



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, September 11, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. Appointment of Police Officer - Jason Robison - 2023.09.11.01
 - D. Reclassification of Fire Department Staff - Kaitlyn Holbrook - 2023.09.11.02
 - E. Appointment of Fire Department Staff - Tyler Adams and James Plummer - 2023.09.11.03
 - F. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.09.11.04
 - G. Increase Appropriations - Fire Department - 2023.09.11.05
 - H. Transfer of Appropriations - Fire Department - 2023.09.11.06
 - I. Proclamation - October is Domestic Violence Awareness Month
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. 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 so as 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



**Administrator's Report to the Trustees
September 11, 2023**

The following represents a brief update of the activities, information, and issues which the Administration is currently working on:

- Attended a meeting with the developer for the property west of the Middle School. They will be asking for a zone change.
- Attended a Zoom meeting with Paycor regarding our status on the payroll services implementation. We are on pace for them to take over in October.
- Attended the Greene County Developers and Builders Forum at the County Engineer's Office. Generally, the members are asking for incentives for residential housing.
- The Popeye's Chicken grand opening is set for Monday, September 18th at 10:30 a.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany".

Barry P. Tiffany
Township Administrator



**Staff Report for the Sugar Creek Township Board of Trustees
August 18, 2023 to September 11, 2023**

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

Board of Zoning Appeals Activities:

- **August 24, 2023 BZA Meeting-Canceled**
- **September 28, 2023 BZA Meeting**
 - **BZA12-2023:** Applicants, Christopher Wilson and Lily Harmon are requesting an Area/Dimensional Variance to reduce the rear yard setback from 30' to approximately 28' in a PUD-R to allow for the construction of a deck. The subject property is 3625 Persimmon Ridge Place, owned by Christopher Wilson and Lily Harmon, further identifiable by parcel number L3200010012004800, containing 0.272 acres and located in the PUD-R Residential Planned Unit Development) District.
 - **BZA13-2023:** Applicant, Ryan Rust, Outdoor Enhancements, is requesting an Area/Dimensional Variance to reduce the rear yard setback from 30' to approximately 28' in a PUD-R to allow for the construction of a deck. The subject property is 1696 Sunset Creek Court, owned by Jeanette Uzeta, further identifiable by parcel number L3200010012003200, containing 0.224 acres and located in the PUD-R Residential Planned Unit Development) District.

Zoning Commission Activities:

- **September 5, 2023 Zoning Commission Meeting-Canceled**

- **October 3, 2023 Zoning Commission Meeting**
 - **BZC03-2023:** Doyle Hughes Development, LLC is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 3634 Feedwire Road from R-1A (Suburban Residential-Low) District to PUD-R (Residential Planned Unit Development) District. The subject property contains 58.281 acres, can be further identified by parcel number L32000100130000300, and is owned by RJ Real Estate Properties, LLC. Doyle Hughes Development, LLC is also requesting preliminary development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for approval of the preliminary plan for a residential subdivision.

Meetings/Accomplishments:

- Attended preapplication meeting regarding map amendment/preliminary development plan approval request on August 23, 2023
- Attended Greene County Builders and Developers Forum on August 30, 2023
- Met with builder to discuss new home construction on August 31, 2023
- Attended preapplication meeting to discuss Variance request on September 1, 2023 (virtual)
- Attended meeting with Paycor regarding set-up on September 5, 2023
- Met with developer to discuss land in the township on September 5, 2023
- Met with developer to discuss land in the township on September 7, 2023
- Attended meeting to discuss paving in Landings Section 7 on September 8, 2023 (virtual)
- Enterprise Fleet Management contract moving forward (contract approved as to form by Prosecutor's Office)
- Approval of a cell phone repair store, Lihn's Bistro, Enhancing Windows (Plaza 1)
- Michael's will locate in the former Buy Buy Baby space (Plaza 1) and SGN Golf will locate in the vacant Affordable Uniforms space; application not yet submitted

- Hydrant flushing delayed at the request of Greene County Sanitary
- Sprinkler and alarm testing continue at The Reserves and Sugar Point

Fire Department Scheduled Events Attended:

- Participated in Township cleanup day
- Attended Kables Mill Block Party
- Attended Crossview Church back to school party
- Attended Chamber Golf Outing at SVCC
- Participated in Lions Club parade

Fiscal:

As of August 31 st , 2023	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,331,900.00	\$331,433.01	\$1,999,534.88	\$1,026,336.22	59.558%
EMS	\$198,120.00	\$38,843.46	\$120,731.28	\$40,842.03	60.240%
Cell Tower Fund	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.000%
Department Total	\$3,554,020.00	\$370,286.47	\$2,120,266.16	\$1,091,178.25	59.197%

Projected Capital Needs:

- Replace ATV-71 \$30,000
- Bay Doors Station 71 \$15,000
- Bay Doors Station 72 \$25,000
- New Fire Hose \$10,000
- Training Prop \$30,000
- Replace Staff Cars \$125,000
- Fire Marshal Vehicle \$65,000
- Hose Testing Machine \$5,000
- Thermal Imaging Camera \$7,000

Respectfully Submitted,

Doug Buffenbarger
Fire Chief



Michael A. Brown
Chief of Police

Trustee Report September 11, 2023

Training

- On August 28th, Detective Mantia will be attending the Detective and New Criminal Investigator course. This will help gain more knowledge regarding investigations.
- On September 28th, Chief Brown, Detective Stayer, and Detective Mantia will be attending the Montgomery County Prosecutor's Seminar.
- No other classes for August or September.

Fiscal

Budget 2023 (Final Appropriation)	\$3,071,100.00
Expenditures as of August 31, 2023	\$1,918,193.19
% of Budget Used	61.7%
% of Budget Year Target for the end of August	66.4%
% of Budget Remaining	38.3%
Cash Balance as of August 31, 2023	\$1,660,605.60

EVENTS/APPEARANCES

- On August 12th, our officers stopped by the Kables Mill Block Party.
- On August 16th, Chief Brown attended the Sugarcreek Township Team Meeting.
- On August 18th, Chief Brown attended the BSCSC Board Meeting.
- On August 19th, Chief Brown participated in the Lions Festival Parade.
- On August 23rd, Chief Brown attended the Montgomery County Chief's Luncheon.
- On August 29th, Chief Brown attended the PSISN Board Meeting.

Welcome our new officer, Jason Robison

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "M.A. Brown".

