



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, July 1, 2024, 7:00 P.M.

REGULAR SESSION:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Appointment of Full Time Fire Staff – Steven Walker, Kaitlyn Holbrook, Kyle Dennis – 2024.07.01.01**
5. **ZC Case 01-2024: Request for a Map Amendment from A-1 (Agricultural) District to B-2 PUD (General Business Planned Unit Development) District and Preliminary Development Plan Approval for a Proposed Coffee Shop – 2024.07.01.06**
 - Public hearing is formally opened
 - Staff report on the text amendments
 - Those wishing to speak in favor
 - Those wishing to speak against
 - Neutral parties wishing to speak
 - Public hearing is closed
 - Deliberation and decision
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 – James Plummer– 2024.07.01.02
- D. Appointment of Fire Department Staff – April Tate, Emily Bassett– 2024.07.01.03
- E. 2024 Collective Bid Agreement with Greene County – 2024.07.01.04
- F. 2024 Agreement with Greene County for Pavement Markings program – 2024.07.01.05
- G. Proceed to Ballot – Police Levy 2024.07.01.07

10. Discussion Agenda Items

- A. Adoption of I-675/Wilmington Pike Access Management Plan – 2024.06.17.05 *Tabled from June 17, 2024

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. 2024.07.01.01**

IN RE: Reclassification of Fire Department Personnel – Kaitlyn Holbrook, Steven Walker, and
Kyle Dennis

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

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

WHEREAS, Chief Douglas M. Buffenbarger requests the reclassification of Kaitlyn Holbrook from Part-time Firefighter/EMT to Full-time Firefighter II/Paramedic, in accordance with the Table of Organization of the Sugarcreek Township Fire Department; and,

WHEREAS, Chief Douglas M. Buffenbarger requests the reclassification of Steven Walker from Part-time Firefighter II/Paramedic to Full-time Firefighter II/Paramedic, in accordance with the Table of Organization of the Sugarcreek Township Fire Department; and,

WHEREAS, Chief Douglas M. Buffenbarger requests the reclassification of Kyle Dennis from Part-time Firefighter II/Paramedic to Full-time Firefighter II/Paramedic, pending Certification, in accordance with the Table of Organization of the Sugarcreek Township Fire Department; and,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the promotion of Kaitlyn Holbrook to the position of Full-time Firefighter II/Paramedic at the pay rate of \$22.99 per hour with an effective date of June 24, 2024, and Steven Walker to Full-time Firefighter II/Paramedic at the pay rate of \$22.99 per hour with an effective date of June 24, 2024. and Kyle Dennis to Full-time Firefighter II/Paramedic, pending certification, at the pay rate of \$20.71 per hour with an effective date of June 29, 2024. All are subject to a one (1) year probationary period ending June 24, 2025, and June 29, 2025 respectively.

Marvin Moeller, Chairperson

Fred Cramer, Vice Chairperson

Carolyn L. Destefani, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2024.07.01.06**

IN RE: ZC Case 01-2024: Request for a Map Amendment from A-1 (Agricultural) District to B-2 PUD (General Business Planned Unit Development) District and Preliminary Development Plan Approval for a Proposed Coffee Shop.

WHEREAS, a public hearing was held by the Sugarcreek Township Zoning Commission on Tuesday, June 4, 2024 at 7:00 p.m. on the following application:

WHEREAS, Applicants, Gwen and Cullen Demarest, are requesting a Map Amendment from A-1 (Agricultural) District to B-2 PUD (General Business Planned Unit Development) District and Preliminary Development Plan Approval for a proposed coffee shop;

WHEREAS, the subject property is 3424 Upper Bellbrook Road, can be further identified by parcel number L32000200160001800, and contains 1.2273 acres; and

WHEREAS, the Greene County Regional Planning and Coordinating Commission recommended approval of the applicant's request during their April meeting cycle; and

WHEREAS, the Zoning Commission deliberated on the above application and passed a motion to recommend **approval** of the Map Amendment and **approval** of the Preliminary Development Plan, as requested by the applicant subject to the following conditions:

