



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, May 20, 2024, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Executive Session**  
ORC Section 121.22.G1 To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.
- 5. Reports**
  - A. Administrator
  - B. Assistant Administrator/Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 6. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 7. Old Business**
- 8. Consent Agenda Items**
  - A. Payment of Bills
  - B. Minutes
  - C. Resignation of Fire Department Staff – Nick Brown– 2024.05.20.01
- 9. Discussion Agenda Items**
- 10. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 11. Trustee/Staff Discussion**
- 12. 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 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



Administrator's Report to the Trustees  
May 20, 2024

The following represents a brief update of the activities, information, and issues which the Administration is currently working on:

- Meetings continue regarding the I-675/Wilmington Pike Corridor project. The AER should be completed by October 11, 2024. This will give us more information on cost of Right-of-way acquisition, impact on utilities and costs, impacts on businesses and costs, necessity of included design features, such as number of lanes under I-675 and at Wilmington and Feedwire on certain designs. The goal is to have adequate information to make an informed determination on the selected alternative.
- Cara and I attended the National Association of Towns and Townships Fly-in in Washington to meet with legislators and staffers on issues facing our communities.
- House Bill 579 has been introduced to permit communities and school districts to submit the question of a levy to its residents for the purpose of funding School Resource Officers. The Bill is jointly sponsored by Rep. Brennan and Rep Abrams. The Bill will be referred to Committee with hearings starting in June or late August after Summer Break.
- Met with Brian Housh of Yellow Springs and representatives of Choice One Engineering to discuss the Greene Connect project and funding opportunities.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be the name "Barry P. Tiffany".

Barry P. Tiffany  
Township Administrator



**Staff Report for the Sugarcreek Township Board of Trustees  
May 6, 2024 to May 16, 2024**

The following is a snapshot of the activities and areas of responsibility for the Sugarcreek 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 an explanation is needed, please contact Cara Tilford at 937-848-8426.

**Board of Zoning Appeals Activities:**

- **May 23, 2024 BZA Meeting-canceled**
- **Next meeting scheduled for June 27, 2024**

**Zoning Commission Activities:**

- **June 4, 2024 BZC Meeting:**
  - **ZC Case 01-2024:** Applicants, Cullen and Gwenevier Demarest, are requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 1.2273 acres from A-1 (Agricultural) District to B-2 PUD (Business Planned Unit Development) District. The subject parcel is 3424 Upper Bellbrook Road, can be further identified by parcel number L32000200160001800 and is owned by Cullen and Gwenevier Demarest. The applicant is also requesting preliminary development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for approval of the preliminary plan for a proposed coffee shop.
- **LRLUP Update work with consultant continues (complete draft received-staff working through review, meeting with committee for review is next step)**

**Meetings/Accomplishments:**

- Met with GCEO and application to discuss rezoning on May 6, 2024
- Attended NATaT fly-in May 7-8 to meet with legislators to discuss township projects/priorities
- Met with contractor to discuss deck project on May 14, 2024
- Met with residents to discuss complaint on May 14, 2024

- Met with resident to discuss variance application on May 15, 2024
- Met with Choice One and Yellow Springs to discuss Connect Greene and additional funding opportunities on May 15, 2024
- Met with resident to discuss lot split/new home construction on May 15, 2024
- Attended Staff Meeting on May 15, 2024
- Assisting with inquiries from auditor regarding township audit (in office on May 16, 2024)
- RAISE Grant one pager completed for Washington DC trip
- Working with Compass Point Planning on Long Range Land Use Plan Update; reviewing draft
- Working with Scenic River Prairie on sign application



## Sugarcreek Township Trustees Report For May 20th<sup>th</sup>, 2024

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 05.20.2024 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)

- PALS
- Surgical Cric Lab
- Vehicle Extrication and Stabilization
- Rope Rescue

### Statistics:

#### 2024 Totals

Report current as of 05.16.2024      55 calls to Cornerstone (11.6%)