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

August 1, 2023

- Theft report at Surrey Trail
- Business and house checks
- Domestic violence on Upper Bellbrook Road
- Theft report on Wilmington Pike

August 2, 2023

- Nothing to Report

August 3, 2023

- Welfare check on Statehouse Court
- Disturbance reported on Wilmington Pike
- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike
- Noise complaint on Bayberry Cove Drive

August 4, 2023

- Crash report on Possum Run Road
- An animal complaint on Center Point Drive
- Juvenile complaint on Wilmington Pike
- Theft arrest on Wilmington Pike
- Crash on Eden Meadows Way

August 5, 2023

- Crash report on Darst Road
- Theft arrest on Wilmington Pike
- Theft arrest on Oak Creek Drive
- Solicitor reported on Pepperwell Circle

August 6, 2023

- Criminal damaging reported on Swigart Road
- Animal complaint on Timberly Drive
- Traffic stops

August 7, 2023

- Theft arrest on Wilmington Pike
- Crash report on Upper Bellbrook Road
- Juvenile complaint on Surrey Trail
- Domestic violence reported on Wilmington Pike

August 8, 2023

- Crash report on Wilmington-Dayton Road
- Theft arrest on Wilmington Pike
- Traffic stops

August 9, 2023

- Nothing to Report

August 10, 2023

- Theft arrest on Wilmington Pike
- An animal complaint on Wilmington Pike
- Community policing

August 11, 2023

- Crash report on Wilmington Pike
- Crash report on Clio Road
- Welfare check on Fox Trail
- Business and house checks

August 12, 2023

- Business and house checks
- Crash report on Upper Bellbrook Road
- Welfare check on Conifer Trail
- Traffic stops

August 13, 2023

- Community policing
- Crash report on Social Row Road

August 14, 2023

- Theft arrest on Wilmington Pike
- Crash report on Swigart Road
- Fraud report on Pepperwell Circle

August 15, 2023

- Welfare check on Umberoak Court
- Trespassing on Pepperwell Circle
- Criminal damaging on Feedwire Road

August 16, 2023

- Nothing to Report

August 17, 2023

- Crash report on Wilmington Pike
- Domestic dispute in Bayberry Cove Drive
- Welfare check on Country Wood Drive
- Criminal damaging on Brown Road
- Crash on Wilmington-Dayton Road

August 18, 2023

- Theft arrest on Wilmington Pike
- Crash on Feedwire Road
- Noise complaint on Toll Gate Lane
- Request of an officer on Gerbera Lane

August 19, 2023

- Nothing to Report

August 20, 2023

- Community policing
- Business checks
- Welfare check on Settlers Bay Court
- Domestic violence report on Brookdale Lane

August 21, 2023

- Theft arrest on Wilmington Pike
- Crash report on I 675
- Request of an officer on Clyo Road
- Traffic stops

August 22, 2023

- Business and house checks
- Community policing
- Theft arrest on Wilmington Pike

August 23, 2023

- Theft arrest on Wilmington Pike
- Crash report on Waynesville Road
- Traffic stops

August 24, 2023

- Nothing to Report

August 25, 2023

- Crash on Conference Road
- Protection order violation on N. Lakeman Drive
- Crash on S. Alpha Bellbrook Road
- Noise complaint on Timberly Drive

August 26, 2023

- Peace officer needed on N. Detroit Street
- An animal complaint on Swigart Road

August 27, 2023

- Crash report on Wilmington Pike
- Welfare check on Wagner Road
- Domestic violence report on Bayberry Cove Drive

August 28, 2023

- Theft report on Feedwire Road
- Theft report on Wilmington Pike
- An animal complaint on Waynesville Road

August 29, 2023

- Theft reported on Silverado Drive
- Domestic dispute on Surrey Trail
- Theft reported on Cloy Road

August 30, 2023

- Nothing to Report

August 31, 2023

- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike
- Community policing
- Crash report on Wilmington-Dayton Road



**Staff Report for
Sugarcreek Township Trustees
August 21, 2023**

The following information is a snapshot of the activities and areas of responsibilities for the Sugarcreek Township Roads and Services Department.

Calls for Service:

- There were no calls for service in this time period

Accomplishments:

- Dura Patch berm rutting and washouts- LSC, Ferry Rds
- Remove fallen branches and debris- numerous TWP roads
- Went to Middletown-emulsion/Wilmington-#9 stone
- Twp roadside mowing
- Attended paving meeting-Greene County
- Met with John R. Jurgenson Construction-paving Eric's Place, 2090 Ferry Rd
- Mowed- Plaza area, walk path, Veterans Memorial, 2090 Ferry Rd(X2)
- Cut/remove stumps-McBee Rd, LSC
- Delivered/pick up block party signs- Kable's Mill
- Moved radar speed sign to Seton Hill Dr
- Met with Roger's Tree service-Center Point/Clyo Rds
- Trimmed trees/ brush Ferry S, Middle Run, Washington Mill Rds
- Trimmed trees/brush with Mini excavator- LSC
- Roadside weed spraying-TWP roads
- Picked up Chevrons-A&A Safety
- Met with Beavercreek City-Darst Rd
- Crack sealed-walk path, LSC, Shepherd Rds
- Cleaned up islands-Clyo, Wilmington Pike
- Repaired strobe light on JD tractor
- Remove signs ROW

Respectfully,

Dale Owens
Director of Roads and Services



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Payment Listing

7/17/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1395-2023	07/31/2023	08/01/2023	CH	NAVIA BENEFIT SOLUTIONS, INC.	\$2,874.78	C
	Purpose:	JULY EMPLOYEE HRA CHARGES				
1397-2023	08/07/2023	08/07/2023	CH	BUREAU OF WORKERS' COMPENSATION	\$4,333.77	O
	Purpose:	MONTHLY PAYMENT				
1479-2023	07/31/2023	08/08/2023	CH	BUREAU OF WORKERS' COMPENSATION	\$4,333.78	C
	Purpose:	JULY PAYMENT				
1483-2023	08/15/2023	08/15/2023	CH	HUNTINGTON NATIONAL BANK	\$1,367.41	O
	Purpose:	MISC PURCHASES				
1657-2023	09/05/2023	09/05/2023	CH	TREASURER OF STATE	\$1,074.00	O
	Purpose:	4TH QTR UAN FEES				
91079	06/26/2023	06/26/2023	AW	DC DOOR COMPANY	\$240.00 *	V
	Purpose:	DOOR REPAIR				
91079	07/31/2023	07/31/2023	AW	DC DOOR COMPANY	-\$240.00	V
91185	07/24/2023	07/24/2023	AW	MICHAEL BROWN	\$60.00	C
	Purpose:	CELL PHONE				
91186	07/24/2023	07/24/2023	AW	TYLER MANTIA	\$280.00	O
	Purpose:	CELL PHONE				
91187	07/24/2023	07/24/2023	AW	LESLEY STAYER	\$280.00	C
	Purpose:	CELL PHONE				
91188	07/24/2023	07/24/2023	AW	DOUG EVANS	\$40.00	C
	Purpose:	CELL PHONE				
91189	07/24/2023	07/24/2023	AW	Paul Guerrero	\$40.00	C
	Purpose:	CELL PHONE				
91190	07/24/2023	07/24/2023	AW	MARK WHITE	\$40.00	C
	Purpose:	CELL PHONE				
91191	07/24/2023	07/24/2023	AW	BARRY TIFFANY	\$760.00	O
	Purpose:	CAR ALLOWANCE - CELL PHONE				
91192	07/24/2023	07/24/2023	AW	CARA TILFORD	\$460.00	C
	Purpose:	CAR ALLOWANCE - CELL PHONE				
91193	07/24/2023	07/24/2023	AW	CAROLYN L. DESTEFANI	\$40.00	O
	Purpose:	CELL PHONE				
91194	07/24/2023	07/24/2023	AW	FRED CRAMER	\$40.00	O
	Purpose:	CELL PHONE				
91195	07/24/2023	07/24/2023	AW	MARVIN MOELLER	\$40.00	O
	Purpose:	CELL PHONE				
91196	07/24/2023	07/24/2023	AW	RICH DEMKO	\$40.00	C
	Purpose:	CELL PHONE				
91197	07/24/2023	07/24/2023	AW	DALE OWENS	\$60.00	C
	Purpose:	CELL PHONE				
91198	07/24/2023	07/24/2023	AW	RICHARD CIPRIANO	\$40.00	O
	Purpose:	CELL PHONE				
91199	07/24/2023	07/24/2023	AW	JOSHUA DARNELL	\$40.00	C
	Purpose:	CELL PHONE				
91200	07/24/2023	07/24/2023	AW	CHASE MORGAN	\$40.00	C
	Purpose:	CELL PHONE				
91201	07/24/2023	07/24/2023	AW	TAYLOR STINSON	\$40.00	C

