

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, met in Regular Session on November 1, 2010, at 7:30 pm, at 2090 Ferry Road, Bellbrook, Ohio 45305.

1. Chairperson Mike Pittman called the Regular Session to order at 7:30 pm.
2. All rose and recited the Pledge of Allegiance to the Flag.
3. Mr. Hodson called the roll with Board Members Dick King, Nadine Daugherty and Mike Pittman being present.

Mr. Tiffany was absent. Others present who signed in were Jim Tharpe, and Scott Bryant.

4. Reports

Cara KillKelley said there was nothing to report from Mr. Tiffany.

A. Fire

A Report prepared by Chief Pavlak is appended. Chief Pavlak said he was still reviewing Natural Gas rates from different sources. He said Vectren currently is offering the best contract rate. Mr. King proposed that in Mr. Tiffany's absence that Chief Pavlak be authorized to negotiate the contract after the final selection is reviewed by the Board.

Resolution # 2010.11.01.11

WHEREAS, the Fire Chief, Randall J. Pavlak, has shown a need is present to look into which suppliers, gas and electric, are the best suppliers to supply the Township; and

WHEREAS, Chief Pavlak will work with each Trustee individually to see if there is a consensus to get the Township into any supplier's program,

NOW THEREFORE, BE IT RESOLVED, Board of Trustees agree there is a need and are requesting Chief Pavlak enter into negotiations with potential gas and electric suppliers to determine this need; and.

FURTHER, BE IT RESOLVED, once the negotiations and consensus are completed, this Board of Trustees authorizes Chief Pavlak to enter into agreements with the selected supplier(s).

Mr. King moved to accept the Resolution as presented. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman - Yes

B. Police

A report prepared by Chief Flick is appended. Chief Flick asked permission to purchase security camera equipment. He said he currently needs \$2,600.00 and the equipment can be purchased with money from our drug seizure funds. Mr. Pittman, Mr. King and Mrs. Daugherty all consented to the purchase.

C. Roads and Services

A Report prepared by Tracey Messer, Director of Roads and Services, is appended. Mr. Messer said Halloween in the Park was a big success with approximately 500 to 600 people attending. He also told the Board he would be presenting his Annual Roads Report at the next work session.

D. Zoning

A report prepared by Cara KillKelley, Township Planner/Zoning Compliance Official, is appended. Cara said a Code Red message was sent to Township Citizens today informing them of a road closure at Wilmington and Ferry Roads for two days. Mrs. Daugherty asked what is new with LMI. Cara said there has been a change with people

but she's still working with them. Answering another of Mrs. Daugherty's questions, Cara said the River Keepers meeting is scheduled for the ninth of November.
Mr. Pittman said the News Letter looks great.

E. Trustees

Mrs. Daugherty said the work session last Wednesday went very well. She thanked the Department Heads, Assistants and all for their input.

Mr. Pittman said he attended the Greene County Regional Planning meeting and he also reminded everyone to vote tomorrow. Mr. Pittman said the Board also needs to start planning for Commercial Development and to develop strategies for getting new businesses on Clys Road.

Mrs. Daugherty said she agrees and said that work is continuing on the new resident packets.

5. Past Action Items

6. New Business

Fiscal Office

A. Payment of Bills

Mr. Pittman moved to accept the Payment of Bills as presented by the Fiscal Officer. Mr. King seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman - Yes

B. Transfer of Appropriations

Resolution # 2010.11.01.1

Debit		Credit		Amount to
Fund Number	Account Name	Fund Number	Account Name	Debit/Credit
2112-910-910	Fire Department	3102-830-830	Bond Retirement	\$ 20,916.25
2081-910-910	Police Department	3102-830-830	Bond Retirement	\$ 15,146.25
2112-910-910	Fire Department	3102-810-810	Bond Retirement	\$ 43,500.00
2081-910-910	Police Department	3102-810-810	Bond Retirement	\$ 31,500.00
			Total	\$ 111,062.50

Mr. King moved to accept the Transfer of Funds for payment on the Public Safety Building Bond. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman - Yes

Fire Department

C. Authorization for Fire Chief Pavlak to enter into an agreement with Robert Saul Construction

Resolution # 2010.10.18.02

WHEREAS, the uninterrupted operations of Sugarcreek Township are necessary for the preservation of health, safety and general welfare; and