- EMS Responses: 374 (78.7%)      48 MVC's (11.4%)
- Fire Responses: 101(21.3%)

**Total                      474**

#### **Mutual Aid Given (number of incidents) \*= 45**

- Fire = 27
- EMS = 22

Mutual aid given to department = (25 – Bellbrook, 13 – Spring Valley, 4 – Beaver creek, 2 – Wash Twp.  
1 – Fairborn)

#### **Mutual Aid Received (number of incidents) \*= 29**

- Fire = 19
- EMS = 10

Mutual aid received from department ( 15 – Wash Twp, 11 – Bellbrook, 5 – Beaver creek,  
4– Spring Valley, 2 – Wayne Twp, 2 – Xenia Twp., 1 - Kettering)

\*Note – On occasion we send/receive multiple M/A apparatus on an incident

### Information:

- Car 70 is at K.E. Rose for emergency lights and radio installation
- Hydrant flow testing and flushing has begun
- Applications for full-time due 05.20.2024 at 1700 hours
- Station 72 bay door #2 repaired by DC Door

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

- Paint is beginning to peel off the roof of the safety building
- Capt. Rigsby and Lt. Wirth remain off duty due to injury or illness.
- Resignation of FF/P Nick Brown

**Fire Department Scheduled Events Attended:**

- New Medic 72 pre-build meeting with Horton Ambulance Inc.
- Bellbrook Sugarcreek Schools Safety Meeting
- Groundbreaking ceremony for Jim "Pee Wee" Martin memorial
- Greene County Fire Chiefs met with Image Trend representatives

**Fiscal:**

<b>As of May 17th, 2024</b>	<b>Final Appropriation</b>	<b>Current Reserve for Encumbrance</b>	<b>YTD Expenditures</b>	<b>Unencumbered Balance</b>	<b>YTD % Expenditures</b>
Fire	\$3,459,660.00	\$563,696.90	\$1,374,712.21	\$1,548,299.51	39.427%
EMS	\$213,200.00	\$30,822.28	\$97,094.01	\$87,452.83	45.083%
Cell Tower Fund	\$27,068.58	\$0.00	\$0.00	\$27,068.58	0.00%
Department Total	\$3,699,928.58	\$594,519.18	\$1,471,806.22	\$1,662,820.92	39.468%

**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
- Portable Radios \$120,000
- Life Packs (Physio Control) \$180,000

Respectfully Submitted,

Doug Buffenbarger  
Fire Chief



Michael A. Brown  
Chief of Police

## Trustee Report May 20, 2024

### Training

- On May 20<sup>th</sup>, Officer Adam Klark will be attending the Shotgun Instructor class.
- No other classes for May.

### Fiscal

Budget 2024 (Final Appropriation)	\$3,176,775.00
Expenditures as of May 17, 2024	\$1,187,765.51
% of Budget Used	37%
% of Budget Year Target for the end of May	41.5%
% of Budget Remaining	63%
Cash Balance as of May 17, 2024	\$1,242,163.47

## EVENTS/APPEARANCES

- On May 9<sup>th</sup>, Chief Brown attended the Xenia Drug Recovery Board Meeting.
- Also, Chief Brown attended the Ministerial Luncheon.
- On May 13<sup>th</sup>, Sergeant Plummer and Officer Klark helped the Boy Scouts earn their fingerprinting merit badge.
- On May 16<sup>th</sup>, Chief Brown attended the GCLEA luncheon.
- On Friday, May 17<sup>th</sup>, Target hosted a "Coffee with a Cop" in honor of National Police Week.