1. Final design shall be subject to approval of the Greene County Engineer's Office.
2. Any roadway improvements deemed necessary will be the responsibility of the applicant to install, including the sidewalks shown on the plan (adjacent to both South Alpha Bellbrook Road and Upper Bellbrook Road).
3. A cross-access easement with the church must be recorded if the drive stays in its current location or the drive shall be modified to located entirely on the applicant's property.
4. Final design shall be subject to approval of the Greene County Department of Sanitary Engineering.
5. The applicant shall meet all federal, state, and local requirements and comply with recommendations from the SWCD and GCEO with respect to the drainage.
6. Final design shall be subject to approval of Sugarcreek Township Fire Department.
7. Final design shall be subject to approval of the Greene County Combined Health District.
8. There is approximately 12' from the parking space to the back of the tree island in the north-south drive aisle. This must be modified to provide the required 22' of maneuvering area (one-way) or 24' of maneuvering area (two-way).
9. Plan shall be modified to depict the maximum number of permitted parking spaces (14).
10. A conforming photometric plan and a conforming landscaping plan must be submitted for review at the FDP stage. The Zoning Commission recommends the applicant consider the fixture type scoped in the Wilmington Pike Area Corridor Overlay District standards.

11. The following uses shall not be permitted should redevelopment of the site be proposed in the future: Institutional Housing, Animal Hospital, Kennel, Automotive Body Repair, Automotive Fuel Sales, Automotive Sales or Rental, Automotive Service or Repair, Automotive Washing Facility, Bar or Tavern, Club, Commercial Entertainment Use, Commercial Recreation, Conference Center or Assembly Hall, Country Clubs or Golf Courses, Funeral Home, Hospital, Hotel or Motel, Research and Development Facility, Restaurant-Fast Food, Wireless Telecommunications Facility in a Nonresidential District, and Cemetery.

NOW THEREFORE, BE IT RESOLVED, after the hearing the Board of Trustees deliberated on the above application and passed a motion to approve the Map Amendment and to approve the Preliminary Development Plan as requested by the applicant subject to conditions as recommended by the Zoning Commission.

Marvin Moeller, Chairperson

Fred Cramer, Vice-Chairperson

Carolyn L. Destefani, Trustee

Richard J. Demko, Fiscal Officer



**Administrator's Report to the Trustees
July 1, 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. Information meetings for stakeholders are being scheduled for August.
- Met with a small group to discuss affordable housing in the community.
- The Ohio EPA visited and reviewed our building/property for compliance with stormwater management and EPA regulations. Overall, we were found to be in great shape with only one minor item needing attention. Bollards need to be installed in front of the Beet Heat tanks to deter accidental contact from a motorized vehicle. Those bollards have been ordered and should be installed by early this week.
- Met with real estate agents regarding a possible commercial development
- Work and review continues on the Long Range Land Use Plan update and we hope to have it before the Zoning Commission in the next meeting or two.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written in a cursive style.

Barry P. Tiffany
Township Administrator



**Staff Report for the Sugar Creek Township Board of Trustees
June 18, 2024 to June 27, 2024**

The following is a snapshot of the activities and areas of responsibility for the Sugar Creek Township Planning and Zoning Department. This report is prepared to keep the Board of Trustees informed and the citizens apprised of their Planning and Zoning Department. If further information or 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 Sugar Creek 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 Sugar Creek 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 Sugar Creek 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 meeting with the MVRPC to discuss housing in the township on June 18, 2024
- Met with realtors to discuss land in the township on June 25, 2024
- Attended meeting with EPA on June 25, 2024
- Met with resident to discuss barn construction on June 27, 2024
- Preapplication meeting with resident to discuss variance request on June 27, 2024
- Attended BZA Meeting on June 27, 2024
- Completed and sent Trustee packets for the July 1, 2024 Public Hearing
- Completed and sent BZA packets for the June 27, 2024 Meeting
- Completed Staff Report and Legal/Public Notices for Trustee Public Hearing
- Working with Compass Point Planning on Long Range Land Use Plan Update; full draft review completed by staff, comments sent back to CPP, draft received back and shared with committee, working on scheduling next committee meeting
- Processing approval for Spirit Halloween to locate temporarily in the vacant Bed Bath and Beyond space
- We did not receive RAISE funding for the Bellbrook to Spring Valley Connector project



Michael A. Brown
Chief of Police

Trustee Report July 1, 2024

Training

- No classes scheduled for July.

