



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, June 3, 2024, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Assistant Administrator/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. Entering into an Agreement with Bellbrook Sugar Creek Park District for the Purchase of Property and authorizing the Township Administrator to Act as Signatory – 2024.06.03.01
  - D. Appointment of Assistant Director of Roads and Services – Justin Windsor – 2024.06.03.02
  - E. Resignation of Fire Department Staff – Ethan Tavner – 2024.06.03.03
  - F. Re-Appointment of Board of Zoning Commission Member – Dave Schleich – 2024.06.03.04
  - G. Re-Appointment of Board of Zoning Commission Member Alternate – Dr. Mark Matthews – 2024.06.03.05
  - H. Declaration of Excess Property – Roads and Services – 2024.06.03.06
- 8. Discussion Agenda Items**
- 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 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  
June 3, 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.
- Attended the City of Centerville Mayor's Breakfast at Yankee Trace Golf Course. Sugar Creek Township was named their Community Partner of the Year for 2024.
- Met with a Real Estate agent regarding a possible commercial listing in the community.
- Met with tech Advisors regarding upgrades/updates that will be needed for our IT infrastructure. A full report to the Board of Trustees will be coming in July.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written over a horizontal line.

Barry P. Tiffany  
Township Administrator



## **Staff Report for the Sugarcreek Township Board of Trustees May 21, 2024 to May 31, 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 real estate agent to discuss land in the township on May 21, 2024
- Met with resident to discuss land in the township on May 22, 2024

- Attended Mayor's Business Breakfast on May 23, 2024
- Met with Prosecutor's Office to discuss Paycor contract on May 23, 2024
- Met with Tech Advisors on May 28, 2024
- Met with contractor to discuss deck project on May 29, 2024
- Met with real estate agent to discuss land in the township on May 29, 2024
- Working with Compass Point Planning on Long Range Land Use Plan Update



## Sugarcreek Township Trustees Report For June 3rd , 2024

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 06.03.2024 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 Officer I and II (June, July, August) College credit received through Sinclair

**Statistics: See attached reports**

**2024 Totals**

Report current as of 05.30.2024                      55 calls to Cornerstone (10.5%)

- EMS Responses: 412 (77.5%)                      62 MVC's (11.7%)
- Fire Responses: 120 (22.5%)

**Total        533**

**Mutual Aid Given (number of incidents) \*= 52**

- Fire = 31
- EMS = 26

Mutual aid given to department = (30 – Bellbrook, 14 – Spring Valley, 4 – Beavercreek, 3 – Wash Twp.  
1 – Fairborn)

**Mutual Aid Received (number of incidents) \*= 31**

- Fire = 20
- EMS = 11

Mutual aid received from department ( 15 – Wash Twp, 13 – Bellbrook, 5 – Beavercreek,  
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 should be fully upfitted and ready for response by June 6th
- Hydrant flow testing and flushing continues and should be completed by June 30th
- Medic 72 cab upholstery repaired

**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 full-time FF/P Doug Wiltse
- Resignation of part-time FF/P Ethan Tavener and Evan Thompson
- Interviews for full-time vacancies completed
- Conditional full-time job offers extended to three of our part-time staff

**Fire Department Scheduled Events Attended:**

- Chief Buffenbarger attended Regional Hazmat Advisory Board meeting
- Greene County Fire Chiefs meeting
- Abundant Life Apostolic Church luncheon
- 911 Steering Committee
- PSISN Board meeting
- Centerville Rd. & Waynesville Rd. Safety Study - Stakeholder Meeting

**Fiscal:**

As of May 17th, 2024	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
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

2024	District/Zone										Total M/A Given	Total Calls by Month	M/A Calls by Station 71	M/A Calls by Station 72	M/A Given to Bellbrook	M/A Received from Bellbrook
	711	712	713	714	721	722	723									
January	9	9	0	1	83	7	0	13	122	10	4	8	6			
February	12	11	2	1	55	4	0	10	95	7	3	5	2			
March	1	7	3	1	61	7	0	8	88	6	2	5	0			
April	5	7	2	0	76	7	0	11	108	8	3	6	0			
May	10	12	2	0	74	10	0	10	118	7	4	6	5			
June									0							
July									0							
August									0							
September									0							
October									0							
November									0							
December									0							
Total Percentage by Zone	6.97%	8.66%	1.69%	0.56%	65.73%	6.59%	0.00%	9.79%				30	13			