Respectfully submitted,



Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

May 1, 2024

- Business and house checks
- Community policing
- An animal complaint on Little Sugar Creek Road
- Welfare check on Bayberry Cove Drive
- Crash report on State Route 725

May 2, 2024

- Theft report on Cheatham Way
- Criminal damaging on Washington Mill Road
- Theft report on Seton Hill Drive
- Juvenile complaint on Bayberry Cove Drive

May 3, 2024

- Trespassing on McBee Road
- Criminal damaging on Lower Bellbrook Road
- Crash report on Wilmington Pike

May 4, 2024

- Nothing to Report

May 5, 2024

- Juvenile complaint on Surrey Trail
- Traffic stops
- Fight reported on Wilmington Pike

May 6, 2024

- Crash report on Wilmington Pike
- Juvenile complaint on Surrey Trail
- Fraud report on McBee Road
- Theft arrest on Wilmington Pike

May 7, 2024

- Theft report on N. Lakeman Drive
- Crash report on Social Row Road
- Theft report on Surrey Trail
- Theft report on Bayberry Cove Drive

May 8, 2024

- Nothing to Report

May 9, 2024

- Crash report on Wilmington Pike
- Request of an officer on Clio Road
- Crash report on Statehouse Court
- Traffic stops

May 10, 2024

- Theft report on Lower Bellbrook Road
- Juvenile complaint on Wilmington Pike
- Suspicious vehicle on Feedwire Road

May 11, 2024

- Crash report on Feedwire Road
- Fraud report on Spillway Court
- Parking violation on Surrey Trail
- Noise complaint on River Bend Drive

May 12, 2024

- Nothing to Report

May 13, 2024

- Community policing
- Request of an officer on W. Reserve Street
- Juvenile complaint on Mead Road



**Staff Report for  
Sugar Creek Township Trustees  
May 20, 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 no call outs for service in this time frame.

**Accomplishments:**

- Tilled and plotted community gardens
- Installed new street sign-Ardenes Oak/Catalpa View
- Trimmed trees in ROW-sight distance issue-Wilmington Pike
- Installed new window in mini-excavator
- Filled potholes-Winding Brook, Land, Fauber
- Mowed Plaza, pond, walk path, Veterans Memorial, 2090 Ferry Rd(X2)
- Delivered Freightliner to Spring Valley TWP
- Took scrap to Xenia recycle center
- Changed radar batteries(X2)
- Trimmed weeds around guardrail-Middle Run, LSC, Conference, Haines, Sheperd
- Replaced broken posts, signs on Washington Mill
- Roadside mowing-TWP roads
- Repaired/installed new berm-Ferry, Middle Run
- Weed spray guard rail-Middle Run, Haines, LSC, Sheperd
- Repaired tire on Super Z
- Cleaned up fallen trees-Conference, Spahr
- Received crack sealer machine and product

Respectfully,

Dale Owens  
Director of Roads and Services



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.05.20.01**

IN RE: Resignation of Fire Department Staff – Nick Brown

WHEREAS, Part-time Firefighter/Paramedic, Nick Brown has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Nick Brown was hired as a member of the Sugarcreek Township Fire Department on July 2, 2019; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Nick Brown.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Nick Brown effective May 29, 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

**Joann Zimmerman**

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**From:** Nicholas Brown  
**Sent:** Wednesday, May 8, 2024 6:55 PM  
**To:** Doug Buffenbarger  
**Cc:** Josh Johnson; Joann Zimmerman  
**Subject:** Notice of Resignation

Please accept this email as my formal notice of my resignation. My final shift will be 05/29/2024. I can not begin to thank this fire department and personnel enough for giving me my start in the fire service and all the lessons I've learned professionally and personally working here. It has been a great ride. Again, thank you for everything.

