

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on December 19, 2016, at 7:00 pm, at 2090 Ferry Road, Bellbrook, Ohio 45305.**

1. Mr. Pittman called the session to order at 7:00 pm.
2. Mr. Tiffany called the roll with Board Members Mike Pittman, Mrs. Daugherty and Carolyn Destefani being present. In addition, Barry Tiffany, Township Administrator; Donna Hellmann and Jim Martin attended.
3. All rose and recited the Pledge of Allegiance to the Flag.
4. Appointments –
  - A. Appointment of Fire Department Staff Jack Tatum and Connie Henderson – 2016.12.19.01

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2016.12.19.01  
IN RE: Appointment of Fire Department Staff  
Jack Tatum and Connie Henderson**

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

WHEREAS, vacancies exist within the classifications of part-time EMS and part-time Fire Fighter II/Paramedic; and,

WHEREAS, Jack Tatum has the necessary qualifications to serve in the capacity of part-time EMS for the Sugarcreek Township Fire Department; and,

WHEREAS, Connie Henderson has the necessary qualifications to serve in the capacity of part-time Fire Fighter II/Paramedic for the Sugarcreek Township Fire Department; and,

WHEREAS, Chief Leaming is recommending the appointment of these candidates; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2016 Operating Budget.

NOW THEREFORE, BE IT RESOLVED, that Jack Tatum shall be appointed to the position of part-time EMS at the pay rate of \$12.73 per hour, and Connie Henderson shall be appointed to the position of part-time Fire Fighter II/Paramedic at the pay rate of \$ 12.73 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointments will have an effective date of December 19, 2016, with a one (1) year probationary period ending on December 19, 2017.

Mrs. Daugherty moved to approve resolution as read. Mrs. Destefani seconded.  
Roll was called with the vote being as follows:

Mr. Pittman - yes  
Mrs. Destefani – yes  
Mrs. Daugherty - yes

- B. Appointment of Temporary Part-Time Service Workers Michael L. Roberts and Michael J. Roberts-2016.12.19.05

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2016.12.19.05**

IN RE: Appointment of Temporary Part-Time Service Workers Michael L. Roberts and Michael J. Roberts

WHEREAS, the need exists to establish and maintain a viable work force within the Sugarcreek Township Roads and Services Department; and,

WHEREAS, the Board of Sugarcreek Township Trustees has authorized the re-hiring of temporary part-time employees to assist with department functions such as mowing, road work, through the summer and fall season, and other projects as needed; and,

WHEREAS, Michael L. Roberts has applied for employment as temporary part-time service worker; and,

## Annual Re-organization and Appointments

WHEREAS, Michael J. Roberts has applied for employment as temporary part-time service worker; and,

WHEREAS, Barry P. Tiffany, Township Administrator, recommends this re-appointment and has indicated that adequate funds are available in the 2017 budget for this position; and,

WHEREAS, that effective December 13, 2016 all part-time employees shall work no more than one-thousand five-hundred (1500) hours in a fiscal calendar year,

NOW THEREFORE, BE IT RESOLVED, that this Board of Sugarcreek Township Trustees does hereby appoint Michael L. Roberts and Michael J. Roberts to the positions of temporary part-time service worker at the rate of \$11.25 per hour, payable on a bi-weekly basis.

FURTHER BE IT RESOLVED, this position is temporary in nature and is valid for one hundred and eighty (180) days beginning December 13, 2016 and ending June 11, 2017.

Mrs. Destefani moved to approve resolution as read. Mrs. Daugherty seconded.

Roll was called with the vote being as follows:

Mr. Pittman - yes  
Mrs. Daugherty – yes  
Mrs. Destefani - yes

### 5. Reports

#### A. Administration

Mr. Tiffany had no written report.

Mr. Tiffany had nothing to add.

#### B. Fiscal Office

No written report.

#### C. Fire

The report prepared by the Fire Department will be appended to the permanent record.

#### D. Police

The report prepared by the Police Department will be appended to the permanent record.

#### E. Roads and Service

The report prepared for Roads and Services will be appended to the permanent record.

#### F. Zoning

Cara Tilford's report will be appended to the permanent record.

#### G. Information Technology

The report prepared by Mr. Zappanti will be appended to the permanent record.

#### H. Trustees

Mrs. Destefani commented on the GCTA Christmas party being very nice.

Mrs. Daugherty was also very happy with the party.

Mrs. Destefani mentioned the Christ Church Christmas community choir Dec. 24 at 6pm

Mr. Pittman discussed MVRP. He is in favor of joining again. Carolyn Destefani would be point of contact and Nadine Daugherty would be the alternate.

### 6. Public Comments

No comments

### 7. Old Business

Meeting with Bellbrook tentative for January/February

### 8. New business

Consent Agenda items

#### A. Approval of meeting minutes

Mr. Pittman moved to approve minutes. Mrs. Destefani seconded.

