



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**

Tuesday, February 6<sup>th</sup>, 2024, 9:00 A.M.

**REGULAR SESSION:**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Reports**
  - A. Administrator
  - B. Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
5. **Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
6. **Old Business**
7. **Consent Agenda Items**
  - A. Payment of Bills
  - B. Minutes
  - C. Authorize Township Administrator as Signatory on Agreement with Choice One regarding the Veterans Memorial Park– 2024.02.06.01
  - D. 2023 Mileage Certification – 2024.02.06.02
  - E. Appointment of Administrative Staff – Dee Maiwald – 2024.02.06.03
  - F. Reclassification of Fire Department Staff – Bradly Mader- 2024.02.06.04
  - G. Declare Excess Property – Fire Department – 2024.02.06.05
  - H. Declare Excess Property – Service Department - 2024.02.06.06
  - I. Resignation of Police Officer – Jason Robison – 2024.02.06.07
8. **Discussion Agenda Items**
  - A. Little Miami Watershed Network
9. **Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
10. **Trustee/Staff Discussion**
11. **Adjourn**



## MEETING CONDUCT AND GUIDELINES

As Trustees of Sugarcreek Township, we encourage residents to attend our Township Meetings. We appreciate you taking time out of your busy schedules to be a part of your Government in action. To help meetings move along in a positive manner, we have established the following guidelines for our meetings:

This is a Township Business meeting and is to be conducted in a professional, business-like manner. It is not our intention to embarrass or demean each other or any members of the audience. We will treat each other with courtesy and respect and we ask for the same courtesy and respect from the audience. No one will get special treatment. These guidelines are for all of us.

As a professional meeting should not go longer than an hour to an hour and a half, it is our intention to stay within a reasonable time limit and follow the agenda.

There will be an Open Discussion at the end of the agenda for the audience to give comments on Township issues. When you have a question or comment, please go to the microphone, state your name and address and direct your question to the Trustees. Please try to limit your comments to 3-5 minutes so as to allow everyone an opportunity to speak.

We appreciate your input. We will not allow any personal attacks or any type of outbursts or profanity from the audience.

If you have any personal comments that you would like to make to us as individuals, please feel free to call the Township Administrative offices or allow us to set up a time to speak with you individually.

It is our goal that meetings are productive and positive. We will do our best to conduct effective, professional meetings.

Thank you.

Sugarcreek Township Trustees



**Staff Report for the Sugar Creek Township Board of Trustees  
January 9, 2024 to January 31, 2024**

The following is a snapshot of the activities and areas of responsibility for the Sugar Creek Township Planning and Zoning Department. This report is prepared to keep the Board of Trustees informed and the citizens apprised of their Planning and Zoning Department. If further information or explanation is needed, please contact Cara Tilford at 937-848-8426.

**Board of Zoning Appeals Activities:**

- **January 25, 2024 Meeting-cancelled**
- **February 22, 2024 Meeting-cancellation pending, no applications received prior to the meeting's closing date**

**Zoning Commission Activities:**

- **February 6, 2024 Meeting-cancelled**
- **Next meeting scheduled for March 5, 2024**
- **Beginning review of LRLUP Update draft on February 5, 2024 with update committee**

**Meetings/Accomplishments:**

- Recorded Zoning Resolution and Zoning Map (yearly housekeeping)
- Ordered new Zoning Map from GIS to reflect recently approved map amendment
- Working with Compass Point Planning on Long Range Land Use Plan Update; county was able to successfully transfer mapping data; initial review with committee beginning in February
- Working with Choice One on updating our portion of the RAISE grant application; coordinating with Yellow Springs to make modifications in advance of submission deadline
- Met with county to discuss road vacation on January 8, 2024
- Met with developer and county to discuss Feedwire Farm project on January 12, 2024
- Attended mediation regarding pending litigation on January 17, 2024

- Attended Connecting Mobility and Growth Listening Session on January 23, 2024
- Met with business owner to discuss locating in Sugarcreek Township on January 26, 2024
- Met with sign company to discuss signage at Administration Office and Public Safety Building, awaiting mock-up, cost estimates on January 31, 2024
- Met with Fiscal Office, Fire Department to discuss budget on February 1, 2024
- Assisting Church as they explore the potential of locating a cemetery on their property



## Sugarcreek Township Trustees Report For February 6th, 2024

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 02.02.2024 to keep the Board of Trustees informed of their Fire Department. If further information is needed, please contact Chief Buffenbarger at 937-848-7344.

### Trainings: (Note: Trainings are conducted via Zoom between fire stations whenever possible)

- Fire Rescue 1 Academy Training Platform
- Blue Card Communications (Size-up)
- Triage/MCI Virtual Reality (Ohio State Wexner)
- Surviving PTSD (Kettering Health)
- 2024 Department Expectations (Chief Buffenbarger)
- Fire Officer I and II scheduled for Summer (ARPA Grant Funds)
- Live Fire Training at Dayton Fire Department Training Center scheduled for May 1-3.

### Statistics:

#### 2024 Totals

Report current as of 02.01.2024

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| • EMS Responses: 97 (78.9%)         | 18 MVC's (14.6%)                |
| • <u>Fire Responses: 26 (21.1%)</u> |                                 |
| 123                                 | 14 calls to Cornerstone (11.4%) |

#### **Mutual Aid Given (number of incidents)**

- Fire = 9
- EMS = 4
- (3-Spring Valley, 7-Bellbrook, 2-Beavercreek, 1-Fairborn)

#### **Mutual Aid Received (number of incidents)**

- Fire = 10
- EMS = 4
- (6-Washington Twp, 4-Bellbrook, 1-Spring Valley, 2-Beavercreek, 1-Kettering)

#### Information:

- ISO review scheduled for February 19th
- Painting underway at Station 72
- Graphics installed on new staff car (Danco)
- Lights/Siren scheduled for late April at K.E. Rose
- Public Safety Building hot water heater repaired (Pester)
- Toilet repaired in Station 72 Women's restroom (Pester)
- Station 72 door opener for Bay 3 repaired (DC Door)
- Medic 72 and Medic 71 received scheduled maintenance

- Ladder 72 transmission speed sensor updated (warranty)
- Medic 72 oil pressure sensor replaced (Ford)
- Firefighters Zach Lucas, Ethan Tavener, and Evan Thompson earned their paramedic certifications.
- 2024 FEMA AFG will be submitted for new radios

