-2.1 To be eligible for part-time in-house, an applicant must be a certified firefighter 1B, an EMT preferable a paramedic and a D/O on all apparatus unless otherwise exempted by the Chief.
 - A) Volunteers already on the Department will be given preference in hiring.
- 18-2.2 Any paid person must live within thirty (60) minutes travel time of the Township. See Section 1.12 of the Township Employees Manual.
- 18-2.3 To acquire part time in-house work a member must contact the part time in-house Supervisor.

18-3 PART TIME PAY

Contact the Fire Chief for Wage Scale information.

Bonus rate is available for Certified Inspector/Instructor, who meets Active Status

Inspector = Bonus rate \$.30 per hour, payable the first full pay period of December each year.

Instructor = Bonus rate \$.30 per hour, payable the first full pay period of December each year.

Both Inspector and Instructor certified= Bonus rate \$.60 per hour, payable the first full pay period of December each year.

To be eligible for active status, the following criteria must be met:

FIRE SAFETY INSPECTOR ACTIVE STATUS REQUIREMENTS

- IV. Must possess a current Ohio State Fire Safety Inspector Card.
- V. Must conduct at least two (2) Fire Safety Inspections per month. (Starting with first pay period in January, ending with first pay period in December each year.)
- VI. Must attend State of Ohio mandatory inspector updates.
- VII. Must turn in all inspection reports to the Fire Safety Inspection Bureau Leader
- VIII. Must complete all recertification requirements to maintain Ohio State Fire Safety Inspector status, in addition to FF-1 or higher.
- IX. Must be in good standing with all other Sugarcreek Township Fire Department requirements.

FIRE SAFETY INSTRUCTOR ACTIVE STATUS REQUIREMENTS

- H. Must possess a current Ohio State Fire Safety Instructor Card.
- I. Must teach a minimum of nine (9) hours of classroom/skill instruction per year. (Starting with first pay period in January, ending with first pay period in December each year.)
- J. Must attend State of Ohio mandatory instructor updates.
- K. Must turn in all classroom instruction/skills reports to the Fire Training Bureau Leader
- L. Must complete all recertification requirements to maintain Ohio State Fire Safety Instructor status, in addition to FF-1 or higher.
- M. Must be in good standing with all other Sugarcreek Township Fire Department requirements.

EMS INSTRUCTOR ACTIVE STATUS REQUIREMENTS

- 1) Must possess a current Ohio State EMS Instructor Card.

- 2) Must teach a minimum of nine (9) hours of classroom/skill instruction per year. (Starting with first pay period in January, ending with first pay period in December each year.)
- 3) Must attend State of Ohio mandatory instructor updates.
- 4) Must score a minimum of 84% on the annual GMVEMSC written Standing Orders Test.
- 5) Must turn in all classroom instruction/skills reports to the EMS Training Bureau Leader
- 6) Must complete all recertification requirements to maintain Ohio State Fire Safety Instructor status, in addition to EMT-B or higher.
- 7) Must be in good standing with all other Sugarcreek Township Fire Department requirements.

18-4

PART TIME BENEFITS

Refer to the Sugarcreek Township Employee Manual.

18-5

PART TIME REQUIREMENTS

All part time personnel shall read the Part Time Orientation Manual as soon as it is issued to them.

18-6

PART TIME SCHEDULE

18-6.1

Part time personnel shall be in communication with the part-time in-house supervisor as to their preferred shifts or non-availability.

18-6.2

Part-time in-house personnel shall turn in their availability forms by the 20th of the previous month.

18-6.3

The scheduler shall then assign hours.

18-6.4

The part time schedule shall be filled completely for all shifts.

18-6.5

This schedule shall be completed by the 24th of the previous month.

18-6.6

If the supervisor in charge of the schedule has difficulty filling the available time slots, he/she must contact the Chief.

18-6.7

Anytime the staffing level is below the minimum (see the appendices), between 0700 and 1900, the day schedule supervisor shall be notified. If the supervisor is not available, call the shift commander, then Chief 2 then try Chief 1. Example: Injury, illness, or personal matter ok'd by the supervisor.

A) The person you reach shall find a replacement.

18-7

REPORTING FOR DUTY

18-7.1

All part time personnel shall call in service with dispatch at the beginning of their shift. There shall be no automatic in-service for paid personnel.

18-7.2

At the end of the shift, the member shall call out of service.

