



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, June 17, 2024, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Service Awards – Fire Department**
 - Drue Kinney – 30 Years
 - Joann Zimmerman – 25 Years
 - Josh Johnson – 20 Years
 - Keven Zehring – 20 Years
 - Scott Rigsby – 20 Years
- 5. Appointment of Full Time Police Officer – Daniel Rogers – 2024.06.17.01**
- 6. Reports**
 - A. Administrator
 - B. Assistant Administrator/Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 7. Public Comments - Limited to five minutes per person. Agenda related business only. (Time cannot be yielded to another person.)**
- 8. Old Business**
- 9. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. Resignation of Fire Department Staff – Douglas Wiltse– 2024.06.17.02
 - D. Resignation of Fire Department Staff – Evan Thompson– 2024.06.17.03
- 10. Discussion Agenda Items**
 - A. Resolution of Necessity – Police Levy – 2024.06.17.04
 - B. Adoption of I-675/Wilmington Pike Access Management Plan – 2024.06.17.05

11. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)

12. Trustee/Staff Discussion

13. 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



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2024.06.17.01**

IN RE: Appointment of Full-Time Police Officer Daniel Rogers

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

WHEREAS, a vacancy exists within the classification of full-time Police Officer; and,

WHEREAS, the vacancy has been posted for application in accordance with township policy and the current labor contract; and,

WHEREAS, an assessment center was conducted which included testing in basic exercises, review board and personal interviews with the Chief of Police; and,

WHEREAS, after a review of all the candidates, Police Chief Michael A. Brown recommends this appointment, and confirms that there are funds available for this position in the 2024 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Daniel Rogers is hereby appointed as full-time Police Officer effective June 17, 2024, at a pay rate of \$30.70 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending June 17, 2025.

Marvin Moeller, Chairperson

Fred Cramer, Vice Chairperson

Carolyn L. Destefani, Trustee

Richard J. Demko, Fiscal Officer



**Administrator's Report to the Trustees
June 17, 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 Greene County Legislative Breakfast hosted by the Greene County Career Center.
- Met with an appraiser for our insurance company regarding the values of our buildings.
- Attended an event at Wright Patterson Airforce Base for the Miami Valley Military Affairs Association that included a two-hour orientation flight on a C-17 Globemaster III aircraft. The US Airforce also discussed the missions of the 445th Airlift Wing and the 88th Air Base Wing before the orientation flight.
- I will be attending the Golf Outing for Greene County Engineer, Stephanie Goff, this Friday.

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:

- **June 27, 2024 BZA Meeting:**
 - **BZA03-2024:** Applicant, Alyssa Oetzel, is requesting a Variance from Section 4.14 D. 3. b. of the Sugarcreek Township Zoning Resolution to allow for the construction of a 572 SF above ground pool/deck (more than the allowed cumulative size for detached structures by approximately 600 SF). The subject property is 508 Van Eaton Road, parcel L32000100030001200, owned by Raymond and Alyssa Oetzel, and located in the A-1 (Agricultural) District.

Zoning Commission Activities:

- **June 4, 2024 BZC Meeting Follow-up:**
 - **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.
 - *The Zoning Commission recommended approval to the Board of Township Trustees subject to conditions. The Trustees will consider this case at the July 1, 2024 meeting.*
- **Next meeting scheduled for July 2, 2024**

Meetings/Accomplishments:

- Attended Zoning Commission meeting on June 4, 2024
- Attended stakeholder meeting regarding safety study at the intersection of Waynesville and Centerville Road on June 5, 2025
- Met with OTARMA for appraisal review on June 7, 2024
- Met with resident to discuss barn construction on June 14, 2024
- Working with Compass Point Planning on Long Range Land Use Plan Update; full draft review completed by staff, comments sent back to CPP, anticipating draft to share with committee by Wednesday
- Completed and sent Zoning Commission packets for the June 4, 2024 Meeting
- Completed Staff Report for ZC01-2024
- Completed Notice of Decision for ZC01-2024
- Completed and sent legal and public notices for upcoming public hearings (ZC01-2024 and BZA03-2024)
- Processing approval for Spirit Halloween to locate temporarily in the vacant Bed Bath and Beyond space
- We did not receive any funding through the the America 250 Ohio grant program