Sincerely,  
Nick Brown  
FF/EMT-P

**Payment Listing**

5/6/2024 to 5/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
92474	05/07/2024	05/07/2024	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$123.30	O
				Purpose: Searches		
92475	05/07/2024	05/07/2024	AW	AES OHIO	\$468.84	O
				Purpose: Electricity		
92476	05/07/2024	05/07/2024	AW	GREENE COUNTY SANITARY ENGINEER	\$135.16	O
				Purpose: Water/Sewer		
92477	05/07/2024	05/07/2024	AW	HEIL BROS. LAWN & GARDEN EQUIPMENT	\$389.00	O
				Purpose: qwikchute kit		
92478	05/07/2024	05/07/2024	AW	TOM'S MULCH	\$175.28	O
				Purpose: landscaper blk gold		
92479	05/07/2024	05/07/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$118.95	O
				Purpose: office supplies & candy		
92480	05/07/2024	05/07/2024	AW	AIM MEDIA MIDWEST	\$347.76	O
				Purpose: legal notices		
92481	05/07/2024	05/07/2024	AW	CHARTER COMMUNICATIONS	\$111.01	O
				Purpose: spectrum business TV		
92482	05/07/2024	05/07/2024	AW	CITI CARDS	\$348.60	O
				Purpose: Supplies & Uniforms		
92484	05/09/2024	05/09/2024	AW	STANDARD INSURANCE COMPANY	\$217.21	O
				Purpose: employee/employer withholdings		
92485	05/09/2024	05/09/2024	AW	JEFFERSON HEALTH PLAN	\$68,136.52	O
92487	05/09/2024	05/09/2024	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$666.58	O
				Purpose: employee/ employer withholdings		
92488	05/09/2024	05/09/2024	AW	AES OHIO	\$30.61	O
				Purpose: electric range		
92489	05/09/2024	05/09/2024	AW	GREENE COUNTY SANITARY ENGINEER	\$478.70	O
				Purpose: Water/Sewer		
92490	05/09/2024	05/09/2024	AW	CHARTER COMMUNICATIONS	\$695.85	O
				Purpose: Spectrum Business Voice		
92491	05/09/2024	05/09/2024	AW	SPECTRUM	\$13.17	O
				Purpose: Digital Adapter & Remote		
92492	05/09/2024	05/09/2024	AW	GREENE COUNTY TOWNSHIP ASSOCIATIC	\$280.00	O
				Purpose: 2024 OTA Membership		
92493	05/09/2024	05/09/2024	AW	GREENE COUNTY TOWNSHIP ASSOCIATIC	\$175.00	O
				Purpose: OTA Education Subscription		
92494	05/09/2024	05/09/2024	AW	HERITAGE FIRE EQUIPMENT	\$34.86	O
				Purpose: gasket for scba door on engine		
92495	05/09/2024	05/09/2024	AW	DUNCAN OIL COMPANY	\$1,312.95	O
				Purpose: Fuel		
92496	05/09/2024	05/09/2024	AW	CENTERPOINT ENERGY	\$446.44	O
				Purpose: Gas		
92497	05/09/2024	05/09/2024	AW	DC DOOR COMPANY	\$590.00	O
				Purpose: repair bay door 2 at station 72		
92498	05/09/2024	05/09/2024	AW	MEGACITY FIRE PROTECTION	\$295.30	O
				Purpose: service call		
92500	05/09/2024	05/09/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$19.59	O

