

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on October 17, 2011, at 7:30 pm, at 2090 Ferry Road, Bellbrook, Ohio 45305.**

1. In Dick King's absence, Nadine Daugherty called the Session to order at 7:30 pm.
2. All rose and recited the Pledge of Allegiance to the Flag.
3. Mr. Hodson called the roll with Board Members Nadine Daugherty and Mike Pittman being present. In addition to Township Administrator, Barry Tiffany, others present who signed in were Steve Knopp and Donna Hellman.

**4. Community Activities**

**5. Reports**

**A. Administration**

A report prepared by Township Administrator Barry Tiffany is appended.

**C. Fire**

A report prepared by the Fire Department is appended. Chief Pavlak said the Department is still fighting maintenance issues.

**D. Police**

A report prepared by the Police Department is appended. Chief Deaton said he had addressed the issues from last meeting regarding Bayberry Cove. Chief Deaton said Officer Pyles, our new part-time recruit, is doing very well.

**E. Roads and Services.**

A report prepared by Tracey Messer, Director of Roads and Services, is appended. Mr. Messer said two of our Service Department Employees participated in a Snow Plow Rodeo at Welcome Stadium. Mrs. Daugherty said there was a good article in the paper about the upcoming levy for the Roads and Services Department.

**F. Zoning**

A report prepared by Cara Tilford, Township Planner/Zoning Official, is appended. Cara said the Islamic Society has started construction and has had meetings regarding the construction with adjacent property owners.

**G. Trustees**

Mr. Pittman said he thought it would be beneficial if we could share our dispatch with Bellbrook or some other surrounding entity. He said he thought this should provide for cost savings to all participating. Chief Pavlak said there are currently several issues going on that will require time for such a transition to occur. Chief Pavlak said our current 800 megahertz radios will no longer be supported in the next few years. Mr. Tiffany said there are political aspects to also be considered regarding Greene Counties drive for a county wide dispatch center.

**6. New Business**

**Fiscal Office**

**A. Payment on Bills**

Mr. Pittman 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

**Administration**

- C. Declaring a Nuisance at 2837 Waynesville Road.

**Resolution # 2011.10.17.01**

WHEREAS, the Ohio Revised Code 505.87 provides for the abatement, control, or removal of vegetation, grass, and noxious weeds from land in the township; and,

WHEREAS, the Township Planner/Zoning Official has inspected the property at 2837 Waynesville Road and has observed vegetation, grass, 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, grass, and noxious weeds, the owner's maintenance of which has been determined by the Board to be a nuisance; and,

WHEREAS, if such vegetation, grass, and noxious weeds 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; and

NOW THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby determines that the maintenance of the vegetation, grass, and noxious weeds at 2837 Waynesville Road does constitute a nuisance and orders the Township Planner/Zoning Official to proceed with the abatement, control, or removal of such vegetation, grass, and noxious weeds in accordance with the provisions of ORC 505.87.

Mr. Pittman 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

**7. Trustee/Staff discussion**

B. Chief Pavlak to discuss replacement bids for Rescue 70. Chief Pavlak presented a bid and specifications for a 2011 Fouts Bros. Fire Equipment Rescue Unit with Ford Cab and Chassis. Chief Pavlak said this would be a F-550 truck which is heavier duty and would last longer than the current unit. He said the purchase price of the unit is \$79,885.00 and is planning to pay cash for this unit. Chief Pavlak said he has budgeted for the unit since 2003 on his equipment replacement cycle. He said the current unit is wearing out and will become a maintenance problem. Mrs. Daugherty said she has looked at the old unit and agrees with Chief Pavlak. Mrs. Daugherty said she believes the new truck is a need and not a want. Mr. Pittman said he was not prepared to vote on this tonight and would like more time for discussion. He said he was also concerned about the new fire truck slated for purchase in 2013. Chief Pavlak said he thought this unit was more important than the new Fire Truck. Mr. Hodson reminded the board that the Fire Department will have a levy expire and a new one to place on the ballot next year. He also said, due to increasing salary demands, the levy will need to be a replacement instead of a renewal. He asked the Board to keep this in mind during their decision making process.

**8. Public Comments**

Mr. Steve Knopp said this is a much used piece of equipment and supports the purchase of the new truck. He also said he is aware of the budgetary constraints facing the Township.

Mrs. Daugherty moved to adjourn to Executive Session at 8:10 pm for personnel reasons. Mr. Pittman seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes  
Mrs. Daugherty – Yes

The meeting reconvened at 8:57pm with the following actions taken:

C. Revision/Amendment to the Sugarcreek Township Personnel Policies and Procedures Manual

**Resolution # 2011.10.17.02**

WHEREAS, this Board of Sugarcreek Township Trustees and Administration shall review as needed the Policies and Procedures Handbook (Personnel Manual); and,

WHEREAS, these 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, Barry P. Tiffany, Township Administrator, has submitted proposed revisions/amendments to the Sugarcreek Township Personnel Policies and Procedures Manual to this Board of Trustees; and,

WHEREAS, this Board of Sugarcreek Township Trustees recognizes the value of rewarding long-term employees and the productivity they bring to the Township; and,

NOW, THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees does hereby adopt the revisions/amendments to 6.7 Vacation Leave Entitlement and 6.7.1 Vacation Leave Accrual Rates to the Sugarcreek Township Personnel Policies and Procedures Manual (copy hereto attached) effective October 3, 2011.

BE IT FURTHER RESOLVED, that these revisions/amendments shall be copied and distributed to each Township employee to remove the old policy page and insert the revised policy page(s) in their Personnel Policies and Procedures Manual.

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

**6.7 Vacation Leave Entitlement**

Full-time employees are entitled to vacation leave with pay after one year of continuous service with the Township. The amount of vacation leave to which an employee is entitled is based upon length of service as determined by the last full-time hire date:

- Less than one year of service - no vacation
- One year of service, but less than eight years service - 80 hours
- Eight years of service, but less than fifteen years service – 120 hours
- Fifteen or more years of service - 160 hours
- Twenty-five or more years of service – 200 hours

**6.7.1 Vacation Leave Accrual Rates**

Vacation leave is accrued during each bi-weekly pay period while on active paid status at the following rates:

1. For those entitled to 80 hours annual vacation leave - 3.1 hours per pay period (1-7 years of service).
2. For those entitled to 120 hours annual vacation leave - 4.6 hours per pay period (8-14 years of service).
3. For those entitled to 160 hours annual vacation leave - 6.2 hours per pay period (15 years or more of service).
4. For those entitled to 200 hours annual vacation leave – 7.7 hours per pay period (25 years or more of service).

The Township Fiscal Officer will round the hours on the employee's anniversary date.

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

Mr. Pittman – Yes  
Mrs. Daugherty – Yes

The meeting adjourned at 8:59 pm.

---

Theodore L. Hodson, Fiscal Officer