Sugarcreek Township Trustees Report For June 17th , 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
- Healthy Heroes
- Firefighter and Officer development
- Mobile Fire Trailer

Statistics: See attached reports

2024 Totals

Report current as of 06.13.2024 60 calls to Cornerstone (10.2%)

- EMS Responses: 453 (76.8%) 68 MVC's (11.5%)
- Fire Responses: 137 (23.2%)

Total 590

Mutual Aid Given (number of incidents) *= 56

- Fire = 33
- EMS = 28

Mutual aid given to department = (32 – Bellbrook, 14 – Spring Valley, 4 – Beavercreek, 3 – Wash Twp, 1 – Fairborn, 2 - Kettering)

Mutual Aid Received (number of incidents) *= 35

- Fire = 21
- EMS = 14

Mutual aid received from department (18 – Wash Twp, 14 – 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:

- Chief 70 vehicle complete and in service
- Hydrant flow testing and flushing continues and should be completed by June 30th
- Ladder 72 serviced by Fire Apparatus Inc.

4398 Clys Road | Sugarcreek, Ohio 45305

(P) 937.848.7344 | (F) 937.848.5188

www.SugarcreekOH.US

- Rescue boat placed on GovDeals

Status of Issues the Fire Department is Addressing:

- Paint is beginning to peel off the roof of the safety building
- Capt. Rigsby illness
- Lt. Wirth returned from injury leave
- New full-time staff Kaitlyn Holbrook starts 06.24.2024 (B-Shift)
- New full-time staff Steven Walker starts 06.25.2024
- Conditional full-time offer accepted by Kyle Dennis
- Interviewed for candidates for part-time

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 June 14 th , 2024	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,459,660.00	\$523,248.81	\$1,606,897.85	\$1,356,561.96	46.086%
EMS	\$213,200.00	\$28,003.37	\$109,978.48	\$77,387.27	51.065%
Cell Tower Fund	\$27,068.58	\$0.00	\$0.00	\$27,068.58	0.00%
Department Total	\$3,699,928.58	\$551,252.18	\$1,716,876.33	\$1,461,017.81	46.039%

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,

4398 Clys Road | Sugarcreek, Ohio 45305
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Doug Buffenbarger
Fire Chief

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Michael A. Brown
Chief of Police

Trustee Report June 17, 2024

Training

- On June 5th, our officers had their annual state firearms requalification.
- No other classes scheduled for June.

Fiscal

Budget 2024 (Final Appropriation)	\$3,176,775.00
Expenditures as of June 4, 2024	\$1,384,559.88
% of Budget Used	43%
% of Budget Year Target for the end of June	49.8%
% of Budget Remaining	57%
Cash Balance as of June 14, 2024	\$1,076,575.46

EVENTS/APPEARANCES

- On June 3rd, Abundant Life Apostolic Church once again provided lunch for the police department and the township.
- On June 5th, Chief Brown attended the PSISN Board Meeting and the Centerville & Waynesville Road Safety Study Meeting.
- On June 6th, Chief Brown had a meeting with the Bellbrook Police Department for Active Shooter Training.
- On June 8th, Sergeant Deckard and Officer McKeever participated in the Summer Reading Club at Bellbrook Park. They handed out coloring books, stickers, etc.
- On June 12th, Chief Brown and Officer Black attended the "Touch a Truck" over at the Five Seasons.

Please welcome our new officer, Daniel Rogers

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

May 26, 2024

- Business and house checks
- Bike patrol
- Crash on Clyo Road
- Welfare check on Wilmington Pike

May 27, 2024

- Juvenile complaint on Seton Hill Drive
- Unwanted subject on Wilmington Pike
- Traffic stops

May 28, 2024

- Nothing to Report

May 29, 2024

- Welfare check on Staylit Court
- Crash report on Wilmington Pike

May 30, 2024

- Crash report on Centerville Road
- Juvenile complaint on Bayberry Cove Drive
- Intoxicated subject on Wilmington Pike
- Noise complaint on Wagner Road

May 31, 2024

- Crash report on State Route 725
- Crash report on Napa Valley Drive
- Community policing