\*Not Including May 30-31

Sugarcreek Township Fire Department

Run Stats for 2024

Year-to-date

Total Call Volume	=	533
Fire Calls	=	120 (22.5%)
EMS Calls	=	412 (77.3%)
Invalid/Admin Calls	=	1 (0.2%)
MVC's	=	62 (11.7%)
Cornerstone	=	55 (10.3%)

**Mutual Aid Given (total number of incidents) \* = 52**

Incidents with M/A Fire given = 31

Incidents with M/A EMS given = 26

Mutual aid given to department = (30-Bellbrook, 14-Spring Valley, 4-Beavercreek Twp, 3-Washington Twp, 1-Fairborn, 0-Wayne Twp, 0-Kettering, 0-Xenia)

**Mutual Aid Received (total number of incidents) \* = 31**

Incidents with M/A Fire received = 20

Incidents with M/A EMS received = 11

Mutual aid received from department = (15-Washington Twp, 13-Bellbrook, 5-Beavercreek Twp, 4-Spring Valley, 2-Wayne Twp, 2-Xenia Twp, 1-Kettering, 0-Xenia)

\*Note- On occasion, we send/request multiple M/A apparatus on individual incidents.\*

Report generated on May 30th, 2024, at 0925 hours.

Respectfully submitted By,

*Jordan Ewing*

Jordan Ewing  
Fire Marshal



Michael A. Brown  
Chief of Police

## Trustee Report June 3, 2024

### Training

- No classes for June.

### Fiscal

Budget 2024 (Final Appropriation)	\$3,176,775.00
Expenditures as of May 24, 2024	\$1,230,736.40
% of Budget Used	38%
% of Budget Year Target for the end of May	41.5%
% of Budget Remaining	62%
Cash Balance as of May 24, 2024	\$1,201,407.86

## EVENTS/APPEARANCES

- On May 20<sup>th</sup>, Chief Brown attended the groundbreaking for Eagleland 2.
- On May 21<sup>st</sup>, Chief Brown attended the Woodland Ridge HOA Meeting.
- On May 22<sup>nd</sup>, SRO Officer Black attended the Middle School field day.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M.A. Brown". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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 Cloy 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

May 14, 2024

- Business and house checks
- Community policing
- Crash on I 675

May 15, 2024

- Welfare check on Staylit Court
- Theft report on Feedwire Road
- Intoxicated subject on Wilmington Pike

May 16, 2024

- Theft report on Magnolia Trace Drive
- Welfare check on Wilmington Pike
- Crash report on Wilmington Pike

May 17, 2024

- Nothing to Report

May 18, 2024

- Theft report on Azalea Drive
- Traffic stops
- An animal complaint on Little Sugarcreek Road

May 19, 2024

- Domestic violence report on Edelweiss Drive
- Harassment report on Surrey Trail
- Disturbance on Bayberry Cove Drive
- Crash report on Clio Road

May 20, 2024

- Nothing to Report

May 21, 2024

- Suspicious person on Centerville Road
- Lost property on Conifer Trail
- An animal complaint on Katerina Court

May 22, 2024

- Crash report on Wilmington Pike
- Business checks
- Community policing

May 23, 2024

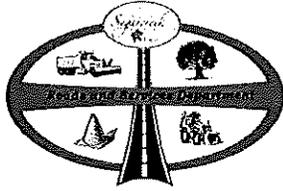
- Theft report on Park Terrace
- Theft report on Wilmington Pike
- Crash report on Upper Bellbrook Road
- Juvenile complaint on Wagner Road

May 24, 2024

- Theft report on Feedwire Road
- Crash report on State Route 725
- Trespassing on Wilmington Pike

May 25, 2024

- Crash report on Waynesville Road
- Theft report on Wilmington-Dayton Road
- Disturbance on Wilmington Road