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Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: CELL PHONE		
91202	07/24/2023	07/24/2023	AW	IAN TAMPLIN	\$40.00	C
				Purpose: CELL PHONE		
91203	07/24/2023	07/24/2023	AW	DANCO LETTERING	\$140.00	O
				Purpose: REPAIR LETTERING		
91204	07/24/2023	07/24/2023	AW	NORTHCOAST PRODUCTS	\$1,744.60	C
				Purpose: RAPID RESET EMULSION		
91205	07/24/2023	07/24/2023	AW	KLEEM, INC.	\$384.60	C
				Purpose: HIGH INTENSITY SIGNS		
91206	07/24/2023	07/24/2023	AW	DnD UNIFORMS, INC.	\$129.95	C
				Purpose: UNIFORMS		
91207	07/24/2023	07/24/2023	AW	OHIO PEACE OFFICERS TRAINING ACADE	\$400.00	C
				Purpose: TRAINING - OFFICER KLARK		
91208	07/24/2023	07/24/2023	AW	WAYNESVILLE URGENT CARE	\$105.00	O
				Purpose: DRUG TESTING/PHYSICAL		
91209	07/24/2023	07/24/2023	AW	PRO ONCALL TECHNOLOGIES	\$170.00	C
				Purpose: PHONE REPAIRS		
91210	07/24/2023	07/24/2023	AW	VIKING HEATING	\$9,400.00	O
				Purpose: NEW TRAIINE AC/HEATING UNIT		
91211	07/24/2023	07/24/2023	AW	TIRE HUB, LLC	\$338.00	C
				Purpose: TIRES		
91212	07/24/2023	07/24/2023	AW	VERIZON WIRELESS	\$570.20	C
				Purpose: CELL PHONES - POLICE		
91213	07/24/2023	07/24/2023	AW	TROPHY SPORTS CENTER	\$814.00	C
				Purpose: UNIFORMS		
91214	07/24/2023	07/24/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OF	\$292.00	C
				Purpose: DRUG TESTING/PHYSICALS		
91215	07/24/2023	07/24/2023	AW	RUMPKE CONSOLIDATED	\$104.23	C
				Purpose: TRASH REMOVAL		
91216	07/24/2023	07/24/2023	AW	ELAN FINANCIAL SERVICES	\$222.14	C
				Purpose: MISC PURCHASES		
91219	07/25/2023	07/25/2023	AW	DUNCAN OIL COMPANY	\$2,429.59	C
				Purpose: FUEL		
91220	07/25/2023	07/25/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$212.89	C
				Purpose: SUPPLIES		
91221	07/25/2023	07/25/2023	AW	PHOENIX SAFETY OUTFITTERS	\$331.86	V
				Purpose: UNIFORMS		
91221	08/21/2023	08/21/2023	AW	PHOENIX SAFETY OUTFITTERS	-\$331.86	V
91222	07/25/2023	07/25/2023	AW	GATEWAY AUTO CLINIC	\$137.62	O
				Purpose: OIL CHANGES		
91223	07/25/2023	07/25/2023	AW	O'REILLY AUTOMOTIVE, INC.	\$34.99	O
				Purpose: MULTIMETER		
91224	07/25/2023	07/25/2023	AW	MUFFLER BROTHERS	\$1,279.95	C
				Purpose: CAR REPAIRS / TIRES		
91225	07/25/2023	07/25/2023	AW	VALLEY ASPHALT CORPORATION	\$287.85	C
				Purpose: SURF		

Payment Listing

7/17/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91226	07/25/2023	07/25/2023	AW	POLLACK LAW, LLC	\$525.00	O
				Purpose: LEGAL FEES		
91227	07/25/2023	07/25/2023	AW	MELVIN STONE COMPANY	\$129.50	C
				Purpose: LIMESTONE		
91228	07/25/2023	07/25/2023	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: ENERY CONTRACT		
91229	07/25/2023	07/25/2023	AW	HENRY SCHEIN, INC.	\$204.11	C
				Purpose: EMS SUPPLIES		
91230	07/25/2023	07/25/2023	AW	CHARTER COMMUNICATIONS	\$720.15	O
				Purpose: SPECTRUM		
91232	07/25/2023	07/25/2023	AW	DAYTON DAILY NEWS	\$170.97	C
				Purpose: 13 WEEK SUBSCRIPTION		
91233	07/25/2023	07/25/2023	AW	JOHN DEERE FINANCIAL	\$22.99	C
				Purpose: GRASS SEED		
91234	07/25/2023	07/25/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$128.64	C
				Purpose: SUPPLIES		
91235	07/25/2023	07/25/2023	AW	GREENE COUNTY ANIMAL CONTROL	\$480.00	O
				Purpose: 2ND QTR ANIMAL CONTROL		
91236	07/25/2023	07/25/2023	AW	MUFFLER BROTHERS	\$87.97	C
				Purpose: TIRE REPAIR AND CAR 113		
91237	07/25/2023	07/25/2023	AW	DUNCAN OIL COMPANY	\$1,910.95	C
				Purpose: FUEL		
91243	07/31/2023	07/31/2023	AW	PHOENIX SAFETY OUTFITTERS	\$460.40	O
				Purpose: UNIFORMS		
91244	07/31/2023	07/31/2023	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$1,177.06	O
				Purpose: LADDER 72 AND MEDIC 73 REPAIRS		
91245	07/31/2023	07/31/2023	AW	BREATHING AIR SYSTEMS	\$77.22	O
				Purpose: COMPRESSOR REPAIR		
91246	07/31/2023	07/31/2023	AW	AT&T MOBILITY	\$668.53	O
				Purpose: MDT'S		
91247	07/31/2023	07/31/2023	AW	TANNER HEATING/AIR CONDITIONING	\$5,000.00	O
				Purpose: REPLACE AC, COIL		
91248	07/31/2023	07/31/2023	AW	ERNST CONCRETE	\$468.00	O
				Purpose: DUAL WALL DRAIN PIPE		
91249	08/01/2023	08/01/2023	AW	ACCEL AUTOMOTIVE KETTERING	\$1,707.90	O
				Purpose: CAR 114		
91250	08/01/2023	08/01/2023	AW	BARRY TIFFANY	\$149.00	O
				Purpose: MARTIN PROPERTY DEED TRANSFER FEE		
91251	08/01/2023	08/01/2023	AW	CAPITAL ONE	\$134.64	O
				Purpose: SUPPLIES		
91252	08/01/2023	08/01/2023	AW	PREMIER HEALTH	\$591.68	O
				Purpose: EMPLOYEE CARE		
91253	08/01/2023	08/01/2023	AW	STAPLES CREDIT PLAN	\$104.95	O
				Purpose: SUPPLIES		
91254	08/01/2023	08/01/2023	AW	MUFFLER BROTHERS	\$512.02	O
				Purpose: CAR 114 AND FORD FUSION		