Fiscal

Budget 2024 (Final Appropriation)	\$3,176,775.00
Expenditures as of June 28, 2024	\$1,457,826.68
% of Budget Used	45%
% of Budget Year Target for the end of July	58.1%
% of Budget Remaining	55%
Cash Balance as of June 28, 2024	\$1,004,377.66

EVENTS/APPEARANCES

- On July 25th, Chief Brown had a meeting with Motorola regarding radios.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "MABrown".

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

June 12, 2024

- Community policing
- Suspicious person on River Edge Circle
- Noise complaint on Waynesville Road

June 13, 2024

- Bike patrol
- Traffic stops
- Welfare check on Feedwire road
- Crash report on Centerville Road

June 14, 2024

- Juvenile complaint on Clio Road
- Crash report on I675
- Panhandling on Wilmington Pike
- Crash report on Wilmington Pike

June 15, 2024

- Intoxicated subject on Brookdale Lane
- Crash report on Swigart Road
- Crash report on Washington Mill Road
- Request of an officer on Clio Road

June 16, 2024

- Bike patrol
- Noise complaint on W. Salinas
- Welfare check on Upper Bellbrook Road

June 17, 2024

- Nothing to Report

June 18, 2024

- Unwanted subject on Bayberry Cove Drive
- Crash report on I675
- Juvenile complaint on Surrey Trail

June 19, 2024

- Theft report on Feedwire Road
- Harassment filed on S. Reserve Street
- Fraud report on Brookdale

June 20, 2024

- Disturbance on Surrey Trail
- Suspicious vehicle on Wilmington Pike
- An animal complaint on Waynesville Road
- 911 hang up on Ardennes Oak Drive

June 21, 2024

- Nothing to Report

June 22, 2024

- Welfare check on Feedwire Road
- Business and house checks
- Traffic stops

June 23, 2024

- Welfare check on Napa Valley Drive
- Trespassing on Wilmington Pike
- Community policing



Sugarcreek Township Trustees Report For July 1st , 2024

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 07.01.2024 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) College credit received through Sinclair
- Mobile Fire Trailer
- Home Medical Devices (Kettering Health)

Statistics: See attached reports

2024 Totals

Report current as of 06.27.2024 65 calls to Cornerstone (10.0%)

- EMS Responses: 497 (76.7%) 79 MVC's (12.2%)
- Fire Responses: 151 (23.3%)

Total 648

Mutual Aid Given (number of incidents) *= 61

- Fire = 34
- EMS = 32

Mutual aid given to department = (33 – Bellbrook, 16– Spring Valley, 5 – Beavercreek, 4 – Wash Twp.
1 – Fairborn, 2 - Kettering)

Mutual Aid Received (number of incidents) *= 40

- Fire = 25
- EMS = 18

Mutual aid received from department (21 – Wash Twp, 18 – Bellbrook, 7 – Beavercreek,
4– Spring Valley, 2 – Wayne Twp, 2 – Xenia Twp., 2 – Kettering, 1- Fairborn, 1- Riverside)

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

Information:

- Hydrant flow testing and flushing has ceased at the request of Greene County due to high demand

Status of Issues the Fire Department is Addressing:

- Capt. Rigsby remains on leave
- New full-time staff Kaitlyn Holbrook assigned (B-Shift) Capt. Kinney
- New full-time staff Steven Walker assigned to (C-Shift) Capt. Johnson
- New full-time staff Kyle Dennis assigned to (A-Shift) Capt. Rigsby

Fire Department Scheduled Events Attended:

- Chief Buffenbarger attended Regional Hazmat Advisory Board meeting
- Greene County Fire Chiefs meeting
- 911 Steering Committee
- PSISN Board meeting

Fiscal:

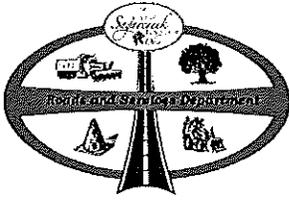
As of June 28 th , 2024	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,459,660.00	\$520,154.77	\$1,685,316.49	\$1,281,237.36	48.335%
EMS	\$213,200.00	\$27,859.21	\$114,192.22	\$73,317.69	53.022%
Cell Tower Fund	\$27,068.58	\$0.00	\$0.00	\$27,068.58	0.00%
Department Total	\$3,699,928.58	\$548,013.98	\$1,799,508.71	\$1,381,623.63	48.255%

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



**Staff Report for
Sugar Creek Township Trustees
July 1, 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- Ferry, Middle Run, Spahr, North Creek, LSC
- Dura Patched-Spring Valley Alpha
- Crack-sealed- Winshire , Oakbrook, Woodland Ridge
- Saw cut parts of Land Dr to mill and replace, took saw back to Beavercreek.
- Mowed – shop(X2), pond, Veterans Memorial, Plaza area, bike path, carpenter
- Changed oil in John Deere
- Cleaned shop, tool room
- Cleaned Quonset hut
- Filled potholes on Little Sugar Creek
- Picked up trash on 725
- Picked up brush- LSC, Ferry, Middle Run, North Creek
- Went to Greene County to pick up guardrail
- Went to Detroit Tire for a new tire on 704
- Picked up new International plow truck
- Changed radar batteries
- Sharpened chainsaw blades
- Cleaned out oil separator pit
- Repaired sign on Clyo (Right Lane Ends)
- Inspected, repaired damaged guardrail - LSC
- Berm work on Ferry
- Meeting with EPA at Service facility
- Welcomed Justin Windsor to Service crew

Respectfully,

Dale Owens
Director of Roads and Services

Payment Listing
6/14/2024 to 6/27/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
92653	06/14/2024	06/14/2024	AW	VERIZON WIRELESS	\$570.46	O
	Purpose: MDT's					
92654	06/14/2024	06/14/2024	AW	OHIO ASSOCIATION OF CHIEFS OF POLICE	\$245.00	O
	Purpose: Dues					
92655	06/14/2024	06/14/2024	AW	MUFFLER BROTHERS	\$189.45	O
	Purpose: Car 115					
92656	06/14/2024	06/14/2024	AW	DnD UNIFORMS, INC.	\$128.00	O
	Purpose: shirt					
92657	06/14/2024	06/14/2024	AW	BUGS-OR-US PEST CONTROL	\$65.00	O
	Purpose: pest control					
92658	06/17/2024	06/17/2024	AW	IMAGE TREND, INC.	\$3,858.75	O
	Purpose: reporting program annual fee					
92659	06/17/2024	06/17/2024	AW	VIKING HEATING	\$1,466.00	O
	Purpose: spring/summer check up					
92660	06/17/2024	06/17/2024	AW	TROPHY SPORTS CENTER	\$283.00	O
	Purpose: shirts					
92661	06/17/2024	06/17/2024	AW	BERAN CUSTOM WOODWORKING, LLC	\$1,850.00	O
	Purpose: command box					
92662	06/20/2024	06/20/2024	AW	AG-PRO COMPANIES	\$75.81	O
	Purpose: Oil					
92663	06/20/2024	06/20/2024	AW	DETROIT TIRES SUPPLY	\$214.58	O
	Purpose: Tire and Mounting					
92664	06/20/2024	06/20/2024	AW	STEVE MYERS SERVICE INC	\$17.99	O
	Purpose: parts					
92665	06/20/2024	06/20/2024	AW	NORTHCOAST PRODUCTS	\$1,667.80	O
	Purpose: rapid set emulsion					
92666	06/20/2024	06/20/2024	AW	ULINE	\$197.90	O
	Purpose: items for the detectives					
92667	06/20/2024	06/20/2024	AW	CRAIG BLACK	\$100.00	O
	Purpose: customer service award					
92668	06/20/2024	06/20/2024	AW	A. E. DAVID COMPANY	\$10.95	O
	Purpose: nameplate					
92669	06/20/2024	06/20/2024	AW	TECH ADVISORS	\$13,036.41	O
	Purpose: LEADS					
92670	06/20/2024	06/20/2024	AW	O'REILLY AUTOMOTIVE, INC.	\$21.11	O
	Purpose: Oil Filter					
92671	06/20/2024	06/20/2024	AW	R.I.T.A.	\$152.36	O
	Purpose: Penalty & Interest on Late 03/2023 Payment					
92672	06/24/2024	06/24/2024	AW	MARK WHITE	\$40.00	O
	Purpose: cell phone reimbursement					
92673	06/24/2024	06/24/2024	AW	Paul Guerrero	\$40.00	O
	Purpose: cell phone reimbursement					
92674	06/24/2024	06/24/2024	AW	CRAIG BLACK	\$40.00	O
	Purpose: cell phone reimbursement					
92675	06/24/2024	06/24/2024	AW	TYLER MANTIA	\$40.00	O
	Purpose: cell phone reimbursement					