**Status of Issues the Fire Department is Addressing:**

- E71 is out of service for head gasket replacement.
- Still waiting for delivery of 32 sections of new fire hose from Atlantic
- New part time candidate Steven Walker interviewed and sent for physical
- Five Marcs radios APX 7000 are no longer being repaired per P&R

**Fire Department Scheduled Events Attended:**

- Attended Crumble Cookie Grand Opening
- Attended Michael's Grand Opening
- Attending Greene County Fire Chiefs Meeting
- Attending PSISN Meeting
- Attending White Fence Farm HOA
- Attending Ohio Fire Chiefs Winter Symposium
- Attending Fire Code Update in Columbus (Feb 26,27)
- Colin's Lodge Basketball Game (Feb 26 @ 1800)

**Fiscal:**

As of February 9 <sup>th</sup> , 2024	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,393,471.00	\$658,364.68	\$271,395.23	\$2,490,759.71	7.934%
EMS	\$203,350.00	\$52,464.72	\$29,085.89	\$123,968.51	14,152%
Cell Tower Fund	\$27,068.58	\$0.00	\$0.00	\$27,068.58	0.00%
Department Total	\$3,623,889.58	\$710,829.40	\$300,481.12	\$2,641,796.80	8.225%

**Projected Capital Needs:**

- Replace ATV-71 \$45,000
- Bay Doors Station 71 \$18,000
- Bay Doors Station 72 \$30,000
- Training Prop \$40,000
- Hose Testing Machine \$5,000
- Thermal Imaging Camera \$7,000
- MDT for Fire Marshal \$3,500

Respectfully Submitted,

Doug Buffenbarger

4398 Clys Road | Sugarcreek, Ohio 45305  
 (P) 937.848.7344 | (F) 937.848.5188  
 www.SugarcreekOH.US

Fire Chief



Michael A. Brown  
Chief of Police

## Trustee Report February 6, 2024

### Training

- On January 18<sup>th</sup>, Detective Mantia attended the "Internet Crimes Against Children" class.
- On February 6<sup>th</sup>, SRO Officer Black will be attending the "Racially Motivated Violent Extremism" class at the University of Dayton.
- No other classes scheduled for February.

### Fiscal

Budget 202\43 (Final Appropriation)	\$3,207,775.00
Expenditures as of January 30, 2024	\$208,076.64
% of Budget Used	6.4%
% of Budget Year Target for the end of January	8.3%
% of Budget Remaining	93.6%
Cash Balance as of January 30, 2024	\$426,080.36

**EVENTS/APPEARANCES**

- On January 11<sup>th</sup>, Chief Brown attended the BSCSC Board Meeting.
- On February 1<sup>st</sup>, Chief Brown attended the River Ridge HOA.

Respectfully submitted,



Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

January 1, 2024

- Business and house checks
- Suspicious vehicle in Oak Creek Drive
- Criminal damaging on Clio Road
- Juvenile complaint in Eden Meadows Way
- Fireworks in Surrey Trail

January 2, 2024

- Theft report on E. Briggs Road
- Theft arrest on Wilmington Pike
- Community policing
- Welfare check on Waynesville Road

January 3, 2024

- Traffic stops
- Crash report on Wilmington Pike
- Fraud report taken on Ferry Road
- Theft arrest on Wilmington Pike

January 4, 2024

- Nothing to Report

January 5, 2024

- Theft arrest on Conference Road
- Suspicious vehicle on Surrey Trail
- Community policing

January 6, 2024

- Crast report on Upper Bellbrook Road
- Community policing

January 7, 2024

- Theft report on Upper Bellbrook Road
- Crash report on Wilmington Pike
- 911 Hang up on Kables Mille Drive
- Theft report on Clio Road

January 8, 2024

- Nothing to Report

January 9, 2024

- Crash on Wilmington Pike
- Fraud report taken on Surrey Trail
- Theft report taken on Brookdale Lane
- An animal complaint on Little Sugarcreek Road
- Business checks

January 10, 2024

- Crash report on Wagner Road
- Community policing
- Traffic stops

January 11, 2024

- Juvenile complaint on Feedwire Road
- Trespassing on Upper Bellbrook Road
- Community policing

January 12, 2024

- Welfare check on Bayberry Cove Drive
- Theft report on N. Lakeman Drive
- Community policing
- Business and house checks

January 13, 2024

- Theft arrest on Wilmington Pike
- Extra patrol
- Request of an officer on Surrey Trail

January 14, 2024

- Business and house checks
- Community policing
- An animal complaint on Feedwire Road

January 15, 2024

- Theft arrest on Wilmington Pike
- Extra patrol on Feedwire Road
- Crash report on Swigart Road

January 16, 2024

- Welfare check on Surrey Trail
- Suspicious vehicle on Wilmington Pike
- Criminal Damaging on Van Eaton Road

January 17, 2024

- Juvenile complaint on Feedwire Road
- Crash report on Feedwire Road
- Disturbance on Wilmington Pike
- Welfare check on Chestnut Grove Court

January 18, 2024

- Crash report on Wilmington Pike
- Juvenile complaint on Feedwire Road
- Burglary on Wilmington Pike

January 19, 2024

- Crash report on Social Row Road
- Crash report on Centerville Road
- Theft report on Surrey Trail
- Traffic stops

January 20, 2024

- Crash report on Wilmington Pike
- Request of an officer on Clyo Road

January 21, 2024

- Nothing to Report

January 22, 2024

- Theft arrest on Conifer Trail
- Theft arrest on Wilmington Pike
- Welfare check on State Route 725

January 23, 2024

- Crash report on Wilmington Pike
- Intoxicated subject on Wilmington Pike
- Fraud report on Oak Creek Drive

January 24, 2024

- Nothing to Report

January 25, 2024

- Intoxicated subject on Wilmington Pike
- Theft arrest on Wilmington Pike
- Juvenile complaint on Kable Mills Drive

January 26, 2024

- Business and house checks
- Crash report on Wilmington Pike
- Domestic violence report taken in Bayberry Cove Drive

January 27, 2024

- Nothing to Report

January 28, 2024

- Theft arrest on Wilmington Pike
- Community policing

January 29, 2024

- Crash report on Cloy Road
- Criminal damaging on Wilmington Pike
- An animal complaint on Feedwire Road

January 30, 2024

- 911 Hang up
- Traffic stops
- Business checks

January 31, 2024

- Suspicious vehicle on Wilmington Pike
- Fight reported on Wilmington Pike



## Staff Report for Sugar Creek Township Trustees February 6, 2024

The following information is a snapshot of the activities and areas of responsibilities for the Sugar Creek Township Roads and Services Department.