Payment Listing

7/17/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91255	08/01/2023	08/01/2023	AW	TREASURER OF STATE	\$100.00	O
				Purpose: MONTHLY FEE		
91256	08/01/2023	08/01/2023	AW	MEYERS PRINTING & DESIGN, INC.	\$54.89	O
				Purpose: BUSINESS CARDS		
91257	08/01/2023	08/01/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$79.89	O
				Purpose: SUPPLIES		
91258	08/07/2023	08/07/2023	AW	DJL MATERIAL & SUPPLY, INC.	\$1,980.00	O
				Purpose: CRACK SEAL PROGRAM		
91260	08/08/2023	08/08/2023	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$645.16	O
				Purpose: BRUSH 71 OIL LUBE FILTER		
91261	08/08/2023	08/08/2023	AW	BREATHING AIR SYSTEMS	\$21.11	O
				Purpose: MANUAL DRAIN REPAIR		
91262	08/08/2023	08/08/2023	AW	HENRY SCHEIN, INC.	\$297.00	O
				Purpose: CHILD LIFEPAK ELECTRODES		
91263	08/08/2023	08/08/2023	AW	OHIO FIRE CHIEF'S ASSOCIATION	\$390.00	O
				Purpose: DUES AND WINTER SYMPOSIUM - FC AND AC		
91264	08/08/2023	08/08/2023	AW	VOSS	\$447.82	O
				Purpose: BATT 7 MOBILE RADIO REPAIR		
91265	08/08/2023	08/08/2023	AW	MEDICOUNT MANAGEMENT, INC.	\$1,638.72	O
				Purpose: JUNE EMS BILLING		
91266	08/08/2023	08/08/2023	AW	LOWE'S COMPANIES INC.	\$519.22	O
				Purpose: MISC PURCHASES		
91267	08/08/2023	08/08/2023	AW	HARWORTH TIRE AND AUTO	\$380.62	O
				Purpose: TIRES		
91268	08/08/2023	08/08/2023	AW	TOM'S MULCH	\$70.00	O
				Purpose: LANDSCAPER TOP SOIL		
91269	08/08/2023	08/08/2023	AW	CHARTER COMMUNICATIONS	\$95.04	O
				Purpose: ADMIN INTERNET		
91270	08/08/2023	08/08/2023	AW	BERAN CUSTOM WOODWORKING, LLC	\$20.00	O
				Purpose: ACCOUNTABILITY TAGS		
91271	08/08/2023	08/08/2023	AW	CENTERPOINT ENERGY	\$61.08	O
				Purpose: NATURAL GAS		
91272	08/08/2023	08/08/2023	AW	CITI CARDS	\$1,183.71	O
				Purpose: MISC PURCHASES		
91273	08/08/2023	08/08/2023	AW	AIM MEDIA MIDWEST	\$338.10	O
				Purpose: ZONING AD		
91274	08/08/2023	08/08/2023	AW	DUNCAN OIL COMPANY	\$879.89	O
				Purpose: FUEL		
91275	08/08/2023	08/08/2023	AW	AES OHIO	\$483.02	O
				Purpose: ELECTRIC		
91276	08/14/2023	08/14/2023	AW	BERAN CUSTOM WOODWORKING, LLC	\$462.00	O
				Purpose: ACCOUNTABILITY TAGS		
91277	08/14/2023	08/14/2023	AW	CHARTER COMMUNICATIONS	\$1,358.23	O
				Purpose: MONTHLY CHARGES		
91278	08/14/2023	08/14/2023	AW	NORTHCOAST PRODUCTS	\$1,223.05	O
				Purpose: RAPID SET EMULSION		

Payment Listing

7/17/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91279	08/14/2023	08/14/2023	AW	PHILLIPS COMPANIES	\$521.56	O
				Purpose: LIMESTONE		
91280	08/14/2023	08/14/2023	AW	PRO ONCALL TECHNOLOGIES	\$70.00	O
				Purpose: REMOTE PROGRAMMING		
91281	08/14/2023	08/14/2023	AW	GREENE COUNTY SANITARY ENGINEER	\$555.54	O
				Purpose: WATER AND SEWER		
91282	08/14/2023	08/14/2023	AW	AES OHIO	\$1,593.53	O
				Purpose: ELECTRIC		
91283	08/14/2023	08/14/2023	AW	MUNICIPAL EMERGENCY SERVICES	\$552.09	O
				Purpose: AIR MASK BAG AND REPLACEMENT SENSOR		
91284	08/14/2023	08/14/2023	AW	AIRGAS USA, LLC	\$39.77	O
				Purpose: OXYGEN		
91285	08/14/2023	08/14/2023	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$1,616.21	O
				Purpose: MEDIC 73 REPAIRS		
91286	08/14/2023	08/14/2023	AW	WASH IT DEAN	\$80.00	O
				Purpose: CAR WASHES		
91287	08/14/2023	08/14/2023	AW	US BANK EQUIPMENT FINANCE	\$1,488.29	O
				Purpose: COPIER FEES		
91288	08/14/2023	08/14/2023	AW	OHIO PEACE OFFICERS TRAINING ACADE	\$100.00	O
				Purpose: TRAINING - SMITH AND MONTGOMERY		
91289	08/14/2023	08/14/2023	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$167.00	O
				Purpose: SEARCHES		
91290	08/14/2023	08/14/2023	AW	MONTGOMERY COUNTY PROSECUTOR'S O	\$105.00	O
				Purpose: TRAINING - CHIEF BROWN, STAYER AND MANTIA		
91291	08/14/2023	08/14/2023	AW	K. E. ROSE COMPANY	\$190.75	O
				Purpose: CAR 104		
91292	08/14/2023	08/14/2023	AW	MIAMI VALLEY COMMUNICATIONS COUNC	\$300.00	O
				Purpose: POLYGRAPH TEST FOR NEW OFFICER		
91293	08/14/2023	08/14/2023	AW	RUMPKE CONSOLIDATED	\$298.48	O
				Purpose: TRASH REMOVAL		
91294	08/14/2023	08/14/2023	AW	PHOENIX SAFETY OUTFITTERS	\$291.80	O
				Purpose: UNIFORMS		
91295	08/14/2023	08/14/2023	AW	DANCO LETTERING	\$145.00	O
				Purpose: M-72 GRAPHICS REPAIR		
91296	08/14/2023	08/14/2023	AW	MUNICIPAL EMERGENCY SERVICES	\$426.96	O
				Purpose: CLASS A FOAM		
91297	08/14/2023	08/14/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$1,273.00	O
				Purpose: DRUG TESTING/PHYSICALS/STRESS TEST		
91298	08/14/2023	08/14/2023	AW	DC DOOR COMPANY	\$140.00	O
				Purpose: STA 71 BAY DOOR 2		
91299	08/14/2023	08/14/2023	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: COMPUTER RENTALS		
91300	08/14/2023	08/14/2023	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: POSTAGE		
91302	08/15/2023	08/15/2023	AW	AES OHIO	\$25.17	O
				Purpose: ELECTRIC - J. MARTIN PROPERTY		