June 1, 2024

- Business and house checks
- Noise complaint on Timberly Drive
- An animal complaint on Centerville Road
- Community policing

June 2, 2024

- An animal complaint on Winshire Trail
- Theft arrest on Wilmington Pike
- Juvenile complaint on Bayberry Cove drive
- Traffic stops

June 3, 2024

- Welfare check on Pepperwell Circle
- Domestic violence report on Nature Court
- Theft arrest on Wilmington Pike
- Disturbance on Brookdale Lane
- Juvenile complaint on Bayberry Cove Drive

June 4, 2024

- Crash report on Wilmington Pike
- Request of an officer on S. Alpha Bellbrook Road

June 5, 2024

- Juvenile complaint on Bugle Bluff Drive
- Welfare check on Clio Road
- Juvenile complaint on Surrey Trail

June 6, 2024

- Domestic violence report on Bayberry Cove Drive
- Suspicious vehicle on Wilmington Pike
- Domestic violence report on Spillway Drive
- Juvenile complaint on Shellbark Drive

June 7, 2024

- Nothing to Report

June 8, 2024

- Welfare check on Wilmington Pike
- Crash report on Upper Bellbrook Road
- Traffic stops

June 9, 2024

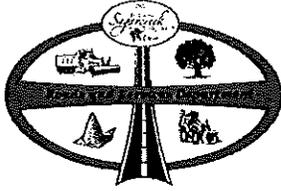
- Community policing
- Theft arrest on Wilmington Pike
- Request of an officer on N. Lakeman Drive
- Theft report on Swigart Road

June 10, 2024

- Nothing to Report

June 11, 2024

- Domestic violence on Valais Court
- Suspicious vehicle on Swigart Road
- Disturbed person on Wilmington Pike



**Staff Report for
Sugar Creek Township Trustees
June 17, 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 trees/branches-LSC, Ferry, Royal Woods, Mcbee, Washington Mill, Sugar Hill Ln,
- Dura Patched-Cedar Ridge, River Ridge Dr, Little Miami
- Crack-sealed- Seton Hill, Carpenter, Wagner Hill, Jeremy Woods, Bayberry Cove, Surrey Trail, Silverado, LSC, Timberly, Winshire, Shepherd, Center Point
- Exchanged radar batteries(X2)
- Mowed(X2)- Veterans Memorial, Plaza, walk path, 2090 Ferry Rd
- Went to New Jasper TWP for emulsion(X4)
- Went to Melvin Stone for washed #9 stone
- Cleaned and prepped F150 for GovDeals
- Filled water tank at gardens(X3)
- Patched potholes-Sugar Hill
- Sprayed for weeds-Station 71,72
- Replaced "Neighborhood Watch" sign- Ferry Rd
- Remove signs from ROW(X8)