### Calls for Service:

- There were six callouts for this time period-Five snow related, one for a fallen tree

### Accomplishments:

- Repaired crosswalk post-Clyo/Center Point
- Patched pot holes(X6)
- Redefined ditch 4060 Brown Rd between driveways
- Greased loader, prepped all trucks for snow, repaired Beet Heet tank-701
- Replaced alternator, spinner motor-702
- Repaired berm-LSC @ Swigert
- Attended two trainings on pavement, one on pipeline safety
- Changed radar batteries(X4)
- Updated inventory list for 2024
- Delivered and picked up 2023 F-250 from Zoresco-new EM light package
- Cleaned and organized shop
- Replaced faded and damaged signs-throughout TWP
- Salted/plowed roads in TWP
- Conducted sidewalk inspections-Eagle Rises
- Cleaned out center pit in Service bays
- Removed dead deer-LSC
- Met with Greene Co Inspector- hole developed near sidewalk-Landings
- Received salt deliveries

Respectfully,

Dale Owens  
Director of Roads and Services



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- 10. Trustee/Staff Discussion**
- 11. Adjourn**

## Payment Listing

1/8/2024 to 1/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
97-2024	01/09/2024	01/09/2024	CH	BUREAU OF WORKERS' COMPENSATION	\$3,005.96	O
				Purpose: monthly pmt workers comp		
100-2024	01/22/2024	01/22/2024	CH	HUNTINGTON NATIONAL BANK	\$2,154.09	O
				Purpose: MISC CREDIT CARD PURCHASES		
191-2024	01/30/2024	01/30/2024	CH	BUREAU OF WORKERS' COMPENSATION	\$3,259.00	O
				Purpose: 2024 TRUE UP PAYMENT		
91870	01/04/2024	01/04/2024	AW	STRYKER SALES CORPORATION	\$2,150.94 *	V
				Purpose: BWC grant		
91870	01/22/2024	01/22/2024	AW	STRYKER SALES CORPORATION	-\$2,150.94	V
91898	01/08/2024	01/08/2024	AW	OMNI - PRINTS	\$78.50	O
				Purpose: business cards		
91899	01/08/2024	01/08/2024	AW	P & R COMMUNICATIONS SERVICE, INC.	\$3,780.00	O
				Purpose: radio maintenance		
91900	01/08/2024	01/08/2024	AW	MUNICIPAL EMERGENCY SERVICES	\$1,266.96	O
				Purpose: SCBA contract		
91901	01/08/2024	01/08/2024	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$889.10	O
				Purpose: hose and coolant		
91902	01/08/2024	01/08/2024	AW	DETROIT TIRES SUPPLY	\$66.25	O
				Purpose: tire repair		
91903	01/08/2024	01/08/2024	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: nov monthly fees		
91904	01/08/2024	01/08/2024	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: Nov postage fees		
91905	01/08/2024	01/08/2024	AW	DUNCAN OIL COMPANY	\$1,132.72	O
				Purpose: fuel		
91906	01/08/2024	01/08/2024	AW	BARRY TIFFANY	\$59.09	O
91908	01/09/2024	01/09/2024	AW	P & R COMMUNICATIONS SERVICE, INC.	\$3,000.00	V
91908	01/09/2024	01/09/2024	AW	P & R COMMUNICATIONS SERVICE, INC.	-\$3,000.00	V
91909	01/09/2024	01/09/2024	SW	Skipped Warrants 91909 to 91909 Series 1	\$0.00	V
				Purpose: Skipped Warrants 91909 to 91909 with Payment Series of 1		
91910	01/09/2024	01/09/2024	AW	P & R COMMUNICATIONS SERVICE, INC.	\$3,000.00	O
				Purpose: annual billing radios		
91911	01/11/2024	01/11/2024	AW	RUMPKE CONSOLIDATED	\$217.93	O
				Purpose: trash		
91912	01/11/2024	01/11/2024	AW	GREENE COUNTY SANITARY ENGINEER	\$907.68	O
				Purpose: sewer + water		
91913	01/11/2024	01/11/2024	AW	DUNCAN OIL COMPANY	\$1,118.28	O
				Purpose: fuel		
91914	01/11/2024	01/11/2024	AW	PHOENIX SAFETY OUTFITTERS	\$585.50	O
				Purpose: gear repair		
91915	01/11/2024	01/11/2024	AW	CHARTER COMMUNICATIONS	\$1,235.00	O
				Purpose: phone service		
91916	01/11/2024	01/11/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$133.39	O
				Purpose: office supplies		
91917	01/11/2024	01/11/2024	AW	DnD UNIFORMS, INC.	\$195.00	O
				Purpose: shirt		