Payment Listing

7/17/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91303	08/15/2023	08/15/2023	AW	BENJAMIN LIGGETT	\$100.00	O
				Purpose: SERVICE AWARD		
91304	08/15/2023	08/15/2023	AW	CHARTER COMMUNICATIONS	\$116.74	O
				Purpose: VOICE AND CABLE		
91305	08/15/2023	08/15/2023	AW	DUNCAN OIL COMPANY	\$3,772.58	O
				Purpose: FUEL		
91306	08/15/2023	08/15/2023	AW	CENTERPOINT ENERGY	\$80.72	O
				Purpose: NATURAL GAS		
91307	08/15/2023	08/15/2023	AW	MUFFLER BROTHERS	\$1,025.94	O
				Purpose: CAR REPAIRS		
91308	08/15/2023	08/15/2023	AW	TREASURER OF STATE	\$2,290.00	O
				Purpose: MARCS RADIOS - POLICE AND FIRE		
91309	08/15/2023	08/15/2023	AW	TECH ADVISORS	\$5,834.00	O
				Purpose: MONTHLY FEES		
91310	08/15/2023	08/15/2023	AW	PRO ONCALL TECHNOLOGIES	\$248.57	O
				Purpose: MONTHLY PAYMENT		
91311	08/15/2023	08/15/2023	AW	DnD UNIFORMS, INC.	\$148.00	O
				Purpose: UNIFORMS		
91312	08/15/2023	08/15/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$72.82	O
				Purpose: SUPPLIES		
91313	08/15/2023	08/15/2023	AW	VERIZON WIRELESS	\$570.20	O
				Purpose: MDTs		
91314	08/15/2023	08/15/2023	AW	BELLBROOK-SUGARCREEK COMMUNITY S	\$400.00	O
				Purpose: CLEAN UP DAY DONATION		
91315	08/15/2023	08/15/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$58.89	O
				Purpose: SUPPLIES		
91316	08/15/2023	08/15/2023	AW	NORTHCOAST PRODUCTS	\$411.75	O
				Purpose: RAPID SET EMULSION		
91317	08/15/2023	08/15/2023	AW	TREASURER OF STATE	\$210.00	O
				Purpose: MARCS RADIOS - SERVICE DEPT		
91318	08/15/2023	08/15/2023	AW	JEFFERSON HEALTH PLAN	\$60,392.25	O
				Purpose: JULY HEALTH INS		
91321	08/15/2023	08/15/2023	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$1,357.43	O
				Purpose: JUNE/JULY VISION INS		
91322	08/21/2023	08/21/2023	AW	BARRY TIFFANY	\$760.00	O
				Purpose: CELL PHONE AND CAR ALLOWANCE		
91323	08/21/2023	08/21/2023	AW	CARA TILFORD	\$460.00	O
				Purpose: CELL PHONE AND CAR ALLOWANCE		
91324	08/21/2023	08/21/2023	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: CELL PHONE		
91325	08/21/2023	08/21/2023	AW	FRED CRAMER	\$40.00	O
				Purpose: CELL PHONE		
91326	08/21/2023	08/21/2023	AW	MARVIN MOELLER	\$40.00	O
				Purpose: CELL PHONE		
91327	08/21/2023	08/21/2023	AW	RICH DEMKO	\$40.00	O
				Purpose: CELL PHONE		

Payment Listing

7/17/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91328	08/21/2023	08/21/2023	AW	DALE OWENS	\$60.00	O
				Purpose: CELL PHONE		
91329	08/21/2023	08/21/2023	AW	RICHARD CIPRIANO	\$40.00	O
				Purpose: CELL PHONE		
91330	08/21/2023	08/21/2023	AW	JOSHUA DARNELL	\$40.00	O
				Purpose: CELL PHONE		
91331	08/21/2023	08/21/2023	AW	CHASE MORGAN	\$40.00	O
				Purpose: CELL PHONE		
91332	08/21/2023	08/21/2023	AW	TAYLOR STINSON	\$40.00	O
				Purpose: CELL PHONE		
91333	08/21/2023	08/21/2023	AW	IAN TAMPLIN	\$40.00	O
				Purpose: CELL PHONE		
91335	08/22/2023	08/22/2023	AW	MICHAEL BROWN	\$60.00	O
				Purpose: CELL PHONE		
91336	08/22/2023	08/22/2023	AW	MARK WHITE	\$40.00	O
				Purpose: CELL PHONE		
91337	08/22/2023	08/22/2023	AW	DOUG EVANS	\$40.00	O
				Purpose: CELL PHONE		
91338	08/22/2023	08/22/2023	AW	LESLEY STAYER	\$40.00	O
				Purpose: CELL PHONE		
91339	08/22/2023	08/22/2023	AW	TYLER MANTIA	\$40.00	O
				Purpose: CELL PHONE		
91340	08/22/2023	08/22/2023	AW	Paul Guerrero	\$40.00	O
				Purpose: CELL PHONE		
91341	08/22/2023	08/22/2023	AW	SUGARCREEK DIRECT FAMILY CARE	\$6,720.00	O
				Purpose: MARCH - JUNE SERVICES		
91342	08/22/2023	08/22/2023	AW	A & A SAFETY	\$67.00	O
				Purpose: ROAD SIGNS		
91343	08/22/2023	08/22/2023	AW	MELVIN STONE COMPANY	\$139.69	O
				Purpose: LIMESTONE		
91344	08/22/2023	08/22/2023	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: ENERGY CONTRACT		
91345	08/22/2023	08/22/2023	AW	O'REILLY AUTOMOTIVE, INC.	\$61.32	O
				Purpose: CERAMIC PADS AND MINI BULB		
91346	08/22/2023	08/22/2023	AW	BATTERIES PLUS	\$664.17	O
				Purpose: BATTERIES		
91347	08/22/2023	08/22/2023	AW	CHOICE ONE ENGINEERING	\$2,200.00	O
				Purpose: SURVEY		
91348	08/22/2023	08/22/2023	AW	CITI CARDS	\$103.50	O
				Purpose: MISC PURCHASES		
91349	08/22/2023	08/22/2023	AW	CHARTER COMMUNICATIONS	\$719.81	O
				Purpose: SPECTRUM SERVICES		
91350	08/22/2023	08/22/2023	AW	ADVANCE AUTO PARTS	\$410.43	O
				Purpose: PARTS		
91351	08/22/2023	08/22/2023	AW	ARCHANGEL DEVICE LLC	\$84.95	O
				Purpose: CLIPS		

