

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, met in Special Session on December 15, 2010, at 5:30 pm, at 2090 Ferry Road, Bellbrook, Ohio 45305.

1. Chairperson Mike Pittman called the Regular Session to order at 5:30 pm.
2. Mr. Hodson called the roll with Board Members Dick King and Mike Pittman being present. Mrs. Daugherty was absent.

In addition to Mr. Tiffany, others present who signed in were Jim Tharpe, Donna Hellman and Scott Bryant. Staff members present were Cara KillKelley, Captain Deaton, Tracey Messer, and Chief Pavlak.

3. New Business.

Fiscal Office

A. Payment of Bills

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

Mr. King – Yes
Mr. Pittman – Yes

B. Year 2011 Temporary Appropriations

Resolution # 2010.12.15.01

WHEREAS, the need exists to adopt temporary appropriations for the Year 2011; and,

WHEREAS, this temporary appropriation shall be in effect commencing at the close of business December 31, 2010, and extending until the Year 2011 Permanent Appropriations are approved no later than March 31, 2011; and,

WHEREAS, this temporary appropriation will permit the Township Offices to function without interruption as well as allowing ample time to establish exact carry-over figures,

NOW THEREFORE, BE IT RESOLVED, the Year 2011 Temporary Appropriations are as follows:

1000 General Fund	
Personal Services (Salaries)	\$ 262,000.00
Employee Benefits	\$ 123,200.00
Purchased Services	\$ 196,300.00
Supplies & Materials	\$ 18,500.00
Other Dues and Fees	\$ 3,500.00
Health Districts	\$ 33,000.00
Capital Outlay	<u>\$ 1,000.00</u>

		<i>Total General Fund:</i>	\$ 637,500.00
2011	Motor Vehicle Tax	\$	17,000.00
2021	Gasoline Tax	\$	100,000.00
2031	Road and Bridge		
	Personal Services	\$	364,000.00
	Other	\$	<u>446,000.00</u>
	<i>Total Road and Bridge:</i>	\$	<i>810,000.00</i>
2081	Police District		
	Personal Services	\$	2,115,000.00
	Other	\$	<u>657,122.00</u>
	<i>Total Police District:</i>	\$	<i>2,772,122.00</i>
2112	Fire District		
	Personal Services	\$	1,730,745.00
	Other	\$	598,665.00
	<i>Total Fire District:</i>	\$	<i>2,329,410.00</i>
2231	Permissive Motor Vehicle License	\$	70,000.00
2261	Law Enforcement Trust	\$	80,000.00
2281	Ambulance and Emergency Medical		
	Personal Services	\$	102,479.00
	Other	\$	<u>133,017.00</u>
	<i>Total Ambulance and Emergency Medical:</i>	\$	<i>235,496.00</i>
2902	Community Outreach	\$	1,200.00
2903	9-1-1 Enhancement	\$	3,000.00
2904	Police Contribution Fund	\$	4,570.00
2906	Police Trust Fund	\$	60,000.00
3101	Bond Anticipation Note	\$	243,278.00
3102	General Bond Retirement	\$	144,500.00
		Total Temporary Appropriations:	\$7,450,580.00

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.

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

Mr. King – Yes
Mr. Pittman – Yes

Fire

C. Appointment of Volunteer Firefighters' Dependents Fund Board

Resolution # 2010.12.15.02

WHEREAS, in accordance with Ohio Revised Code, §146, a Volunteer Firefighters Dependents Fund Board must be appointed for Year 2011; and,

WHEREAS, each member serves for a one-year term beginning on January 1, 2011,

WHEREAS, Chief Pavlak requests that Trustee Nadine S. Daugherty and Trustee Michael E. Pittman be re-assigned to the Volunteer Firefighters' Dependents Fund Board for the Year 2011.

WHEREAS, Fire Department employees have elected Firefighter John R. Belcher, Firefighter Kelly R. Keene and a Citizen-at-large to the Volunteer Firefighters' Dependents Fund Board for the Year 2011.

NOW THEREFORE, BE IT RESOLVED, that members elected for the Year 2011 Volunteer Firefighters' Dependents Fund Board are as follows: Trustee Nadine S. Daugherty, Trustee Michael E. Pittman, Firefighter John R. Belcher, Firefighter Kelly R. Keene and a Citizen-at-Large.

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

Mr. King – Yes
Mr. Pittman – Yes

Police

D. Appointment of Full-time Police Officer Shiloh L. Colon

Resolution # 2010.12.15.03

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, this vacancy has been advertised and applications for the position have been evaluated by the Chief of Police and the Township Administrator; and,

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

WHEREAS, after review of all the candidates, it was determined that Shiloh L. Colon has met or exceeded all requirements,

NOW THEREFORE, BE IT RESOLVED, that Shiloh L. Colon shall be appointed as a Full-time Police Officer at the entry-level rate of \$19.03 per hour,

FURTHER BE IT RESOLVED, the first date of employment for this position will be on or after December 15, 2010, contingent upon successful completion of final testing and subject to a one (1) year probationary period.