Payment Listing

6/14/2024 to 6/27/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
92676	06/24/2024	06/24/2024	AW	LESLEY STAYER	\$40.00	O
				Purpose: cell phone reimbursement		
92677	06/24/2024	06/24/2024	AW	DOUG EVANS	\$40.00	O
				Purpose: cell phone reimbursement		
92678	06/24/2024	06/24/2024	AW	MICHAEL BROWN	\$60.00	O
				Purpose: cell phone reimbursement		
92679	06/24/2024	06/24/2024	AW	TAYLOR STINSON	\$40.00	O
				Purpose: cell phone reimbursement		
92680	06/24/2024	06/24/2024	AW	RICHARD CIPRIANO	\$40.00	O
				Purpose: cell phone reimbursement		
92681	06/24/2024	06/24/2024	AW	RICH DEMKO	\$40.00	O
				Purpose: cell phone reimbursement		
92682	06/24/2024	06/24/2024	AW	MARVIN MOELLER	\$40.00	O
				Purpose: cell phone reimbursement		
92683	06/24/2024	06/24/2024	AW	JOSHUA DARNELL	\$40.00	O
				Purpose: cell phone reimbursement		
92684	06/24/2024	06/24/2024	AW	IAN TAMPLIN	\$40.00	O
				Purpose: cell phone reimbursement		
92685	06/24/2024	06/24/2024	AW	FRED CRAMER	\$40.00	O
				Purpose: cell phone reimbursement		
92686	06/24/2024	06/24/2024	AW	DALE OWENS	\$60.00	O
				Purpose: cell phone reimbursement		
92687	06/24/2024	06/24/2024	AW	CHASE MORGAN	\$40.00	O
				Purpose: cell phone reimbursement		
92688	06/24/2024	06/24/2024	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: cell phone reimbursement		
92689	06/24/2024	06/24/2024	AW	CARA TILFORD	\$460.00	O
				Purpose: cell phone reimbursement and car allowance		
92690	06/24/2024	06/24/2024	AW	BARRY TIFFANY	\$760.00	O
				Purpose: cell phone reimbursement and car allowance		
92691	06/25/2024	06/25/2024	AW	CITI CARDS	\$1,485.70	O
				Purpose: Misc Purchases		
92692	06/25/2024	06/25/2024	AW	WAYNESVILLE URGENT CARE	\$105.00	O
				Purpose: physical new applicant		
92693	06/25/2024	06/25/2024	AW	MUFFLER BROTHERS	\$189.45	O
				Purpose: car 109		
92694	06/25/2024	06/25/2024	AW	MUNICIPAL EMERGENCY SERVICES	\$359.00	O
				Purpose: calibration gas		
92695	06/25/2024	06/25/2024	AW	MEDICOUNT MANAGEMENT, INC.	\$1,661.99	O
				Purpose: billing fees		
92696	06/25/2024	06/25/2024	AW	DANCO LETTERING	\$410.00	O
				Purpose: change decals		
92697	06/25/2024	06/25/2024	AW	PHOENIX SAFETY OUTFITTERS	\$224.84	O
				Purpose: uniforms		
92698	06/25/2024	06/25/2024	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: energy services		

