

Sugar Creek Township, Wayne County Ohio

RECORD OF PROCEEDINGS

The minutes of the regular meeting on September 8, 2020.

PRESENT WERE JON HOFSTETTER, TOM GREGORY, SCOTT WIDMER; AND FISCAL OFFICER ANITA FISHER.

- Jon Hofstetter called the meeting to order at 7:21 p.m.
- A motion to approve the August 11, 2020 regular meeting minutes was made by Jon Hofstetter and seconded by Scott Widmer. Motion carried.
- The Fiscal Officer presented the August 2020 Financial Reports. Jon Hofstetter made a motion to approve the financial reports for August 2020 as presented. Tom Gregory seconded. Motion carried.
- The Fiscal Officer presented the bank reconciliation from August 2020 for review. Jon Hofstetter made a motion to approve the August 2020 bank statement and reconciliation and Scott Widmer seconded. Motion carried.
- Payroll vouchers for road employee Kevin Hofstetter were signed by the trustees.
- The Fiscal Officer presented Resolution 2020-09-08-01 to reallocate funds from one account to another within the same fund, in the amount of \$50.00 to allow for Tax Collection Fee expense. Jon Hofstetter moved to approve the resolution with Tom Gregory seconding. See attached (A).
A roll call vote was taken:
Jon Hofstetter – Yes
Scott Widmer – Yes
Tom Gregory – Yes Motion carried.
- The Fiscal Officer presented Resolution 2020-09-08-02 to reallocate funds from one account to another within the same fund, in the amount of \$50,000.00 to allow for payment of the new tractor. Jon Hofstetter moved to approve the resolution with Scott Widmer seconding. See attached (B).
A roll call vote was taken.
Jon Hofstetter – Yes
Scott Widmer – Yes
Tom Gregory – Yes Motion carried.
- The Fiscal Officer presented Resolution 2020-09-08-03 to reallocate funds from one account to another within the same fund, in the amount of \$5,200.00 to allow for final payment to Attorney Alfred Schrader. Jon Hofstetter moved to approve the resolution with Tom Gregory seconding. See attached (C).
A roll call vote was taken:
Jon Hofstetter – Yes
Scott Widmer – Yes
Tom Gregory – Yes Motion carried.
- The Fiscal Officer presented the following purchase orders for approval:
Purchase Order #56-2020 to Wayne County Auditor for payment to another political subdivision for \$177.68.
Purchase Order #57-2020 to Melway Paving for road maintenance for \$36,787.25.
Purchase Order #58-2020 to Sterling Farm Equipment for new tractor purchase for \$98,568.50.
Purchase Order #59-2020 to Attorney Schrader for final legal fees for \$9,000.00.
Jon Hofstetter moved to approve the above purchase orders and Scott Widmer seconded. Motion carried.
- The Fiscal Officer presented the payment listing for bills to be paid including #140-2020 through #148-2020 and #22170 through #22188 for a total of \$378,702.53. Jon Hofstetter moved to approve the bills to be paid for September 2020 and Scott Widmer seconded. Motion carried. See attached (D).
- The OTARMA insurance renewal was reviewed. Jon Hofstetter made a motion to accept the renewal from OTARMA. Tom Gregory seconded. Motion carried.
- The Fiscal Officer presented an updated Fund Balance for August 2020. See attached (E).