Payment Listing

7/17/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91352	08/22/2023	08/22/2023	AW	A. E. DAVID COMPANY	\$24.95	O
				Purpose: NAMEPLATE		
91353	08/22/2023	08/22/2023	AW	DnD UNIFORMS, INC.	\$132.00	O
				Purpose: BOOTS		
91354	08/22/2023	08/22/2023	AW	POLLACK LAW, LLC	\$332.50	O
				Purpose: LEGAL FEES		
91355	08/22/2023	08/22/2023	AW	PHOENIX SAFETY OUTFITTERS	\$488.72	O
				Purpose: UNIFORMS		
91356	08/22/2023	08/22/2023	AW	HERITAGE FIRE EQUIPMENT	\$2,225.35	O
				Purpose: LADDER TRUCK REPAIRS		
91357	08/22/2023	08/22/2023	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$944.72	O
				Purpose: E-71 REPAIRS		
91358	08/22/2023	08/22/2023	AW	MUFFLER BROTHERS	\$157.47	O
				Purpose: CARS 110 AND 112		
91359	08/22/2023	08/22/2023	AW	CRAIG BLACK	\$40.00	O
				Purpose: CELL PHONE		
91360	08/22/2023	08/22/2023	AW	FILLMORE CONSTRUCTION LLC	\$65,205.58	O
				Purpose: CARPENTER ROAD IMPROVEMENTS		
91361	08/22/2023	08/22/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$85.98	O
				Purpose: PAPER		
91362	08/22/2023	08/22/2023	AW	A & A SAFETY	\$603.00	O
				Purpose: ROAD SIGNS		
91368	08/28/2023	08/28/2023	AW	AT&T MOBILITY	\$665.00	O
				Purpose: COMPUTER CONNECTIONS		
91369	08/28/2023	08/28/2023	AW	BATTERIES PLUS	\$176.35	O
				Purpose: M71 BATTERY		
91370	08/28/2023	08/28/2023	AW	ROGERS TREE SERVICE	\$800.00	O
				Purpose: DEAD TREE REMOVAL		
91371	08/28/2023	08/28/2023	AW	JOHN DEERE FINANCIAL	\$227.97	O
				Purpose: BATTERY AND CORE STORAGE		
91372	08/28/2023	08/28/2023	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$390.34	O
				Purpose: E 71 FUEL GAUGE		
91373	08/28/2023	08/28/2023	AW	PHOENIX SAFETY OUTFITTERS	\$398.85	O
				Purpose: UNIFORMS		
91374	08/28/2023	08/28/2023	AW	PESTER PLUMBING	\$149.00	O
				Purpose: WATER HEATER REPAIR		
91375	08/28/2023	08/28/2023	AW	DUNCAN OIL COMPANY	\$1,610.69	O
				Purpose: FUEL		
91376	08/28/2023	08/28/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$408.41	O
				Purpose: SUPPLIES AND TONER		
91377	08/28/2023	08/28/2023	AW	DnD UNIFORMS, INC.	\$14.00	O
				Purpose: BOOT		
91378	08/28/2023	08/28/2023	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$237.00	O
				Purpose: PAPER SUPPLIES		
91379	08/28/2023	08/28/2023	AW	ADVANCE AUTO PARTS	\$25.99	O
				Purpose: CAR 105		

Payment Listing

7/17/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91380	08/28/2023	08/28/2023	AW	MUFFLER BROTHERS	\$312.48	O
	Purpose: CAR 105					
91381	09/05/2023	09/05/2023	AW	DnD UNIFORMS, INC.	\$90.00	O
	Purpose: BALANCE DUE ON UNIFORMS					
91382	09/05/2023	09/05/2023	AW	MEDICOUNT MANAGEMENT, INC.	\$1,333.08	O
	Purpose: JULY BILLING FEE					
91383	09/05/2023	09/05/2023	AW	MUNICIPAL EMERGENCY SERVICES	\$299.71	O
	Purpose: VORTEX NOZZLE REPAIR					
91385	09/05/2023	09/05/2023	AW	DUNCAN OIL COMPANY	\$3,538.03	O
	Purpose: FUEL					
91386	09/05/2023	09/05/2023	AW	NORTHCOAST PRODUCTS	\$448.35	O
	Purpose: RAPDI SET EMULSION					
91387	09/05/2023	09/05/2023	AW	AG-PRO COMPANIES	\$150.94	O
	Purpose: LIGHT KIT/WIRING					
91388	09/05/2023	09/05/2023	AW	CENTERVILLE GRAVELY	\$38.68	O
	Purpose: HP ULTRA					
91389	09/05/2023	09/05/2023	AW	CERTIFIED LABORATORIES	\$239.95	O
	Purpose: PRO - BRITE					
91390	09/05/2023	09/05/2023	AW	TRU - LINE PARKING LOT SERVICES LLC	\$500.00	O
	Purpose: PARKING LOT STRIPING					
91391	09/05/2023	09/05/2023	AW	CITI CARDS	\$1,103.16	O
	Purpose: MISC PURCHASES					
91392	09/05/2023	09/05/2023	AW	DnD UNIFORMS, INC.	\$216.00	O
	Purpose: UNIFORMS					
91393	09/05/2023	09/05/2023	AW	K. E. ROSE COMPANY	\$110.00	O
	Purpose: CAR 105					
91394	09/05/2023	09/05/2023	AW	WASH IT DEAN	\$35.00	O
	Purpose: CAR WASHES					
91395	09/05/2023	09/05/2023	AW	TREASURER OF STATE	\$100.00	O
	Purpose: MONTHLY ACCESS					
Total Payments:					\$250,442.59	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$250,442.59	

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.



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, September 11, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. Appointment of Police Officer - Jason Robison - 2023.09.11.01
 - D. Reclassification of Fire Department Staff - Kaitlyn Holbrook - 2023.09.11.02
 - E. Appointment of Fire Department Staff - Tyler Adams and James Plummer - 2023.09.11.03
 - F. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.09.11.04
 - G. Increase Appropriations - Fire Department - 2023.09.11.05
 - H. Transfer of Appropriations - Fire Department - 2023.09.11.06
 - I. Proclamation - October is Domestic Violence Awareness Month
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**

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

- 1) Mrs. Destefani called the Session to order at 7:02pm.**
- 2) Mr. Demko called the roll with the board members, Mr. Cramer, Mrs. Destefani, and Mr. Moeller were in attendance. Also in attendance, Cara Tilford, Rich Demko, Louie Schatzberg, Mrs. Moore, and Donna Hellmann.**
- 3) All in attendance stood for the Pledge of Allegiance.**
- 4) Appointment of Full-Time Police Officer Michael Baugh**

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.08.07.01**

IN RE: Appointment of Full-Time Police Officer Michael Baugh

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

WHEREAS, a vacancy exists within the classification of full-time Police Officer; and,

WHEREAS, the vacancy has been posted for application in accordance with township policy and the current labor contract; and,

WHEREAS, an assessment center was conducted which included testing in basic exercises, review board and personal interviews with the Chief of Police; and,

WHEREAS, after a review of all the candidates, Police Chief Michael A. Brown recommends this appointment, and confirms that there are funds available for this position in the 2023 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Michael Baugh is hereby appointed as full-time Police Officer effective August 8, 2023 at a pay rate of \$29.52 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending August 8, 2024.

Mr. Cramer made a motion to accept Resolution 2023.08.07.01 Mrs. Destefani Seconded.

Mr. Moeller - Yes
Mr. Cramer- Yes
Mrs. Destefani -Yes

**5) Reclassification and Swearing in of Fire Department Staff - Daniel Gibson -
2023.08.07.02**

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.08.07.02**

IN RE: Promotion of Fire Department Personnel – Daniel Gibson

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 Douglas M. Buffenbarger requests the reclassification of Daniel Gibson from Part-time FirefighterII/Paramedic to Full-time FirefighterII/Paramedic, in accordance with the Table of Organization of the Sugarcreek Township Fire Department;

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the reclassification of Daniel Gibson to the position of Full-time FirefighterII/Paramedic at the pay rate of \$22.11 per hour with an effective date of August 7, 2023, and is subject to a one (1) year probationary period ending August 7, 2024.

Mr. Moeller made a motion to accept Resolution 2023.08.07.02 Mrs. Destefani Seconded.

Mr. Cramer- Yes
Mr. Moeller - Yes
Mrs. Destefani -Yes

6) Reports

Administration

None

Zoning

Mrs. Tilford briefed the attendees on how many new businesses are coming in.

Mr. Moeller asked if the camera system had come in yet.

Mrs. Tilford reported there has been activity on the matter and we are waiting on a new computer.

Mr. Cramer asked about the reply from Bellbrook on the fire initiative.

Mrs. Tilford stated that she has not heard about getting a reply yet.

