

# SUGAR CREEK TOWNSHIP

## Agenda for October 11, 2022

1. **Open the meeting.**
2. **Approve meeting minutes.**
  - a. September 21, 2022.
3. **Office reports.**
  - a. Fiscal officer report.
    - i. Bank reconciliation.
    - ii. Payroll vouchers.
    - iii. Review monthly reports.
    - iv. Approve paying bills.
    - v. Review the Street lighting assessment and health of the fund.
    - vi. Any other correspondence the Fiscal Officer needs to present.
  - b. Road Supervisor reports.
    - i. Review the road inspection form.
    - ii. Review the monthly department report.
    - iii. Review progress from last month's decision.
    - iv. Discuss roller for asphalt paving.
      1. Progress on an agreement.
    - v. Discuss submitting a request for speed change on Jericho Rd.
    - vi. Discuss full-time, part-time, and qualified volunteer employees' hours and benefits.
      1. See Matrix item 2022-GEN-0154 Job description, Position announcement, Application, and Guidelines for hiring.
    - vii. Review any matter that comes up between posting the agenda and the meeting.
  - b. Fire department report.
    - i. Review any reports from EWJFD.
      1. No reports since they have not had a meeting.
      2. Discuss ongoing concerns with the EWJFD board.
      3. See Matrix item 2022-GEN-0125 Revisions to Fire and EMS contracts.
        - a. CARES Act usage concerns.
        - b. Changes to the contract for 2023 and 2024.
      4. Discussion on the 2020 settlement agreement.
      5. Follow up on correspondence to EWJFD and Villages.
    - ii. Review any reports from KVFD.
      1. Review monthly reports.
      2. Levy discussion.
        - a. See Matrix 2022-GEN-0159 Southern Sugar Creek Township Fire District additional levy.
      3. Review of the Ohio State Fire Marshal's grant KVFD was awarded.
        - a. Most of the equipment has been paid for, and an inventory list has been started.
        - b. The SCBA grant is finished, and we are waiting on some equipment for the MARCS grant to finish.

- c. When the inventory list is completed, it has been agreed to add it to the 2023-2024 contract. The new contract should be completed soon.
      - 4. Fire and Ems contracts.
        - a. See Matrix item 2022-GEN-0125 Revisions to Fire and EMS contracts.
        - b. Discuss CARES Act expenditures from 2020 and 2021.
      - iii. Review any matter that comes up between posting the agenda and the meeting.
- 4. Unfinished business.**
  - a. Wayne County Prosecutor's Office legal advice.
    - i. 2022-GEN-0115 Public records request review.
      - 1. Review progress on public records requests
    - ii. 2022-GEN-0125 Revisions to Fire and EMS contracts.
      - 1. Review any progress on updating our contracts.
    - iii. 2022-GEN-0154 Job description, Position announcement, Application, and Guidelines for hiring.
      - 1. Review any progress.
    - iv. 2022-GEN-0159 Southern Sugar Creek Township Fire District additional levy.
      - 1. Review any progress.
  - b. Review website information.
    - i. Review online submissions.
- 5. Tabled Business.**
  - a. ODOT WAY-30 study inside of our township.
    - i. Update on the projects submitted for funding
  - b. Storm Siren Grant.
    - i. Discuss having a project ready to go in case other grants open up.
  - c. One Ohio opioid settlement.
    - i. Online paperwork has been completed.
    - ii. We are waiting on an online response on the next steps.
- 6. New Business**
  - a. Review website information.
    - i. Review online submissions.
  - b. Any item that comes to our attention between the agenda's posting and our meeting.
    - i. If an item needs immediate attention, act upon it.
    - ii. If an item does not need immediate attention, the board can discuss and table the item for our next meeting.
- 7. 2022 Goals of the board.**
  - a. Work on gathering information for a storm siren grant if one becomes available.
  - b. Work on adding security cameras, IT, and electronic public records retention policy.
  - c. Becoming familiar with our handbook and policies.
  - d. **Completed** ~~Passing the renewal of fire levies.~~
  - e. Complete our public records inventory and disposal.
  - f. Work on numerous grants that are available, including the American Rescue Plan.
- 8. Public Comments.**
  - a. The board will allow comments if time allows.
  - b. Forms for participation will be located near the Fiscal Officer.
  - c. Comments should be relevant to the items discussed at the meeting.

- d. Items for discussion outside of the meeting topics can be brought to any board member at any time outside of the meeting.

**9. Sign financial documents.**

**10. Schedule of our next regular meetings**

- a. November 8, 2022, 7:00 pm at the Kidron Community building.
- b. December 13, 2022, 7:00 pm at the Kidron Community building.

**11. Adjourn the meeting.**