



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, October 2nd, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. River Kleeners**
- 5. Community Support Center – Introduction and Update by Director, Katie Ly**
- 6. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 7. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 8. Old Business**
- 9. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. 2023 Annual Report of Township Roads - 2023.10.02.01
 - D. Resignation of Fire Department Staff – Alex Kosa - 2023.10.02.02
 - E. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.10.02.03
- 10. Discussion Agenda Items**
- 11. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 12. Trustee/Staff Discussion**
- 13. Adjourn**



MEETING CONDUCT AND GUIDELINES

As Trustees of Sugarcreek Township, we encourage residents to attend our Township Meetings. We appreciate you taking time out of your busy schedules to be a part of your Government in action. To help meetings move along in a positive manner, we have established the following guidelines for our meetings:

This is a Township Business meeting and is to be conducted in a professional, business-like manner. It is not our intention to embarrass or demean each other or any members of the audience. We will treat each other with courtesy and respect and we ask for the same courtesy and respect from the audience. No one will get special treatment. These guidelines are for all of us.

As a professional meeting should not go longer than an hour to an hour and a half, it is our intention to stay within a reasonable time limit and follow the agenda.

There will be an Open Discussion at the end of the agenda for the audience to give comments on Township issues. When you have a question or comment, please go to the microphone, state your name and address and direct your question to the Trustees. Please try to limit your comments to 3-5 minutes 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
October 2, 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.
- Paycor is set to start payroll services in November.
- Attended the Ohio Senate Select Committee on Housing hearing on Tuesday, September 26th, at the Statehouse in Columbus. The OTA provided testimony along with approximately 11 other parties. The select committee has been convened to study and provide recommendations addressing the housing shortage in Ohio. Builders, developers and realtors have complained that local zoning is acting as a deterrent to housing development in Ohio and adding unnecessary cost to the development process. There have been complaints about township zoning and a call for removing local zoning authority from townships and replacing it with a statewide zoning code and giving the state or county zoning authority over townships. The OTA spoke in opposition to this, and several members of CLOUT were present to add our support in opposition.
The committee will now begin a series of traveling hearings around the state to gather more testimony and insight.
- We are working with our IT services provider to determine needs and associated costs for necessary upgrades to our IT system.
- Attended a joint meeting with officials from the City of Bellbrook to discuss sharing of fire services to stabilize departmental costs and staffing for both departments. The Chiefs are working on options and will provide more information before the end of the year.

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 September 12, 2023 to September 29, 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:

- **September 28, 2023 BZA Meeting: Follow-up**
 - **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.
 - **The BZA approved the request as submitted by the applicants.**
 - **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.
 - **The BZA approved the request as submitted by the applicant.**

Zoning Commission Activities:

- **October 3, 2023 Zoning Commission Meeting**
 - **BZC03-2023:** Doyle Hughes Development, LLC is requesting a map amendment to the Sugar Creek 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 meeting with School District regarding the Feedwire Farm development proposal on September 12, 2023
- Attended meeting with Tech Advisors to discuss IT planning on September 12, 2023
- Attended preapplication meeting with Greene County regarding the Feedwire Farm development proposal on September 13, 2023
- Attended meeting to discuss Fire Department operations and opportunities to increase cooperation with Bellbrook on September 14, 2023
- Attended ribbon cutting at Popeyes on September 18, 2023
- Attended meeting with the Police Department on September 18, 2023
- Attended meeting to discuss Fire Department operations with the City of Bellbrook on September 18, 2023
- Attended RPCC Executive Committee Meeting on September 19, 2023
- Met with Zoning Commission member on September 19, 2023 to answer questions about the Feedwire Farm development proposal
- Met with resident to discuss violation abatement on September 21, 2023
- Met with resident to discuss violation abatement on September 26, 2023
- Met with contractor to discuss deck construction on September 27, 2023
- Met with business to discuss opportunities for resident engagement on September 28, 2023
- Attended Greene County Commissioners' Meeting on September 28, 2023
- Call with resident to discuss variance request on September 29, 2023



Sugarcreek Township Trustees Report For October 2nd, 2023

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 10.02.2023 to keep the Board of Trustees informed of their Fire Department. If further information is needed, please contact Chief Buffenbarger at 937-848-7344.

Trainings: (Note: Trainings are conducted via Zoom between fire stations whenever possible)

- Hose Testing
- Blue Card Command 3-Day Certification Simulations
- CPR Refresher
- Water Supply (Rural Hitch)
- Stryker battery powered stair chairs

Statistics:

2023 Totals Year to Date

Report current as of 09.27.2023

- | | |
|--------------------------------------|--------------------------------|
| • EMS Responses: 686 (73.9%) | 105 MVC's (11.3%) |
| • <u>Fire Responses: 242 (26.1%)</u> | |
| 928 | 82 calls to Cornerstone (8.8%) |

Mutual Aid Given (number of incidents)

- Fire = 62
- EMS = 25
- (29-Spring Valley, 30-Bellbrook, 10-Washington Twp, 8-Beavercreek Twp, 4-Wayne Twp, 3-Kettering, 2-Xenia)

Mutual Aid Received (number of incidents)

- Fire = 27
- EMS = 24
- (19-Washington Twp, 16-Bellbrook, 8-Spring Valley, 7-Beavercreek, 4-Wayne Twp, 3-Kettering, 2-Xenia)

Information:

- Viking Heating and Air serviced and repaired HVAC units
- Meeting with Enterprise Fleet Maintenance to discuss vehicle needs
- Sprinkler and alarm testing continue at The Reserves and Sugar Point
- Interview scheduled for part-time applicant Lexi Taylor FF2/EMT-B
- Received 200 feet of Key Combat Ready low pressure attack hose for trial
- Backing assist lines painted on Station 71 front apron

Status of Issues the Fire Department is Addressing:

- Medic 71 MDT (dispatch computer in cab) is out of service and needs replaced
- 12 sections of 2.5-inch attack/supply hose failed annual hose testing
- 8 sections of 1.75-inch attack hose failed annual hose testing
- Broken base plate on L72 rescue air bag system is being replaced under warranty

Fire Department Scheduled Events Attended:

- Fire Safety Meet &Greet @ Lowes
- Provided fire extinguisher training for Costco employees
- Lucas Brothers Fall Festival
- Bellbrook Community Day
- Chief Buffenbarger attended Regional Hazmat Advisory Board meeting
- Popeyes ribbon cutting ceremony
- Chief Buffenbarger attended Greene County EMA eclipse planning meeting
- Bellbrook Fire and Sugarcreek Fire discussion

Fiscal:

As of September 30 th ,2023	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,370,852.27	\$278,355.26	\$2,258,732.38	\$859,178.74	66.506%
EMS	\$198,120.00	\$30,965.79	\$138,286.81	\$31,164.17	69.000%
Cell Tower Fund	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.000%
Department Total	\$3,592,972.27	\$309,321.05	\$2,397,019.19	\$914,342.91	66.204%

Projected Capital Needs:

- Replace ATV-71 \$39,900
- Bay Doors Station 71 \$15,000
- Bay Doors Station 72 \$25,000
- New Fire Hose \$23,000
- Training Prop \$30,000
- Replace Staff Cars \$125,000
- Fire Marshal Vehicle \$65,000
- Hose Testing Machine \$5,000
- Thermal Imaging Camera \$7,000
- MDT(Computer) for M71 \$3,500
- MDT for Fire Marshal \$3,500

Respectfully Submitted,

Doug Buffenbarger
Fire Chief

4398 Clys Road | Sugarcreek, Ohio 45305
(P) 937.848.7344 | (F) 937.848.5188
www.SugarcreekOH.US



Michael A. Brown
Chief of Police

Trustee Report October 2, 2023

Training

- On October 1st, Officer Craig Black attended the Active Shooter Basic given by Ed Monk to improve and assess the basics and skills for an active shooter.
- On October 30th, Officer Josua Lacy and Officer Adam Klark will be attending the AXON Taser Instructor Class.
- No other classes for October.

Fiscal

Budget 2023 (Final Appropriation)	\$3,071,100.00
Expenditures as of September 30, 2023	\$2,130,222.35
% of Budget Used	68%
% of Budget Year Target for the end of September	74.7%
% of Budget Remaining	32%
Cash Balance as of September 30, 2023	\$1,460,172.95

EVENTS/APPEARANCES

- On September 14th, Chief Brown attended the Ministerial Luncheon.
- On September 15th, Chief Brown attended the BSCSC Meeting.
- On September 18th, Chief Brown attended the Popeyes Ribbon Cutting.
- On September 19th, Chief Brown attended the Citywide Eclipse Meeting.
- On September 21st, Chief Brown attended the Greene County Chief's Luncheon.
- On September 28th, Chief Brown attended a meeting with Oak Creek residents regarding neighborhood safety.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "MA Brown".

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

September 1, 2023

- Business and house checks
- Crash report on Upper Bellbrook Road
- Welfare check on Brookdale Lane
- Crash report on Wagner Road

September 2, 2023

- Traffic stops
- Criminal damaging on Wilmington Pike
- Theft arrest on Wilmington Pike
- Disturbance reported on Stewart Road

September 3, 2023

- Theft arrest on Wilmington Pike
- Domestic dispute on Waynesville Road
- Crash report on Brookdale Lane
- Bike patrol

September 4, 2023

- Theft report on Feedwire Road
- Welfare check on Coffeat Drive
- Theft arrest on Wilmington Pike
- Community policing

September 5, 2023

- Nothing to Report

September 6, 2023

- Intoxicated subject on Wilmington Pike
- Protection order violation on Wilmington Pike
- Theft arrest on Wilmington Pike
- Crash report on Ciy Road
- An animal complaint on Elm Tree Road

September 7, 2023

- Nothing to Report

September 8, 2023

- Domestic violence reported on Wilmington Pike
- Crash report on McBee Road
- Traffic stops

September 9, 2023

- An animal complaint on Stewart Road
- Community policing
- Residential alarm on Stutsman Road
- Crash report on Wilmington Pike

September 10, 2023

- Business and house checks
- Community policing
- Crash report on Wilmington-Dayton Road
- Crash report on Feedwire Road
- Peace officer needed on Waynesville Road

September 11, 2023

- Traffic stops
- Criminal damaging on Ferry Road
- Theft arrest on Wilmington Pike

September 12, 2023

- Crash on Wilmington-Dayton Road
- Noise complaint on Pine Court

September 13, 2023

- Warrant served in Surrey Trail
- Crash report on Wilmington Pike
- Community policing

September 14, 2023

- Nothing to Report

September 15, 2023

- Suspicious person on Ferry Road
- Harassment charges on Benton Drive
- Neighbor problems on Waynesville Road

September 16, 2023

- Crash report on Wilmington Pike
- Traffic stops
- Noise complaint on Upper Bellbrook Road

September 17, 2023

- Theft report on Oak Creek Drive
- Crash report on Wilmington Pike
- Community policing

September 18, 2023

- Nothing to Report

September 19, 2023

- Theft arrest on Wilmington Pike
- Criminal damaging on Surrey Trail

September 20, 2023

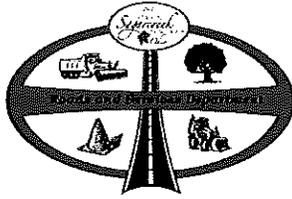
- Theft report on N. Lakeman Drive
- Theft arrest on Wilmington Pike
- Traffic stops

September 21, 2023

- Crash report on Wilmington-Dayton Road
- Welfare check on Gerbera Lane

September 22, 2023

- Crash report on Wilmington-Dayton Road
- Theft report on Feedwire Road
- Juvenile complaint on Carpenter Road



**Staff Report for
Sugar Creek Township Trustees
August 21, 2023**

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

Calls for Service:

- There were no calls for service in this time period

Accomplishments:

- Milled areas of parking/drive 2090 Ferry Rd
- Installed new Township marker Darst Road
- Patched potholes-Sugarcreek Dr, Winding Brook
- Mowed Plaza area, walk path, Veterans Memorial
- Sprayed for weeds-Public Safety Building
- Trimmed and removed limbs and brush-numerous areas in TWP
- Crack sealed numerous roads in TWP
- Changed radar batteries(X2)
- Roadside mowing cycle-Twp roads
- Proof roll(X2)- Magnolia Meadows
- Dura Patched numerous TWP roadside berms and roads
- Removed trees and brush around pond-725
- Delivered Advisory letters-Eric's Place pre paving
- Eric's Place paving by Jourgensen Paving
- Worked on shooting range-added dirt and reshaped
- Repaired curb-Nature Ct
- Removed numerous dead animals on several roadways
- Removed fence, cut down trees/shrubs-Spring Valley Alpha
- Removed berm box from 701, prepped trucks and loader for undercoating

Respectfully,

Dale Owens
Director of Roads and Services



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- 12. Trustee/Staff Discussion**
- 13. Adjourn**