## Payment Listing

5/6/2024 to 5/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: manila folders				
92501	05/09/2024	05/09/2024	AW	CAPITAL TIRE, INC.	\$367.76	O
		Purpose: car 119 tires				
92502	05/09/2024	05/09/2024	AW	MUFFLER BROTHERS	\$441.64	O
		Purpose: car 119				
92503	05/09/2024	05/09/2024	AW	CITY OF XENIA	\$72,500.00	O
		Purpose: 2nd quarter dispatch services fee				
92504	05/09/2024	05/09/2024	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
		Purpose: Postage				
92505	05/09/2024	05/09/2024	AW	A & A SAFETY	\$84.00	O
		Purpose: 4" white EG letters				
92506	05/09/2024	05/09/2024	AW	AES OHIO	\$1,206.18	O
		Purpose: Electric				
92507	05/09/2024	05/09/2024	AW	MIAMI VALLEY COMMUNICATIONS COUNC	\$300.00	O
		Purpose: testing new applicant				
92508	05/13/2024	05/13/2024	AW	RUMPKE CONSOLIDATED	\$331.30	O
		Purpose: Trash				
92509	05/13/2024	05/13/2024	AW	BARRY TIFFANY	\$100.65	O
		Purpose: Lyft & Cab Fares DC Travel				
92510	05/13/2024	05/13/2024	AW	CITY OF XENIA	\$10,000.00	O
		Purpose: LGIF Loan				
92511	05/13/2024	05/13/2024	AW	DELL FINANCIAL SERVICES	\$892.83	O
		Purpose: Monthly Computer Rentals				
92512	05/13/2024	05/13/2024	AW	CHARTER COMMUNICATIONS	\$1,235.00	O
		Purpose: fiber psb, epl dipatch, epl psb				
92513	05/13/2024	05/13/2024	AW	PRO ONCALL TECHNOLOGIES	\$221.45	O
		Purpose: Phone Service				
92514	05/13/2024	05/13/2024	AW	MUFFLER BROTHERS	\$16.04	O
		Purpose: Tire Repair				
92515	05/13/2024	05/13/2024	AW	O'REILLY AUTOMOTIVE, INC.	\$127.82	O
		Purpose: Parts				
92516	05/13/2024	05/13/2024	AW	AIRGAS USA, LLC	\$41.99	O
		Purpose: Cyclinder Rental				
92517	05/13/2024	05/13/2024	AW	OTARMA SERVICE CENTER	\$77,071.59	O
		Purpose: Liability Insurance				
92518	05/13/2024	05/13/2024	AW	TAYLOR STINSON	\$40.00	O
		Purpose: cell phone reimbursement				
92519	05/13/2024	05/13/2024	AW	RICHARD CIPRIANO	\$40.00	O
		Purpose: cell phone reimbursement				
92520	05/13/2024	05/13/2024	AW	RICH DEMKO	\$40.00	O
		Purpose: cell phone reimbursement				
92521	05/13/2024	05/13/2024	AW	MARVIN MOELLER	\$40.00	O
		Purpose: cell phone reimbursement				
92522	05/13/2024	05/13/2024	AW	JOSHUA DARNELL	\$40.00	O
		Purpose: cell phone reimbursement				
92523	05/13/2024	05/13/2024	AW	IAN TAMPLIN	\$40.00	O

**Payment Listing**

5/6/2024 to 5/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: cell phone reimbursement		
92524	05/13/2024	05/13/2024	AW	FRED CRAMER	\$40.00	O
				Purpose: cell phone reimbursement		
92525	05/13/2024	05/13/2024	AW	DALE OWENS	\$60.00	O
				Purpose: cell phone reimbursement		
92526	05/13/2024	05/13/2024	AW	CHASE MORGAN	\$40.00	O
				Purpose: cell phone reimbursement		
92527	05/13/2024	05/13/2024	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: cell phone reimbursement		
92528	05/13/2024	05/13/2024	AW	CARA TILFORD	\$460.00	O
				Purpose: cell phone and car reimbursement		
92529	05/13/2024	05/13/2024	AW	BARRY TIFFANY	\$760.00	O
				Purpose: cell phone and car reimbursement		
92530	05/13/2024	05/13/2024	AW	SINCLAIR COMMUNITY COLLEGE	\$10,581.65	O
				Purpose: Fire 1 & 2 Training Grant Money Usage		
92536	05/14/2024	05/14/2024	AW	SUPERIOR PLUS PROPANE	\$686.75	O
				Purpose: Propane		
92538	05/15/2024	05/15/2024	AW	BELLBROOK LIONS CLUB	\$146.00	O
				Purpose: Membership 2023-24 & 2024-25		
92539	05/15/2024	05/15/2024	AW	PHOENIX SAFETY OUTFITTERS	\$459.60	O
				Purpose: Chief Uniforms		
92540	05/15/2024	05/15/2024	AW	DUNCAN OIL COMPANY	\$1,425.37	O
				Purpose: Fuel		
92541	05/15/2024	05/15/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$75.57	O
				Purpose: key chain holders / USB's		
92542	05/15/2024	05/15/2024	AW	DnD UNIFORMS, INC.	\$372.00	O
				Purpose: Uniforms		
92543	05/15/2024	05/15/2024	AW	WAYNESVILLE URGENT CARE	\$105.00	O
				Purpose: Physical for new applicant		
92544	05/15/2024	05/15/2024	AW	MPH INDUSTRIES, INC.	\$159.20	O
				Purpose: radar units per D. Root		
Total Payments:					\$256,350.07	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$256,350.07	

