



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, October 16th, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Cub Scouts – Pack 3 Arrow of Light Scouts**
- 5. Greene County Children Services – Issue 20 renewal**
- 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. Reappointment of Board of Zoning Commission Member-Denise Moore – 2023.10.16.01
 - D. Reappointment of Board of Zoning Appeals Member -Dan Haibach – 2023.10.16.02
 - E. Amend Year 2023 Permanent Appropriations – 2023.10.16.03
 - F. Appointment of Fire Department staff – Alexis Taylor – 2023.10.16.04
- 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



**Staff Report for the Sugarcreek Township Board of Trustees
October 2, 2023 to October 11, 2023**

The following is a snapshot of the activities and areas of responsibility for the Sugarcreek 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:

- **October 26, 2023 BZA Meeting**
 - **BZA14-2023:** Applicant, Christopher Michael LaFountain, is requesting a Variance from Section 4.14 C. 6 Table 4-6 of the Sugarcreek Township Zoning Resolution to allow for the construction of a pool in the side yard of the subject property. The subject property is 2484 Stewart Road, parcel L32000200300009700, owned by Christopher Michael LaFountain, and located in the A-1 (Agricultural) District.

Zoning Commission Activities:

- **October 3, 2023 Zoning Commission Meeting: Follow-up**
 - **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.
 - **The Zoning Commission tabled the applicant's request and set the next hearing date for November 8, 2023 at 7:00 p.m. at the Sugarcreek Township Administration Office.**

Meetings/Accomplishments:

- Attended meeting with ODOT and project sponsors to discuss the I-675/Wilmington Pike project on October 2, 2023
- Met with resident to discuss Feedwire Farm development proposal on October 3, 2023
- Phone conference with County Auditor and legal counsel to discuss correct transfer process on October 3, 2023
- Attended Zoning Commission Meeting on October 3, 2023
- Met with developer to discuss land in the township on October 5, 2023
- Working with Paycor on migration over to contracted payroll services
- Department Heads are working with Enterprise Fleet on their current fleet needs and evaluating options

Status of Issues the Fire Department is Addressing:

- Medic 71 MDT (dispatch computer in cab) ordered and awaiting shipment
- 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 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
- First Baptist Church of Kettering Fall Festival
- Home Depot Safety Program
- PSISN Board and Technical Committee

Fiscal:

As of October 9 th , 2023	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,370,852.27	\$274,820.44	\$2,332,598.96	\$788,846.98	68.681%
EMS	\$198,120.00	\$29,968.46	\$143,197.22	\$27,251.09	71.450%
Cell Tower Fund	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.000%
Department Total	\$3,592,972.27	\$304,788.90	\$2,475,796.18	\$840,098.07	68.379%

Projected Capital Needs:

- Replace ATV-71 \$39,900
- Bay Doors Station 71 \$15,000
- Bay Doors Station 72 \$25,000
- 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 for Fire Marshal \$3,500

Respectfully Submitted,

Doug Buffenbarger
Fire Chief



Michael A. Brown
Chief of Police

Trustee Report October 16, 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 16th, Officer Lacy attended the Shotgun Instructor class.
- On October 24th, Officer Lacy will be attending the Police Rifle-Carbine Instructor class.
- 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 October 9, 2023	\$2,191,943.17
% of Budget Used	70.5%
% of Budget Year Target for the end of October	83%
% of Budget Remaining	29.5%
Cash Balance as of October 9, 2023	\$1,400,612.54

EVENTS/APPEARANCES

- On October 4th, Chief Brown attended the PSISN Board Meeting.
- On October 5th, Detective Stayer and Detective Mantia attended the Prosecutors Seminar.
- On October 12th, Chief Brown attended the PSISN Tech Committee Meeting and the Ministerial Luncheon.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. A. Brown', written in a cursive style.