Payment Listing
6/14/2024 to 6/27/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
92699	06/25/2024	06/25/2024	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$1,276.00	O
	Purpose: Holbrook health testing					
92700	06/25/2024	06/25/2024	AW	DUNCAN OIL COMPANY	\$1,368.04	O
	Purpose: fuel					
92707	06/25/2024	06/25/2024	AW	TREASURER OF STATE	\$9,418.35	O
	Purpose: return of unexpended funds					
92708	06/25/2024	06/25/2024	AW	JORDAN CONCRETE SERVICES, LLC	\$46,096.71	O
	Purpose: curb replacement					
92709	06/25/2024	06/25/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$138.39	O
	Purpose: office supplies and candy					
92710	06/25/2024	06/25/2024	AW	CERTIFIED LABORATORIES	\$310.95	O
	Purpose: supplies					
92711	06/25/2024	06/25/2024	AW	A & A SAFETY	\$67.50	O
	Purpose: 30x30 right lane ends signs					
92712	06/25/2024	06/25/2024	AW	ZORESCO EQUIPMENT COMPANY	\$1,162.00	O
	Purpose: mini light bar					
Total Payments:					\$91,323.50	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$91,323.50	

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 17, 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, Chief Doug Buffenbarger, Donna Hellmann, Jim McGinley, Louis Schatzberg and David Marshall, Joann Zimmerman and Melissa Kinney.

3) All in attendance stood for the Pledge of Allegiance.

4) Service Awards – Fire Department

Service awards were given to Drue Kinney – 30 Years, Joann Zimmerman – 25 Years, Josh Johnson – 20 Years, Keven Zehring – 20 Years and Scott Rigsby - 20 Years.

5) Appointment of Full Time Police Officer – Daniel Rogers – 2024.06.17.01

6) Administration

Mr. Tiffany had nothing to add to his report. Mr. Tiffany noted he had a meeting tomorrow with a cyber risk assessment specialist from the insurance company to review the townships IT infrastructure.

Zoning

Mrs. Tilford had nothing to add to her report. Mrs. Tilford pointed out that Zoning Commission Case 01.2024 regarding the coffee shop at the corner of South Alph and Upper Bell will be on the July 1st agenda.

Fiscal Officer

Mr. Demko added that the tax budget hearing will be in the second meeting in July and the annual bank review will take place at the end of the month.

Fire

Chief Buffenbarger had nothing to add to his report.

Police

Chief Brown had nothing to add to his report.

Roads and Service

Mr. Owens had nothing to add to his report. Mr. Owens noted that milling had begun on South Alpha and Upper Bell with paving to follow. Mr. Owens mentioned that Justin Windsor will start next week as the Assistant Director of Roads and Services and will begin attending the regular sessions starting July 1st.

Information Technology

Mr. Tiffany had nothing to add to his report.

Trustees

Mr. Cramer asked Mrs. Destefani if she had an update on the Honda plant. Mrs. Destefani noted Dave Burrow from DDC suggested the Greene County officials visit the Honda battery manufacturing plant in Fayette County to understand its impact on housing and population in our community, but a date has

not been set. Mrs. Destefani mentioned she and Mrs. Tilford will be meeting with the Miami Valley Regional Planning Commission to discuss low-income housing possibilities. Mrs. Destefani further Noted that the Greene County Township Association meeting and the legislative breakfast were well Attended.

7) Public Comments

None

8) Old Business

None

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

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 Sugarcreek 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.

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 Sugarcreek Township Fire Department; and,

WHEREAS, Doug Wiltse was hired as a member of the Sugarcreek 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 Sugarcreek Township Trustees officially accepts the resignation of Doug Wiltse effective June 7, 2024.