Respectfully,

Dale Owens
Director of Roads and Services

Payment Listing

5/27/2024 to 6/30/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1128-2024	06/11/2024	06/11/2024	CH	BUREAU OF WORKERS' COMPENSATION	\$3,005.96	O
				Purpose: workers comp monthly payment		
1129-2024	06/11/2024	06/11/2024	CH	HUNTINGTON NATIONAL BANK	\$829.83	O
				Purpose: Misc Purceses		
1130-2024	06/11/2024	06/11/2024	CH	TREASURER OF STATE	\$1,074.00	O
				Purpose: Uan Fees - 3rd QTR 24		
92587	06/04/2024	06/04/2024	AW	DUNCAN OIL COMPANY	\$2,676.28	O
				Purpose: fuel		
92588	06/04/2024	06/04/2024	AW	TREASURER OF STATE	\$105.00	O
				Purpose: radios		
92589	06/04/2024	06/04/2024	AW	LEADS ONLINE	\$3,016.00	O
				Purpose: service package yearly		
92590	06/04/2024	06/04/2024	AW	CHARTER COMMUNICATIONS	\$248.89	O
				Purpose: spectrum service		
92591	06/04/2024	06/04/2024	AW	DnD UNIFORMS, INC.	\$152.00	O
				Purpose: chevrons/shirts		
92592	06/04/2024	06/04/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$99.52	O
				Purpose: kitchen items		
92593	06/04/2024	06/04/2024	AW	CAPITAL ONE	\$137.29	O
				Purpose: d. root items for pd		
92594	06/04/2024	06/04/2024	AW	WASH IT DEAN	\$115.00	O
				Purpose: car washes		
92595	06/04/2024	06/04/2024	AW	TREASURER OF STATE	\$100.00	O
				Purpose: access fee		
92596	06/04/2024	06/04/2024	AW	LUCKY AUTO SEAT COVER	\$490.00	O
				Purpose: medic 72 seat repair on apparatus		
92597	06/04/2024	06/04/2024	AW	PHOENIX SAFETY OUTFITTERS	\$3,799.00	O
				Purpose: lawrence gear		
92598	06/04/2024	06/04/2024	AW	Dexter's Polygraph	\$400.00	O
				Purpose: new applicant		
92599	06/04/2024	06/04/2024	AW	SUGARCREEK DIRECT FAMILY CARE	\$1,680.00	O
				Purpose: Family Care		
92600	06/04/2024	06/04/2024	AW	FAST SIGNS	\$25.00	O
				Purpose: Refund Sign Charge		
92601	06/07/2024	06/07/2024	AW	ADAM KLARK	\$100.00	O
				Purpose: customer service award		
92602	06/07/2024	06/07/2024	AW	HORTON EMERGENCY VEHICLES	\$169.92	O
				Purpose: lock for cabinet on apparatus		
92603	06/07/2024	06/07/2024	AW	CITI CARDS	\$385.52	O
				Purpose: misc. purchases		
92604	06/07/2024	06/07/2024	AW	TREASURER OF STATE	\$660.00	O
				Purpose: Radios		
92605	06/07/2024	06/07/2024	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$106.70	O
				Purpose: searches		
92606	06/07/2024	06/07/2024	AW	Paul Guerrero	\$400.00	O
				Purpose: clothing allowance		

Payment Listing

5/27/2024 to 6/30/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
92607	06/07/2024	06/07/2024	AW	LESLEY STAYER	\$400.00	O
				Purpose: clothing allowance		
92608	06/07/2024	06/07/2024	AW	TYLER MANTIA	\$400.00	O
				Purpose: clothing allowance		
92609	06/07/2024	06/07/2024	AW	DnD UNIFORMS, INC.	\$190.00	O
				Purpose: pants		
92610	06/07/2024	06/07/2024	AW	MEYERS PRINTING & DESIGN, INC.	\$55.08	O
				Purpose: business cards Rogers		
92611	06/07/2024	06/07/2024	AW	TREASURER OF STATE	\$495.00	O
				Purpose: radios		
92612	06/07/2024	06/07/2024	AW	THE CENTER FOR RESILIENCE AND WELL	\$600.00	O
				Purpose: for new applicant Rogers		
92613	06/07/2024	06/07/2024	AW	MUFFLER BROTHERS	\$63.67	O
				Purpose: car 103		
92614	06/07/2024	06/07/2024	AW	O'REILLY AUTOMOTIVE, INC.	\$77.45	O
				Purpose: oil filter, sem-met pad		
92615	06/07/2024	06/07/2024	AW	A & A SAFETY	\$33.50	O
				Purpose: 18"x24" EG Little Miami Watershed		
92616	06/07/2024	06/07/2024	AW	CHARTER COMMUNICATIONS	\$116.28	O
				Purpose: Spectrum Buisness TV		
92617	06/07/2024	06/07/2024	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: postage		
92618	06/07/2024	06/07/2024	AW	CHOICE ONE ENGINEERING	\$3,285.00	O
				Purpose: Veteran's Memorial		
92619	06/07/2024	06/07/2024	AW	US BANK EQUIPMENT FINANCE	\$1,095.78	O
				Purpose: copier fees		
92620	06/07/2024	06/07/2024	AW	TECH ADVISORS	\$6,543.00	O
				Purpose: monthly		
92621	06/07/2024	06/07/2024	AW	OptumCare	\$40.74	O
				Purpose: over payment on EMS claim		
92622	06/07/2024	06/07/2024	AW	JORDAN CONCRETE SERVICES, LLC	\$12,995.54	O
				Purpose: Down Payment Curb Replacement		
92623	06/07/2024	06/07/2024	AW	CENTERPOINT ENERGY	\$272.43	O
				Purpose: natural gas		
92624	06/07/2024	06/07/2024	AW	DUNCAN OIL COMPANY	\$1,368.43	O
				Purpose: fuel		
92625	06/07/2024	06/07/2024	AW	SPECTRUM	\$13.17	O
				Purpose: adapter & remote		
92626	06/07/2024	06/07/2024	AW	LOWE'S COMPANIES INC.	\$423.10	O
				Purpose: misc purchases		
92629	06/11/2024	06/11/2024	AW	Greene County Highway Department	\$1,793.17	O
				Purpose: UPS Battery Replacement Clio @ Centerpoint		
92630	06/11/2024	06/11/2024	AW	GREENE COUNTY SANITARY ENGINEER	\$156.15	O
				Purpose: Sewer station 71 & water/sewer admin		
92631	06/11/2024	06/11/2024	AW	TREASURER OF STATE	\$290.88	O
				Purpose: annual dam saftey inspection		