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

September 23, 2023

- Business and house checks
- Crash report on Wilmington Pike
- Request of an officer on Winding Brook Way
- Theft arrest on Wilmington Pike
- Welfare check on Cloy Road

September 24, 2023

- Traffic stops
- Theft report on Regal Court
- Bike patrol
- Theft report on Washington Mill Road
- Theft report on Cheatham Way

September 25, 2023

- Community policing
- Bike patrol
- Request of an officer on Creekbluff Court
- Criminal damaging on Wilmington Pike

September 26, 2023

- Suspicious person on Surrey Trail
- Theft report on Oak Creek Drive
- An animal complaint on Magnolia Drive
- Residential alarm on Oleva Drive

September 27, 2023

- Nothing to Report

September 28, 2023

- Theft arrest on Wilmington Pike
- Fraud report on Surrey Trail
- Traffic stops

September 29, 2023

- Crash report on Wilmington Pike
- Suspicious vehicle on Oak Creek Drive
- Juvenile complaint on Wilmington Pike

September 30, 2023

- Crash report on Waynesville Road
- Welfare check on Conference road
- Noise complaint on Ferry Road

October 1, 2023

- Business and house checks
- Community policing
- Suspicious vehicle on Lower Bellbrook Road
- Crash report on Royal Woods Lane

October 2, 2023

- Traffic stops
- Peace officer needed on Fauber Road
- Crash on N. Lakeman Drive

October 3, 2023

- Theft arrest on Wilmington Pike
- Domestic violence on Clys Road
- Welfare check on Feedwire Road
- Suspicious vehicle on Oak Creek Drive

October 4, 2023

- Welfare check on Surrey Trail
- Juvenile complaint on Wilmington Pike
- Crash on Lower Bellbrook Road

October 5, 2023

- Theft report on Glory Drive
- Crash report on Wilmington Pike
- Theft arrest on Wilmington Pike

October 6, 2023

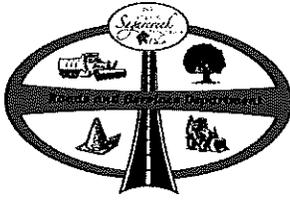
- Nothing to Report

October 7, 2023

- Crash report on E. Briggs Road
- Traffic stops
- Request of an officer on Van Eaton Road

October 8, 2023

- Disturbance on N. Lakeman Drive
- Warrant on Wilmington Pike
- Welfare check on Surrey Trail
- An animal complaint on McBee 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:

- TWP road mowing cycle
- Troubleshoot and repair pole saw
- Trim low hanging limbs in road-Erickman Ln
- Change radar batteries (x2)
- Dura Patch Spahr Rd
- Repair guardrail damage-Ferry Rd
- Mowed Plaza area, walk path, shop (x2)
- Remove signs ROW(x10)
- Picked up gravel from Wilmington, emulsion from Middletown(x4)
- Fabricated bracket/repaired running lights-701
- Pruned and cleaned up Briggs Island, Pittman Island
- Patched potholes-Berryhill Rd
- Inspected, installed front new brakes-F250
- Cut and remove trees/brush from pond on 725
- Repair berm-Little Miami Dr
- Repair cutting head on mini excavator
- Remove dead deer-Swigert Rd