Payment Listing

9/11/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1661-2023	09/11/2023	09/11/2023	CH	BUREAU OF WORKERS' COMPENSATION	\$4,333.77	O
				Purpose: MONTHLY PAYMENT		
1754-2023	09/19/2023	09/19/2023	CH	HUNTINGTON NATIONAL BANK	\$150.36	O
				Purpose: MISC PURCHASES		
91396	09/11/2023	09/11/2023	AW	JEFFERSON HEALTH PLAN	\$66,508.82	O
				Purpose: AUGUST HEALTH INS		
91397	09/11/2023	09/11/2023	AW	GREENE COUNTY SANITARY ENGINEER	\$546.30	O
				Purpose: WATER AND SEWER		
91398	09/11/2023	09/11/2023	AW	OTARMA SERVICE CENTER	\$361.00	V
				Purpose: ADD JIM MARTIN PROPERTY		
91398	09/12/2023	09/12/2023	AW	OTARMA SERVICE CENTER	-\$361.00	V
91399	09/11/2023	09/11/2023	AW	CHARTER COMMUNICATIONS	\$220.49	O
				Purpose: CABLE TV		
91400	09/11/2023	09/11/2023	AW	MUNICIPAL EMERGENCY SERVICES	\$219.00	O
				Purpose: REPLACE O2 SENSOR		
91401	09/11/2023	09/11/2023	AW	BREATHING AIR SYSTEMS	\$1,531.08	O
				Purpose: COMPRESSOR MAINT		
91402	09/11/2023	09/11/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$146.00	O
				Purpose: DRUG TESTING/PHYSICAL		
91403	09/11/2023	09/11/2023	AW	CENTERPOINT ENERGY	\$141.24	O
				Purpose: NATURAL GAS		
91404	09/11/2023	09/11/2023	AW	TROPHY SPORTS CENTER	\$504.00	O
				Purpose: WORK T-SHIRTS		
91405	09/11/2023	09/11/2023	AW	TECH ADVISORS	\$5,849.00	O
				Purpose: MONTHLY FEES		
91406	09/11/2023	09/11/2023	AW	US BANK EQUIPMENT FINANCE	\$1,046.49	O
				Purpose: COPIER FEES		
91407	09/11/2023	09/11/2023	AW	CHUCK'S BODY SHOP	\$199.56	O
				Purpose: 2015 TAHOE		
91408	09/11/2023	09/11/2023	AW	MEYERS PRINTING & DESIGN, INC.	\$54.89	O
				Purpose: BUSINESS CARDS		
91409	09/11/2023	09/11/2023	AW	CENTER FOR RESILIENCE & WELLNES	\$600.00	O
				Purpose: EMPLOYMENT EVAL		
91410	09/11/2023	09/11/2023	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$112.70	O
				Purpose: SEARCHES		
91411	09/11/2023	09/11/2023	AW	PRO ONCALL TECHNOLOGIES	\$70.00	O
				Purpose: REMOTE PROGRAMMING		
91413	09/11/2023	09/11/2023	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$647.89	O
				Purpose: VISION INS		
91417	09/11/2023	09/11/2023	AW	STANDARD INSURANCE COMPANY	\$804.31	O
				Purpose: LIFE INS JUNE-AUG		
91418	09/12/2023	09/12/2023	AW	AES OHIO	\$429.57	O
				Purpose: ELECTRIC		
91419	09/12/2023	09/12/2023	AW	BATTERIES PLUS	\$145.10	O
				Purpose: BATTERIES		
91420	09/12/2023	09/12/2023	AW	SPECTRUM	\$8.09	O

Payment Listing

9/11/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: CABLE		
91421	09/12/2023	09/12/2023	AW	CHARTER COMMUNICATIONS	\$851.74	O
				Purpose: SPECTRUM CONTRACTS		
91422	09/12/2023	09/12/2023	AW	PRO ONCALL TECHNOLOGIES	\$540.74	O
				Purpose: PHONE REPAIR		
91423	09/12/2023	09/12/2023	AW	DnD UNIFORMS, INC.	\$998.45	O
				Purpose: UNIFORMS		
91424	09/12/2023	09/12/2023	AW	BERAN CUSTOM WOODWORKING, LLC	\$30.00	O
				Purpose: ACCOUNTABILITY TAGS		
91425	09/12/2023	09/12/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$67.82	O
				Purpose: SUPPLIES		
91426	09/12/2023	09/12/2023	AW	MUFFLER BROTHERS	\$390.50	O
				Purpose: CAR 110		
91427	09/12/2023	09/12/2023	AW	DUNCAN OIL COMPANY	\$1,831.74	O
				Purpose: FUEL		
91428	09/12/2023	09/12/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$292.00	O
				Purpose: DRUG TESTING/PHYSICALS		
91429	09/12/2023	09/12/2023	AW	RUMPKE CONSOLIDATED	\$199.84	O
				Purpose: TRASH REMOVAL		
91430	09/12/2023	09/12/2023	AW	AIRGAS USA, LLC	\$39.77	O
				Purpose: OXYGEN		
91431	09/12/2023	09/12/2023	AW	AES OHIO	\$1,468.33	O
				Purpose: ELECTRIC		
91432	09/12/2023	09/12/2023	AW	PRO ONCALL TECHNOLOGIES	\$221.45	O
				Purpose: MONTHLY TELEPHONE		
91433	09/12/2023	09/12/2023	AW	CHARTER COMMUNICATIONS	\$500.00	O
				Purpose: NETWORK FEES		
91434	09/12/2023	09/12/2023	AW	OTARMA SERVICE CENTER	\$83.00	O
				Purpose: JM PROPERTY		
91435	09/13/2023	09/13/2023	AW	Quality One Building & Remodeling	\$5,000.00	O
				Purpose: Martin Property Roof repairs		
91436	09/15/2023	09/15/2023	AW	Quality One Building & Remodeling	\$3,850.00	O
				Purpose: Roof repairs - Martin Property		
91437	09/18/2023	09/18/2023	AW	RUMPKE CONSOLIDATED	\$107.94	O
				Purpose: TRASH REMOVAL		
91438	09/18/2023	09/18/2023	AW	AES OHIO	\$112.11	O
				Purpose: ELECTRIC		
91439	09/18/2023	09/18/2023	AW	DnD UNIFORMS, INC.	\$132.00	O
				Purpose: BOOTS		
91440	09/18/2023	09/18/2023	AW	MICHAEL BROWN	\$60.00	O
				Purpose: CELL PHONE		
91441	09/18/2023	09/18/2023	AW	DOUG EVANS	\$40.00	O
				Purpose: CELL PHONE		
91442	09/18/2023	09/18/2023	AW	MARK WHITE	\$40.00	O
				Purpose: CELL PHONE		
91443	09/18/2023	09/18/2023	AW	Paul Guerrero	\$40.00	O