**Staff Report for  
Sugar Creek Township Trustees  
June 3, 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:**

- Trimmed brush-Cedar Ridge, Washington Mill, Erickman/Fauber Rds, Ferry S.
- Cleaned shop area
- Changed radar batteries(X2)
- Mowed Plaza, walk path, Veterans Memorial, shop(X2)
- Borrowed Durapatcher from Beavercreek TWP- New Jasper TWP for emulsion
- Maintenance on Guardrail-LSC
- Removed large amount of gravel-Ferry/Waynesville Rds
- Ditched Erickman LN
- Maintenance-berm box, Super Z mowers
- Replaced street signs-numerous areas in Twp, yellow reflective marker-Clyo
- Changed brake pads-2019 F250
- Patched potholes-Glory Dr, Pineview Ct
- Removed fallen tree-Fallis Cemetery
- Sprayed for weeds-Clyo, Briggs Island
- Removed dead deer-Feedwire, Upper Bellbrook
- Xenia TWP-picked up full, used oil barrel for their furnace
- Met with ODNR-at dam on SR725
- Removed signs ROW(X8)
- Attended pavement training-Greene County

Respectfully,

Dale Owens  
Director of Roads and Services

## Payment Listing

5/17/2024 to 5/24/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
92548	05/17/2024	05/17/2024	AW	CAROLYN L. DESTEFANI	\$57.18	O
				Purpose: Reimbursement for meal DDC Fly-in		
92549	05/17/2024	05/17/2024	AW	SUPERIOR PRESS	\$283.36	O
				Purpose: Check Reorder		
92550	05/17/2024	05/17/2024	AW	DJL MATERIAL & SUPPLY, INC.	\$8,010.00	O
				Purpose: Crack Sealant		
92551	05/17/2024	05/17/2024	AW	CITI CARDS	\$5,279.09	O
				Purpose: Misc Purchases		
92552	05/17/2024	05/17/2024	AW	DUNCAN OIL COMPANY	\$1,342.53	O
				Purpose: fuel		
92553	05/20/2024	05/20/2024	AW	POLLACK LAW, LLC	\$717.50	O
				Purpose: Legal Fees		
92554	05/20/2024	05/20/2024	AW	O'REILLY AUTOMOTIVE, INC.	\$157.18	O
				Purpose: Parts		
92555	05/20/2024	05/20/2024	AW	CIVIC PLUS	\$7,211.08	O
				Purpose: Annual Renewal Website		
92556	05/20/2024	05/20/2024	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: Energy Services		
92557	05/20/2024	05/20/2024	AW	MUFFLER BROTHERS	\$225.97	O
				Purpose: det car		
92558	05/20/2024	05/20/2024	AW	RICH DEMKO	\$598.55	O
				Purpose: Mileage Reimbursement OTA Conference Hotel, Parking and Food Reimbursement OTA Conference		
92559	05/20/2024	05/20/2024	AW	TECH ADVISORS	\$28,274.87	O
				Purpose: Replacement Servers and SAN		
92560	05/20/2024	05/20/2024	AW	A. E. DAVID COMPANY	\$90.05	O
				Purpose: Stripes and Chevrons		
92561	05/21/2024	05/21/2024	AW	INTERSTATE FORD	\$46,000.00	O
				Purpose: F-150 Purchase		
92562	05/21/2024	05/21/2024	AW	MEDICOUNT MANAGEMENT, INC.	\$1,923.37	O
				Purpose: Billing Fees for April		
92563	05/21/2024	05/21/2024	AW	HERITAGE FIRE EQUIPMENT	\$2,213.75	O
				Purpose: Ladder 72 Repairs		
92564	05/21/2024	05/21/2024	AW	GATEWAY AUTO CLINIC	\$431.36	O
				Purpose: Car 70 Tune Up		
92565	05/23/2024	05/23/2024	AW	SIRCHIE FINGER PRINT LABORATORIES, I	\$88.90	O
				Purpose: fingerprint pads		
92566	05/23/2024	05/23/2024	AW	ULINE	\$313.57	O
				Purpose: nitrile gloves		
92567	05/23/2024	05/23/2024	AW	SUGARCREEK DIRECT FAMILY CARE	\$1,760.00	O
				Purpose: Family Care		
92568	05/23/2024	05/23/2024	AW	VERIZON WIRELESS	\$570.46	O
				Purpose: MDT's		
92569	05/23/2024	05/23/2024	AW	AT&T MOBILITY	\$632.78	O
				Purpose: MDT connections		
92570	05/23/2024	05/23/2024	AW	MICHAEL BROWN	\$60.00	O

