

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on July 1, 2024, at 7:00 PM.

- 1) **Mr. Moeller called the session to order at 7:03 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, Chief Doug Buffenbarger, Louis Schatzberg, Donna Hellmann, Jim McGinley, Ryan Lefeld, Jordan Holbrook, Allie Kring, Maddie Dixon, Denise Moore, Julie Dennis and Steve Dennis.
- 3) **All in attendance stood for the 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**

Mr. Moeller opened the public hearing for Case ZC01-2024. He asked Mrs. Tilford to provide the Staff Report. 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.

Mr. and Mrs. Demarest came forward and discussed that this house has been in Gwen's family for a very long time. It was her grandmother's vision to turn the space into a tearoom and the coffee shop fits well within that dream. They discussed the desire to leave the property with as many trees as necessary, creating spaces for outdoor seating and allowing patrons to truly enjoy the property as they have.

There was no one present to provide public comments.

The public portion of the hearing was closed. The Trustees discussed the Zoning Commission's recommendation, and opted to include a prohibition of cannabis dispensaries to the list of prohibited uses should redevelopment of the site be proposed in the future.

Mr. Moeller Made a motion to accept Resolution No. 2024.07.01.06. Mrs. Destefani seconded.

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

6) Administration

Mr. Tiffany had nothing to add to his report.

Zoning

Mrs. Tilford had nothing to add to her report.

Fiscal Officer

Mr. Demko had nothing to add to his report. Mr. Demko mentioned that the tax budget hearing will be at the next trustee meeting to determine the preliminary budget for next year.

Fire

Chief Buffenbarger had nothing to add to his report. Chief Buffenbarger mentioned that the boat sold for \$7500 to the Grand Rapids, Ohio Fire Department and they will be picking it up tomorrow.

Police

Chief Brown had nothing to add to his report. Mr. Moeller inquired about the meeting with Motorola regarding radios. Mr. Tiffany answered that the radios are older, and we will need to get new ones sometime in the future. Mr. Moeller mentioned he has noticed panhandlers at the Plaza Shopping Center and inquired if panhandling is allowed in Sugarcreek Township. Mr. Tiffany answered that the police department has been handling the panhandlers and helping them with gas cards from the Ministerial Association. Mr. Tiffany noted that last night nine cars around Acorn Road, Woodland Ranch, and Oakbrook had been gone through and three cars stolen because they were unlocked and with keys inside. One car had a firearm taken. Mr. Tiffany further noted that we issued alerts and advised the community to hide valuables, take keys out, and lock their cars. These are crimes of opportunity since all the cars were unlocked.

Roads and Service

Mr. Owens had nothing to add to his report. Mr. Tiffany noted that Justin Windsor started on the June 24th and fits in very well. Mr. Tiffany mentioned that we received our new truck; it's fully outfitted but still needs the decals applied.

Information Technology

Mr. Tiffany had nothing to add to his report.

Trustees

Mrs. Destefani mentioned that she, Mr. Tiffany, Mrs. Tilford, and Denise Moore met with Brian Martin and Martin Kim from the Miami Valley Regional Planning Commission to discuss affordable housing. The discussion focused on possible strategies to address this issue. Mrs. Destefani noted one advantage Sugarcreek has is its district zoning: with a business district, more concentrated housing to the east, and rural areas. This zoning could help identify appropriate areas for affordable housing. However, Mrs. Destefani acknowledged that the high cost of land in our area remains a significant challenge. Mrs. Destefani noted that at the recent Regional Planning Commission meeting, Beavercreek Township passed a resolution to prohibit trees in the right of way due to visibility issues. Existing trees will be grandfathered in. Mrs. Destefani provided a copy of the resolution and proposed language for the trustees to look at if interested stating other townships are considering adopting it.

Mr. Cramer mentioned that we were not one of the recipients of the RAISE grant and would like to arrange a meeting to discuss our next steps and strategies for reapplying next year.

Mr. Moeller mentioned he spoke with Mrs. Tilford regarding the new sign and was surprised by the high cost. Mrs. Tilford mentioned she will be getting new estimates soon. Mr. Moeller asked if a decision was made about the pedestrian bridge on Feedwire Road. Mrs. Tilford answered that the cost of the project has increased substantially above the original award. Mrs. Tilford noted that we are considering an

OPWC application for the matching funds. Mr. Tiffany plans to contact Stephanie to discuss our options.

7) Public Comments

Denise Moore inquired about the text alert regarding a police report mentioning the STPD responding to thefts and vehicle thefts with a link and was concerned it was a scam. Mr. Tiffany answered it was sent by us through our website and we will work on making the alerts clearer in the future. Denise Moore expressed her thanks to Mrs. Destefani, Mr. Tiffany, and Mrs. Tilford for discussing affordable housing and hopes we pursue this further by exploring strategies and seeking advice from experts and developers. Denise Moore suggested looking into how other affluent communities have successfully implemented affordable housing.

8) Old Business

None

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 Ballet – Police Levy 2024.07.01.07

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.

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.

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.

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 Sugarcreek 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 Sugarcreek 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.

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.

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.

RESOLUTION NO. 2024.07.01.07

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
-
-

 moved the adoption of the following Resolution:
Member name

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 Greene County; therefore be it
Political subdivision

RESOLVED, by the Board of Trustees, Greene County, two-thirds of all members 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)
Governing body County 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 for each one hundred dollars of valuation or \$ 47 for each \$100,000 of the county auditor's appraised value, for 5 commencing
Millage Rate expressed in dollars per \$1 of taxable value Cost per \$100,000 from auditor certification 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.

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

Mrs. Destefani – Yes

Mr. Cramer – Yes

Mr. Moeller – Yes

11) Public Comments

Donna Hellmann raised concerns about the lack of an emergency contact number to AES for cities and townships to address issues like the one that happened in Eagle Rise. Where homes lost power and a generator was provided, unfortunately an eight-day delay in repairs occurred. Donna Hellmann explained the generator repeatedly failed and overheated, raising fire concerns. AES eventually resolved the issue. Donna Hellmann highlighted the need for our emergency services to have a direct contact number for AES to prevent such delays and risks in the future.

12) Trustee/Staff Discussions

None

13) Adjourn

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

Mrs. Destefani – Yes

Mr. Cramer – Yes

Mr. Moeller – Yes

Richard J Demko, Fiscal Officer