Payment Listing

9/11/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: CELL PHONE				
91444	09/18/2023	09/18/2023	AW	LESLEY STAYER	\$40.00	O
		Purpose: CELL PHONE				
91445	09/18/2023	09/18/2023	AW	TYLER MANTIA	\$40.00	O
		Purpose: CELL PHONE				
91446	09/18/2023	09/18/2023	AW	CRAIG BLACK	\$40.00	O
		Purpose: CELL PHONE				
91447	09/18/2023	09/18/2023	AW	BARRY TIFFANY	\$760.00	O
		Purpose: CELL PHONE AND CAR ALLOWANCE				
91448	09/18/2023	09/18/2023	AW	CARA TILFORD	\$460.00	O
		Purpose: CELL PHONE AND CAR ALLOWANCE				
91449	09/18/2023	09/18/2023	AW	CAROLYN L. DESTEFANI	\$40.00	O
		Purpose: CELL PHONE				
91450	09/18/2023	09/18/2023	AW	FRED CRAMER	\$40.00	O
		Purpose: CELL PHONE				
91451	09/18/2023	09/18/2023	AW	MARVIN MOELLER	\$40.00	O
		Purpose: CELL PHONE				
91452	09/18/2023	09/18/2023	AW	RICH DEMKO	\$40.00	O
		Purpose: CELL PHONE				
91453	09/18/2023	09/18/2023	AW	DALE OWENS	\$60.00	O
		Purpose: CELL PHONE				
91454	09/18/2023	09/18/2023	AW	RICHARD CIPRIANO	\$40.00	O
		Purpose: CELL PHONE				
91455	09/18/2023	09/18/2023	AW	JOSHUA DARNELL	\$40.00	O
		Purpose: CELL PHONE				
91456	09/18/2023	09/18/2023	AW	CHASE MORGAN	\$40.00	O
		Purpose: CELL PHONE				
91457	09/18/2023	09/18/2023	AW	TAYLOR STINSON	\$40.00	O
		Purpose: CELL PHONE				
91458	09/18/2023	09/18/2023	AW	IAN TAMPLIN	\$40.00	O
		Purpose: CELL PHONE				
91461	09/19/2023	09/19/2023	AW	BUGS-OR-US PEST CONTROL	\$225.00	O
		Purpose: PEST CONTROL				
91462	09/19/2023	09/19/2023	AW	VERIZON WIRELESS	\$570.27	O
		Purpose: MDTs				
91463	09/19/2023	09/19/2023	AW	STERICYCLE, INC.	\$795.75	O
		Purpose: DOCUMENT SHREDDING				
91464	09/19/2023	09/19/2023	AW	TRU - LINE PARKING LOT SERVICES LLC	\$400.00	O
		Purpose: STA 71 PARKING LOT STRIPING				
91468	09/19/2023	09/19/2023	AW	DENTAL CARE PLUS, INC.	\$5,906.43	O
		Purpose: AUG-OCT DENTAL INS				
91469	09/19/2023	09/19/2023	AW	DUNCAN OIL COMPANY	\$1,210.78	O
		Purpose: FUEL				
91470	09/19/2023	09/19/2023	AW	DnD UNIFORMS, INC.	\$116.00	O
		Purpose: SHIRTS				
91471	09/19/2023	09/19/2023	AW	CHARTER COMMUNICATIONS	\$719.81	O

Payment Listing

9/11/2023 to 9/30/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: ENTERPRISE SERVICES				
91472	09/19/2023	09/19/2023	AW	POLLACK LAW, LLC	\$892.50	O
		Purpose: LEGAL FEES				
91473	09/19/2023	09/19/2023	AW	PHOENIX SAFETY OUTFITTERS	\$239.90	O
		Purpose: UNIFORMS				
91474	09/19/2023	09/19/2023	AW	BEAVERCREEK TOWNSHIP FIRE DEPT.	\$2,400.00	O
		Purpose: BLUE CARD TRAINING				
91475	09/19/2023	09/19/2023	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
		Purpose: ENERGY CONTRACT				
91477	09/25/2023	09/25/2023	AW	STRYKER SALES CORPORATION	\$49,785.42	O
		Purpose: STAIR CHAIRS				
91478	09/25/2023	09/25/2023	AW	GRANDMA'S GARDENS	\$1,423.90	O
		Purpose: MULCH - JOYCE GILMORE				
91479	09/25/2023	09/25/2023	AW	DUNCAN OIL COMPANY	\$1,363.98	O
		Purpose: FUEL				
91480	09/25/2023	09/25/2023	AW	DnD UNIFORMS, INC.	\$215.00	O
		Purpose: UNIFORMS				
91481	09/25/2023	09/25/2023	AW	A. E. DAVID COMPANY	\$24.95	O
		Purpose: NAMEPLATE				
91482	09/25/2023	09/25/2023	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$1,966.32	O
		Purpose: E-71 REPAIRS				
91483	09/25/2023	09/25/2023	AW	PHOENIX SAFETY OUTFITTERS	\$62.37	O
		Purpose: UNIFORMS				
91484	09/25/2023	09/25/2023	AW	VIKING HEATING	\$1,116.00	O
		Purpose: FALL MAINTENANCE				
91485	09/25/2023	09/25/2023	AW	AT&T MOBILITY	\$671.20	O
		Purpose: CELL PHONES - FIRE				
91486	09/25/2023	09/25/2023	AW	EVOLUTION CREATIVE SOLUTIONS	\$252.82	O
		Purpose: ENVELOPES				
Total Payments:					\$174,243.50	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$174,243.50	

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, October 2nd, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. River Kleeners**
- 5. Community Support Center – Introduction and Update by Director, Katie Ly**
- 6. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 7. Public Comments - Limited to five minutes per person. Agenda related business only. (Time cannot be yielded to another person.)**
- 8. Old Business**
- 9. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes**
 - C. 2023 Annual Report of Township Roads - 2023.10.02.01
 - D. Resignation of Fire Department Staff – Alex Kosa - 2023.10.02.02
 - E. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.10.02.03
- 10. Discussion Agenda Items**
- 11. Public Comments - Limited to five minutes per person. Township related business only. (Time cannot be yielded to another person.)**
- 12. Trustee/Staff Discussion**
- 13. Adjourn**

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on September 11, 2023, at 7:00PM.

1) Mrs. Destefani called the session to order at 7:16pm.

2) Mr. Demko called the roll with the board members, Mr. Moeller, Mr. Cramer, Mrs. Destefani in attendance. Also in attendance, Barry Tiffany, Cara Tilford, Donna Hellmann, and Kevin Price.

3) all in attendance stood for the Pledge of Allegiance.

4) Public Hearing

5) Reports

A. Administrator

Mr. Tiffany had nothing to add.

Mrs. Destefani inquired about the incentives for residential housing.

Mr. Tiffany discussed the meeting's concerns regarding the builder and developers' request for tax incentives due to rising materials and development costs.

B. Zoning

Mrs. Tilford had nothing to add.

C. Fiscal Officer

Mr. Demko stated the current interest rate stands at 4.8 % which can continue to influence the excess cash opportunities if it is maintained or increased.