**Payment Listing**

5/17/2024 to 5/24/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: Cell Phone Reimbursement				
92571	05/23/2024	05/23/2024	AW	MARK WHITE	\$40.00	O
		Purpose: Cell Phone Reimbursement				
92572	05/23/2024	05/23/2024	AW	Paul Guerrero	\$40.00	O
		Purpose: Cell Phone Reimbursement				
92573	05/23/2024	05/23/2024	AW	CRAIG BLACK	\$40.00	O
		Purpose: Cell Phone Reimbursement				
92574	05/23/2024	05/23/2024	AW	TYLER MANTIA	\$40.00	O
		Purpose: Cell Phone Reimbursement				
92575	05/23/2024	05/23/2024	AW	LESLEY STAYER	\$40.00	O
		Purpose: Cell Phone Reimbursement				
92576	05/23/2024	05/23/2024	AW	DOUG EVANS	\$40.00	O
		Purpose: Cell Phone Reimbursement				
92577	05/23/2024	05/23/2024	AW	LINDA FLIEHMAN	\$50.00	O
		Purpose: Consultant Fee				
92578	05/23/2024	05/23/2024	AW	JEFFERSON HEALTH PLAN	\$67,228.03	O
		Purpose: employee/employer withholdings				
Total Payments:					\$174,718.59	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$174,718.59	

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 20, 2024, at 7:00 PM.**

- 1) **Mr. Moeller called the session to order at 7:00 pm.**
- 2) **Mr. Demko called the roll with Board Members, Mr. Moeller, Mr. Cramer, and Mrs. Destefani in attendance.** Also, in attendance were Cara Tilford, Dale Owens, Chief Doug Buffenbarger, Chief Mike Brown, Donna Hellmann, and Louis Schatzberg.
- 3) **All in attendance stood for the 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.

Mr. Moeller made a motion to adjourn the meeting and convene an executive session. Mrs. Destefani seconded.

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

Mr. Moeller noted the trustees had returned from the executive session and no action was taken at this time.

**5) Reports**

**Administration**

Mr. Tiffany had nothing to add to his report. Mr. Cramer inquired how Mr. Tiffany's meeting went with Brian Housh. Mr. Tiffany and Mrs. Tilford noted the meeting was informative and included discussions on the RAISE grant and other funding options for the Connect Greene Project. Mr. Tiffany highlighted Bill 579 for school resource officer funding, noting a critical issue. Bill 579 currently requires schools to certify funding shortages to the township, which then places a levy on the ballot. If the levy passes, the township handles fund transfers. Mr. Tiffany further noted the urgency in modifying Bill 579 to allow the school district to place the levy, collect funds, and distribute them accordingly. Mr. Cramer inquired about Bill 342, proposing to remove township zoning authority and transferring zoning control to county government and establishing a statewide zoning code. Mr. Tiffany noted that currently Bill 342 lacks momentum, with township trustees and the Ohio Township Association ready to fight it. Mrs. Destefani requested organizing a meeting with all stakeholders involved in the I-675/Wilmington Pike project to finalize the details. Mrs. Destefani inquired about the Veterans Memorial plans. Mr. Tiffany noted the plans for the Veterans Memorial have been finalized and the next step is to determine who will build it. Mr. Tiffany further noted that approval is needed tonight to put the project out for bid. Mr. Tiffany added the money received from the State of Ohio for the bridge over Little Sugar Creek was \$362,342 based on the original \$400,000 estimate, but the new cost is \$670,000. Mr. Tiffany is exploring other options, such as OPWC funding, integrating the project with the road widening initiative, and seeking issue 2 or PWC grants.

**Zoning**

Mrs. Tilford added that progress continues on the coffee shop project, set for committee commission review in two weeks. Engineers requested a turn lane analysis with no major concerns identified. Mrs.