18-7.3

Recall: All Full time personnel are subject to recall for emergency fill in and/or deployment.

18-8

ABSENCE

18-8.1

In case of illness or emergency causing the member to be unable to staff his/her slot, the scheduled member shall notify the part time schedule supervisor at least 1 hour prior to that member's start time.

18-8.2

If the Supervisor cannot be reached, follow Section 18-6.7.

18-8.3 If neither the Supervisor, the Shift Commander, nor the Chief's can be reached, call dispatch and advise them of your illness and/or emergency.

18-9 PAYROLL REPORTS

18-9.1 All Part time and Full time members shall fill out their own payroll reports including their signature and have that report turned in to the Chief by 0800 hours on the first Monday after the end of the pay period.

18-9.2 All reports shall be properly completed using the following codes in the comment box:
L--Late to work that was not excused prior to beginning of the shift
LR—Late run—a run carries you over you're scheduled off duty time
CI—Call in – you were called in to cover a position which had become open due to the scheduled member not showing.
S—Substitute—you agreed to holdover until your relief could get to the Station.
NR—No Replacement—you had to carry over because your relief did not show on time.
EL—Excuse Late – you called ahead and got coverage
ST—worked at said Station

18-9.3 Any time a member holds over to the next shift, that member shall clock out ant the scheduled time and clock back in at the next 'In' column.

18-10 ACTIVITIES WHILE ON DUTY

18-10.1 At the beginning of each shift, each member shall consult the board at his/her assigned Station for daily duties and assignments.

18-10.2 Members shall carryout daily checks on all apparatus as their first duty in the morning to be postponed only by an ER call.

18-10.3 Television Use: Watching television while on duty is not permitted.

- Exceptions:
- A) 30 minutes of A.M. news.
 - B) The noon news.
 - C) The evening news.
 - D) Emergency News Bulletins.
 - E) The weather reports during severe weather.
 - F) Training Tapes.

SOP 18-11.....Part Time In-House Absences

18.11.1: SCOPE: To establish standing operating procedures for the absence of part time in-house employees.

18.11.2: PURPOSE: To establish a policy for part time in-house employee schedule revisions, trade requests and absences.

18.11.3: DEFINITION: All part time employees and officers shall become familiar with this policy. All part time employees shall adhere to the policy as outlined.

18.11.4: GENERAL GUIDELINES:

18.11.4.1: This policy does not imply that part time employees are given or entitled to time off from scheduled shifts. Employees should remember that other more appropriate options exist to obtain

time off; i.e. not marking availability on the monthly availability forms, finding a trade for that day or requesting use of accrued PTO. However, the department understands that on occasion there may be instances, due to unforeseen circumstances, which may necessitate an absence.

18.11.4.2: Those employees that are “no shows” for scheduled duty shall be disciplined individually and their absence will also count as one demerit.

18.11.4.3: Those required absences that are due to the individual’s on file full time employment or death of an immediate family member (as defined by Township policy) shall not count as a demerit. Absences due to an employee’s fulltime job are excused only in the event that the employee was ordered in by their employer for duty or mandatory training. In such case, the employee must notify the on duty shift commander as soon as possible. An employee may be required to obtain verification from their fulltime employer of such mandatory duty. Each absence that occurs due to non-illness, i.e. vehicle problems, family illness, lack of a babysitter, etc., will be counted as individual demerits regardless of whether the events take place on successive days.

18.11.4.4: The Chief may require a physician’s release or fitness for duty any time there may be a concern for the safety of the employee, other employees or citizens.

18.11.4.5: Each employee may be allowed three excused absences each calendar year (January to December). Any absence that occurs in excess of these three will result in the following disciplinary action:

Fourth demerit: Verbal recorded reprimand

Fifth demerit: Written reprimand

Subsequent demerit: Will result in further progressive discipline up to and including termination of employment.

18.11.4.6: Calling Off – an employee shall notify the on-duty shift commander as soon as possible and at least within two hours prior to the time he/she is scheduled to work. Failure to do so within two hours of the absence will be considered an unexcused absence and count as one demerit.

18.11.4.7: For the purpose of this policy, a demerit shall be an absence of a scheduled work shift. For example:
A part time employee is off on two scheduled workdays in succession; one demerit.
A part time employee is off work for two scheduled shifts in succession in January, misses four successive shifts in April and calls off one scheduled work day in July; three demerits

18.11.4.8: An employee may petition the Chief to have two or more non-successive absences due to illness counted as one demerit. Successive shifts shall be any shifts that occur in successive days scheduled in a calendar week, for example:
An employee calls off sick on Tuesday, is not scheduled on Wednesday, but calls off ill again on Thursday; one demerit.
An employee calls off on Friday, is not schedule to work on Monday, but calls off ill again on Tuesday; two demerits.