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.

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on May 6, 2024, at 7:00 PM.**

- 1) **Mr. Cramer called the session to order at 7:00 pm.**
- 2) **Mr. Demko called the roll with Board Members, Mr. Cramer and Mrs. Destefani in attendance.** Also, in attendance were Cara Tilford, Donna Hellmann, Louis Schatzberg, Jim McGinley and Brett Bonecutter.
- 3) **All in attendance stood for the Pledge of Allegiance.**
- 4) **Reports**

**Administration**

Mr. Tiffany had nothing to add to his report. Mrs. Destefani inquired about updates regarding NATAT. Mr. Tiffany mentioned that he and Mrs. Tilford will be departing tomorrow morning. The meetings commence at 2pm on Tuesday, followed by a sponsored dinner. Wednesday's agenda entails early proceedings at Capitol Hill. Mr. Cramer mentioned that the trustees have been briefed on the 675 project and are now better informed, offering clarity on our next steps. Mr. Cramer further emphasized that our understanding of the decision-making authority is reassuring.

**Zoning**

Mrs. Tilford had nothing to add to her report. Mrs. Tilford noted that the Zoning Commission Meeting on June 4<sup>th</sup> will determine the future of the one-room schoolhouse at Upper Bell and South Alpha Bell, owned by the Demarist's, potentially transitioning into a coffee shop pending approval. Mrs. Tilford further emphasized that the request is to rezone from agricultural to B2 for commercial use, with a recommended PUD for flexibility and futureproofing.

**Fiscal Officer**

Mr. Demko had nothing to add to his report. Mr. Demko noted that the audit process is underway, with changes in assigned auditors and ongoing information requests. Mr. Demko further noted that despite some delays repeated requests for information, we expect a streamlined process moving forward.

**Fire**

Chief Buffenbarger had nothing to add to his report. Mrs. Destefani commended the fire department for their exceptional performance at the Sugar Maple Festival.

**Police**

Chief Brown had nothing to add to his report. Mrs. Destefani noted that she attended the Bike Rodeo last Saturday. Despite only six children from the local church attending, both Sugarcreek and Bellbrook Police were present. Mrs. Destefani further noted considering the low turnout, Chief Brown proposed relocating the event closer to Collins Lodge next year to reach a broader audience. Mr. Cramer noted he attended Coffee with a Cop, but turnout was low. Mr. Tiffany mentioned Target will host the event at their store, which might be more successful than at Bellhop. Mrs. Destefani mentioned she is pleased with the recent drug drop-off, where approximately 200 pounds of drugs were collected.

**Roads and Service**

Mr. Owens had nothing to add to his report. Mr. Tiffany noted the sale of a service truck.

**Information Technology**

Mr. Tiffany had nothing to add to his report.

**Trustees**

Mrs. Destefani noted that she and Mr. Tiffany attended interviews for the Bellbrook Sugarcreek Park District Board of Commissioners and interviewed four candidates. Mrs. Destefani mentioned that while the city and township preferred one candidate and the Park Board favored another, the final decision now goes to Greene County, where Judge Buckwalter will decide. Mrs. Destefani further noted that next week, all three trustees will join the Dayton Development Coalition in Washington DC, where they have appointments with Congressman Turner, J.D. Vance, and Sherrod Brown’s offices. Mr. Cramer noted that at the last Chamber of Commerce Meeting, an update was given about the Eagle 2 playground project, which includes five pieces of equipment, three of which are ADA accessible. Mr. Cramer further noted the he and the trustees will be in Washington DC, with a busy schedule of meetings, hoping for progress on the bike path project.