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.

RESOLUTION NO. 2024.06.17.04

Revised 12/2022

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 (see 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 requested in years or continuing period of time (CPI) 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")

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 Sugarcreek 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.

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

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

10) Discussion Agenda Items

A. Resolution of Necessity – Police Levy – 2024.06.17.04

Mr. Tiffany noted that this is for the renewal of the police levy at its current rate and not an increase.

Mrs. Destefani made a motion to accept the resolution of necessity for the police levy.
Mr. Cramer seconded.

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

B. Adoption of I-675/Wilmington Pike Access Management Plan - 2024.06.17.05

Tabled till July 1st session.

11) Public Comments

Donna Hellmann inquired when paving will start and if they still plan on DuraPatching. Mr. Owens estimated paving will begin sometime in July and yes, they will DuraPatch but the timing depends on when the machine is available.

David Marshall addressed the trustees about beekeeping regulations, which are governed by state law in Ohio. David Marshall noted that while townships can not regulate agricultural activities beyond state rule, they can enforce what is outlined in the ORC and administrative code. David Marshall suggested the township conducts hive inspections and set guidelines on hive placement along with codifying state beekeeping regulations in the zoning code for clarity.

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.

12) Trustee/Staff Discussions

None

13) Adjourn

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

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

Richard J Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2024.07.01.02**

IN RE: Resignation of Fire Department Staff – James Plummer

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

WHEREAS, James Plummer was hired as a member of the Sugarcreek Township Fire Department on August 24, 2023; and,

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

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of James Plummer effective June 20, 2024.

Marvin Moeller, Chairperson

Fred Cramer, Vice Chairperson

Carolyn L. Destefani, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2024.07.01.03**

IN RE: Appointment of Fire Department Staff
April Tate and Emily Bassett

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

WHEREAS, vacancies exist within the classification of Part-time Firefighter/EMT and Part-time EMS; and,

WHEREAS, April Tate and Emily Bassett have the necessary qualifications to serve in those capacities for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2024 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that April Tate shall be appointed to Part-time Firefighter II/ EMT within the Sugarcreek Fire Department at the rate of \$18.08 per hour, and that Emily Bassett shall be appointed to Part-time EMS only within the Sugarcreek Fire Department at the rate of \$17.39 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointments for April Tate and Emily Bassett will have an effective date of June 24, 2024 with a one (1) year probationary period ending on June 24, 2025.

Marvin Moeller, Chairperson

Fred Cramer, Vice Chairperson

Carolyn L. Destefani, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2024.07.01.04**

IN RE: 2024 Collective Bid Agreement with Greene County Engineer

WHEREAS, this Board of Trustees has agreed to participate in the competitive bid contract for the Collective Paving Program for 2024 as bid by the Greene County Engineer; and,

WHEREAS, this opportunity enables Sugar Creek Township to participate in a competitive bidding contract that the Greene County Engineer offers to all government entities of Greene County; and,

WHEREAS, this cooperative Collective Bid Program affords significant savings to Sugar Creek Township through the economies of scale realized by group purchasing and unified contract administration,

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees, by executing the attached document, does hereby enter into said agreement and authorizes payment for the Township's proportional share of roadwork completed.

Marvin Moeller, Chairperson

Fred Cramer, Vice Chairperson

Carolyn Destefani, Trustee

Richard J. Demko, Fiscal Officer



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2024.07.01.05

IN RE: Agreement between the Greene County Engineer and the Sugarcreek Township Board of Trustees

The Greene County Engineer and the Sugarcreek Township Board of Trustees (hereinafter referred to as the Engineer and the Trustees, respectively), agree to the following:

WHEREAS, the Trustees desire to participate with the Engineer in the 2024 Pavement Markings Program by the Greene County Engineer; and,

WHEREAS, all work within the Trustees' jurisdiction shall be inspected by the Trustees, and all questions decided which may arise as to quality and acceptability of materials furnished, work performed, the rate of progress, the interpretation of the specifications, and the acceptable fulfillment of the work on the part of the County Engineer will be determined by the Trustees; and,

WHEREAS, the County will invoice the Trustees directly for the actual quantities of work performed, all line-item extras, and/or negotiated extra work; and,

WHEREAS, the Engineer will ensure the work has been performed in accordance with the Township's instructions.