Mr. Cramer asked what dollar increment change would we expect to see for a 12-month period and the effect?

Mr. Demko stated if a 4-million-dollar balance can be maintained it would come to \$892,000 for the year.

D. Fire

Chief Buffenbarger reported the three battery powered stair chairs had been delivered.

Mr. Moeller addressed his concerns on the Greene County Dispatch Center's performance to improve our services.

E. Police

Chief Brown had nothing to add.

F. Roads and Services

Mr. Owens stated Eric's Place off Clyo is the next spot to be paved.

G. Information and Technology

Mr. Tiffany has the Tech Advisors meeting for the 12th to discuss the changes with Windows products that will become mandatory this year.

H. Trustees

Mr. Moeller expressed the need to use the excess money in the general fund that could be distributed to the needs and projects within the different departments.

Mrs. Destefani asked Mr. Demko about the rules and flexibility of taking money from the general funds.

Mr. Demko stated the flexibility of the general fund, that could make the suggestions Mr. Moeller made possible.

Mr. Tiffany stated after this year Microsoft no longer supports the current systems that are currently being used for the Township. An upgrade will be necessary.

Mr. Cramer asked if the Police department had anything to share.

Chief Brown stated the tasers are currently outdated and contacted a company to receive a quote. The total came out to just under \$35,000.

Chief Brown reported that he was told by Motorola about the body cams bought back in 2019 are no longer in production or able to be repaired.

Mr. Cramer stated that the departments would take the time to figure out what the priorities are and then proceed with the general funds.

Mr. Cramer reported the activities coming up in the month of September.

Mrs. Destefani brought up rescheduling the Veterans memorial groundbreaking ceremony asap while the weather was still nice.

Mrs. Destefani reported the Greene County Regional planning official planning training starts on the 13th of September at 6pm.

Mrs. Destefani stated the closing of the two parcels on the Martin property on August 25th, 2023 was complete with 14 acres having gone to Jodi Puterbaugh and the rest to Sher Farms.

Mrs. Destefani mentioned the 50th anniversary celebration for the paved trails in the community on September 29th at 1pm.

5. Public Comments

None.

6. Old Business

None.

7. Consent Agenda Items

A. Payment of Bills

B. Minutes

C. Appointment of Police Officer - Jason Robison - 2023.09.11.01

**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.

D. Reclassification of Fire Department Staff - Kaitlyn Holbrook - 2023.09.11.02

**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 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 Kaitlyn Holbrook from Part-time EMS Only to Part-time Firefighter/EMT, 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 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.

E. Appointment of Fire Department Staff - Tyler Adams and James Plummer - 2023.09.11.03

**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.

F. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.09.11.04

**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

Mr. Tiffany stated the amendment modifies the Fire portion that the Fire Union collaborated to change.

Mrs. Tilford clarified the change in the policy is for the workers who work 24hr-48 shifts to have more opportunities for outside employment.

Mr. Moeller commented his concerns on the matter the Firefighters work-life balance.

Mrs. Destefani expressed positive comments on the change to help the Fire Department.

Mr. Cramer Agreed on the change.

Chief Buffenbarger noted the positives of the policy change.

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.

G. Increase Appropriations - Fire Department - 2023.09.11.05

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.

H. Transfer of Appropriations - Fire Department - 2023.09.11.06

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 Sugarcreek Township, Ohio.

I. Proclamation - October is Domestic Violence Awareness Month

**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 Sugarcreek 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 Sugarcreek Township residents to work toward the elimination of interpersonal violence.

Mrs. Destefani made a motion to accept the consent agenda items

Mr. Moeller seconded.

Vote as follows:

Mr. Cramer, yes

Mr. Moeller, Yes

Mrs. Destefani, Yes

8. Agenda Items

None.

10. Public Comments

Donna Hellmann, 3981 Windy Bluff CT. Mrs. Hellmann stated her thoughts on the Camera for the next meeting.

Kevin Price 3249 Spillway CT. Mr. Price stated his thoughts and concerns related to the Jim Martin Property, specifically the ceiling concerns and excess money from Jim Martin.

Mrs. Destefani stated the issue that was discussed the ceiling repair had been discussed with Jodi and Dale right before the sale.

Mrs. Destefani stated the ceiling issue proceeded to get worse which resulted in parts falling in the master bedroom during the time of Mr. Martins passing until the property was sold.

Mr. Tiffany mentioned at the closing, Jodi contacted a roofing company to receive an estimate and Jim Martin was, in Jodi's words, mad at the suggestion.

Mr. Tiffany stated the roof was never repaired while Jim Martin was alive.

Mr. Tiffany confirmed that the trustees would work with Jodi to cover the cost up to \$10,000 of the roof replacement and repairs inside.

Mr. Tiffany stated Mr. Demko would reach out to Jodi to discuss the status on the Statue.

Mr. Tiffany noted there was a transaction before Jim died. There was an attempt to move \$25,000 from his bank account to another family member's bank account until the bank specifically stopped the transfer.

Mrs. Destefani made a motion to designate up to \$10,000 to be paid directly to the contractor to repair the roof of the Martin Property. Mr. Cramer Seconded.

Vote as follows:

Mr. Moeller, No
Mr. Cramer, Yes
Destefani, Yes.

10. Trustee/Staff Discussion

None.

11. Adjourn

Mrs. Destefani makes the motion to adjourn
Mr. Moeller seconded.

Vote as follows:

Mr. Cramer, Yes
Mr. Moeller, Yes
Mrs. Destefani, Yes



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, October 2nd, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. River Kleeners**
- 5. Community Support Center – Introduction and Update by Director, Katie Ly**
- 6. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 7. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 8. Old Business**
- 9. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. 2023 Annual Report of Township Roads - 2023.10.02.01
 - D. Resignation of Fire Department Staff – Alex Kosa - 2023.10.02.02
 - E. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.10.02.03
- 10. Discussion Agenda Items**
- 11. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 12. Trustee/Staff Discussion**
- 13. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.10.02.01**

IN RE: 2023 Annual Report of Township Roadways

WHEREAS, the Board of Trustees has received the Annual Township Road Inventory Report from the Greene County Engineer; and,

WHEREAS, this Report has been reviewed by the Director of Roads and Services, Dale Owens, and the Township Administrator, Barry P. Tiffany, and found to be accurate as presented; and,

WHEREAS, this Report indicates the road names, length in miles, their condition as well as work completed the past twelve (12) months,

NOW THEREFORE, BE IT RESOLVED, that this Report, as presented and reviewed, is accepted by this Board of Township Trustees.