18.11.4.9: Illness/Off Duty Injury – An employee shall be required to submit a “return to work” form signed by the attending physician prior to returning to work following use of three consecutive shifts for illness or off duty injury.

18.11.4.10: Shift Trades – Trading time requires that an employee agree with another employee, with equal or greater than certification, to work for each other. The actual trade shall occur within the same pay period. The employee must complete a “half-sheet” indicating the trade date/time; both employees involved in the trade as well as a shift commander must sign the sheet.

18.11.4.11: Paid Time Off (PTO) – Part time employees accrue PTO based on the number of hours worked per pay period (maximum of 60 hours). Overtime/recall does not count towards PTO time accrued. The maximum hours allowed to accumulate in years 1-3 of service are 30 hours per year. 4-25 years of service is 60 hours.

PTO can be used for illness, vacation and doctor's appointments.
PTO cannot be used for holidays or for 1 year from date of hire.

The following also apply to the use and accrual of PTO:

- H. Sick leave must be approved 2 hours prior to start time,
Must be used in two hour increments,
Maximum carryover to the next year is 30 hours,
Any hours over 30 is lost at the end of the last pay period of the year,
Upon resignation, hours accumulated will be paid out at 50%,
No more than two part time employees may use PTO in the same time period,
Fulltime employees have priority of part time employees for scheduled vacation or doctor appointments,
Vacation use must be approved two weeks in advance by the Department Head,
Emergency use must be approved 24 hours in advance,
Approval will be based on operational needs of the department.

Mr. King moved to accept the Resolution as presented. Mr. Pittman seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

K. One-Time Performance Bonus for Joann Zimmerman

Resolution # 2011.09.19.10

WHEREAS, this Board of Township Trustees recognizes the importance exemplary employees play in the lives of Sugarcreek Township residents; and,

WHEREAS, Joann M. Zimmerman was promoted to the position of Assistant Fire Chief effective April 1, 2010; and,

WHEREAS, Assistant Chief Zimmerman has taken on additional responsibilities and has excelled in the position since the time of her promotion; and,

WHEREAS, Fire Chief, Randall J Pavlak has indicated his desire to reward Assistant Chief Zimmerman for her exceptional effort and performance with the granting of a one-time performance bonus; and,

WHEREAS, the Fiscal Officer, Theodore L. Hodson has indicated there are funds available within the 2011 Operating Budget to provide a one-time performance bonus for Joann M. Zimmerman,

NOW THEREFORE, BE IT RESOLVED, that this Board of Sugarcreek Township Trustees is pleased to grant Joann M. Zimmerman, Assistant Fire Chief, a one-time performance bonus of One Thousand (\$1,000) dollars, effective September 19, 2011.

Mr. King moved to accept the Resolution as presented. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

L. Job Title Change to IT Coordinator for Christopher A. Zappanti

Resolution # 2011.09.19.11

WHEREAS, the continuing need exists to review employee positions and job titles to ensure they are consistent with their current job duties; and,

WHEREAS, upon review of the current duties assigned to the Network and Systems Administrator, Christopher A. Zappanti, the Board of Sugarcreek Township Trustees have determined that Mr. Zappanti's title needs to be modified to that of IT Coordinator; and,

WHEREAS, Mr. Zappanti possesses the necessary technical skills, education, and experience required of the position of IT Coordinator.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees hereby changes the job title of Christopher A. Zappanti to IT Coordinator effective September 19, 2011.

FURTHER BE IT RESOLVED that the Board of Sugarcreek Township Trustees is pleased to increase the rate of pay for Christopher A. Zappanti to \$64,000 annual salary with the accrual of an additional week in vacation leave, effective September 19, 2011.

FURTHER BE IT RESOLVED that the Township Administrator shall create and maintain a job description for the position of IT Coordinator.

Mr. King moved to accept the Resolution as presented. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

Mrs. Daugherty moved to adjourn. Mr. Pittman seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mrs. Daugherty – Yes
Mr. King - Yes

The meeting adjourned at 9:52 pm.

Theodore L. Hodson, Fiscal Officer