## Payment Listing

1/8/2024 to 1/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91918	01/11/2024	01/11/2024	AW	ADVANCE AUTO PARTS	\$17.82	O
				Purpose: parts		
91919	01/11/2024	01/11/2024	AW	O'REILLY AUTOMOTIVE, INC.	\$42.37	O
				Purpose: parts		
91920	01/11/2024	01/11/2024	AW	Bellbrook Utility Department	\$283.63	O
				Purpose: water station 71		
91921	01/11/2024	01/11/2024	AW	SIRCHIE ACQUISITION COMPANY, LLC	\$11.95	O
				Purpose: evidence material for detectives		
91922	01/11/2024	01/11/2024	AW	CAPITAL TIRE, INC.	\$540.00	O
				Purpose: tires		
91923	01/11/2024	01/11/2024	AW	HUNTINGTON NATIONAL BANK	\$189.53	O
				Purpose: monitor/postage		
91924	01/16/2024	01/16/2024	AW	OHIO PUBLIC WORKS COMMISSION	\$20,376.66	O
				Purpose: Brown Road and Clio Road loans		
91927	01/16/2024	01/16/2024	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$1,695.80	V
				Purpose: Dec & Jan vision insurance		
91927	01/16/2024	01/16/2024	AW	FIDELITY SECURITY LIFE INSURANCE CO.	-\$1,695.80	V
91928	01/16/2024	01/16/2024	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$1,545.16	O
				Purpose: DEC & JAN VISION INSURANCE		
91931	01/16/2024	01/16/2024	AW	DENTAL CARE PLUS, INC.	\$4,353.29	O
				Purpose: DEC & JAN DENTAL INSURANCE		
91932	01/16/2024	01/16/2024	AW	AES OHIO	\$1,000.19	O
				Purpose: Electric		
91933	01/16/2024	01/16/2024	AW	ULINE	\$31.50	O
				Purpose: property room envelopes		
91934	01/17/2024	01/17/2024	AW	Green & Green, Lawyers	\$10,394.46	O
91935	01/22/2024	01/22/2024	AW	REGIONAL PLANNING & COORDINATING C	\$2,865.30	O
				Purpose: 2024 PER CAPITA		
91936	01/22/2024	01/22/2024	AW	AES OHIO	\$480.91	O
				Purpose: ELECTRIC		
91937	01/22/2024	01/22/2024	AW	SUGAR VALLEY GOLF CLUB	\$4,340.00	O
				Purpose: GCTA DINNER		
91938	01/22/2024	01/22/2024	AW	OHIO TOWNSHIP ASSOCIATION	\$200.00	O
				Purpose: 2024 CLOUT DUES		
91939	01/22/2024	01/22/2024	AW	JOHN DEERE FINANCIAL	\$259.92	O
				Purpose: BATTERIES, BLADES, JEANS		
91940	01/22/2024	01/22/2024	AW	KLEEM, INC.	\$1,133.15	O
				Purpose: ROAD SIGNS		
91941	01/22/2024	01/22/2024	AW	OHIO 811.ORG	\$1,788.66	O
				Purpose: 2024 GOVERNMENT ASSESSMENT		
91942	01/22/2024	01/22/2024	AW	A & A SAFETY	\$137.25	O
				Purpose: LETTERS AND STICKERS		
91943	01/22/2024	01/22/2024	AW	ZORESCO EQUIPMENT COMPANY	\$222.42	O
				Purpose: REPLACEMENT SPINNER		
91944	01/22/2024	01/22/2024	AW	CERTIFIED LABORATORIES	\$353.95	O
				Purpose: SUPPLIES		

## Payment Listing

1/8/2024 to 1/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91945	01/22/2024	01/22/2024	AW	CITI CARDS	\$4,176.86	O
				Purpose: MISC PURCHASES		
91946	01/22/2024	01/22/2024	AW	STRYKER SALES, LLC	\$2,150.94	O
				Purpose: BATTERY CHARGER AND POWER CORD FOR STAIR CHAIR		
91948	01/22/2024	01/22/2024	AW	CRAIG BLACK	\$40.00	O
				Purpose: CELL PHONE		
91949	01/22/2024	01/22/2024	AW	MICHAEL BROWN	\$60.00	O
				Purpose: CELL PHONE		
91950	01/22/2024	01/22/2024	AW	DOUG EVANS	\$40.00	O
				Purpose: CELL PHONE		
91951	01/22/2024	01/22/2024	AW	Paul Guerrero	\$40.00	O
				Purpose: CELL PHONE		
91952	01/22/2024	01/22/2024	AW	TYLER MANTIA	\$40.00	O
				Purpose: CELL PHONE		
91953	01/22/2024	01/22/2024	AW	LESLEY STAYER	\$40.00	O
				Purpose: CELL PHONE		
91954	01/22/2024	01/22/2024	AW	MARK WHITE	\$40.00	O
				Purpose: CELL PHONE		
91955	01/22/2024	01/22/2024	AW	BARRY TIFFANY	\$760.00	O
				Purpose: CAR ALLOWANCE AND CELL PHONE		
91956	01/22/2024	01/22/2024	AW	CARA TILFORD	\$460.00	O
				Purpose: CAR ALLOWANCE AND CELL PHONE		
91957	01/22/2024	01/22/2024	AW	FRED CRAMER	\$40.00	O
				Purpose: CELL PHONE		
91958	01/22/2024	01/22/2024	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: CELL PHONE		
91959	01/22/2024	01/22/2024	AW	RICH DEMKO	\$40.00	O
				Purpose: CELL PHONE		
91960	01/22/2024	01/22/2024	AW	MARVIN MOELLER	\$40.00	O
				Purpose: CELL PHONE		
91961	01/22/2024	01/22/2024	AW	DALE OWENS	\$60.00	O
				Purpose: CELL PHONE		
91962	01/22/2024	01/22/2024	AW	RICHARD CIPRIANO	\$40.00	O
				Purpose: CELL PHONE		
91963	01/22/2024	01/22/2024	AW	JOSHUA DARNELL	\$40.00	O
				Purpose: CELL PHONE		
91964	01/22/2024	01/22/2024	AW	CHASE MORGAN	\$40.00	O
				Purpose: CELL PHONE		
91965	01/22/2024	01/22/2024	AW	TAYLOR STINSON	\$40.00	O
				Purpose: CELL PHONE		
91966	01/22/2024	01/22/2024	AW	IAN TAMPLIN	\$40.00	O
				Purpose: CELL PHONE		
91967	01/22/2024	01/22/2024	AW	AIRGAS USA, LLC	\$39.77	O
				Purpose: OXYGEN		
91968	01/22/2024	01/22/2024	AW	REGION 3 RESCUE STRIKE TEAM	\$280.00	O
				Purpose: 2024 DUES		