WHEREAS, Chief Randall J. Pavlak and Chief Gilbert A. Flick have proposed renovations to Station 72, which will benefit both police and fire personnel, for the purpose of combining two (2) offices into one (1) large

work area placing a doorway for the new work area into the Fire Chief's office as well as moving the existing Fire Department hallway door to accommodate an interview/medical room for walk-in patients and police interviews; and,

WHEREAS, Chief Randall J. Pavlak has submitted a request to enter into contract with Robert Saul Construction for the purpose of making the above renovations to Station 72; and,

WHEREAS, Chief Randall J. Pavlak states the renovations are not to exceed Nine-Thousand Five-Hundred Dollars (\$9,500),

NOW THEREFORE, BE IT RESOLVED, this Board of Trustees does hereby authorize the Fire Chief to enter into an Agreement with Robert Saul Construction for the purpose of making necessary renovations to Station 72 at a rate not to exceed Nine-Thousand Five-Hundred Dollars (\$9,500).

Mrs. Daugherty moved to accept the Resolution as presented. Mr. King seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman - Yes

Police Department

D. Retirement of Dispatcher Michael K. Rammel

Resolution # 2010.10.18.03

WHEREAS, Michael K. Rammel, Dispatcher, submitted his letter of retirement from the Sugarcreek Township with an effective date of October 31, 2010, (copy attached hereto and incorporated herein); and,

WHEREAS, Michael K. Rammel has served Sugarcreek Township since April 22, 1991; and

WHEREAS, Police Chief Gilbert A. Flick recommends we accept Mr. Rammel's retirement and would like to publicly thank him for his dedication and 19 years of service to the community.

NOW THEREFORE, BE IT RESOLVED, that this Board of Township Trustees officially accepts the retirement of Michael K. Rammel from Sugarcreek Township effective October 31, 2010.

Mr. Pittman moved to accept the Resolution as presented. Mr. King seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman - Yes

Roads and Services

E. Requesting the Ohio Department of Transportation (ODOT) District 8 Implement Pedestrian Signal Heads and Cross Walks

Resolution # 2010.10.18.04

WHEREAS, the Sugarcreek Township Roads and Services Department has been in contact with the Ohio Department of Transportation (ODOT), District 8, regarding the State Route 725 resurfacing project; and,

WHEREAS, this Board of Trustees acknowledges the importance of this resurfacing project for the continued safety of our residents as well as visitors to Sugarcreek Township; and,

WHEREAS, this Board of Trustees has noticed an increase in pedestrian traffic at the intersection of State Route 725 and Wilmington Pike and the intersection of State Route 725 and Bayberry Cove Drive; and,

WHEREAS, this Board of Trustees agrees there is a grave need for Pedestrian Signal Heads and Cross Walk infrastructure at the intersections mentioned below to accommodate this increased pedestrian traffic; and,

NOW THEREFORE, BE IT RESOLVED that due to safety concerns, this Board of Trustees is requesting the Ohio Department of Transportation (ODOT), District 8, implement Pedestrian Signal Heads and Cross Walks at the north side of State Route 725 at Wilmington Pike, the east side of Wilmington Pike at State Route 725 and the west side of Bayberry Cove Drive at State Route 725, as shown on the attached map.

Mr. King moved to accept the Resolution as presented. Mr. Pittman seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman - Yes

Administration

F. Authorizing the Township Planner/Zoning Official to Prepare and Execute an Application for Safe Routes to Schools Funds (non-infrastructure)

Resolution # 2010.10.18.05

The following is a Resolution enacted by the Board of Township Trustees of Sugarcreek Township, Greene County, Ohio, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project.

WHEREAS, the United States Congress has set aside monies for Safe Routes to School Projects through the State of Ohio, Department of Transportation; and

WHEREAS, LPAs can apply for these monies and be selected for funding by the State of Ohio, Department of Transportation; and

WHEREAS, the Safety Patrol Program is a transportation activity eligible to receive federal funding; and

NOW, THEREFORE BE IT ORDAINED by the Board of Sugarcreek Township Trustees, Greene County, State of Ohio, that:

SECTION ONE: The Township Planner/Zoning Official of said LPA is hereby empowered on behalf of the LPA to prepare and execute an application for SRTS funds for the stated described project and to submit same to the State of Ohio, Department of Transportation.