- Jon Hofstetter presented the road supervisor reports for August 2020 and moved to approve. Scott Widmer seconded. Motion carried. See attached (F).
- Jon Hofstetter presented an update on the sale of our old tractor. The Road Supervisor Kevin Hofstetter has provided some information on a hybrid method of sealed bids/open bids for selling it that had been shared with him. The sealed bids would provide some guarantee/commitment that the item would sell as well as the "ticket" to attend the open bid process where bidders could increase their bid if they so desire. Some of the key points to the sale is to publish information two weeks before sale, include information on the internet website, with instructions on how to bid. Questions to be answered are: when will the auction be, what type of auction, minimum price (possibly \$29,500 which is close to trade in value), approve flyer, terms of sale (cashier's check preferred), contact information, down payment required, 48 hours to pay. Jon Hofstetter will contact the Wayne County Prosecutor to ensure all appropriate steps are being taken.
- Jon Hofstetter provided information we received from the State regarding the Bair Road Railroad crossing. The final step is that the road needs to be painted for the railroad crossing. The Wayne County Engineers office is going to paint it for us.
- Jon Hofstetter reviewed the East Wayne Fire District (EWFD) run reports for August 2020 and moved to add to the minutes. Tom Gregory seconded. Motion carried. See attached (G).
- Tom Gregory provided an update on the vision committee. At their recent meeting, Tom reported that they are behind the creation of the two districts and the levies. Input was received from both fire departments supporting the process. The vision committee has possible plans to put a notice in the paper showing support for the levies.
- Jon Hofstetter mentioned that we need to start contract negotiations for the fire departments for the upcoming year. Tom Gregory will contact Kidron Volunteer Fire Department. Jon Hofstetter will contact EWFD. Can the Fire Departments discuss how to move forward with the Fire Prevention Officer? More will be discussed on this in October.
- Jon Hofstetter gave an update on the Eckard Rd. Proclamation. EWFD will be hosting the State of Ohio Valor award for this call on October 20, 2020. Possible ideas to continue development of would be a thin ice awareness month in memory of the victim.
- Several Matrix items have been closed out. Maybe some additional data is needed on the fire district maps on the website as well as a timeline. Township residents should contact the individual fire departments with how the money will be spent that is raised by the levies.
- Jon Hofstetter presented an update on the township handbook. Work will continue on this.
- Jon Hofstetter presented an update on the annexation. Some questions are needing to be answered. Wayne County Prosecutor Barbara Biro, had a question on one paragraph of the annexation contract regarding whether the area being annexed into the Village would still be subject to the road and bridge tax/levy. There is some language that is different from our last annexation so we need to check with the Village of Dalton to see if this was the intention of the Village.
- Jon Hofstetter provided an update on the website changes that are currently in process. Some of the changes that we want to do need to be done by the website provider at a cost of \$125.00/hour. Jon Hofstetter will get a quote for the next meeting.
- Jon Hofstetter made contact with the grant writer that EWFD and KVFD has used in the past. There is a potential grant available in 2021 for the Tornado Siren. Work will continue on this.
- Tom Gregory provided information received from Jay Sell on the electrical aggregation. We can accept an agreement for 5.29/kwh or continue to wait a bit. Jon Hofstetter has been contacted from another electrical company who would like to provide a quote as well.
- Our next regular meeting will be October 13, 2020 at the Kidron Community Center at 7:00 p.m.
- Scott Widmer made a motion to adjourn at 8:58 p.m. Jon Hofstetter seconded. Motion carried.


Jon Hofstetter, President


Anita Fisher, Fiscal Officer

Appropriation Supplemental

UAN v2020.3

August 2020

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
08/14/2020	09/07/2020	1000-110-230-0000	-\$50.00	2020-09-08-01	Permanent	Reallocate funds to the Tax Collection Fees line item to allow for	No
08/14/2020	09/07/2020	1000-110-314-0000	\$50.00	2020-09-08-01	Permanent	Reallocate funds to the Tax Collection Fees line item to allow for	No



SUGAR CREEK TOWNSHIP, WAYNE COUNTY

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Appropriation Supplemental

UAN v2020.3

September 2020

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
09/08/2020	09/07/2020	2031-760-740-0000	\$50,000.00	2020-09-08-02	Permanent	Reallocate funds that were to be transferred to the Capital	No
09/08/2020	09/07/2020	2031-910-910-0000	-\$50,000.00	2020-09-08-02	Permanent	Reallocate funds that were to be transferred to the Capital	No