Payment Listing

5/27/2024 to 6/30/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
92632	06/11/2024	06/11/2024	AW	NORTHCOAST PRODUCTS	\$629.30	O
				Purpose: rapid set emulsion non regulated		
92633	06/11/2024	06/11/2024	AW	MUFFLER BROTHERS	\$219.93	O
				Purpose: car 105		
92634	06/11/2024	06/11/2024	AW	AES OHIO	\$30.61	O
				Purpose: range		
92635	06/11/2024	06/11/2024	AW	DC DOOR COMPANY	\$230.00	O
				Purpose: door repair		
92636	06/11/2024	06/11/2024	AW	CHARTER COMMUNICATIONS	\$1,930.85	O
				Purpose: spectrum business voice mult invoices		
92637	06/12/2024	06/12/2024	AW	AIRGAS USA, LLC	\$792.62	O
				Purpose: 02 cylinder rental		
92638	06/12/2024	06/12/2024	AW	BUGS-OR-US PEST CONTROL	\$110.00	O
				Purpose: pest control		
92639	06/12/2024	06/12/2024	AW	RUMPKE CONSOLIDATED	\$326.85	O
				Purpose: Trash		
92640	06/12/2024	06/12/2024	AW	DUNCAN OIL COMPANY	\$1,259.38	O
				Purpose: Fuel		
92641	06/12/2024	06/12/2024	AW	AES OHIO	\$424.93	O
				Purpose: electric		
92642	06/12/2024	06/12/2024	AW	AES OHIO	\$1,296.18	O
				Purpose: electric		
92643	06/12/2024	06/12/2024	AW	QUADIENT, INC.	\$140.85	O
				Purpose: postage michine		
92644	06/12/2024	06/12/2024	AW	GREENE COUNTY SANITARY ENGINEER	\$452.93	O
				Purpose: water		
92645	06/12/2024	06/12/2024	AW	MELVIN STONE COMPANY	\$424.11	O
				Purpose: #9 limestone		
92646	06/12/2024	06/12/2024	AW	RED WING SHOE STORE	\$472.48	O
				Purpose: shoes		
92647	06/12/2024	06/12/2024	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$1,276.00	O
				Purpose: physical full time walker		
92648	06/12/2024	06/12/2024	AW	PRO ONCALL TECHNOLOGIES	\$221.45	O
				Purpose: Phone Service		
92649	06/12/2024	06/12/2024	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: monthly service		
92650	06/12/2024	06/12/2024	AW	BUGS-OR-US PEST CONTROL	\$50.00	O
				Purpose: pest control		
92651	06/12/2024	06/12/2024	AW	OHIO PEACE OFFICERS TRAINING ACADE	\$475.00	O
				Purpose: training		
92652	06/12/2024	06/12/2024	AW	MUFFLER BROTHERS	\$189.45	O
				Purpose: Car 100		
Total Payments:					\$62,480.03	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$62,480.03	

Payment Listing

5/27/2024 to 6/30/2024

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 June 3, 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 Mr. Tiffany, Cara Tilford, Dale Owens, Chief Mike Brown, Donna Hellmann, Jim McGinley, Louis Schatzberg and Denise Moore.
- 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 if a date has been set for the Wilmington Pike I-675 joint meeting to summarize the status of the project. Mr. Tiffany responded that no, a date has not yet been set, and will look into it tomorrow.