Respectfully,

Dale Owens
Director of Roads and Services



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- 13. Adjourn**

Payment Listing

10/2/2023 to 10/15/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1856-2023	10/09/2023	10/09/2023	CH	BUREAU OF WORKERS' COMPENSATION	\$4,333.77	O
				Purpose: MONTHLY PAYMENT		
91491	10/02/2023	10/02/2023	AW	MELVIN STONE COMPANY	\$137.26	O
				Purpose: LIMESTONE		
91492	10/02/2023	10/02/2023	AW	JOHN DEERE FINANCIAL	\$279.94	O
				Purpose: BATTERIES AND GRASS SEED		
91493	10/02/2023	10/02/2023	AW	NORTHCOAST PRODUCTS	\$2,003.85	O
				Purpose: RAPID SET EMULSION		
91494	10/02/2023	10/02/2023	AW	CARA TILFORD	\$100.00	O
				Purpose: CUSTOMER SERVICE AWARD		
91495	10/02/2023	10/02/2023	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$3,864.72	O
				Purpose: E-71 REPAIRS		
91496	10/02/2023	10/02/2023	AW	MUNICIPAL EMERGENCY SERVICES	\$1,475.00	O
				Purpose: RESCUE TOOLS MAINT CONTRACT		
91497	10/02/2023	10/02/2023	AW	HENRY SCHEIN, INC.	\$349.97	O
				Purpose: EMS SUPPLIES		
91498	10/02/2023	10/02/2023	AW	CAPITAL ONE	\$137.74	O
				Purpose: SUPPLIES		
91499	10/02/2023	10/02/2023	AW	WAYNESVILLE URGENT CARE	\$105.00	O
				Purpose: PHYSICAL AND DRUG TESTING		
91502	10/03/2023	10/03/2023	AW	WASH IT DEAN	\$55.00	O
				Purpose: CAR WASHES		
91503	10/03/2023	10/03/2023	AW	TREASURER OF STATE	\$100.00	O
				Purpose: MONTHLY ACCESS		
91504	10/03/2023	10/03/2023	AW	ACCEL AUTOMOTIVE KETTERING	\$1,164.36	O
				Purpose: CAR 114		
91505	10/03/2023	10/03/2023	AW	VIKING HEATING	\$662.00	O
				Purpose: BLOWER MOTOR IN ROOF		
91506	10/03/2023	10/03/2023	AW	BRADLEY C. MADER	\$498.36	O
				Purpose: 3RD QTR VOLUNTEER		
91507	10/03/2023	10/03/2023	AW	DAYTON REGIONAL HAZ MAT RESPONSE	\$500.00	O
				Purpose: WMD FEE		
91508	10/03/2023	10/03/2023	AW	FITNESS MACHINE TECHNICIANS	\$380.00	O
				Purpose: FITNESS MACHINE MAINT AGREEMENT		
91509	10/03/2023	10/03/2023	AW	MUFFLER BROTHERS	\$96.72	O
				Purpose: CARS 103 AND 119		
91510	10/03/2023	10/03/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$113.31	O
				Purpose: SUPPLIES		
91511	10/03/2023	10/03/2023	AW	NORTHCOAST PRODUCTS	\$649.65	O
				Purpose: RAPID SET EMSULSION		
91512	10/03/2023	10/03/2023	AW	MELVIN STONE COMPANY	\$119.02	O
				Purpose: LIMESTONE		
91513	10/03/2023	10/03/2023	AW	DUNCAN OIL COMPANY	\$1,105.85	O
				Purpose: FUEL		
91514	10/03/2023	10/03/2023	AW	PHOENIX SAFETY OUTFITTERS	\$173.77	O
				Purpose: UNIFORMS		

Payment Listing

10/2/2023 to 10/15/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91515	10/03/2023	10/03/2023	AW	BARRY TIFFANY	\$21.00	O
				Purpose: REIMB FOR PARKING		
91516	10/03/2023	10/03/2023	AW	CITI CARDS	\$278.14	O
				Purpose: SUPPLIES		
91517	10/03/2023	10/03/2023	AW	CENTERPOINT ENERGY	\$62.93	O
				Purpose: NATURAL GAS		
91518	10/03/2023	10/03/2023	AW	MEDICOUNT MANAGEMENT, INC.	\$1,084.04	O
				Purpose: AUGUST EMS BILLING		
91519	10/03/2023	10/03/2023	AW	PENDLETON COMMUNITY BANK	\$14,282.86	O
				Purpose: JOHN DEERE TRACTOR PAYMENT		
91520	10/09/2023	10/09/2023	AW	TOM'S MULCH	\$420.00	O
				Purpose: PROCESSED SOIL		
91521	10/09/2023	10/09/2023	AW	TNT FIREWORKS	\$450.00	O
				Purpose: FLARES		
91522	10/09/2023	10/09/2023	AW	BARRY TIFFANY	\$1,046.20	O
				Purpose: REIMB FOR NPELRA CONFERENCE FOR BARRY AND CARA IN APRIL 2024		
91523	10/09/2023	10/09/2023	AW	CHARTER COMMUNICATIONS	\$220.49	O
				Purpose: TV SERVICES		
91524	10/09/2023	10/09/2023	AW	DAYTON REGIONAL HAZ MAT RESPONSE	\$943.88	O
				Purpose: PER CAPITA FEE		
91525	10/09/2023	10/09/2023	AW	CITY OF BELLBROOK	\$221.04	O
				Purpose: WATER - STA 71		
91526	10/09/2023	10/09/2023	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: COMPUTER RENTALS		
91527	10/09/2023	10/09/2023	AW	QUADIANT, INC.	\$140.85	O
				Purpose: POSTAGE MACHINE MAINT		
91528	10/09/2023	10/09/2023	AW	TECH ADVISORS	\$5,879.00	O
				Purpose: MONTHLY FEES		
91529	10/09/2023	10/09/2023	AW	US BANK EQUIPMENT FINANCE	\$1,046.49	O
				Purpose: COPIER FEES		
91530	10/09/2023	10/09/2023	AW	AES OHIO	\$927.94	O
				Purpose: ELECTRIC		
91531	10/09/2023	10/09/2023	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$75.00	O
				Purpose: SEARCHES		
91532	10/09/2023	10/09/2023	AW	MAGNIGRIP	\$500.00	O
				Purpose: CONTRACT FOR DIESEL EXHAUST EQUIPMENT		
91533	10/09/2023	10/09/2023	AW	JEFFERSON HEALTH PLAN	\$66,508.82	O
				Purpose: OCT HEALTH INS		
91535	10/09/2023	10/09/2023	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$647.05	O
				Purpose: VISION INSURANCE		
91536	10/10/2023	10/10/2023	AW	GREENE COUNTY SANITARY ENGINEER	\$850.12	O
				Purpose: WATER AND SEWER		
91537	10/10/2023	10/10/2023	AW	RUMPKE CONSOLIDATED	\$200.36	O
				Purpose: TRASH REMOVAL		
91538	10/10/2023	10/10/2023	AW	CENTERPOINT ENERGY	\$79.69	O
				Purpose: NATURAL GAS		