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

Mr. King – Yes
Mr. Pittman – Yes

Administration

E. Annual Reorganization and Appointments

Resolution # 2010.12.15.04

WHEREAS, it is necessary that the Sugarcreek Township Board of Trustees establish by resolution its intent to establish meeting dates, holidays, and appointments to boards, commissions, committees and other organizations with which the Township has cooperative working relationships; and,

WHEREAS, it is also necessary that the Board of Trustees establish an annual schedule of holidays to be observed by the Township, schedule of meeting dates, and authorize certain other operational policies of the Township,

NOW, THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Dick King to the position of Chairperson, Sugarcreek Township Board of Trustees, for a term commencing January 1, 2011, through December 31, 2011.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Nadine S. Daugherty to the position of Vice Chairperson, Sugarcreek Township Board of Trustees, for a term commencing January 1, 2011, through December 31, 2011.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Nadine S. Daugherty as representative, and Dick King as alternate, to the Miami Valley Regional Planning Commission.

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

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

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

BE IT FURTHER RESOLVED that this Sugarcreek Township Board of Trustees does hereby establish the 2011 schedule for its regular Board of Township Trustees meetings, being generally held on the first and third Mondays of each month, in concert with the following schedule:

January 3	July 18
February 7	August 1
March 7	August 15
March 21	September 19
April 4	October 3
April 18	October 17
May 2	November 7
May 16	November 21
June 6	December 5
June 20	December 19

Until further notice, all regular Board of Township Trustees meetings will be held at the Sugarcreek Township Administration Building, 2090 Ferry Road, Bellbrook, Ohio 45305. The meetings will begin at 7:30 p.m.

BE IT FURTHER RESOLVED that this Sugarcreek Township Board of Trustees does hereby establish the 2011 schedule for its regular Board of Township Trustees Work Sessions, in concert with the following schedule:

February 2	July 27
March 2	August 10
March 16	September 14
March 30	September 28
April 13	October 12
April 27	November 2
May 11	November 16
June 1	November 30
June 15	December 14
July 13	December 28

All regular Board of Township Trustees Work Sessions will be held in the meeting room at the Township Administrative Building, 2090 Ferry Road, Bellbrook, Ohio. The meetings will begin at 5:30 pm. Work Sessions may be canceled on occasion by the Chairperson due to schedule conflicts, lack of agenda or other unforeseen circumstances after consulting with the other two Trustees, as available, and the Administrator.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby resolve to rehire all current Township employees.

BE IT FURTHER RESOLVED, that all necessary temporary part-time employees will be hired, as needed, for a period not-to-exceed 210 days from the most recent date of employment in 2010. Temporary part-time employees must reapply for employment with the Township at the appropriately established time for the next season of work.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2011 schedule of paid holidays for all Sugarcreek Township non-bargaining unit employees:

<i>New Year's Day:</i>	<i>January 1 (closed Friday, December 31st)</i>
<i>Martin Luther King Day:</i>	<i>January 17</i>
<i>Presidents Day:</i>	<i>February 21</i>
<i>Memorial Day:</i>	<i>May 30</i>
<i>Independence Day:</i>	<i>July 4</i>
<i>Labor Day:</i>	<i>September 5</i>
<i>Veterans Day:</i>	<i>November 11</i>
<i>Thanksgiving Day:</i>	<i>November 24</i>
<i>Day after Thanksgiving:</i>	<i>November 25</i>
<i>Christmas Day:</i>	<i>December 25 (closed Monday, December 26th)</i>

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2011 schedule for the Sugarcreek Township Records Commission:

Thursday, September 22, 2011

The Records Commission shall meet at 9:00 a.m. at the Township Administrative Offices, 2090 Ferry Road, Bellbrook, Ohio

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the following Operational Policies and Priorities for the Year 2011:

AGENDA: The agenda for regular and special meetings of the Board of Trustees is to be prepared by the Township Administrator with the review and consent of the Chairperson. All items for the agenda must be submitted to the Administrator on or before the Wednesday preceding a regular meeting.

ANNEXATION: This Board of Sugarcreek Township Trustees adamantly opposes any annexation that is not in the best interest of the health, safety and general welfare of the Township and/or its Citizens and shall aggressively resist annexations from any source as appropriate.

ATTENDANCE OF DEPARTMENT HEADS AND TOWNSHIP PLANNER/ZONING OFFICIAL AT TRUSTEE MEETINGS: Attendance is required at all regular Board of Township Trustee meetings and other meetings as requested or unless otherwise excused by the Township Administrator.

AUTHORIZATION TO BILL: The Fiscal Officer shall, upon notification from the Administrator or appropriate Department Head, bill residents and others for damage to Township property and false alarms.