Tilford noted community feedback is mixed, with both concerns and excitement about the coffee shop. Mr. Cramer inquired about the signs for the Public Safety Building and the Administration Building. Mrs. Tilford responded that the design needs minor changes and she will be requesting a quote.

#### **Fiscal Officer**

Mr. Demko reported the auditor was here last week and expects to wrap up within 10 days. Mr. Demko further mentioned that we provided additional information today and are progressing well.

#### **Fire**

Chief Buffenbarger had nothing to add to his report. Mr. Moeller inquired about the number of medic mutual aid calls received from Bellbrook. Chief Buffenbarger noted to streamline our response, we automated dispatch for cardiac arrests and severe medical issues. While dispatch errors may occur at times, we promptly address them. Mrs. Destefani inquired if a date was set for the Sugarcreek-Bellbrook fire discussion. Mr. Tiffany responded that as of now the date is June 3<sup>rd</sup>. Mr. Cramer inquired about the residential lock boxes. Chief Buffenbarger noted the boxes are like the ones realtors use, allowing for efficient emergency access.

#### **Police**

Chief Brown had nothing to add to his report. Mrs. Destefani mentioned she attended 'Coffee with a Cop' at Target last Friday and the event was a success.

#### **Roads and Service**

Mr. Owens had nothing to add to his report. Mr. Moeller commended the Roads and Service Department for their good work on maintaining the roads.

#### **Information Technology**

Mr. Tiffany reported that the new servers are all in place and fully operational. Mr. Tiffany further noted that we are having issues with the cameras at the Public Safety Building. The 12–15-year-old cameras are failing, and there is no manufacturer support. Mr. Tiffany mentioned he has a meeting with a Tech Advisors representative to discuss solutions.

#### **Trustees**

Mrs. Destefani noted the Dayton Development Coalition was a highly productive trip, helping us secure grants and support projects. Mr. Cramer expressed satisfaction with the productivity of the Washington trip. Additionally, Mr. Cramer mentioned he will be attending the 911 meeting tomorrow. Mr. Moeller also expressed satisfaction with the productivity of the Washington trip. Additionally, Mr. Moeller mentioned his meeting with Clayton's mayor about fire protection strategies yielded promising information for our township.

### **6) Public Comments**

None

### **7) Old Business**

Mrs. Destefani inquired about the status of reinitiating community partnership meetings. Mr. Tiffany indicated his intention to follow up once more about the meetings.

### **8) Consent Agenda Items**

- A. Payment of Bills
- B. Minutes

C. Resignation of Fire Department Staff – Nick Brown – 2024.05.20.01

**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.

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

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

**9) Discussion Agenda Items**

Mr. Tiffany noted the need to address the removal of seven trees along Ferry Road, a task beyond the Services Departments capabilities. Mr. Tiffany suggested utilizing Roger’s Tree Service, which has Provided a quote of \$4500 for the job, including traffic control.

Mr. Tiffany noted the County Engineer has forwarded an agreement for the annual pavement marking, requiring resolution approval. Additionally, Mr. Tiffany commented this agreement, identified as Resolution 2024-05-2002, concerns the painting of striping on our roads, a service provided by the county on a yearly basis.

Mr. Moeller made a motion to accept all discussion agenda items. Mrs. Destefani seconded.

Mr. Cramer – Yes  
Mrs. Destefani – Yes  
Mr. Moller – Yes

Mr. Tiffany noted the upcoming golf outings held by the Bellbrook-Sugarcreek Area Chamber of Commerce and the Ohio Township Association, both in August, and expressed a desire to sponsor a

team for each event.

Mr. Cramer made a motion to accept the consent agenda item as stated. Mr. Moeller seconded.

Mrs. Destefani – Yes

Mr. Cramer – Yes

Mr. Moeller – Yes

Mr. Tiffany requested permission to obtain bids for the Veterans Memorial, stating the design has been finalized and we are ready to move forward.

Mr. Moeller made the motion to accept the consent item as stated. Mrs. Destefani seconded.

Mr. Moeller – Yes

Mr. Cramer – Yes

Mrs. Destefani – Yes

#### **10) Public Comments**

Mrs. Hellmann inquired about the fire department's attendance at the Jim Martin Memorial groundbreaking ceremony, which was mentioned in their report. However, Mrs. Hellmann noted that there was no follow-up information on how the event went. Chief Buffenbarger noted that the report contained an error and that the groundbreaking ceremony had not yet taken place.