Mrs. Tilford noted a request was sent in about Sugarcreek Township sponsoring the Community Clean Up t-shirts again with a donation of \$400. She stated the event would be held on September 9th.

Mr. Cramer asked if a conference call or meeting with Brian could be arranged.

Mrs. Tilford confirmed that there is typically a meeting debrief. She will follow up.

Mr. Moeller asked if Stephanie the County Engineer got back to us on the Welcome to Sugarcreek sign we requested.

Mrs. Tilford stated she would follow up.

Mrs. Destefani stated her concerns and potential dangers at Centerville Rd, and Wilmington Dayton and suggested we request flashing signs to help alleviate the issues.

Chief Brown stated Stephanie requested a letter for support and submitted an accident report of the last 3 years on that intersection.

Fiscal Officer

Mr. Demko stated a slight delay in paying off the public safety building has arisen. He stated that they are verifying the allowance of the transfers with the prosecutors before moving forward.

Mr. Demko stated the OPWC has been invoiced for their portion of the Carpenter Road project. Greene County will pay 8% and the township will cover the remaining cost.

Mr. Moeller asked why there would be a decrease in the funding for next year.

Mr. Demko stated David Gramh announced that due to the valuations being made from the previous year and not the last 3 we could see a reduction in revenue we were anticipating.

Mr. Cramer asked for an update on the Martin property transfer.

Mrs. Tilford stated the documents would be picked up the next day. She stated the contracts had been sent out to Jodi and the other buyer for them to work with their legal counsel. Once everyone is on the same page from a contract standpoint the process will move forward.

Fire

Chief Buffenbarger stated they were awarded a BWC grant of \$38,952 to go towards a purchase of 3 new battery-operated striker stair chairs.

Chief Buffenbarger stated the fire department was awarded a \$20,000 grant as a ground ambulance transport company to pay extension bonuses for those who worked through COVID.

Police

Chief Brown had nothing to add.

Roads and Services

Cara had nothing to add.

Information Technology

Cara had nothing to add.

Trustees

Mr. Cramer announced that any comments for the Wilmington Pike interchange will be due no later than August 18th.

Mrs. Destefani noted when she attended the Regional Planning meeting on July 25th, prospectus 2040 was approved and went to the Commissioners to move forward.

Mrs. Destefani announced the zoning planning course will be available again for others to attend if interested. More information to come.

7) Public Comments

Denise Moore, 4360 Napa Valley Dr. Mrs. Moore stated the tree that is dead at the corner of Clys is becoming a risk and needs attention.

8) Old Business

None

9) Consent Agenda Items

A. Payments of Bills

B. Minutes

Mrs. Destefani makes a motion to approve minutes from the last meeting. Mr. Cramer seconded.

Mr. Cramer – Yes

Mrs. Destefani - Yes

Mr. Moeller- Abstain

C. Resignation of Police Department Staff- Greg Staten- 2023.08.07.03

SUGARCREEK TOWNSHIP RESOLUTION NO. 2023.08.07.03

IN RE: Resignation of Full-Time Police Officer Greg Staten

WHEREAS, Police Officer Greg Staten has submitted his letter of resignation from the Sugarcreek Township Police Department; and,

WHEREAS, Mr. Staten became a member of the Sugarcreek Township Police Department on December 5, 2022; and,

WHEREAS, Chief Michael Brown recommends we accept the resignation of Officer Greg Staten
NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Greg Staten effective August 2, 2023.

D. Declaring Excess Property - Police Department 2023.08.07.04

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.08.07.04**

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 item listed below has been declared broken, obsolete or non-reparable and has been marked for destruction.

2016 Chevy Caprise PPV

- Mileage 63,200
- VIN 6G3NS5U28GL22425

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.

E. A. Authorizing the Township Administrator to Act as a Signatory for PRO OnCall
2023.08.07.05

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.08.07.05**

IN RE: Authorizing the Township Administrator to Act as a Signatory for
The Renewal Agreement with PRO OnCall

WHEREAS, there is a need for adequate telephone systems throughout the Township Departments; and,

WHEREAS, Our current telephone system contract is up for renewal; and,

WHEREAS, PRO OnCall Technologies, LLC has provided a renewal quote with a reduction in cost.

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as signatory on behalf of the Trustees for a Renewal Agreement through PRO OnCall Technologies, LLC, in an amount not to exceed a monthly fee of Two Hundred Twenty-One dollars and Forty-Five cents (\$221.45).

Mrs. Destefani made a motion to approve all consent agenda items. Mr. Cramer seconded.

Mr. Cramer - Yes

Mrs. Destefani - Yes

Mr. Moeller - Yes

10) Discussion Agenda Items

None.

11) Public Comments

None.

12) Trustee/ Staff Discussion

Mr. Cramer stated Erine Havens will be attending the next meeting to discuss his magazine and the opportunity to share his magazine in the opportunity for Sugarcreek Township to be advertised.

13) Adjourn

Mrs. Destefani made a motion to adjourn. Mr. Cramer seconded.

Mr. Cramer - Yes

Mrs. Destefani - Yes

Mr. Moeller - Yes



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, September 11, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. **Appointment of Police Officer - Jason Robison - 2023.09.11.01**
 - D. Reclassification of Fire Department Staff - Kaitlyn Holbrook - 2023.09.11.02
 - E. Appointment of Fire Department Staff - Tyler Adams and James Plummer - 2023.09.11.03
 - F. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.09.11.04
 - G. Increase Appropriations - Fire Department - 2023.09.11.05
 - H. Transfer of Appropriations - Fire Department - 2023.09.11.06
 - I. Proclamation - October is Domestic Violence Awareness Month
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.09.11.01**

IN RE: Appointment of Full-Time Police Officer Jason Robison

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

WHEREAS, a vacancy exists within the classification of full-time Police Officer; and,

WHEREAS, the vacancy has been posted for application in accordance with township policy and the current labor contract; and,

WHEREAS, an assessment center was conducted which included testing in basic exercises, review board and personal interviews with the Chief of Police; and,

WHEREAS, after a review of all the candidates, Police Chief Michael A. Brown recommends this appointment, and confirms that there are funds available for this position in the 2023 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Jason Robison is hereby appointed as full-time Police Officer effective September 11, 2023 at a pay rate of \$31.23 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending September 11, 2024.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

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- 7. Consent Agenda Items**
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 - D. **Reclassification of Fire Department Staff - Kaitlyn Holbrook - 2023.09.11.02**
 - E. Appointment of Fire Department Staff - Tyler Adams and James Plummer - 2023.09.11.03
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 - G. Increase Appropriations - Fire Department - 2023.09.11.05
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- 8. Discussion Agenda Items**
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.09.11.02**

IN RE: Reclassification of Fire Department Personnel – Kaitlyn Holbrook

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

WHEREAS, this need is met through the periodic reclassification of Fire Department employees and volunteers; and,

WHEREAS, Chief Douglas M. Buffenbarger requests the reclassification of Kaitlyn Holbrook from Part-time EMS Only to Part-time Firefighter/EMT, in accordance with the Table of Organization of the Sugar Creek Township Fire Department;

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the promotion of Kaitlyn Holbrook to the position of Part-time Firefighter/EMT at the pay rate of \$19.56 per hour with an effective date of August 24, 2023, and is subject to a one (1) year probationary period ending August 24, 2024.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, September 11, 2023, 7:00 P.M.