AUTHORIZING TRAVEL/TRAINING REQUESTS: All Travel/Training requests of less than \$1,000.00 may be authorized by the Township Administrator. The Chairperson of the Board of Trustees and the Township Administrator may authorize requested travel training of \$1,000.00 or more to take place before a resolution is passed. At the next Trustee meeting, any pre-authorized travel/training of \$1,000.00 or more shall be submitted for approval by resolution.

BLOCK PARTY REQUESTS: Requests must be submitted to the Township Administrator, who is authorized to approve requests based on the availability of the Community Outreach group, Police, Fire and/or Roads and Services Departments.

CATASTROPHIC EMERGENCIES: Authorizing the Township Administrator or in the absence of the Township Administrator and a quorum of the Board of Trustees, any one Trustee to represent Sugarcreek Township for the purpose of authorizing the use of Township resources in the event of a catastrophic emergency.

COMPETITIVE BIDDING: The Township Administrator and Department Heads are authorized to obtain competitive bids when legally required. All bids will be advertised when in the best interest of the Township or as required in accordance with law. Each bid shall be evaluated as to requirements and specifications contained therein. Demonstrations and/or references shall be provided as appropriate. The contract shall be reviewed in whole or in part by the Office of the Greene County Prosecuting Attorney. Awarding of bids will be determined by the Sugarcreek Township Board of Trustees in the overall best interest of Sugarcreek Township, not exclusively on the basis of the lowest cost. The Board reserves the right to reject any or all bids.

CREATION OF BOARDS, COMMISSIONS and COMMITTEES: The Township Trustees may by resolution create, eliminate, change, appoint alternates, and abolish boards and commissions in accordance with the Ohio Revised Code. Members of such boards and commissions shall be appointed by and responsible to the Trustees. These members may be removed by the Board of Trustees for malfeasance, misfeasance, or other violations of official Township resolutions and policies. All appointed board, commission, committee members or other appointed volunteers shall be responsible for signing and adhering to the official Sugarcreek Township Code of Ethics or be subject to removal.

All terms, number of members, procedures for appointment and replacement of members, duties, and powers of boards and commissions created by the Trustees shall be prescribed by resolution in accordance with the Ohio Revised Code except as established by the Ohio Revised Code. The Trustees may assign additional non-conflicting duties to the established boards and commissions. Each board or commission shall adopt its own rules of order and procedure in accordance with the Ohio Revised Code and shall annually elect its officers from its membership. The Trustees may authorize funds for the use by the boards and commissions in carrying out their designated responsibilities.

DEPARTMENT REPORTS: Each Department Head shall submit a typed report of activities to the Township Administrator on the Wednesday preceding the scheduled regular meetings of the Board of Township Trustees for presentation at that meeting.

DRAINAGE: Retain ground water at its source.

EMERGENCY PAYMENT OF BILLS: The Township Administrator is authorized to approve payment of bills from January 1, 2012, through January 31, 2012, or until the 2012 Reorganization Meeting occurs if the Township Trustees are not available to perform this task. This delegation of responsibilities to the Township Administrator is to be permitted in an emergency situation and must be in the best interests of the Township.

NUISANCE FIRE ALARMS: Nuisance fire alarms shall be subject to the penalties and provisions of the current adopted fire code(s).

MILEAGE REIMBURSEMENT: The Township shall reimburse all employees and elected officials in accordance with IRS regulations at the rate of fifty-one (.51) cents per mile for the use of their private vehicles in those instances where Township-owned vehicles cannot be utilized.

OPEN SPACE PRESERVATION: This Board of Trustees recognizes the high value of and strongly supports the preservation of the open spaces and vistas that help to make Sugarcreek Township a unique and highly desirable place to live, work and play.

REGIONALISM: This Board of Trustees supports true regionalism and will strive to maintain Sugarcreek Township, Greene County and the Miami Valley as a viable and thriving region.

SPECIAL SECURITY EVENTS: The Police Department shall be reimbursed \$45.00 per hour per person and equipment provided to private organizations for security services.

WORK WITHIN THE ROAD RIGHTS-OF-WAY: Landscaping, traffic signs, fire hydrants or mailboxes (except in conformance with all applicable United States Postal Service Standards) shall not be placed in the Sugarcreek Township road rights-of-way without prior written approval of the Director of Roads and Services, or in his/her absence the Township Administrator or his/her designee.

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

Mr. King – Yes
Mr. Pittman – Yes

Mr. Pittman moved to adjourn to Work Session at 6:05 pm. Mr. King seconded. Roll was called with the vote being as follows:

Mr. King – Yes
Mr. Pittman – Yes

Mr. King moved to adjourn to Executive Session at approximately 7:35 pm to discuss personnel.
Mr. Pittman seconded. Roll was called with the vote being as follows:

Mr. King – Yes
Mr. Pittman – Yes

The meeting reconvened with no action taken and promptly adjourned.

Theodore L. Hodson, Fiscal Officer