## Payment Listing

1/8/2024 to 1/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91969	01/22/2024	01/22/2024	AW	DETROIT TIRES SUPPLY	\$74.20	O
				Purpose: TIRE REPAIR		
91970	01/22/2024	01/22/2024	AW	DANCO LETTERING	\$2,050.00	O
				Purpose: VEHICLE GRAPHICS		
91971	01/22/2024	01/22/2024	AW	INTERSTATE FORD	\$366.38	O
				Purpose: M-72 REPAIR		
91972	01/22/2024	01/22/2024	AW	PESTER PLUMBING	\$318.49	O
				Purpose: TOILET REPAIR		
91973	01/22/2024	01/22/2024	AW	DC DOOR COMPANY	\$550.00	O
				Purpose: BAY DOOR REPAIRS		
91974	01/22/2024	01/22/2024	AW	ADVANCE AUTO PARTS	\$21.29	O
				Purpose: BULB		
91975	01/22/2024	01/22/2024	AW	LOWE'S COMPANIES INC.	\$1,005.83	O
				Purpose: MISC CHARGES		
91976	01/22/2024	01/22/2024	AW	BLUE CARD	\$2,006.50	O
				Purpose: BLUE CARD TRAINING		
91977	01/23/2024	01/23/2024	AW	MIAMI VALLEY REGIONAL CRIME LABORATORY	\$7,253.00	O
				Purpose: 2024 LAB ASSESSMENT		
91978	01/23/2024	01/23/2024	AW	PREMIER HEALTH	\$591.68	O
				Purpose: EMPLOYEE CARE		
91979	01/23/2024	01/23/2024	AW	QUADIENT FINANCE USA, INC.	\$192.53	O
				Purpose: POSTAGE		
91980	01/23/2024	01/23/2024	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: COMPUTER RENTALS		
91981	01/23/2024	01/23/2024	AW	US BANK EQUIPMENT FINANCE	\$1,046.49	O
				Purpose: COPIER FEES		
91982	01/23/2024	01/23/2024	AW	PRO ONCALL TECHNOLOGIES	\$221.45	O
				Purpose: PHONE SERVICE		
91983	01/23/2024	01/23/2024	AW	CAPITAL TIRE, INC.	\$338.00	O
				Purpose: TIRES		
91984	01/23/2024	01/23/2024	AW	VERIZON WIRELESS	\$570.47	O
				Purpose: MDTs		
91985	01/23/2024	01/23/2024	AW	GREENE COUNTY LAW ENFORCEMENT AGENCY	\$50.00	O
				Purpose: 2024 DUES		
91986	01/23/2024	01/23/2024	AW	HOME DEPOT CREDIT SERVICES	\$18.39	O
				Purpose: SUPPLIES		
91987	01/23/2024	01/23/2024	AW	BERGEN EPPERS	\$175.00	O
				Purpose: 2ND HALF GCTA DINNER		
91988	01/23/2024	01/23/2024	AW	ZERO 9 HOLSTERS	\$140.80	O
				Purpose: POLICE SMALL ITEMS		
91989	01/23/2024	01/23/2024	AW	SUGARCREEK DIRECT FAMILY CARE	\$5,280.00	O
				Purpose: SERVICES FROM JULY-SEPT 2023		
91990	01/23/2024	01/23/2024	AW	GREENE COUNTY SANITARY ENGINEER	\$93.66	O
				Purpose: WATER AND SEWER		
91991	01/23/2024	01/23/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$609.65	O
				Purpose: SUPPLIES		

## Payment Listing

1/8/2024 to 1/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
91992	01/23/2024	01/23/2024	AW	RUMPKE CONSOLIDATED	\$111.94	O
				Purpose: TRASH REMOVAL		
91993	01/23/2024	01/23/2024	AW	DUNCAN OIL COMPANY	\$1,954.44	O
				Purpose: FUEL		
91994	01/23/2024	01/23/2024	AW	SUPERIOR PLUS PROPANE	\$3,816.69	O
				Purpose: PROPANE		
91995	01/23/2024	01/23/2024	AW	SPECTRUM	\$11.58	O
				Purpose: ADAPTER AND REMOTE FEE		
91996	01/23/2024	01/23/2024	AW	CHARTER COMMUNICATIONS	\$97.04	O
				Purpose: TV SERVICES		
91997	01/23/2024	01/23/2024	AW	MUFFLER BROTHERS	\$719.60	O
				Purpose: CARS 104 AND 110		
91998	01/23/2024	01/23/2024	AW	CHARTER COMMUNICATIONS	\$187.68	O
				Purpose: VOICE SERVICE		
92001	01/29/2024	01/29/2024	AW	TECH ADVISORS	\$6,248.00	O
				Purpose: Monthly Payment		
92002	01/29/2024	01/29/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$37.58	O
				Purpose: Office Supplies		
92003	01/29/2024	01/29/2024	AW	TELEFLEX LLC	\$567.50	O
				Purpose: IO Needles		
92004	01/29/2024	01/29/2024	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: Energy Services Agreement		
92005	01/29/2024	01/29/2024	AW	AMS SUPPLY	\$259.72	O
				Purpose: Truck Wash		
92006	01/29/2024	01/29/2024	AW	DUNCAN OIL COMPANY	\$2,336.88	O
				Purpose: Fuel		
92007	01/29/2024	01/29/2024	AW	NATIONAL ASSOCIATION OF FIRE INVESTI	\$65.00	O
				Purpose: Johnson, Dues for Explosion Investigator		
92008	01/29/2024	01/29/2024	AW	DANCO LETTERING	\$763.00	O
				Purpose: Graphics and Decals		
92009	01/29/2024	01/29/2024	AW	VOSS	\$163.74	O
				Purpose: Batt 70 Lube, Oil, Filter		
92010	01/29/2024	01/29/2024	AW	JOHN DEERE FINANCIAL	\$264.91	O
				Purpose: Jeans		
92011	01/29/2024	01/29/2024	AW	Little Miami Watershed network	\$1,000.00	O
				Purpose: Donation: EIN - 88-2334595		
92012	01/29/2024	01/29/2024	AW	AT&T MOBILITY	\$635.95	O
				Purpose: Phone Bill		
92013	01/29/2024	01/29/2024	AW	STRYKER SALES, LLC	\$8,465.10	O
				Purpose: Pro Care Maintenance Agreement		
92014	01/29/2024	01/29/2024	AW	GATEWAY AUTO CLINIC	\$82.88	O
				Purpose: Car 70 Oil, Lube and Filter		
92015	01/29/2024	01/29/2024	AW	PHOENIX SAFETY OUTFITTERS	\$226.84	O
				Purpose: Leather Fronts		
92016	01/29/2024	01/29/2024	AW	OHIO FIRE & EMERGENCY SERVICES FOU	\$730.00	O
				Purpose: G. Wirth Fire Officer 1		