SUGAR CREEK TOWNSHIP, WAYNE COUNTY

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Appropriation Supplemental

UAN v2020.3

September 2020

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
09/08/2020	09/07/2020	1000-110-230-0000	-\$400.00	2020-09-08-03	Permanent	Reallocate Funds to allow for final payment to Attorney Schrader.	No
09/08/2020	09/07/2020	1000-110-311-0000	\$5,200.00	2020-09-08-03	Permanent	Reallocate Funds to allow for final payment to Attorney Schrader.	No
09/08/2020	09/07/2020	1000-110-389-0000	-\$3,000.00	2020-09-08-03	Permanent	Reallocate Funds to allow for final payment to Attorney Schrader.	No
09/08/2020	09/07/2020	1000-330-111-0000	-\$1,200.00	2020-09-08-03	Permanent	Reallocate Funds to allow for final payment to Attorney Schrader.	No
09/08/2020	09/07/2020	1000-420-370-0000	-\$600.00	2020-09-08-03	Permanent	Reallocate Funds to allow for final payment to Attorney Schrader.	No



Payment Listing

September 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
140-2020	09/15/2020	09/07/2020	EW	OHIO DEFERRED COMPENSATION	\$140.00	O
141-2020	09/15/2020	09/07/2020	EW	SCHOOL DISTRICT INCOME TAX	\$55.91	O
142-2020	09/15/2020	09/07/2020	EW	STATE OF OHIO	\$143.53	O
143-2020	09/15/2020	09/07/2020	EW	UNITED STATES TREASURY	\$667.04	O
144-2020	09/30/2020	09/07/2020	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$1,896.43	O
145-2020	09/25/2020	09/07/2020	CH	COLUMBIA GAS	\$36.08	O
146-2020	09/08/2020	09/07/2020	CH	AMERICAN ELECTRIC POWER	\$391.14	O
147-2020	09/16/2020	09/07/2020	CH	OHIO EDISON	\$106.07	O
148-2020	09/18/2020	09/07/2020	CH	OHIO EDISON	\$490.87	O
22170	09/08/2020	09/04/2020	PR	ANITA J. FISHER	\$1,254.04	O
22171	09/08/2020	09/04/2020	PR	THOMAS M GREGORY	\$380.71	O
22172	09/08/2020	09/04/2020	PR	JONATHAN HOFSTETTER	\$809.92	O
22173	09/08/2020	09/04/2020	PR	SCOTT E WIDMER	\$308.41	O
22174	09/08/2020	09/07/2020	AW	ARMSTRONG	\$49.95	O
22175	09/08/2020	09/07/2020	AW	BOONTOWN SPRAYER SHOP	\$17.05	O
22176	09/08/2020	09/07/2020	AW	DON SMITH AUTO PARTS, INC.	\$70.50	O
22177	09/08/2020	09/07/2020	AW	L. E. SOMMER & SONS, INC.	\$94.51	O
22178	09/08/2020	09/07/2020	AW	MELWAY PAVING CO., INC.	\$236,787.25	O
22179	09/08/2020	09/07/2020	AW	AUDITOR OF STATE	\$762.00	O
22180	09/08/2020	09/07/2020	AW	OTARMA-Ohio Twp Assoc.Risk Mgmt Authori	\$8,299.00	O
22181	09/08/2020	09/07/2020	AW	REED RECORDS MANAGEMENT	\$32.00	O
22182	09/08/2020	09/07/2020	AW	RENTWEAR, INC.	\$114.58	O
22183	09/08/2020	09/07/2020	AW	STERLING FARM EQUIPMENT	\$98,568.50	O
22184	09/08/2020	09/07/2020	AW	TRAIL TIRE LLC	\$408.00	O
22185	09/08/2020	09/07/2020	AW	WAYNE COUNTY COMMISSIONERS	\$2,803.19	O
22186	09/08/2020	09/07/2020	AW	YODER HYDRAULICS LTD	\$15.85	O
22187	09/08/2020	09/07/2020	AW	ATTORNEY ALFRED E. SCHRADER, LLC	\$15,000.00	O
22188	09/08/2020	09/07/2020	AW	ATTORNEY ALFRED E. SCHRADER, LLC	\$9,000.00	O
Total Payments:					\$378,702.53	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$378,702.53	

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.