SECTION TWO: The total cost of the project is estimated to be Five-Thousand dollars (\$5,000), of which the LPA, if awarded the funds, The LPA further agrees to pay One Hundred Percent (100%) of the construction cost over and above the maximum amount provided by the State of Ohio, Department of Transportation.

SECTION THREE: Upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal laws, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) if necessary, maintain the right-of-way, keeping it free of obstructions; and (4) if necessary, hold said right-of-way inviolate for public highway purposes.

SECTION FOUR: If the application is approved for the funding the Township Planner/Zoning Official of said LPA is hereby empowered on behalf of the LPA to enter into a contract with the

Director of the Ohio Department of Transportation necessary to complete the above described project.

This Resolution #2010.11.01.05 is hereby declared to be an emergency measure to take effect and be in force immediately upon its passage to meet the Safe Routes to School application deadline.

Mrs. Daugherty moved to accept the Resolution as presented. Mr. King seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman – Yes

G. Authorizing the Township Planner /Zoning Official to Prepare and Execute an Application for Safe Routes to Schools Funds (Infrastructure)

Resolution # 2010.10.18.06

The following is a Resolution enacted by the Board of Trustees of Sugarcreek Township, Greene County, Ohio, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project.

WHEREAS, the United States Congress has set aside monies for Safe Routes to School Projects through the State of Ohio, Department of Transportation; and

WHEREAS, LPAs can apply for these monies and be selected for funding by the State of Ohio, Department of Transportation; and

WHEREAS, the taking of a 10' multi-use pathway from the middle school driveway to Eden Meadows Way on the south side of Feedwire Road which will require installation of a crosswalk at Adams Place and may also necessitate lengthening a culvert or bridging the stream located just west of the school drive and will also include the installation of a crosswalk on Feedwire Road at the Roger Scott/Eden Meadows Way intersection with advanced signage, extending the Richard Frederick bikeway across the front of the school property to connect with the existing section of path that ends at the water tower just north of the school campus which will also include connecting the Richard Frederick bikeway to the Intermediate School's internal sidewalk network by extending a path along the south side of the entrance drive to the school,

NOW, THEREFORE BE IT ORDAINED by the Board of Trustees of Sugarcreek Township, Greene County, State of Ohio, that:

SECTION ONE: The Township Planner/Zoning Official of said LPA is hereby empowered on behalf of the LPA to prepare and execute an application for SRTS funds for the stated described project and to submit same to the State of Ohio, Department of Transportation.

SECTION TWO: The total cost of the project is estimated to be Four-Hundred Fifty-Nine Thousand Thirteen Dollars and Twenty Cents (\$459,013.20), of which the LPA, if awarded the funds, The LPA further agrees to pay One Hundred Percent (100%) of the construction cost over and above the maximum amount provided by the State of Ohio, Department of Transportation.

SECTION THREE: Upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal laws, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) if necessary, maintain the right-of-way, keeping it free of obstructions; and (4) if necessary, hold said right-of-way inviolate for public highway purposes.

SECTION FOUR: If the application is approved for the funding the Township Planner/Zoning Official of said LPA is hereby empowered on behalf of the LPA to enter into a contract with the

Director of the Ohio Department of Transportation necessary to complete the above described project.

Mr. King moved to accept the Resolution as presented then amended motion to accept but striking the line regarding the sidewalk along the east side of the main school. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman – Yes

Trustee/Staff Discussion

Chief Pavlak said the Bellbrook/Sugarcreek Educational Foundation event at the Middle School was a huge success. Tracey Messer said he had a Road Right-of-Way permit that needed signed. Mr. Hodson explained that when he applies for a tax exemption on a piece of property or easement the delay in it being granted may occasionally cause the Township to show up in the paper as delinquent in tax payments.

Public Comments

Mr. Scott Bryant said the packets for New Residents should be more oriented towards the Township in general instead of more business oriented like Bellbrook Chamber Of Commerce brochure.