FURTHER BE IT RESOLVED, a signed copy shall be returned to the Greene County Engineer.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer

SUGARCREEK TOWNSHIP TRUSTEES

ANNUAL REPORT OF TOWNSHIP ROADS FOR 2023

	NAME OF ROAD	ROAD NO.	MILES	CONDITION	REMARKS	COST ^{Total} LABOR	ESTIMATE MATERIALS
1	AARON DRIVE	1983	0.061	Fair			
2	ACORN AVENUE	2275	0.117	Excellent			
3	ADAMS PLACE	2113	0.047	Excellent			
4	AFTON PATH	2005	0.100	Excellent			
5	ALEX COURT	2070	0.078	Excellent			
6	ALEX TRAIL	2069	0.084	Excellent			
7	AMBERWOOD COURT	2059	0.049	Good			
8	ARAHGE TRAIL <i>APACHE Trail</i>	2022	0.110	Good			
9	ARBORS DRIVE	2278	0.085	Good			
10	ARWA DRIVE	2155	0.163	Fair			
11	AVONLEY COURT	2060	0.028	Good			
12	BAILEY'S TRAIL	2156	0.207	Good -			
13	BAYBERRY COVE DRIVE	1926	0.057	Excellent	Paved 2022	\$9,897.97	
14	BEECH HILL DRIVE	1371	0.276	Good			
15	BELFAST DRIVE	2035	0.271	Good			
16	BERRY HILL ROAD	1142	0.197	Good			
17	BROWN ROAD	257	0.579	Excellent			
18	BROWN ROAD	257A	0.007	Pass			
19	BUGLE BLUFF DRIVE	2197	0.188	Good			
20	CARPENTER ROAD	23	1.788	Good			
21	CATALPA VIEW WAY	2277	0.286	Excellent			
22	CEDAR RIDGE DRIVE	1992	0.433	Good -			

SUGARCREEK TOWNSHIP TRUSTEES

ANNUAL REPORT OF TOWNSHIP ROADS FOR 2023

	NAME OF ROAD	ROAD NO.	MILES	CONDITION	REMARKS	COST LABOR	ESTIMATE MATERIALS
23	CENTER CREEK CIRCLE	2054	0.306	Good			
24	CENTER POINT DRIVE	2056	0.215	Good			
25	CHEATHAM WAY	2090	0.343	Good			
26	CHESTNUT COURT	2282	0.104	Excellent			
27	CLEARBROOK DRIVE	1986	0.556	Poor			
28	CLIFFSIDE COURT	1987	0.044	Fair			
29	CLYO ROAD	258	0.876	Good			
30	COFFEAT COURT	2099	0.039	Excellent			
31	COFFEAT DRIVE	2098	0.098	Excellent			
32	CONFERENCE ROAD	34	1.000	Good			
33	CONIFER DRIVE	2251	0.965	Excellent			
34	COTTINGWOOD COURT	2091	0.051	Fair			
35	COUNTRY WOOD DRIVE	2042	0.434	Good			
36	CREEKBLUFF COURT	2179	0.025	Good			
37	CREEKWAY TRAIL	2079	0.076	Good			
38	CYPRESS POINT DRIVE	2281	0.157	Good			
39	DARST ROAD	41	0.183	Good			
40	DEERBLUFF DRIVE	2100	0.157	Good			
41	EAGLE STONE COURT	1975	0.034	Good			
42	EAGLE STONE DRIVE	1974	0.108	Good			
43	EAST BRIGGS ROAD	2028	0.365	Excellent	Paved 2022	\$64,683.06	
44	EAST SALINAS CIRCLE	2122	0.437	Excellent			

SUGARCREEK TOWNSHIP TRUSTEES

ANNUAL REPORT OF TOWNSHIP ROADS FOR 2023

	NAME OF ROAD	ROAD NO.	MILES	CONDITION	REMARKS	COST LABOR	ESTIMATE MATERIALS
45	EDELWEISS DRIVE	1913	0.196	Excellent			
46	EDEN MEADOWS WAY	2043	0.328	Good			
47	ERICA COURT	1984	0.073	Fair			
48	ERICA COURT	1984A	0.017	Fair			
49	ERICKMAN LANE	1742	0.517	Fair			
50	FAUBER ROAD	103	0.748	Fair			
51	FEATHER HEIGHTS COURT	1982	0.068	Fair			
52	FERNWOOD COURT	2044	0.094	Good			
53	FERRY ROAD	50	3.773	Good/Fair	Ferry N Fair Ferry S Good		
54	FOX RUN DRIVE	2010	0.029	Good			
55	FOX TRAIL	2008	0.290	Good			
56	GALWAY COURT	2036	0.020	Good			
57	GERHARDT CIRCLE	1429	0.264	Good			
58	GLENWOOD WAY	2078	0.146	Good			
59	GLORY COURT	2184	0.040	Fair			
60	GLORY DRIVE	2185	0.341	Fair			
61	GRAF MILL ROAD	89A	0.331	Fair			
62	GRAND OAK TRAIL	2047	0.127	Good			
63	HAINES ROAD	61	0.422	Fair			
64	HERITAGE TRACE COURT	2081	0.052	Good			
65	HERITAGE TRACE DRIVE	2061	0.495	Poor			
66	HERITAGE TRACE DRIVE, WEST	2080	0.104	Good			

SUGARCREEK TOWNSHIP TRUSTEES

ANNUAL REPORT OF TOWNSHIP ROADS FOR 2023

	NAME OF ROAD	ROAD NO.	MILES	CONDITION	REMARKS	COST LABOR	ESTIMATE MATERIALS
67	KABLE'S MILL	2063	0.357	Good			
68	KATERINA COURT	2062	0.069	Fair			
69	KELSEY'S COURT	2074	0.024	Excellent			
70	KELSEY'S WAY	2073	0.163	Excellent			
71	KILKENNY COURT	2037	0.157	Good			
72	KILLIAN COURT	2038	0.068	Good			
73	LAC LAMEN DRIVE	1915	0.152	Excellent			
74	LAND DRIVE	1916	0.078	Fair			
75	LANTERN GLOW COURT	2174	0.031	Fair			
76	LIMERICK LANE	2039	0.092	Good			
77	LITTLE MIAMI DRIVE	2052	0.675	Fair			
78	LITTLE MIAMI DRIVE	2052A	0.029	Fair			
79	LITTLE SUGARCREEK ROAD	98	2.397	Excellent/Good	paved city limit to Murphy's crossing - Timberly	2022 \$128,866	
80	MANTELL COURT	2040	0.094	Good			
81	MARSHFIELD ROAD	1143	0.156	Good			
82	MCBEE ROAD	101	1.754	Fair -			
83	McCLELLAN ROAD	102	0.045	Excellent			
84	MEMORIAL DRIVE	2154	0.478	Fair			
85	MIDDLE RUN ROAD	109	2.268	Good			
86	MONA CIRCLE	2094	0.078	Good			
87	MURPHY'S CROSSING	2033	0.239	Excellent			
88	MUZZETTE DRIVE	2175	0.058	Good			