Fund Status

UAN v2020.3

As Of 9/30/2020

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	1.714%	\$7,679.65	\$0.00	\$7,679.65
2011	Motor Vehicle License Tax	3.456%	\$15,486.11	\$0.00	\$15,486.11
2021	Gasoline Tax	18.636%	\$83,515.18	\$0.00	\$83,515.18
2031	Road and Bridge	9.064%	\$40,618.14	\$0.00	\$40,618.14
2231	Permissive Motor Vehicle License Tax	2.642%	\$11,840.53	\$0.00	\$11,840.53
2281	Fire and Rescue, Ambulance and EMS Se	36.438%	\$163,303.33	\$0.00	\$163,303.33
2401	Street Lighting	1.318%	\$5,907.50	\$0.00	\$5,907.50
4901	Miscellaneous Capital Projects	26.732%	\$119,800.00	\$0.00	\$119,800.00
All Funds Total			\$448,150.44	\$0.00	\$448,150.44
Pooled Investments					\$0.00
Secondary Checking Accounts					\$27,524.31
Available Primary Checking Balance					\$420,626.13

Last reconciled to bank: 08/31/2020 – Total other adjusting factors: \$0.01

YEAR: 2020

MONTH: August

ACTION PERFORMED

MAINTNANCE:

Performed on Machinery cleaned up mower tractor

Performed on Buildings clean twp lot

AGGREGATE STOCK PILED

#67

#8

SAND

SALT

OTHER

SEE ROAD INSPECTION

SNOW REMOVAL

Number of days removing snow

Number of days checking

OTHER

Finished 2nd mowing roadsides

Choked roads as needed

Road	Date	Road Surface	Ditch condition	Sign condition	Culvert condition	Tree branches	All OK	Repairs needed	Repair complete
Kohler Road (North of US 30)	8-10-20						X		
Bair Road	8-10-20					8-11 Tree down	X	Branches cleared	8-11-2020
Pre Vannes Drive	8-10-20						X		
Kurzen Road (North of US 30)	8-10-20	8-25 Gravel on the road					X	Cleared the gravel off of the road	8-25-2020
Kurzen Road (South of US 30)	8-10-20						X		
Old Lincoln Way (Kidron Rd and Kohler Rd)	8-10-20						X		
Kohler Road (US30 to Hackett)	8-10-20						X		
Kohler Road (Hackett to the end of the township)	8-10-20						X		
Berg Road	8-10-20			8-26 Stop sign painted			X	Stop sign replaced	8-26-2020
Arnold Road (Wenger to Kidron)	8-10-20	8-25 Mud on the roadway					X	Cleaned the mud off of the road	8-25-2020
Arnold Road (Kidron to the end of the township)	8-10-20						X		
Wenger Road (North of US 30)	8-10-20						X		
Rudy Road (Wenger to 94)	8-10-20						X		
Rudy Road (94 to Foxlake)	8-10-20						X		
Zuercher Road (Wenger to Withrich)	8-10-20						X		
West Lebanon Road (105)	8-10-20						X		
Krug Road	8-10-20						X		
Blosser Road	8-10-20						X		
Davis Road	8-10-20						X		
Wecht Road	8-10-20						X		
Eckard Road	8-10-20						X		
Withrich Road (94 to West Lebanon)	8-10-20						X		
Withrich Road (West Lebanon to Deerfield)	8-10-20						X		
Goudy Road (Deerfield to West Lebanon)	8-10-20						X		
Goudy Road (West Lebanon to 94)	8-10-20						X		
Moser Road	8-10-20						X		
Amstuz Road	8-10-20						X		
Goudy Road (Moser to Wenger)	8-10-20						X		
Goudy Road (Wenger to Zuercher)	8-10-20						X		
Goudy Road (Zuercher to Kidron)	8-10-20						X		
Goudy Road (Kidron to Kohler)	8-10-20						X		
Hackett Road	8-10-20						X		