**Payment Listing**

1/8/2024 to 1/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
92017	01/29/2024	01/29/2024	AW	DUNCAN OIL COMPANY	\$803.15	O
				Purpose: Fuel		
92018	01/29/2024	01/29/2024	AW	ERIN MOORE	\$150.00	O
				Purpose: 2023 BZA Attendance		
92019	01/29/2024	01/29/2024	AW	DANIEL HAIBACH	\$150.00	O
				Purpose: 2023 BZA Attendance		
92020	01/29/2024	01/29/2024	AW	JIM FROEHLICH	\$150.00	O
				Purpose: 2023 BZA Attendance		
92021	01/29/2024	01/29/2024	AW	CINDY VANTREASE	\$175.00	O
				Purpose: 2023 BZA Attendance		
92022	01/29/2024	01/29/2024	AW	SHANNA STATEN	\$25.00	O
				Purpose: 2023 BZA Attendance		
92023	01/29/2024	01/29/2024	AW	BRANDON MORRIS	\$150.00	O
				Purpose: 2023 BZA Attendance		
92024	01/29/2024	01/29/2024	AW	DAVE SCHLEICH	\$100.00	O
				Purpose: 2023 BZC Attendance		
92025	01/29/2024	01/29/2024	AW	DENISE MOORE	\$100.00	O
				Purpose: 2023 BZC Attendance		
92026	01/29/2024	01/29/2024	AW	DOUG BETZ	\$50.00	O
				Purpose: 2023 BZC Attendance		
92027	01/29/2024	01/29/2024	AW	DONNA HELLMAN	\$100.00	O
				Purpose: 2023 BZC Attendance		
92028	01/29/2024	01/29/2024	AW	JOHN BALDINO	\$75.00	O
				Purpose: 2023 BZC Attendance		
92029	01/29/2024	01/29/2024	AW	MARK MATHEWS	\$100.00	O
				Purpose: 2023 BZC Attendance		
92030	01/29/2024	01/29/2024	AW	SHANNON MUELLER	\$50.00	O
				Purpose: 2023 BZC Attendance		
92031	01/29/2024	01/29/2024	AW	Aetna Better Health of Ohio	\$310.00	O
				Purpose: Aetna Medicaid Overpayment		
92032	01/29/2024	01/29/2024	AW	Louis Schatzberg	\$125.00	O
				Purpose: 2023 BZA Attendance		
92033	01/30/2024	01/30/2024	AW	WASH IT DEAN	\$40.00	O
				Purpose: Car Washes		
92034	01/30/2024	01/30/2024	AW	TIRE HUB, LLC	\$558.16	O
				Purpose: Tires		
92035	01/30/2024	01/30/2024	AW	DANCO LETTERING	\$2,040.00	O
				Purpose: Police Package New Design		
92036	01/30/2024	01/30/2024	AW	ZORESCO EQUIPMENT COMPANY	\$3,453.00	O
				Purpose: Furnish and install lights on service vehicle		
92037	01/30/2024	01/30/2024	AW	CHARTER COMMUNICATIONS	\$220.32	O
				Purpose: Spectrum		
92042	01/30/2024	01/30/2024	AW	GREENE COUNTY RECORDER	\$50.00	O
				Purpose: recording zonig documents		
92043	01/30/2024	01/30/2024	AW	FAST SIGNS	\$25.00	O
				Purpose: refund of sign permit		

**Payment Listing**

1/8/2024 to 1/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
92044	01/30/2024	01/30/2024	AW	GREENE COUNTY AUDITOR	\$15.00	O
Purpose: Zoning Map						
Total Payments:					\$143,784.56	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$143,784.56	

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.



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**

**Tuesday, February 6<sup>th</sup>, 2024, 9:00 A.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. **Minutes**
  - C. Authorize Township Administrator as Signatory on Agreement with Choice One regarding the Veterans Memorial Park– 2024.02.06.01
  - D. 2023 Mileage Certification – 2024.02.06.02
  - E. Appointment of Administrative Staff – Dee Maiwald – 2024.02.06.03
  - F. Reclassification of Fire Department Staff – Bradly Mader- 2024.02.06.04
  - G. Declare Excess Property – Fire Department – 2024.02.06.05
  - H. Declare Excess Property – Service Department - 2024.02.06.06
  - I. Resignation of Police Officer – Jason Robison – 2024.02.06.07
- 8. Discussion Agenda Items**
  - A. Little Miami Watershed Network
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on January 8<sup>th</sup>, 2024, at 7:02 PM.**

- 1) **Mr. Moeller called the session to order at 7:00 pm.**
- 2) **Mr. Demko called the roll with Board Members, Mr. Moeller and Mr. Cramer in attendance.** Also, in attendance were Barry Tiffany, Cara Tilford, Doug Buffenbarger, Mike Brown and Donna Hellmann.
- 3) **All in attendance stood for the Pledge of Allegiance.**
- 4) **Reports**

**Administration**

Mr. Tiffany had nothing to add to his report. Mr. Cramer asked about the I-675/Wilmington Pike project. Mr. Tiffany noted that there is a meeting scheduled tomorrow and hopefully we will get an update. We were supposed to have information on the access plan by mid-December; we did not receive that. Mr. Cramer noted that we expect the AES report in 4-6 months.

**Zoning**

Mrs. Tilford had nothing to add to her report. Mr. Moeller asked about the new signs for the township buildings. Mrs. Tilford noted that more information on that project is forthcoming.

**Fiscal Officer**

Mr. Demko noted that temporary appropriations were submitted to Greene County. They were reviewed and sent back. No issues there. He noted that the Department Heads did a great job in 2023 staying under budget, a testament to meeting earlier and going line by line through the budget to set the departments up for success. He noted under consent agenda items we will be setting up three new funds to pay debt repayments; the Auditor wanted debt to be paid directly from a debt fund.

**Fire**

Mr. Buffenbarger noted he had nothing to add. He noted, in response to question from Mr. Moeller, that calls were just slightly less in 2023 at 1357 calls than they were in 2022.

**Police**

Chief Brown had nothing to add to his report

**Roads and Service**

Mr. Owens had nothing to add to his report.

**Information Technology**

Mr. Tiffany had nothing to add.

**Trustees**

Mr. Cramer noted he plans to attend the Crumble ribbon cutting ceremony on Friday. On the 16<sup>th</sup> he will attend a meeting of the Superintendent's Advisory Board where they will review the school district's five-year forecast. Mr. Cramer noted that we continue to pursue the RAISE grant and have a team working on our submission. Mr. Moeller asked staff to confirm the MVRPC had his correct contact information.

5) **Public Comments – Agenda Items**

None.

6) **Old Business**

None.