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91539	10/10/2023	10/10/2023	AW	DUNCAN OIL COMPANY	\$1,662.55	O
	Purpose: FUEL					
91540	10/10/2023	10/10/2023	AW	MUFFLER BROTHERS	\$178.36	O
	Purpose: CAR 109					
91541	10/10/2023	10/10/2023	AW	OFFICE DEPOT	\$55.71	O
	Purpose: SUPPLIES					
91542	10/10/2023	10/10/2023	AW	GREENE COUNTY ANIMAL CONTROL	\$120.00	O
	Purpose: 3RD QTR FEE					
91543	10/11/2023	10/11/2023	AW	Quality One Building & Remodeling	\$1,150.00	O
	Purpose: Martin property repairs					
Total Payments:					\$118,350.64	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$118,350.64	

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.



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The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on October 2, 2023, at 7:00PM.

1) Mrs. Destefani called the session to order at 7:10pm

2) Mr. Demko called the roll with the board members, Mr. Moeller, Mrs. Destefani. Also in attendance, Barry Tiffany, Cara Tilford, Donna Hellmann, and Kevin Price, Denise Moore, Katie Ly, Rhett Rohrer, Louis Schatzberg
Mr. Cramer not in attendance.

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

4) River Kleeners

Rhett Rohrer, 9892 Route 42 Waynesville, OH. Mr. Rohrer honored Barry Tiffany for his assistance.

5) Community Support Center

Katie Ly, 515 East St. Ms. Ly stated the center helps with immediate needs to the ones living below the poverty line. Ms. Ly continued to explain the organization's mission and future plans to help assist individuals and families.

Mrs. Destefani wondered if there would be programs for children to partake in.

Ms. Ly explained the tools and toys program that helps children with physical and intellectual disabilities.

Ms. Ly stated they are assessing the needs and changes of the center at the time.

6) Reports

A. Administrator

Mr. Tiffany had nothing to add.

Mr. Moeller asked if there was anything the township could do to support Mr. Tiffany in the discussion of the removal of Township Zoning.

Mr. Tiffany stated there is nothing at this time. He stated as the meetings continue, he hopes the OTA will make the request for more people to attend the meetings.

Mr. Tiffany addressed the concerns of the removal of the current zoning.

Mrs. Destefani asked about the services with Paycor.

Mr. Tiffany addressed the process should be similar to what we have now and expressed his hope for a seamless transition.

Mr. Tiffany stated Paycor will be conducting a few test runs before going live.

Mr. Demko mentioned the meeting that was held continuing the input of information for the transition.

B. Zoning

Mrs. Tilford had nothing to add.

Mr. Moeller asked about who owns the retention pond and if they would be contacted about the current depth.

Mrs. Tilford stated the county has the name and contact information of the owner of the pond.

C. Fiscal Officer

Mr. Demko referred to the payment update from earlier. He stated the next audit will be contracted from an outside source. Perry and Associates will highly be considered.