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- 7. Consent Agenda Items**
 - A. Payment of Bills
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 - C. Appointment of Police Officer - Jason Robison - 2023.09.11.01
 - D. Reclassification of Fire Department Staff - Kaitlyn Holbrook - 2023.09.11.02
 - E. Appointment of Fire Department Staff - Tyler Adams and James Plummer - 2023.09.11.03
 - F. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.09.11.04
 - G. Increase Appropriations - Fire Department - 2023.09.11.05
 - H. Transfer of Appropriations - Fire Department - 2023.09.11.06
 - I. Proclamation - October is Domestic Violence Awareness Month
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.09.11.03**

IN RE: Appointment of Fire Department Staff
Tyler Adams and James Plummer

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 Adams and James Plummer have the necessary qualifications to serve in those capacities for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2023 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Tyler Adams shall be appointed to Part-time Firefighter II/ EMT within the Sugarcreek Fire Department at the rate of \$17.38 per hour, and that James Plummer shall be appointed to Part-time Firefighter II/EMT within the Sugarcreek Fire Department at the rate of \$17.38 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Tyler Adams will have an effective date of August 21, 2023 with a one (1) year probationary period ending on August 21, 2024 and James Plummer will have an effective date of August 24, 2023, with a one (1) year probationary period ending on August 24, 2024.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

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 - E. Appointment of Fire Department Staff - Tyler Adams and James Plummer - 2023.09.11.03
 - F. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.09.11.04
 - G. Increase Appropriations - Fire Department - 2023.09.11.05
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- 11. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.09.11.04**

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 Sugarcreek Township Board of Trustees does hereby adopt the proposed amendments to the Sugarcreek Township Personnel Policies and Procedures Manual (copy hereto attached) effective September 11, 2023.

BE IT FURTHER RESOLVED, that this Sugarcreek 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 September 12, 2023.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard Demko, Fiscal Officer

8.7.6 Political Activity - During work hour's employees may not:

1. Use official authority or influence for the purpose of interfering with an election or nomination to office, or affecting the results thereof;
2. Directly or indirectly coerce or attempt to coerce, command, or advise any other employee to pay, lend, or contribute any part of his or her salary or compensation or anything of value to any party or committee, organization, agency, or person for political purposes;
3. Take any action, including an active part or the appearance of an active part in a political campaign which will place the Township in a partisan position, and interfere with the employee's ability to perform the duties of their position;
4. Circulate official nominating petitions for any candidate;
5. Campaign by writing for publications, by distributing political material, or by making speeches on behalf of (or against) a candidate for elective office;
6. Soliciting the sale of or selling political party tickets (e.g. raffles or special functions).

8.7.7 Public Relations

Employees receiving an inquiry from the press should direct the press to the appropriate Department Head or the Township Administrator. Employees shall conduct their activities and actions, both on and off the job, so as to enhance relations between the Township, the public, and other government and commercial entities. In every contact, the employee represents the Township whether it is in the nature of trouble, a service complaint, or a request for information. Employee manners and attitudes towards residents, non-residents and businesses, as well as their competence in handling matters, are the basis for good public relations.

The Township will satisfy all public records requirements as directed by the Township's Public Records Release Policies and the Ohio Sunshine Law(s).

8.7.8 Outside Employment

Prior to engaging in any outside employment or business activity, an full-time employee shall submit a Secondary Employment form to the Township Administrator or the Administrator's designee for approval. Approval shall be conditioned upon the following factors:

1. Outside employment or business activities shall not render the employee unable to be called into duty as may be needed on an emergency basis. All employees may be called in to assist the Township at any time, regardless of their outside employment or business activities. The outside employment or business activities shall not physically or mentally exhaust the employee such that his or her performance on duty for the Township will be affected. In no case shall employees work more than 24 hours a week in their outside employment or business activities. Employees who work 24/48 hour shifts in the Township's fire department shall not work more than 48 hours a week in outside employment or business activities during weeks they are scheduled to work three 24 hour shifts. Employees who work 24/48 hour shifts in the Township's fire department shall not work more than 60 hours a week in outside employment or business activities during weeks they are scheduled to work two 24 hour shifts.



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, September 11, 2023, 7:00 P.M.

REGULAR SESSION:

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- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
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 - E. Appointment of Fire Department Staff - Tyler Adams and James Plummer - 2023.09.11.03
 - F. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.09.11.04
 - G. **Increase Appropriations - Fire Department - 2023.09.11.05**
 - H. Transfer of Appropriations - Fire Department - 2023.09.11.06
 - I. Proclamation - October is Domestic Violence Awareness Month
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.09.11.05
IN RE: Increase Appropriations for Fire Fund

WHEREAS, the need exists to increase appropriations for the 2112 Fire Fund; and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2022 Budget and has provided this Board with the funding number and the Township Administrator has provided the amount to be appropriated:

<u>Fund Name</u>	<u>From</u>	<u>To</u>
2112 Fire Fund	\$3,331,900.00	\$3,870,852.85

NOW THEREFORE BE IT RESOLVED, the increased appropriation shall be made in accordance with the law.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice-Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, September 11, 2023, 7:00 P.M.

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TRANSFER OF APPROPRIATIONS

RESOLUTION #: 2023.09.11.06

Debit Fund Number	Account Name	Credit Fund Number	Account Name	Amount to Debit/Credit
2112	Fire Fund	2112-760-740	Machinery, equipment, and furniture	\$ 38,952.27
				\$
			Total Transfers:	\$ 38,952.27

Explanation of Transfers: Appropriating the said funds of which will then be applied to payoff current Public Safety Building Loan.

SUBMITTED BY: _____
Sara Contreras, Administrative Assistant to the Township Administrator

APPROVED BY:

Barry P. Tiffany, Township Administrator

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

The foregoing transfer of appropriations was made on the 11th day of September 2023, and is recorded in the journal of Sugar Creek Township, Ohio.

Richard J. Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

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- 11. Adjourn**



**SUGARCREEK TOWNSHIP
PROCLAMATION**

IN RE: October is Domestic Violence Awareness Month

WHEREAS, domestic violence in America is intolerable, unacceptable, must be stopped and deserves considerable public attention; and,

WHEREAS, children who witness domestic violence often grow up believing that physical cruelty in relationships is acceptable behavior, and thus they tend to perpetuate a cycle of violence in society; and,

WHEREAS, many federal, state and local programs addressing the domestic violence problem have achieved success, bringing greater safety to families; and,

WHEREAS, community leaders, police, judges, advocates, healthcare workers, and concerned Americans are working together across America to develop solutions to this serious problem and to implement services that will improve our responses when it occurs; and,

WHEREAS, programs designed to educate men and women about ways they can prevent domestic violence are being developed across our Nation; and,

WHEREAS, numerous law enforcement officials and departments have created specialized domestic violence units that cooperate with community advocates to enhance services for victims and representatives from the faith community frequently provide essential support in areas where there may be no other services available; and,

WHEREAS, anyone can be a victim of domestic violence regardless of age, sex, ethnicity, sexual orientation, socioeconomic status, or religion; and,

WHEREAS, we must continue to hold domestic abusers accountable, punish them to the full extent of the law and prevent them from inflicting more abuse,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees of Sugar Creek Township, does hereby proclaim October 2023 to be designated as Domestic Violence Awareness Month, and urges all Citizens to participate in activities sponsored by the Family Violence Prevention Center of Greene County, which encourages all Sugar Creek Township residents to work toward the elimination of interpersonal violence.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice-Chairperson

Marvin Moeller, Trustee



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

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(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**