SUGARCREEK TOWNSHIP TRUSTEES

ANNUAL REPORT OF TOWNSHIP ROADS FOR 2023

	NAME OF ROAD	ROAD NO.	MILES	CONDITION	REMARKS	COST LABOR	ESTIMATE MATERIALS
89	NAPA VALLEY DRIVE	2051	0.172	Good			
90	NATURE COURT	1989	0.112	Fair			
91	NORTH CHURCH COURT	2177	0.156	Good			
92	NORTH CHURCH DRIVE	2178	0.134	Good			
93	NORTH CREEK CIRCLE	2068	0.167	Good			
94	NORTH LAKEMAN AVENUE	1923	0.352	Fair			
95	NORTH POINT COURT	1991	0.136	Good			
96	OAK CREEK DRIVE	2274	0.740	Excellent			
97	OLEVA DRIVE	1921	0.223	Fair			
98	PAJARO COURT	2159	0.028	Excellent			
99	PANAMA PLACE	2034	0.038	Excellent			
100	PARK TERRACE	2218	0.223	Good			
101	PAXON COURT	2101	0.028	Good			
102	PAXON DRIVE	2183	0.425	Good			
103	PEWTER COURT	2198	0.147	Fair			
104	PINE BROOK COURT	2029	0.094	Excellent			
105	PINE COURT	514	0.109	Fair			
106	PINE VIEW DRIVE	2224	0.379	Fair			
107	POSSUM RUN ROAD	128	0.201	Good			
108	POSSUM RUN CONNECTOR	128A	0.142	Good			
109	POSTON DRIVE	2009	0.034	Good			
110	PRAIRIE TRACE DRIVE	2250	0.086	Good			

SUGARCREEK TOWNSHIP TRUSTEES

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	NAME OF ROAD	ROAD NO.	MILES	CONDITION	REMARKS	COST LABOR	ESTIMATE MATERIALS
111	RACHEL COURT	2007	0.053	Fair			
112	RAVELLE COURT	2092	0.054	Fair			
113	RAVINIA DRIVE	2176	0.111	Good			
114	REGAL COURT	1988	0.049	Fair			
115	RHINE WAY	1957	0.086	Good			
116	RIDGEWAY ROAD	916	0.055	Excellent			
117	RISING SPRING COURT	1931	0.187	Excellent			
118	RIVER BLUFF DRIVE	2082	0.374	Good			
119	RIVER CREST COURT	2066	0.032	Good			
120	RIVER EDGE CIRCLE	2065	0.974	Fair			
121	RIVER END COURT	2213	0.032	Good			
122	RIVER HIGHLAND DRIVE	2083	0.107	Good			
123	RIVER RIDGE DRIVE	1990	0.930	Fair			
124	RIVERBEND COURT	2053	0.644	Good			
125	ROGER SCOTT DRIVE	2097	0.276	Good			
126	ROSCOMMON WAY	2041	0.035	Good			
127	ROSE LAKE COURT	2240	0.177	Good			
128	ROSE LAKE DRIVE	2064	0.228	Good			
129	ROYAL WOODS LANE	1498	0.112	Good			
130	SARAH'S WAY	2071	0.351	Excellent	Raved 2022	\$25,425.26	
131	SEARS ROAD	140	1.020	Fair			
132	SEEMA COURT	2095	0.026	Good			

SUGARCREEK TOWNSHIP TRUSTEES

ANNUAL REPORT OF TOWNSHIP ROADS FOR 2023

	NAME OF ROAD	ROAD NO.	MILES	CONDITION	REMARKS	COST LABOR	ESTIMATE MATERIALS
133	SEEMA DRIVE	2096	0.169	Good			
134	SETON HILL DRIVE	2115	0.985	Excellent	Paved 2022	\$165,257.78	
135	SETTLERS BAY COURT	2116	0.345	Good			
136	SHANNON COURT	2006	0.041	Fair			
137	SHEPHERD ROAD	142	0.645	Excellent			
138	SIEBER TRACE	2020	0.172	Good			
139	SIENNA COURT	591	0.029	Good			
140	SILVERADO DRIVE	2050	0.210	Excellent	Paved 2022	\$27,083.15	
141	SNYDER COURT	2072	0.057	Excellent			
142	SOARING HEIGHTS DRIVE	1981	0.442	Fair			
143	SONOMA COURT	2089	0.093	Good			
144	SOUTH CREEK CIRCLE	2055	0.108	Good			
145	SPAHR ROAD	153	0.736	Fair			
146	SPILLWAY COURT	2114	0.201	Fair			
147	SPILLWAY DRIVE	2118	0.072	Fair			
148	SPRING FALLS CIRCLE	2045	0.101	Excellent			
149	SPRING VALLEY-ALPHA ROAD	154	0.326	Fair			
150	SPRINGLAND CIRCLE	1932	0.151	Fair			
151	SPYGLASS LANE	2153	0.201	Good			
152	STAYLIT COURT	2236	0.042	Fair			
153	STATEHOUSE COURT	1925	0.192	Fair			
154	STEINBECK WAY	2158	0.032	Excellent			

SUGARCREEK TOWNSHIP TRUSTEES

ANNUAL REPORT OF TOWNSHIP ROADS FOR 2023

	NAME OF ROAD	ROAD NO.	MILES	CONDITION	REMARKS	COST LABOR	ESTIMATE MATERIALS
155	SUGARBROOK TRAIL	1985	0.104	Fair			
156	SUGARCREEK DRIVE	1924	0.098	Fair			
157	SUGARHILL LANE	1779	0.666	Poor			
158	SUGAR RIDGE BOULEVARD	2220	0.163	Good			
159	SUNSET CREEK COURT	2280	0.088	Excellent			
160	SURREY TRAIL	2030	0.321	Excellent	Paved 2022	\$51,208.09	
161	SYCAMORE COURT	1956	0.053	Excellent			
162	TALON RIDGE COURT	1973	0.063	Good			
163	TALON RIDGE DRIVE	1972	0.087	Good			
164	TANBARK TRAIL	2157	0.115	Good			
165	TIMBER TRAIL	2199	0.247	Good			
166	TIMBERLY DRIVE	1336	0.187	Good			
167	TIMBERWILDE DRIVE	2011	0.088	Fair			
168	TIMSHEL STREET	2112	0.264	Good			
169	TOLL GATE LANE	1927	0.187	Good			
170	TURKEY FOOT ROAD	86A	0.107	Good			
171	VALAIS COURT	1914	0.070	Excellent			
172	VIMARK LANE	1766	0.239	Good			
173	WAGNER HILL DRIVE	2093	0.128	Excellent	Paved 2022	\$19,824.83	
174	WALDEN WAY	1964	0.334	Fair			
175	WASHINGTON MILL ROAD	172	1.172	Good			
176	WAYSIDE DRIVE	2223	0.031	Excellent			