D. Fire

Chief Buffenbarger had noting to add.

Mrs. Destefani asked what Rural Hitch Water supply training entails.

Chief Buffenbarger clarified, this training teaches the lesson of when in a rural area, not having the rural hitches instead of the dunk tanks can still result as an efficient setup.

Mr. Demko referred to Mr. Moeller's comment on the revenue. He stated we are above the revenue budget.

Mrs. Destefani asked what the status of the Enterprise fleet maintenance is.

Chief Buffenbarger mentioned the upcoming conference call with Enterprise.

Mr. Tiffany stated the departments have had an issue getting the vehicles they need due to Ford not participating in the state bid programs.

E. Police

Chief Brown has nothing to add.

F. Roads and Services

Mrs. Destefani mentioned the landings process.

Mr. Tiffany stated the meeting with Pat from the City of Centerville was a positive one with helpful information.

G. Information Technology

Barry Tiffany had nothing to add.

H. Trustees

Had nothing to add.

7) Public Comments

Denise Moore, 4360 Napa Valley. Mrs. Moore discussed the jobs and background checks in the community.

8) Old Business

None.

9) Consent Agenda Items

A. Payment of Bills

B. Minutes

C. 2023 Annual Report of Township Roads - 2023.10.02.01

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.

D. Resignation of Fire Department Staff – Alex Kosa - 2023.10.02.02

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 Sugarcreek Township Fire Department; and,

WHEREAS, Alex Kosa was hired as a member of the Sugarcreek 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 Sugarcreek Township Trustees officially accepts the above-mentioned resignation effective September 26, 2023.

E. Amending Updated Personnel Policies and Procedures Manual - Section 8.7.8 Outside Employment – 2023.10.02.03

**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.

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

Mr. Moeller seconded.

Vote as follows:

Mr. Moeller, Yes

Mrs. Destefani, Yes

10) Discussion Agenda Items

Mr. Tiffany mentioned a purchase request from the Fire Chief. One MDT costing the Township \$3082.

Mrs. Destefani made a motion to support the mobile data terminal.

Vote as follows:

Mrs. Destefani - Yes

Mr. Moeller -Yes

Mr. Tiffany stated he is to attend the National Public Employee Labor Relations Association to present one of their sessions and requests Cara Tilford to attend as well.

Mrs. Destefani made a motion for Barry Tiffany and Cara Tilford to attend the National Public Employee Labor Relations Association Conference.

Mr. Moeller seconded

Vote as follows:

Mrs. Destefani - Yes

Mr. Moeller -Yes

11) Public Comments

Donna Hellmann, 3981 Windy Bluff CT. Stated her comments on

Kevin Price, 3249 Spillway CT. Mr. Price stated comments on taxes.

11. Trustees/ Staff Discussion

None.

12. Adjourn

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

Mr. Moeller - Yes

Mrs. Destefani- Yes

Richard J. Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, October 16th, 2023, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Cub Scouts – Pack 3 Arrow of Light Scouts**
- 5. Greene County Children Services – Issue 20 renewal**
- 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. Reappointment of Board of Zoning Commission Member-Denise Moore – 2023.10.16.01
 - D. Reappointment of Board of Zoning Appeals Member -Dan Haibach – 2023.10.16.02
 - E. Amend Year 2023 Permanent Appropriations – 2023.10.16.03
 - F. Appointment of Fire Department staff – Alexis Taylor – 2023.10.16.04
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- 12. Trustee/Staff Discussion**
- 13. Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.10.16.01**

IN RE: Re-Appointment of Board of Zoning Commission Member Denise Moore

WHEREAS, the five-year term of Board of Zoning Commission member Denise Moore will expire on March 31, 2023; and,

WHEREAS, the Board of Zoning Commission plays a pivotal role in the land-use decisions for Sugar Creek Township; and,

WHEREAS, it is imperative that all positions on the Board of Zoning Commission be filled with Citizens who will make decisions that are in the best interest of Sugar Creek Township.

NOW THEREFORE, BE IT RESOLVED, that Denise Moore is hereby re-appointed to the Board of Zoning Commission for a five-year term expiring on March 31, 2028. (Said appointment made pursuant to Ohio Revised Code Section 519.04.)