NOW, THEREFORE, BE IT RESOLVED, the acceptance of this agreement is indicated by the signatures below.

Marvin Moeller, Chairperson

Fred Cramer, Vice Chairperson

Carolyn Destefani, Trustee

Richard J. Demko, Fiscal Officer

RESOLUTION TO PROCEED OF THE TAXING AUTHORITY

(Revised Code, Sec. 5705.19, .191, .192, .194, .21, .26)

The Board of Trustees of Sugarcreek Township,
Governing body (e.g., village council, board of trustees, etc.) Political subdivision

met in Regular session on July 1, 2024 at the office of
Regular or Special Month and day Year

Board of Trustees with the following members present:
Governing body
Marvin Moeller
Fred Cramer
Carolyn Destefani

Member name moved the adoption of the following Resolution:

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of the said Sugarcreek Township Political subdivision Greene County; therefore be it

RESOLVED, by the Board of Trustees, Greene County, two-thirds of all members
Governing body County
elected thereto concurring, that it is necessary to levy a tax in excess of the ten mill limitation for the benefit of the Sugarcreek Township for the purpose of a police levy renewal pursuant to R.C. 5705.19 (J)
Political subdivision Purpose (use additional lines if needed)

at a rate not exceeding 2.000 mills for each \$1 of taxable value, which amounts to 0.0470
Millage Rate expressed in dollars per \$1 of taxable value
for each one hundred dollars of valuation or \$ 47 for each \$100,000 of the county auditor's
Cost per \$100,000 from auditor certification
appraised value, for 5 commencing
Length of time in years

and appearing on the tax list for the years so specified: 2025-2029
List the years levy will appear on tax list

Said levy is (choose one of the following):

- An additional levy of _____ mills.
- A renewal of an existing levy of 2.000 mills.
- A renewal of an existing levy of _____ mills and an increase of _____ mills to constitute a tax of _____ mills.
- A renewal of part of an existing levy, being a reduction of _____ mills to constitute a tax of _____ mills.
- A replacement of an existing levy of _____ mills.
- A replacement of an existing levy of _____ mills and an increase of _____ mills to constitute a tax of _____ mills.
- A replacement of part of an existing levy, being a reduction of _____ mills, to constitute a tax of _____ mills.

RESOLVED, that the question of levying additional taxes be submitted to the electors of said Sugarcreek Township at the Regular election to be held at the usual voting places

within said Sugarcreek Township on the 5th day of November, 2024; and be it further

RESOLVED, that said levy be placed upon the tax list of the current year after the February settlement next succeeding the election, if a majority of the electors voting thereon vote in favor thereof; and be it further

RESOLVED, that the Clerk or Fiscal Officer of Sugarcreek Township be and is hereby directed to certify a copy of this Resolution to the Board of Elections of Greene County, Ohio and notify said Board of Elections to cause notice of election on the question of levying said tax to be given as required by law.

_____ seconded the motion and the roll being called upon its adoption the vote resulted as follows:

Marvin Moeller voted _____
Fred Cramer voted _____
Carolyn Destefani voted _____
_____ voted _____
_____ voted _____

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

Adopted July 1, 2024

Signature of the Auditor, Clerk, Fiscal Officer
Sugarcreek Township
Political subdivision
Greene COUNTY, OHIO
County

FISCAL OFFICER CERTIFICATION

I, Richard J. Demko of Sugarcreek Township, Greene County, Ohio,

certify this Resolution to be a true and correct copy of Resolution No. 2024.07.01.07, as

adopted by the Board of Trustees of Sugarcreek Township, Greene County, Ohio,

and recorded in the official record of proceedings of the meeting held on July 1, 2024



**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