Zoning

Mrs. Tilford had nothing to add to her report.

Fiscal Officer

Mr. Demko noted that the auditor should be wrapping up in the next couple of weeks, with a deadline of July 1st.

Fire

Chief Buffenbarger had nothing to add to his report. Mr. Cramer asked if the fire department received the anti-chocking devices. Mr. Tiffany replied yes, stating that they have received them and are currently in the process of distributing them to restaurants and schools.

Police

Chief Brown had nothing to add to his report.

Roads and Service

Mr. Owens had nothing to add to his report. Mr. Moeller inquired about the report on the dam on 725. Mr. Tiffany clarified that currently, the detention basin on 725 is classified as a dam due to its height, but functions as a detention basin. Mr. Owens noted the issues include a rusted, stuck overflow valve, groundhog holes, and trees in the banks. Mr. Owens further noted a video conference is scheduled for July 10th to discuss options and necessary actions.

Information Technology

Mr. Tiffany noted that a presentation from TechAdvisors is scheduled for July 1st. Mr. Tiffany further noted during this session, they will update the Board of Trustees on our IT systems, including the current status, future plans, and upcoming developments.

Trustees

Mrs. Destefani mentioned she spoke with Pastor Paul Santoro from Christ Church. They are willing to start our meetings with prayer, beginning at the start of the school year. Mrs. Destefani further mentioned she attended two Memorial Day ceremonies, the 445th Assumption of Command ceremony on base and participated in the Regional Planning Commission meetings. Mr. Cramer noted he and Mr. Moeller

attended the groundbreaking for the playground at St. Pierre and had breakfast with the mayor of Centerville, which Mr. Cramer noted, went very well. Mr. Moeller noted they attended the Woodland Ridge Homeowners Association meeting as well.

5) Public Comments

Denise Moore asked Mrs. Destefani to elaborate on the inclusion of prayer at the start of board meetings and whether it would encompass all religions. Mrs. Destefani answered that at the meetings the trustees attend, they hold a brief prayer following the call to order and the Pledge of Allegiance. Mrs. Destefani noted the trustees would like local pastors from the Ministerial Association to lead the township in prayer as well, under specific guidelines aiming to include all religions represented within the association. Denise Moore expressed her concern about the lack of affordable housing in our community.

Mr. Tiffany asked the trustees for an 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 would now continue with the regular session.

6) Old Business

None

7) Consent Agenda Items

- A. Payment of Bills
- B. Minutes

- C. Entering into an Agreement with Bellbrook Sugarcreek 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 Scheich – 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

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 Sugarcreek 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.

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 Sugarcreek 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.

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 Sugarcreek Township Fire Department; and,

WHEREAS, Ethan Tavner was hired as a member of the Sugarcreek 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 Sugarcreek Township Trustees officially accepts the resignation of Ethan Tavner effective June 5, 2024.

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.)

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.)

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.

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

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

8) Discussion Agenda Items

None

9) Public Comments

Donna Hellmann inquired as to when the work on Clear Brook Drive would begin. Mr. Owens mentioned that the concrete work has already begun, while the milling and paving are still to be determined, with an estimated completion date as soon as mid-June.

10) Trustee/Staff Discussions

None

Mr. Tiffany asked the trustees for an executive session. ORC Section 121.22.G2 To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property.

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

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

Mr. Moeller noted the trustees had returned from the executive session and would now continue with the regular session.

11) 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

Richard J Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2024.06.17.02**

IN RE: Resignation of Fire Department Staff – Douglas Wiltse

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

WHEREAS, Doug Wiltse was hired as a member of the Sugar Creek Township Fire Department on May 31, 2023; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Mr. Wiltse.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Doug Wiltse effective June 7, 2024.