SUGARCREEK TOWNSHIP TRUSTEES

ANNUAL REPORT OF TOWNSHIP ROADS FOR 2023

NAME OF ROAD	ROAD NO.	MILES	CONDITION	REMARKS	COST LABOR	ESTIMATE MATERIALS
177	WEeping Willow Court	2279	0.077	Good		
178	West End Court	2067	0.095	Good		
179	West Salinas Circle	2111	0.393	Good		
180	Wild Ivy Way	2046	0.060	Good		
181	WillDWood Lane	1939	0.210	Fair		
182	Willow Creek Drive	2117	0.703	Excellent		
183	Winding Brook Way	2001	0.542	Fair		
184	Windy Bluff Court	1976	0.032	Good		
185	Winshire Terrace	1337	0.229	Good		
186	Woodland Ridge Court	2263 1337	0.382	Excellent		
GRAND TOTAL			52.645			

Pursuant to ORC 5571.13 the foregoing report has been spread

upon the Journal of the Sugarcreek Township Trustees by:

Resolution No. _____

Dated: _____

TRUSTEE _____

TRUSTEE _____

TRUSTEE _____

CLERK: _____

SUGARCREEK TOWNSHIP TRUSTEES

ANNUAL REPORT OF TOWNSHIP ROADS FOR 2023

NAME OF ROAD	ROAD NO.	MILES	CONDITION	REMARKS	COST LABOR	ESTIMATE MATERIALS
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STEPHANIE ANN GOFF, P.E., P.S.
GREENE COUNTY ENGINEER
615 DAYTON-XENIA ROAD
XENIA, OHIO 45385-2697

PHONE: 937/562-7500 FAX: 937/562-7510

E-Mail: engineering@greencountyohio.gov



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, October 2nd, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. River Kleeners**
- 5. Community Support Center – Introduction and Update by Director, Katie Ly**
- 6. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 7. Public Comments - Limited to five minutes per person. Agenda related business only.**
(Time cannot be yielded to another person.)
- 8. Old Business**
- 9. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. 2023 Annual Report of Township Roads - 2023.10.02.01
 - D. Resignation of Fire Department Staff – Alex Kosa - 2023.10.02.02
 - E. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.10.02.03
- 10. Discussion Agenda Items**
- 11. Public Comments - Limited to five minutes per person. Township related business only.**
(Time cannot be yielded to another person.)
- 12. Trustee/Staff Discussion**
- 13. Adjourn**



SUGARCREEK TOWNSHIP

RESOLUTION NO. 2023.10.02.02

IN RE: Resignation of Fire Department Staff – Alex Kosa

WHEREAS, Part-time Firefighter/EMT, Alex Kosa has indicated his desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Alex Kosa was hired as a member of the Sugar Creek Township Fire Department on August 30, 2019; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Alex Kosa.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the above-mentioned resignation effective September 26, 2023.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer

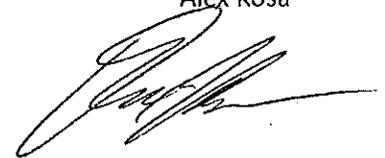
09/12/2023

Dear Chief Buffenbarger,

Please accept this letter as my 2 week notice of my formal resignation from the Sugarcreek Township Fire Department, I am grateful for the opportunity that Sugarcreek Township has given me throughout the time that I have been employed here, I have grown as an individual and a Firefighter throughout my time that I have been employed here and am grateful for each individual that has helped me along the way, if there is anything that I can do to ease my transition I will be more than happy to accommodate with it. I wish the Sugarcreek Township Fire Department all the best in their future endeavors.

Sincerely,

Alex Kosa

A handwritten signature in black ink, appearing to read 'Alex Kosa', written over a horizontal line.



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(Time cannot be yielded to another person.)
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- 13. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.10.02.03**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, this Sugarcreek Township Board of Trustees does hereby adopt the proposed amendments to the Sugarcreek Township Personnel Policies and Procedures Manual (copy hereto attached) effective October 02, 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 October 03, 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 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. **Except that Police Sergeants/Officers shall not work more than 16 hours in a 24 hour period, either consecutively or in increments of time exceeding the 16 hour time. This applies to on-duty time, overtime and off-duty employment. Police Sergeants/Officers must have an 8 hour break following the conclusion of working a 12-16 hour shift (includes on-duty time, overtime and off-duty employment). These guidelines shall not apply to mandatory court assignments for Police Sergeants and Officers or assignments declared by the Chief of Police to be an**

emergency. Further, 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 hours shifts.

2. The outside employment or business activities shall not in any way conflict with the objectives of the Township, impair the reputation of the Township, or abuse the Township's power and authority.

3. Clothing and/tools that identify the Township or has been provided to the employee by the Township shall not be worn or used while performing outside employment or engaging in outside business activities.

4. The Township Administrator or the Administrator's designee's decision to issue, revoke or deny a request for approval to engage in outside employment or business activities is final and cannot be appealed.

The Township reserves the right to revoke approval of outside employment or business activities without prior notice if the Township determines that revocation of approval is necessary.

Township approval for any and all continuous outside employment and/or business activities expires on June 1st of each year. Employees who desire to continue outside employment or business activities who have previously been approved by the Township must submit a new request for approval no later than May 15th of each year.

8.7.9 Use of Township Equipment

The use of Township equipment, uniforms, or supplies for personal business or private use is prohibited without prior permission of the Department Head, Township Administrator, and/or a majority of Board of Trustees. Violators are subject to disciplinary action. Such equipment includes, but is not limited to automobiles, trucks, cruisers, tools, uniforms, computers, and supplies. The facsimile (fax) machine is for the convenience of Township employees while conducting Township business. Its use is restricted to those occurrences benefiting the Township.

8.7.10 Use of Video, Recording Devices, Cellular Telephones, and/or Still Cameras by Township Employees in the Workplace

Township Owned Video, Recording Devices, Cellular Telephones, and/or Cameras at Work: Cellular telephones have become a valuable tool for Sugarcreek Township employees to enhance their productivity while working away from their offices. The purpose of this policy is to set guidelines for Township cell phone users in accordance with current IRS regulations. Township cell phone users must comply with this policy, any applicable user manuals, applicable department/division policies and any other directives or policies involving Township cell phones. Upon receipt of a Township-issued cell phone, an employee will receive a copy of this policy and acknowledge, in writing, receipt of said policy. Any infraction of this policy, including any action that has brought or may bring public embarrassment or discredit to the Township may subject the violator to disciplinary action up to and including termination and possible criminal prosecution. There will be no tolerance of any behavior such as the sending or attempted