Farhni Road	8-10-20						X		
Lustic Road	8-10-20						X		
Baumgartner Rd	8-10-20						X		
Emerson Road	8-10-20						X		
Sommers Road	8-10-20						X		
Nussbaum Road	8-10-20						X		
Zuercher Road (Hackett to the county line)	8-10-20						X		
Alpine Road	8-10-20						X		
Steinwood Drive	8-10-20						X		
Bluebird Lane	8-10-20						X		
Dreamwood Drive	8-10-20						X		
LAKE HARMONY ALLOTMENT									
Hillside Drive	8-10-20						X		
Lakefield Drive	8-10-20						X		
N. Highview Drive	8-10-20						X		
Lake Drive	8-10-20						X		
Myers Drive	8-10-20						X		

EWFD REPORT FOR SC TWP TRUSTEES

MONTH: August

DATE	BROADCAST	TYPE CALL / GENERAL AREA	JURISDICTION
8/31/2020	11:26	MISC-Public Service/Medical Removal	Dalton
8/31/2020	8:57	EMS-Welfare Check	Dalton
8/30/2020	22:47	EMS-Shady Lawn	Dalton
8/30/2020	20:01	EMS-Rt 30 & 172	Sugar Creek
8/29/2020	19:21	MISC-Medical Standby	Dalton
8/27/2020	16:18	EMS-MA to NLVFD (MVA)	Tusc Twp - NLVFD
8/27/2020	6:30	EMS-Hillside Dr	Sugar Creek
8/27/2020	4:56	EMS-NW Lebanon Rd	Sugar Creek
8/26/2020	8:36	EMS-Hillside Dr	Sugar Creek
8/26/2020	7:19	EMS-E Old Lincolnway	Sugar Creek
8/24/2020	19:28	EMS-Hillside Dr	Sugar Creek
8/24/2020	16:58	FIRE-E Old Lincolnway Alarm	Sugar Creek
8/24/2020	16:43	FIRE-E Lincolnway Alarm	Sugar Creek
8/24/2020	16:29	EMS-Rt 30 & Mill (MVA)	Dalton
8/23/2020	20:52	EMS-S West Lebanon Rd	Sugar Creek
8/23/2020	13:38	EMS-S West Lebanon Rd	Sugar Creek
8/22/2020	20:18	EMS-S Mill St	Dalton
8/22/2020	16:13	EMS-Wertz Ave	Dalton
8/21/2020	5:34	EMS-Shady Lawn	Dalton
8/20/2020	13:13	EMS-E Old Lincolnway	Sugar Creek
8/20/2020	12:25	FIRE-W. Main	Dalton
8/19/2020	8:57	EMS-Shady Lawn	Dalton
8/18/2020	10:42	EMS-Heritage Pt	Dalton
8/17/2020	19:59	EMS-Church & Main	Dalton
8/16/2020	19:48	EMS-S. Mill	Dalton
8/16/2020	11:20	EMS-Tanglewood	Dalton
8/15/2020	22:39	EMS-S Mt Eaton Rd	Sugar Creek
8/14/2020	22:42	EMS-SW Lebanon Rd	Sugar Creek
8/12/2020	14:02	EMS-Shady Lawn	Dalton
8/10/2020	1:32	EMS-Shady Lawn	Dalton
8/8/2020	0:04	EMS-W Schultz St	Dalton
8/7/2020	20:15	EMS-Shady Lawn	Dalton
8/7/2020	5:32	EMS-Shady Lawn	Dalton
8/6/2020	19:18	EMS-Arnold Rd	Sugar Creek
8/5/2020	16:41	EMS-S. Mt Eaton/Withrich	Sugar Creek
8/2/2020	18:55	EMS-N Church St	Dalton

20 Calls Incorporated Area SC Twp
 15 Calls Unincorporated Area SC Twp
 1 Mutual Aid to North Lawrence Vol Fire Dept
 7 @ Shady Lawn & 1 @ School

Emailed: 9/8/2020