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



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



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.10.16.02**

IN RE: Re-appointment of Board of Zoning Appeals Member Daniel Haibach

WHEREAS, the five-year term of Board of Zoning Appeals member Daniel Haibach expired on July 31, 2023; and,

WHEREAS, Daniel Haibach has served as a Board of Zoning Appeals member since May 9, 2007; and,

WHEREAS, the Board of Zoning Appeals plays a pivotal role in the land-use decisions for Sugar Creek Township; and,

WHEREAS, it is imperative that all positions on the Board of Zoning Appeals be filled with citizens who will make decisions that are always in the best interest of Sugar Creek Township; and,

NOW THEREFORE, BE IT RESOLVED, that Daniel Haibach is hereby re-appointed to the Board of Zoning Appeals for a five-year term expiring on July 31, 2028. (Said appointment made pursuant to the Ohio Revised Code, Section 519.13.)

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
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**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.10.16.03**

IN RE: Year 2023 Permanent Appropriations *Amended

WHEREAS, the Board of Trustees has a duty under law to adopt and maintain a balanced budget; and,

WHEREAS, this Board, along with the Fiscal Officer and Township Administrator, have examined the estimate of revenues; and,

WHEREAS, it is evident that the proposed 2023 Appropriations for each Fund do not exceed estimated revenues, which may include 2022 carryovers and additional income, as certified to the Greene County Auditor's Office by the Township Fiscal Officer,

NOW THEREFORE, BE IT RESOLVED, that the following permanent appropriations be placed into effect:

1000	General Fund	
	Personal Services (Salaries)	\$ 422,430.00
	Employee Benefits	\$ 189,840.00
	Purchased Services	\$ 163,100.00
	Supplies & Materials	\$ 11,000.00
	Other Dues and Fees	\$ 1,000.00
	Health Districts	<u>\$ 33,280.00</u>
	<i>Total General Fund:</i>	<i>\$ 820,650.00</i>
2011	Motor Vehicle License Tax	\$ 30,000.00
2021	Gasoline Tax	\$ 225,000.00
2031	Road and Bridge	
	Personal Services	\$ 506,300.00
	Other	<u>\$ 559,126.16</u>
	<i>Total Road and Bridge:</i>	<i>\$1,065,426.16</i>
2081	Police District	
	Personal Services	\$2,564,000.00
	Other	<u>\$ 507,100.00</u>
	<i>Total Police District:</i>	<i>\$3,071,100.00</i>
2112	Fire District	
	Personal Services	\$2,566,500.00
	Other	<u>\$ 765,400.00</u>
	<i>Total Fire District:</i>	<i>\$3,331,900.00</i>

2231	Permissive Motor Vehicle Gas Tax	\$ 200,000.00
2281	Ambulance and Emergency Medical	
	Personal Services	\$ 133,420.00
	Other	\$ 64,700.00
	<i>Total Ambulance and Emergency Medical:</i>	<i>\$ 198,120.00</i>
2902	Jim Martin Memorial Fund	\$ 25.00
2904	Centerville Fire Ancillary	\$ 110,000.00
2906	Police Trust Fund	\$ 25,582.61
2907	Police Cell Tower Receipts	\$ 40,000.00
2908	Fire Cell Tower Receipts	\$ 24,000.00
2911	American Rescue Plan Fund	\$ 575,280.86
3102	General Bond Retirement	\$ 392,275.00
3901	Clyo Road TIF II	\$ 24,100.00
2909	MEP	\$ 4,350.00
2912	Veterans Memorial Fund	\$ 55,598.53
4901	Center Point Capital Project	\$.03
2913	Carpenter Road Project	\$ 314,707.68

Total Permanent Appropriations \$10,508,115.87

FURTHER BE IT RESOLVED, that the above aggregate amounts be appropriated based upon the attached submittals (hereby incorporated) and a copy shall be sent to the Greene County Auditor.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
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SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.10.16.04
IN RE: Appointment of Fire Department Staff
Alexis Taylor

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, Alexis Taylor has the necessary qualifications to serve in that capacity 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 Alexis Taylor shall be appointed to Part-time Firefighter/EMT within the Sugarcreek Fire Department at the rate of \$17.38 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Alexis Taylor will have an effective date of October 16, 2023, with a one (1) year probationary period ending on October 16, 2024.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



AGENDA
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