#### **11) Trustee/Staff Discussions**

None

Mr. Moeller made a motion to adjourn the meeting and convene an executive session. ORC Section 121.22.G1 To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Mrs. Destefani seconded.

Mr. Cramer – Yes

Mr. Moeller – Yes

Mrs. Destefani – Yes

#### **12) Adjourn**

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

Mr. Cramer – Yes

Mr. Moeller – Yes

Mrs. Destefani - Absent



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.06.03.01**

IN RE: Entering into an Agreement with Bellbrook Sugarcreek Park District for the Purchase of Property and authorizing the Township Administrator to Act as Signatory

WHEREAS, the Township desires to purchase approximately 1.928 acres, identified on the Greene County Auditor's website as parcel number L32000200160032900, at the corner of Upper Bellbrook Road and Pine Court from the Bellbrook Sugarcreek Park District for the construction of Pickleball Courts and other potential agreed upon uses; and,

WHEREAS, the Township and Park District have agreed to terms incorporated in an Agreement to purchase, a copy of which is attached hereto.

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugar Creek Township does hereby authorize the Township Administrator to act as the signatory and enter into an agreement with the Bellbrook Sugarcreek Park District for the purchase and transfer of 1.928 acres at the corner of Upper Bellbrook Road and Pine Court for the construction of Pickleball courts and other potential agreed upon uses.

\_\_\_\_\_  
Marvin Moeller, Chairperson

\_\_\_\_\_  
Fred Cramer, Vice Chairperson

\_\_\_\_\_  
Carolyn Destefani, Trustee

\_\_\_\_\_  
Richard Demko, Fiscal Officer

## Real Property Purchase Agreement

This Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Bellbrook-Sugarcreek Park District, hereinafter referred to as "Park District," whose mailing address is 2751 Washington Mill Road, Bellbrook, Ohio, 45305, and the Sugarcreek Township Trustees, hereinafter referred to as "Trustees," whose address is 2090 Ferry Road, Sugarcreek Township, Ohio, 45305.

**Whereas**, the Park District currently owns real property identified by the Greene County Auditor website as parcel number L32000200160032900, consisting of 1.928 acres of land at the corner of Upper Bellbrook Road and South Alpha Road and accessed by Pine Court, hereinafter referred to as "the Property"; and,

**Whereas**, Sugarcreek Township desires to create and construct pickleball courts for the community and has approached the Park District asking to acquire the Property to be conveyed to the Trustees for an agreed upon price of One Dollar (\$1.00), and other valuable consideration; and,

**Whereas**, the parties acknowledge that this agreement to the purchase and sale of the Property must be approved by the Greene County Court of Common Pleas prior to closing; and,

**Whereas**, the parties wish to enter into an agreement of mutual benefit;

The parties, with intent to be legally bound, hereinafter agree as follows:

Park District shall convey to Trustees the Property at the sum of One Dollar (\$1.00). Trustees shall cover the cost to record the new deed, and any costs to close the sale, including, but not limited to, legal fees incurred by the Park District.

Trustees shall pass by Resolution granting authority to the Township Administrator to enter into this Agreement on their behalf, and said Resolution shall be numbered and included herein evidencing Trustees' intent to complete this Agreement.

Park District shall pass the appropriate Resolution authorizing the sale of the Property to the Trustees.

Park District shall convey the Property to the Trustees, by way of Limited Warranty Deed. Title shall be conveyed subject to easements, covenants and restrictions and other matters of record. Prior to the closing, Trustees shall have the right to conduct a title examination and determine to its satisfaction that the state of title is acceptable. If Trustees have any objections to title that the Park District is unable or unwilling to cure, Trustees may terminate this agreement and both parties shall be released from further liability.

The Limited Warranty Deed shall contain restrictive covenants, enforceable by the Park District, that the Property will be used solely for the construction of pickleball courts, for other uses that constitute passive recreation, or a splash pad. With the Park District's approval, the permitted use may include a future walking path and/or a sign.