7) **Consent Agenda Items**

A. Payment of Bills

B. Minutes

C. Resignation of Administrative Staff – Brianna McCaleb – 2024.01.08.01

D. Resignation of Fire Department Staff – Jay Evans – 2024.01.08.02

E. Clout Membership Renewal – 2024.01.08.03

F. Establish New Funds – 2024.01.08.04

**RESOLUTION NO. 2024.01.08.01**

IN RE: Resignation of Administration Department Staff – Brianna McCaleb

WHEREAS, Full-time Administrative Assistant/Social Media and Marketing Coordinator, Brianna McCaleb has indicated her desire to resign from the Sugarcreek Township Administration Department; and,

WHEREAS, Miss McCaleb was hired as a member of the Sugarcreek Township Administration Department on April 10, 2023; and,

WHEREAS, Township Administrator Barry Tiffany recommends we accept the resignation of Brianna McCaleb.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the resignation of Brianna McCaleb effective January 8, 2024.

**RESOLUTION NO. 2024.01.08.02**

IN RE: Resignation of Fire Department Staff – Jay Evans

WHEREAS, Part-time Firefighter/EMT, Jay Evans has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Jay Evans was hired as a member of the Sugarcreek Township Fire Department on May 21, 2021; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Jay Evans.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the above-mentioned resignation effective December 23, 2023.

**RESOLUTION NO. 2024.01.08.03**

IN RE: Renewal and Payment of CLOUT Membership

WHEREAS, Section 505.241 of the Ohio Revised Code grants the authority to a board of township trustees to authorize its elected officers to join an association or nonprofit organization formed for the improvement of township government; and

WHEREAS, Section 505.241 of the Ohio Revised Code further grants the authority to a board of township trustees to appropriate from its general fund an amount sufficient to pay the dues, subscription costs, or membership charges of such association or nonprofit organization; and

WHEREAS, the Coalition of Large Ohio Urban Townships (hereinafter referred to as CLOUT), which is part of the Ohio Township Association, qualifies as an association or nonprofit organization formed for the improvement of township government within the meaning of Section 505.241 of the Ohio Revised Code; and

WHEREAS, Sugarcreek Township is eligible to be a member of CLOUT based on its budget over \$10,000,000.00; and

WHEREAS, the Board desires to participate as members of CLOUT;

NOW THEREFORE BE IT RESOLVED THAT the Board of Township Trustees of Sugarcreek Township, Greene County, Ohio hereby authorizes Sugarcreek Township to become a member of CLOUT, as part of the Ohio Township Association, and to pay the annual CLOUT membership dues.

**RESOLUTION NO. 2024.01.08.04**

IN RE: Establishing New Funds Within the Chart of Accounts

WHEREAS, the Sugarcreek Township Board of Trustees desire to create funds for the retirement of debt in within the departments of Sugarcreek Township; and,

WHEREAS, the creation of the new funds are necessary to maintain adequate records of the program finances; and,

WHEREAS, the Auditor of State allows the creation of new funds within the Chart of Accounts; and,

WHEREAS, the Fiscal Officer has provided this Board with the funding line numbers necessary to establish the required fund within the Sugarcreek Township Chart of Accounts, as follows:

Fund Number 2914	Police (Debt Retirement) Fund
Fund Number 2915	Fire (Debt Retirement) Fund
Fund Number 2916	Roads & Services (Debt Retirement) Fund

NOW THEREFORE, BE IT RESOLVED, that these new Funds have been established, in accordance with the law.

Mr. Cramer made a motion to accept all consent agenda items as stated. Mr. Moeller seconded.

Mr. Moeller-yes

Mr. Cramer - yes

**9. Discussion Agenda Items**

Mr. Tiffany noted that we received a letter from Hope Taft asking that we help support the support the Little Miami Watershed Network. In the past, we have given them \$1,000 to aid them in their

efforts. Mr. Moeller made a motion to provide \$1,000 in support of their efforts, which was seconded by Mr. Cramer. Upon call of the roll, the vote resulted in the following:

Mr. Moeller-yes  
Mr. Cramer - yes

**10. Public Comments**

None.

**11. Trustee/Staff Discussions**

None.

**12. Executive Session**

None.

**13. Adjourn**

Mr. Moeller made a motion to adjourn, which was seconded by Mr. Cramer. Upon call of the roll, the vote resulted in the following:

Mr. Moeller-yes  
Mr. Cramer - yes

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Richard J Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**

**Tuesday, February 6<sup>th</sup>, 2024, 9:00 A.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Minutes
  - C. Authorize Township Administrator as Signatory on Agreement with Choice One regarding the Veterans Memorial Park- 2024.02.06.01
  - D. 2023 Mileage Certification – 2024.02.06.02
  - E. Appointment of Administrative Staff – Dee Maiwald – 2024.02.06.03
  - F. Reclassification of Fire Department Staff – Bradly Mader- 2024.02.06.04
  - G. Declare Excess Property – Fire Department – 2024.02.06.05
  - H. Declare Excess Property – Service Department - 2024.02.06.06
  - I. Resignation of Police Officer – Jason Robison – 2024.02.06.07
- 8. Discussion Agenda Items**
  - A. Little Miami Watershed Network
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.02.06.01**

IN RE: Authorizing the Township Administrator to Act as a Signatory for  
an Agreement for Professional Services with Choice One Engineering

**WHEREAS**, there is a plan for a Veterans Memorial Park on Pine Court within the Township; and,

**WHEREAS**, Choice One Engineering intends to provide construction documents for the Veterans Memorial Park.

**NOW THEREFORE, BE IT RESOLVED**, that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as signatory on behalf of the Trustees, in an amount not to exceed Twenty-Five Thousand, Seven Hundred (\$25,700.00).

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Marvin Moeller, Vice Chairperson

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Tuesday, February 6<sup>th</sup>, 2024, 9:00 A.M.**

**REGULAR SESSION:**

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  - E. Appointment of Administrative Staff – Dee Maiwald – 2024.02.06.03
  - F. Reclassification of Fire Department Staff – Bradly Mader- 2024.02.06.04
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- 8. Discussion Agenda Items**
  - A. Little Miami Watershed Network
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.02.06.02**

IN RE: 2023 Township Highway System Mileage Certification

WHEREAS, this Board of Township Trustees has received the 2023 Township Highway System Mileage Certification from the Greene County Engineer; and,

WHEREAS, this Report has been reviewed by Dale Owens, Director of Roads and Services, and was found to be accurate as presented; and,

WHEREAS, this Report indicates the 2023 Ohio Department of Transportation changes in road mileage,

NOW THEREFORE, BE IT RESOLVED, that this Report, as presented and reviewed, is accepted by this Board of Township Trustees.