Mr. Bryant also said he thought we should televise our meetings. He thought the public would be interested.

Mr. Pittman moved to adjourn to Executive Session at 8:45 pm to discuss personnel. Mr. King seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman – Yes

The meeting reconvened at 11:25 pm.

H. Merit Increase for Director of Roads and Services Department – Tracey D. Messer

Resolution # 2010.10.18.07

WHEREAS, this Board of Township Trustees is committed to dealing equitably with Township employees in matters effecting their employment, retention and well-being; and,

WHEREAS, Tracey D. Messer more than satisfactorily performs his duties for Sugarcreek Township as required by the Sugarcreek Township Board of Trustees; and,

WHEREAS, the Fiscal Officer, Theodore L. Hodson has indicated there are funds available within the 2010 Operating Budget to provide a merit increase for Tracey D. Messer,

NOW THEREFORE, BE IT RESOLVED, that this Board of Sugarcreek Township Trustees is pleased to grant Tracey D. Messer, Director of Roads and Services, a merit increase to the amount of \$60,850.00 annual salary, effective November 15, 2010.

Mr. King moved to accept the Resolution as presented. Mr. Pittman seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman – Yes

I. Merit Increase for Chief of Police – Gilbert A. Flick

Resolution # 2010.10.18.08

WHEREAS, this Board of Township Trustees is committed to dealing equitably with Township employees in matters effecting their employment, retention and well-being; and,

WHEREAS, Chief Gilbert A. Flick more than satisfactorily performs his duties for Sugarcreek Township as required by the Sugarcreek Township Board of Trustees; and,

WHEREAS, the Fiscal Officer, Theodore L. Hodson has indicated there are funds available within the 2010 Operating Budget to provide a merit increase for Chief Gilbert A. Flick,

NOW THEREFORE, BE IT RESOLVED, that this Board of Sugarcreek Township Trustees is pleased to grant Gilbert A. Flick, Chief of Police, a merit increase to the amount of \$70,000.00 annual salary, effective November 15, 2010.

Mr. Pittman moved to accept the Resolution as presented. Mr. King seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman - Yes

J. Salary Adjustment for Network and Systems Administrator – Christopher A. Zappanti

Resolution # 2010.10.18.09

WHEREAS, this Board of Township Trustees is committed to dealing equitably with Township employees in matters effecting their employment, retention and well-being; and,

WHEREAS, Christopher A. Zappanti more than satisfactorily performs his duties for Sugarcreek Township as required by the Sugarcreek Township Board of Trustees; and,

WHEREAS, the Fiscal Officer, Theodore L. Hodson has indicated there are funds available within the 2010 Operating Budget to provide a salary adjustment for Christopher A. Zappanti,

NOW THEREFORE, BE IT RESOLVED, that this Board of Sugarcreek Township Trustees is pleased to grant Christopher A. Zappanti, Network and Systems Administrator, a salary adjustment to the amount of \$58,800.00 annual salary, effective November 15, 2010.

Mr. King moved to accept the Resolution as presented. Mr. Pittman seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman - Yes

Mr. King moved to increase Mr. Tiffany's to \$80,850.00. Motion failed for lack of second.

K. Revision of Paid Time-Off Policy for Part-Time Fire Department Employees

Resolution # 2010.10.18.10

WHEREAS, the Sugarcreek Township Board of Trustees passed Resolution 2003.03.17.04 authorizing the Paid Time-off (PTO) Policy for part-time firefighters and passed Resolution 2009.07.29.03 revising said policy; and,

WHEREAS, the Board of Trustees recognizes the positive effect this policy has had in retaining quality employees; and,

WHEREAS, Fire Chief Randall J. Pavlak feels it is in the best interest of Sugarcreek Township and the part-time fire department employees to update this program and make revisions for clarification of the policy; and,

WHEREAS, a copy of the revised policy is attached to this resolution,

NOW THEREFORE BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby authorizes the attached revisions to the Paid Time-off Policy for Part-time Fire Department Employees, effective November 1, 2010.

Mrs. Daugherty moved to adjourn at 11:35 pm. Mr. Pittman seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. King - Yes
Mr. Pittman - Yes

Theodore L. Hodson, Fiscal Officer