



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

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Seniors Outreach Presentation**
  - Jordan Ewing
- 5. Reports**
  - A. Administrator
  - B. Assistant Administrator/Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 6. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 7. Old Business**
- 8. Consent Agenda Items**
  - A. Payment of Bills
  - B. Minutes
  - C. Transfer of Appropriations
    - Admin – 2024.10.07.01
    - Roads – 2024.10.07.02
    - Police – 2024.10.07.03
    - Fire – 2024.10.07.04
  - D. Resignation of Fire Department Staff – Alexis Taylor, Raquel dos Santos Galrao, Zachary Lucas– 2024.10.07.05
  - E. Promotion of Assistant Director of Roads and Services to Director of Roads and Services – Justin Windsor – 2024.10.07.06
  - F. Award of Bid for Veterans Memorial Construction Project and Authorizing Township Administrator to Act as Signatory for the Award and Project – 2024.10.07.07
  - G. Authorizing the Township Administrator to Enter into a Contract with the City of Bellbrook and the Ohio Fire Chiefs’ Association – 2024.10.07.08

H. Proclamation - 5 Star Schools, 5 Star Community Day

**9. Discussion Agenda Items**

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

**11. Trustee/Staff Discussion**

**12. Adjourn**



## MEETING CONDUCT AND GUIDELINES

As Trustees of Sugarcreek Township, we encourage residents to attend our Township Meetings. We appreciate you taking time out of your busy schedules to be a part of your government in action. To help meetings move along in a positive manner, we have established the following guidelines for our meetings:

This is a Township Business meeting and is to be conducted in a professional, business-like manner. It is not our intention to embarrass or demean each other or any members of the audience. We will treat each other with courtesy and respect, and we ask for the same courtesy and respect from the audience. No one will get special treatment. These guidelines are for all of us.

As a professional meeting should not go longer than an hour to an hour and a half, it is our intention to stay within a reasonable time limit and follow the agenda.

There will be an Open Discussion at the end of the agenda for the audience to give comments on Township issues. When you have a question or comment, please go to the microphone, state your name, and address and direct your question to the Trustees. Please try to limit your comments to 3-5 minutes to allow everyone an opportunity to speak.

We appreciate your input. We will not allow any personal attacks or any type of outbursts or profanity from the audience.

If you have any personal comments that you would like to make to us as individuals, please feel free to call the Township Administrative offices or allow us to set up a time to speak with you individually.

It is our goal that meetings are productive and positive. We will do our best to conduct effective, professional meetings.

Thank you.

Sugarcreek Township Trustees



**Administrator's Report to the Trustees  
October 7, 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 and released by month's end.
- Bid openings for the Veterans Memorial took place on September 23<sup>rd</sup>. A resolution to award the contract is on the agenda tonight.
- Attended the planting of a Red Horse Chestnut tree at the Pine Court property. The tree was provided and planted by the City of Centerville in honor of Sugarcreek Township being their Business Partner of the year this year.
- Met with the Tischer family regarding the Comprehensive Land Use Plan update project to discuss the update. The family is very pleased and satisfied with the direction of the Township and the future of their property.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be the initials "BT" or a similar stylized name.

Barry P. Tiffany  
Township Administrator



## **Staff Report for the Sugarcreek Township Board of Trustees September 16, 2024 to October 7, 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:**

- **September 26, 2024: Cancelled**
- **October 24, 2024: Cancellation pending, no applications received prior to the meeting's closing date**

### **Zoning Commission Activities:**

- **October 1, 2024 Zoning Commission Meeting Follow-Up:**
  - **ZC Case 04-2024:** Applicant, Sugarcreek Township Board of Trustees, is requesting a text amendment to the Sugarcreek Township Zoning Resolution to add language prohibiting the planting of trees in township rights-of-way.
    - *The Zoning Commission recommended approval of the text amendment. This case will be considered by the Board of Trustees on October 21, 2024.*
- **November 6, 2024 Zoning Commission Meeting (note meeting date changed from Tuesday, November 5 to Wednesday, November 6 to avoid falling on Election Day):**
  - **ZC Case 05-2024:** The Zoning Commission will review the updated Long Range Land Use Plan with the committee tasked with its review and with the public.