Marvin Moeller, Chairperson

Fred Cramer, Vice Chairperson

Carolyn L. Destefani, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2024.06.17.03**

IN RE: Resignation of Fire Department Staff – Evan Thompson

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

WHEREAS, Evan Thompson was hired as a member of the Sugarcreek Township Fire Department on June 17, 2022; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Mr. Wiltse.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Evan Thompson effective June 4, 2024.

Marvin Moeller, Chairperson

Fred Cramer, Vice Chairperson

Carolyn L. Destefani, Trustee

Richard J. Demko, Fiscal Officer

RESOLUTION OF NECESSITY

*RESOLUTION REQUESTING CERTIFICATION FROM COUNTY AUDITOR
PURSUANT TO OHIO REVISED CODE SECTION 5705.03
(Dollar amount of revenue generated by specified number of mills)*

WHEREAS, the Board of Trustees of Sugarcreek Township, Greene County, OH,
Governing body (e.g. board of trustees, etc) Political subdivision
determines that it is necessary to levy a tax outside the ten-mill limitation, and

WHEREAS, before seeking to have a levy approved by the electors of Sugarcreek Township,
Portion of Political Subdivision (authorized to vote on issue)
the Board of Trustees must seek the certification of the Greene County Auditor in compliance with
Governing body
Section 5705.03 of the Ohio Revised Code, submitted for the General election held
General, Primary, Special
on November 5, 2024.
Date of Election

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Sugarcreek Township,
Governing body Political subdivision
Greene County, OH, that the Greene County Auditor is hereby requested to certify to the Board of Trustees:
Governing body
1. The total current tax valuation of Sugarcreek Township, and
Portion of Political Subdivision (authorized to vote on issue)
2. The dollar amount of revenue that would be generated by 2.00 mills.
Millage

BE IT FURTHER RESOLVED that the purpose of the tax is for a police levy
Purpose (use additional lines if needed)

And is for five (5) commencing and appearing on the tax list for the years specified: 2025-2029.
Rate of time expressed in years or continuing period of time (CPT) List the years levy will appear on the tax list

Such tax is authorized to be submitted to a vote of the electors of the Sugarcreek Township pursuant
Portion of Political Subdivision (authorized to vote on issue)
to Section 5705.19 (J) of the Ohio Revised Code, and which shall be
ORC Section

a renewal of an existing levy
(Insert "an additional levy", "a renewal of an existing tax", or "a replacement of an existing tax")

BE IT FURTHER RESOLVED that the Greene County Auditor is requested to issue the certification
within ten days after receiving this Resolution.

_____ moved for the adoption of the Resolution, and
_____ seconded the motion. The vote was as follows:

_____ voted _____
_____ voted _____

Having received the required two-thirds majority, the Resolution was adopted.

Adopted _____, _____
Month and day Year

FISCAL OFFICER CERTIFICATION

I, _____ of Sugarcreek Township, Greene County, Ohio,
Name of Fiscal Officer or Clerk Political subdivision

certify this Resolution to be a true and correct copy of Resolution No. 2024.06.17.04, as
Resolution number

adopted by the Board of Trustees of Sugarcreek Township, Greene County, Ohio,
Governing Body Political subdivision

and recorded in the official record of proceedings of the meeting held on _____, _____.
Month and Day Year



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2024.06.17.05**

IN RE: Adoption of I-675/Wilmington Pike Access Management Plan

WHEREAS, the continuing need exists to maintain proper and efficient roadways in our community; and,

WHEREAS, this need is met through the continuous maintenance and improvement of the roadway design and surfaces in the community; and,

WHEREAS, the Greene County Engineer, The City of Centerville, the Ohio Department of Transportation and Sugar Creek Township have been engaged for several years in a project to improve the I-675/Wilmington Pike Interchange and surrounding local roadways in an effort to improve traffic and safety conditions; and,

WHEREAS, CMT Engineering, as part of that project, have created an updated Access Management Plan that shall be adopted to assist in achieving the desired, improved traffic patterns and conditions, a copy of which is attached hereto; and,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees does hereby endorse and adopt the I-675/Wilmington Pike Access Management Plan created by CMT Engineering, dated December 13, 2023.

Marvin Moeller, Chairperson

Fred Cramer, Vice Chairperson

Carolyn L. Destefani, Trustee

Richard J. Demko, Fiscal Officer