FURTHER, BE IT RESOLVED that a signed copy will be returned to the Greene County Engineer.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Tuesday, February 6<sup>th</sup>, 2024, 9:00 A.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
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  - D. 2023 Mileage Certification – 2024.02.06.02
  - E. Appointment of Administrative Staff – Dee Maiwald – 2024.02.06.03
  - F. Reclassification of Fire Department Staff – Bradly Mader- 2024.02.06.04
  - G. Declare Excess Property – Fire Department – 2024.02.06.05
  - H. Declare Excess Property – Service Department - 2024.02.06.06
  - I. Resignation of Police Officer – Jason Robison – 2024.02.06.07
- 8. Discussion Agenda Items**
  - A. Little Miami Watershed Network
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.02.06.03**

IN RE: Appoint Social Media and Marketing Coordinator/Fiscal Office Assistant – Dee Maiwald

WHEREAS, the continuing need exists to maintain proper staffing within the Sugar Creek Township Administration Department; and,

WHEREAS, a vacancy exists within the position of Social Media and Marketing Coordinator/Fiscal Office Assistant; and,

WHEREAS, personal interviews were conducted by the Township Administrator; and,

WHEREAS, after a review of the candidates, it was determined that Dee Maiwald met or exceeded all requirements,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees appoints Dee Maiwald as full-time Social Media and Marketing Coordinator/Fiscal Office Assistant at the entry level rate of \$25.00 per hour,

FURTHER BE IT FURTHER RESOLVED, that Ms. Maiwald's employment shall have an effective date of January 24, 2024, and is subject to a one (1) year probationary period ending January 24, 2025.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**

**Tuesday, February 6<sup>th</sup>, 2024, 9:00 A.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Minutes
  - C. Authorize Township Administrator as Signatory on Agreement with Choice One regarding the Veterans Memorial Park– 2024.02.06.01
  - D. 2023 Mileage Certification – 2024.02.06.02
  - E. Appointment of Administrative Staff – Dee Maiwald – 2024.02.06.03
  - F. **Reclassification of Fire Department Staff – Bradly Mader- 2024.02.06.04**
  - G. Declare Excess Property – Fire Department – 2024.02.06.05
  - H. Declare Excess Property – Service Department - 2024.02.06.06
  - I. Resignation of Police Officer – Jason Robison – 2024.02.06.07
- 8. Discussion Agenda Items**
  - A. Little Miami Watershed Network
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.02.06.04**

IN RE: Reclassification of Fire Department Personnel – Bradley Mader

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Fire Department; and,

WHEREAS, this need is met through the periodic reclassification of Fire Department employees and volunteers; and,

WHEREAS, Chief Douglas M. Buffenbarger requests the reclassification of Bradley Mader from Volunteer Firefighter/EMT to Part-time Firefighter/EMT, in accordance with the Table of Organization of the Sugarcreek Township Fire Department;

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the reclassification of Bradley Mader to the position of Part-time Firefighter/EMT at the pay rate of \$18.43 per hour with an effective date of March 1, 2024, and is subject to a one (1) year probationary period ending March 1, 2025.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Tuesday, February 6<sup>th</sup>, 2024, 9:00 A.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Minutes
  - C. Authorize Township Administrator as Signatory on Agreement with Choice One regarding the Veterans Memorial Park– 2024.02.06.01
  - D. 2023 Mileage Certification – 2024.02.06.02
  - E. Appointment of Administrative Staff – Dee Maiwald – 2024.02.06.03
  - F. Reclassification of Fire Department Staff – Bradly Mader- 2024.02.06.04
  - G. **Declare Excess Property – Fire Department – 2024.02.06.05**
  - H. Declare Excess Property – Service Department - 2024.02.06.06
  - I. Resignation of Police Officer – Jason Robison – 2024.02.06.07
- 8. Discussion Agenda Items**
  - A. Little Miami Watershed Network
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(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.02.06.05**

IN RE: Declaration of Excess Property – Fire Department

WHEREAS, the Sugarcreek Township Fire Department has identified equipment, which is no longer needed for operations, and;

WHEREAS, the items listed have been declared broken, obsolete or non-reparable and have been marked for disposition.

- Thirty-five (35) sections of fire hose

NOW THEREFORE BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby declares this property to be excess and directs the appropriate disposition of this property.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**

**Tuesday, February 6<sup>th</sup>, 2024, 9:00 A.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Zoning
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- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Minutes
  - C. Authorize Township Administrator as Signatory on Agreement with Choice One regarding the Veterans Memorial Park– 2024.02.06.01
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  - E. Appointment of Administrative Staff – Dee Maiwald – 2024.02.06.03
  - F. Reclassification of Fire Department Staff – Bradly Mader- 2024.02.06.04
  - G. Declare Excess Property – Fire Department – 2024.02.06.05
  - H. **Declare Excess Property – Service Department - 2024.02.06.06**
  - I. Resignation of Police Officer – Jason Robison – 2024.02.06.07
- 8. Discussion Agenda Items**
  - A. Little Miami Watershed Network
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.02.06.06**

IN RE: Declaration of Excess Property – Roads and Service Department

WHEREAS, the Sugarcreek Township Roads and Service Department has identified equipment, which is no longer needed for operations, and;

WHEREAS, the items listed have been declared broken, obsolete or non-reparable and have been marked for disposition.

- 1999 Ford F150
- 2010 Ford Fusion
- Two (2) 2,500 Gallon Liquid Storage Tanks
- Three (3) 1,000 Gallon Fuel Tanks
- 275 Gallon Fuel Tank

NOW THEREFORE BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby declares this property to be excess and directs the appropriate disposition of this property.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**

**Tuesday, February 6<sup>th</sup>, 2024, 9:00 A.M.**

**REGULAR SESSION:**

- 1. Call to Order**
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- 4. Reports**
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- 11. Adjourn**



**SUGARCREEK TOWNSHIP**

**RESOLUTION NO. 2024.02.06.07**

**IN RE:** Resignation of Full-Time Police Officer Jason Robison

WHEREAS, Police Officer Jason Robison has submitted his letter of resignation from the Sugarcreek Township Police Department; and,

WHEREAS, Mr. Robison became a member of the Sugarcreek Township Police Department on September 11, 2023; and,

WHEREAS, Chief Michael Brown recommends we accept the resignation of Jason Robison.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Jason Robison effective January 31, 2024.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**

**Tuesday, February 6<sup>th</sup>, 2024, 9:00 A.M.**

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