This real estate is being conveyed to the Trustees pursuant to the Park District's power under Section 511.25 of the Ohio Revised Code to grant real estate to a political subdivision.

The Park District shall have the right to approve Trustees' plans and specifications for the pickleball courts or other proposed uses, including changes to landscaping. Trustees agree that construction on the pickleball courts or other approved uses shall commence within three (3) years of the closing date or the Trustees shall convey the Property back to the Park District at no cost to the Park District. These provisions shall survive the closing.

Trustees agree that all maintenance of the Property and the pickleball courts or other approved uses shall be the responsibility of the Trustees following the conveyance of the Property.

Park District agrees that the existing cherry trees on the Property may be impacted by the construction of the pickleball courts or other approved uses.

Trustees agree that so long as the Property is owned by the Trustees, the Trustees shall be obligated to replace any cherry trees that may die with other trees of the same species, *Prunus serrulata* Kwanzan, anywhere on the Property (language to such effect to be included in the restriction contained in the Park District's deed).

Park District agrees that the replacement of an impacted or deceased tree to its identical location may not be feasible for the Trustees and is not required.

A certified copy of the Resolution of each political entity shall be attached to this Agreement. In Witness Whereof, the parties hereunto set their hands on the date first written above.

Sugarcreek Township Trustees

Bellbrook Sugarcreek Park District

\_\_\_\_\_  
Date  
Barry Tiffany, Township Administrator

\_\_\_\_\_  
Date  
Jeff Stewart, Executive Director

This Instrument Prepared By:

Gwenevier N. Demarest, Esq.  
Demarest & Demarest LLC  
34 E. Franklin St.  
Bellbrook, Ohio 45305



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.06.03.02**

IN RE: Appointment of Roads and Services Assistant Director of Roads and Services – Justin Windsor

WHEREAS, a need exists for an experienced individual to fill the need and perform the duties of Assistant Director of Roads and Services; and,

WHEREAS, Township Administrator, Barry Tiffany, recommends the Board of Trustees appoint Justin Windsor to fill the need.

NOW THEREFORE, BE IT RESOLVED, that the Board of Sugar Creek Township Trustees does hereby appoint Justin Windsor to the position of Assistant Director of Roads and Services, effective June 24, 2024, at a rate of \$80,000, per year.

BE IT FURTHER RESOLVED that this position is subject to a one (1) year probationary period ending June 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



**SUGARCREEK TOWNSHIP**

**RESOLUTION NO. 2024.06.03.03**

IN RE: Resignation of Fire Department Staff – Ethan Tavner

WHEREAS, Part-time Firefighter/Paramedic, Ethan Tavner has indicated his desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Ethan Tavner was hired as a member of the Sugar Creek Township Fire Department on April, 19, 2024; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Ethan Tavner.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Ethan Tavner effective June 5, 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



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.06.03.04**

IN RE: Re-Appointment of Board of Zoning Commission Member Dave Schleich.

WHEREAS, the Board of Zoning Commission plays a pivotal role in the land-use decisions for Sugarcreek Township; and,

WHEREAS, it is imperative that all positions on the Board of Zoning Commission be filled with Citizens who will make decisions that are in the best interest of Sugarcreek Township.

NOW THEREFORE, BE IT RESOLVED, that Dave Schleich is hereby re-appointed to the Board of Zoning Commission for a five-year term expiring on June 3, 2029. (Said appointment made pursuant to Ohio Revised Code Section 519.04.)

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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



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.06.03.05**

IN RE: Re-Appointment of Board of Zoning Commission Alternate Member Dr. Mark Matthews.

WHEREAS, the Board of Zoning Commission plays a pivotal role in the land-use decisions for Sugarcreek Township; and,

WHEREAS, it is imperative that all positions on the Board of Zoning Commission be filled with Citizens who will make decisions that are in the best interest of Sugarcreek Township.

NOW THEREFORE, BE IT RESOLVED, that Dr. Mark Matthews is hereby re-appointed to the Board of Zoning Commission for a five-year term expiring on June 3, 2029. (Said appointment made pursuant to Ohio Revised Code Section 519.04.)

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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



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.06.03.06**

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

- 2008 Ford F150 Truck  
VIN 1FTRF12218KC47599

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