SUGAR CREEK TOWNSHIP

Agenda for December 13, 2022

1. **Open the meeting.**
2. **Approve meeting minutes.**
	1. November 5, 2022
3. **Office reports.**
	1. Fiscal officer report.
		1. Bank reconciliation.
		2. Payroll vouchers.
		3. Review monthly reports.
		4. Approve paying bills.
		5. Any other correspondence the Fiscal Officer needs to present.
	2. Road Supervisor reports.
		1. Review the road inspection form.
		2. Review the monthly department report.
		3. Provide an update on the status of a request for a speed change on Jericho Rd.
		4. Discuss full-time, part-time, and qualified volunteer employees' hours and benefits.
			1. See Matrix item 2022-GEN-0154.
		5. Discuss MORE grant for OTARMA
			1. Kevin is purchasing a rolling ladder to use with the pallet racking, washing equipment, changing lighting, and general building maintenance.
		6. Discuss the number of funds available for the purchase of multiple aggregates.
		7. Review any matter that comes up between posting the agenda and the meeting.
	3. Fire department report.
		1. Review any reports from EWJFD.
			1. Review October report
			2. See Matrix item 2022-GEN-0125 Revisions to Fire and EMS contracts.
				1. Follow-up from the November 5th meeting with EWJFD.
			3. Discussion on the 2020 settlement agreement.
		2. Review any reports from KVFD.
			1. Review monthly reports.
			2. Levy discussion.
				1. 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.
				1. We are waiting on items for the MARCS grant to be shipped.
				2. 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.
				1. See Matrix item 2022-GEN-0125 Revisions to Fire and EMS contracts.
		3. Review any matter that comes up between posting the agenda and the meeting.
4. **Unfinished business.**
	1. Wayne County Prosecutor's Office legal advice.
		1. 2022-GEN-0115 Public records request review.
			1. Review progress on public records requests
		2. 2022-GEN-0125 Revisions to Fire and EMS contracts.
			1. Review any progress on updating our contracts.
		3. 2022-GEN-0154 Job description, Position announcement, Application, and Guidelines for hiring.
			1. Review handbook and application updates.
			2. The handbook with job descriptions has been reviewed by WCPO and OTARMA.
			3. Discuss the job posting notification.
		4. 2022-GEN-0159 Southern Sugar Creek Township Fire District additional levy.
			1. Review any progress.
	2. Review website information.
		1. Review online submissions.
5. **Tabled Business.**
	1. ODOT WAY-30 study inside of our township.
	2. Storm Siren Grant.
		1. Discuss having a project ready to go in case other grants open up.
	3. One Ohio opioid settlement.
		1. Online paperwork has been completed.
		2. We are waiting on an online response on the next steps.
6. **New Business**
	1. Review website information.
		1. Review online submissions.
	2. Any item that comes to our attention between the agenda’s posting and our meeting.
		1. If an item needs immediate attention, act upon it.
		2. 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.**
	1. Work on gathering information for a storm siren grant if one becomes available.
	2. Work on adding security cameras, IT, and electronic public records retention policy.
	3. Becoming familiar with our handbook and policies.
	4. **Completed**~~Passing the renewal of fire levies~~.
	5. **Held a meeting and reviewed our records** ~~public records inventory and disposal.~~
	6. Work on numerous grants that are available, including the American Rescue Plan.
8. **Public Comments.**
	1. The board will allow comments if time allows.
	2. Forms for participation will be located near the Fiscal Officer.
	3. Comments should be relevant to the items discussed at the meeting.
	4. 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**
	1. December 28, 2022, Tentative end-of-the-year meeting.
11. **Adjourn the meeting.**