Roll was called with the vote being as follows:

- Mrs. Daugherty – Abstain
- Mrs. Destefani – yes
- Mr. Pittman - yes

B. Payment of bills

C. Probationary Release of Fire Department Staff Jessica Jolly – 2016.12.19.02

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2016.12.19.02**

**IN RE:** Probationary Release of Fire Department Staff Jessica Jolly

WHEREAS, EMS Only Jessica Jolly has been a member of the Sugarcreek Township Fire Department since October 3, 2016; and,

WHEREAS, during her probationary period, Ms. Jolly has not satisfied the requirements of her position,

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees does hereby authorize the probationary release of Jessica Jolly from her duties as part-time EMS Only effective December 19, 2016.

**D. Declaration of Excess Property – Fire Department**

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2016.12.19.03**

**IN RE:** Declaration of Excess Property – Fire Department

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

WHEREAS, the item listed has an individual value of \$2,000.00 or less,

- Sanborn Magna-Force Air Compressor (circa 1995)  
5HP 60 Gallon Tank, upright with regulator/drier  
240 VAC single phase, new spare Square D air pressure switch in box 120 PSI Max.  
SN# L1635071  
Regularly Serviced, Operational

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

Mr. Pittman moved to approve Payment of Bills and resolutions 2016.12.19.02 & 2016.12.19.03.  
Mrs. Destefani seconded.

Roll was called with the vote being as follows:

- Mrs. Destefani – yes
- Mrs. Daugherty – yes
- Mr. Pittman - yes

**E. Annual Re-organization and Appointments – 2016.12.19.04**

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2016.12.19.04**

## Annual Re-organization and Appointments

### IN RE: Annual Re-organization and Appointments

WHEREAS, it is necessary that the Sugarcreek 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 Sugarcreek Township Board of Trustees does hereby appoint Nadine Daugherty to the position of Chairperson, Sugarcreek Township Board of Trustees, for the months of January, April, July and October, Carolyn Destefani to the position of Chairperson, Sugarcreek Township Board of Trustees, for the months of February, May, August and November and Michael E. Pittman to the position of Chairperson, Sugarcreek Township Board of Trustees, for the months of March, June, September and December during a term commencing January 1, 2017, through December 31, 2017.

BE IT FURTHER RESOLVED, this Sugarcreek Township Board of Trustees does hereby appoint Carolyn Destefani to the position of Vice Chairperson, Sugarcreek Township Board of Trustees, for the months of January, April, July and October, Michael E. Pittman for the months of February, May, August and November and Nadine Daugherty for the months of March, June, September and December during a term commencing January 1, 2017, through December 31, 2017.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Michael E. Pittman as representative, and Nadine S. Daugherty as alternate, to the Greene County Regional Planning & Coordinating Commission.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Nadine Daugherty as representative, and Carolyn Destefani as alternate, to the Greene County Combined Health District Advisory Council.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn Destefani as representative, and Michael E. Pittman as alternate, to the Greene County Water/Wastewater Advisory Council.

BE IT FURTHER RESOLVED that for the calendar year 2017, 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 ___	September 18
January ___	October 2
February 6	October 16
February 20	October 30
March 6	November 6
March 20	November 20
April 3	December 4
April 17	December 18
May 1	
May 15	
May 29	
June 5	
June 19	
July 3	
July 17	
July 31	
August 7	
August 21	
September 4	

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 2016. 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 coverage-off and sick days do not count as scheduled hours for part-time employee. 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 2017 schedule of paid holidays for all Sugarcreek Township non-bargaining unit employees:

<i>New Year's Day:</i>	<i>January 2</i>
<i>Martin Luther King Day:</i>	<i>January 16</i>
<i>President's Day</i>	<i>February 20</i>
<i>Memorial Day:</i>	<i>May 29</i>
<i>Independence Day:</i>	<i>July 4</i>
<i>Labor Day:</i>	<i>September 4</i>
<i>Veterans Day:</i>	<i>November 10</i>
<i>Thanksgiving Day:</i>	<i>November 23</i>
<i>Day after Thanksgiving:</i>	<i>November 24</i>
<i>Christmas Day:</i>	<i>December 25</i>

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2017 schedule for the Sugarcreek Township Records Commission: Monday, April 17, 2017 and Monday, September 18, 2017. The Records Commission shall meet twice a year with both meetings starting at 6:45 pm 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 2017:

**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 all regular Board of Township Trustee meetings 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 to take place before a resolution is passed. At the next Trustee meeting, any pre-authorized travel/training of \$1,000.00 or more shall be submitted for approval by resolution.

**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.

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.

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 Sixty-five dollars (\$65) 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.

Mr. Pittman moved to accept the Annual reorganization including the appointment of Carolyn Destefani and Nadine Daugherty to MVRP. Mrs. Daugherty seconded.

Discussion

Trustee meeting on the Jan. 2<sup>nd</sup> will be canceled and January 16<sup>th</sup> will be moved to January 17<sup>th</sup>.

Roll was called with the vote being as follows:

Mrs. Daugherty - yes  
Mrs. Destefani – yes  
Mr. Pittman – yes

Mr. Pittman moved to adjourn at 7:48pm. Mrs. Destefani seconded.

Roll was called with the vote being as follows:

Mrs. Daugherty - yes  
Mrs. Destefani – yes  
Mr. Pittman - yes

---

Theodore L. Hodson, Fiscal Officer