**5) Public Comments**

None

**6) Old Business**

None

**7) Consent Agenda Items**

- A. Payment of Bills
- B. Minutes
- C. Resignation of Fire Department Staff – Matt Armstrong – 2024.05.06.01
- D. Resignation of Fire Department Staff – Daniel Gibson – 2024.05.06.02
- E. Declaration of Excess Property – Service Department – 2024.05.06.03
- F. Declaration of Excess Property – Fire Department – 2024.05.06.04

**RESOLUTION NO. 2024.05.06.01**

IN RE: Resignation of Fire Department Staff – Matthew Armstrong

WHEREAS, Full-time Firefighter/Paramedic, Matthew Armstrong has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Matthew Armstrong was hired as a member of the Sugarcreek Township Fire Department on June 1, 2020; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Matthew Armstrong.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Matthew Armstrong effective May 6, 2024.

**RESOLUTION NO. 2024.05.06.02**

IN RE: Resignation of Fire Department Staff – Daniel Gibson

WHEREAS, Full-time Firefighter/Paramedic, Daniel Gibson has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Daniel Gibson was hired as a member of the Sugarcreek Township Fire Department on May 8, 2023; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Daniel Gibson.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Daniel Gibson effective May 6, 2024.

**RESOLUTION NO. 2024.05.06.03**

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 item listed has been declared broken, obsolete or non-reparable and has been marked for disposition.

- 2002 Freightliner F80 Truck  
VIN 1FVABWAK72HK19211

WHEREAS, the Village of Spring Valley has expressed an interest in the purchase of this truck.

NOW THEREFORE BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby agrees to a sale of the above to the Village of Spring Valley for the amount of \$15,000 (Fifteen Thousand) dollars.

**RESOLUTION NO. 2024.05.06.04**

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.

- 1 – 13 ft. Mercury inflatable boat
- 1 – Evinrude E-Tec Rescue Pro 25 hp outboard motor with 6 gallon fuel tank
- 1 – 14 ft. Load Rite Boat Trailer
- 1 – Mercury engine stand/cart

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.

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

Mr. Cramer - Yes  
Mrs. Destefani – Yes  
Mr. Moeller – Absent

**8) Discussion Agenda Items**

Mr. Tiffany noted two motions from the board. First, the tentative agreement with the fire union for the renewal of their contract, effective April 1<sup>st</sup> of this year. Mr. Tiffany noted he needs a motion and a second to approve the tentative agreement.

Mrs. Destefani made a motion to accept the agenda item. Mr. Cramer seconded.

Mrs. Destefani – Yes  
Mr. Cramer – Yes  
Mr. Moeller – Absent

Mr. Tiffany noted as part of this agreement, the union has requested a retroactivity waiver and the wages will have a reopener in April of next year. Mr. Tiffany explained if an agreement can not be reached, the process will involve arbitration, fact-finding, and conciliation with a neutral arbitrator appointed by the state of Ohio to determine the retroactive pay, limited to no earlier than April 1<sup>st</sup>, 2025.

Mr. Crammer made a motion to accept the agenda item. Mrs. Destefani seconded.

Mr. Crammer – Yes  
Mrs. Destefani – Yes  
Mr. Moeller – Absent

**A) Water Rescue Service**

At work session, it was decided to cease water rescue apparatus aid and rely on mutual aid instead. This decision was based on the low number of calls and insufficient training to ensure the safety of both staff and the community.

**9) Public Comments**

None

**10) Trustee/Staff Discussions**

None

**11) Adjourn**

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

Mr. Cramer – Yes  
Mrs. Destefani - Yes  
Mr. Moeller – Absent

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Richard J Demko, Fiscal Officer