### **Meetings/Accomplishments:**

- Attended mediation on September 23, 2024

- Met with property owners to discuss land in the township on September 24, 2024
- Met with real estate agent and Greene County Engineer to discuss land in the township on September 24, 2024
- Attended retirement lunch for Dale Owens on September 26, 2024
- Attended Zoning Commission Meeting on October 1, 2024
- Attended staff meeting on October 2, 2024
- Attended tree planting on October 3, 2024 (Community Partner of the Year)
- Design discovery meeting on website redesign on October 3, 2024
- Met with residents to discuss land in the township on October 7, 2024
- Prepared and sent Legal and Public Notices for the October 21, 2024 Trustee Meeting
- Working with Feedwire Farm developer on evaluation of Fallis Cemetery to determine if adequate space exists to accommodate remains relocation
- Prepared and sent Zoning Commission packets for the October 1, 2024 Zoning Commission Meeting (ZC04-2024)
- Miami Valley Planning and Zoning Workshop schedule for December 6, 2024 at Sinclair (sent information to Zoning Commission and BZA)
- Prepared DTE 23 to exempt the Veterans Memorial parcel (acquired in 2023) from taxation; will be filed with the Auditor's Office this week



## Sugarcreek Township Trustees Report For October 7th , 2024

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 10.07.2024 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)

- Auto Extrication
- SCBA Drills
- Hose Evolutions
- Water Supply at Spring Valley

Statistics : As of 10.03.2024

### 2024 Totals

- EMS Responses: 811 (76%)                      MVC's 135 (12.7%)
- Fire Responses: 256 (24%)                      Cornerstone 104 (9.7%)

**Total      1067**

### **Mutual Aid Given (number of incidents) \*= 96**

- Fire = 60
- EMS = 42

Mutual aid given to department = (49 – Bellbrook, 28– Spring Valley, 8 – Beaver creek, 6 – Wash Twp. 1 – Fairborn, 2 – Kettering, 2- Wayne Twp.)

### **Mutual Aid Received (number of incidents) \*= 64**

- Fire = 40
- EMS = 28

Mutual aid received from department ( 29 – Wash Twp, 31 – Bellbrook, 7 – Beaver creek, 7– Spring Valley, 2 – Wayne Twp, 3 – Xenia Twp., 5 – Kettering, 1- Fairborn, 1- Riverside)

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

### Information:

- Received an estimate for a water softener at Station 71
- Annual NFPA required hose testing completed
- Annual NFPA pump testing is being scheduled
- Part-Time FF/EMT Raquel Galrao resigned

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[www.SugarcreekOH.US](http://www.SugarcreekOH.US)

- Part-Time FF/Paramedic Zach Lucas resigned
- Battalion 70 had electrical issues repaired at K.E. Rose
- Chief 70 had emergency lights reprogrammed at K.E. Rose
- Hurst rescue tools received annual service
- Several items sold on GovDeals

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

- SHSP grant for six tornado sirens submitted
- Capt. Rigsby remains on leave

**Fire Department Scheduled Events Attended:**

- Costco Safety Day
- Greene County Emergency Planning

**Fiscal:**

As of October 4, 2024	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,459,660.00	\$293,560.83	\$2,530,868.75	\$662,279.04	72.586%
EMS	\$213,200.00	\$11,411.00	\$164,904.73	\$39,053.39	76.568%
Cell Tower Fund	\$27,068.58	\$0.00	\$0.00	\$27,068.58	0.00%
Department Total	\$3,699,928.58	\$304,971.83	\$2,695,773.48	\$728,401.01	72.289%

**Projected Capital Needs:**

- Replace ATV-71 \$45,000
- Bay Doors Station 71 \$18,000
- Bay Doors Station 72 \$30,000
- Training Prop \$40,000
- Hose Testing Machine \$5,000
- Thermal Imaging Camera \$7,000
- MDT for Fire Marshal \$3,500
- Portable Radios \$120,000
- Life Packs (Physio Control) \$180,000

Respectfully Submitted,

Doug Buffenbarger  
Fire Chief



Michael A. Brown  
Chief of Police

## Trustee Report October 7, 2024

### Training

- On October 8<sup>th</sup>, Detective Sergeant Guerrero will be attending the 2024 Greene County Law Enforcement Training Seminar. Detective Stayer and Detective Mantia will be attending on October 10<sup>th</sup>.
- On October 21<sup>st</sup> – 24<sup>th</sup>, Officer Klark will be attending the First Line Supervision Course.
- No other classes scheduled for October.

### Fiscal

Budget 2024 (Final Appropriation)	\$3,176,775.00
Expenditures as of October 4, 2024	\$2,200,067.87
% of Budget Used	68.5%
% of Budget Year Target for the end of October	83%
% of Budget Remaining	31.5%
Cash Balance as of October 4, 2024	\$1,936,581.15

Respectfully submitted,

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
*Chief of Police*

## Police Blotter

September 1, 2024

- Business and house checks
- Menacing on Wagner Road
- Parking violation
- Noise complaint on River Bend Drive

September 2, 2024

- Traffic stops
- Crash report on Waynesville Road
- Criminal damaging on Memorial Drive

September 3, 2024

- Nothing to Report

September 4, 2024

- Community policing
- An animal complaint on Upper Bellbrook Road

September 5, 2024

- Intoxicated subject on Surrey Trail
- Domestic dispute on Waynesville Road
- Traffic stops

September 6, 2024

- Theft report on Bayberry Cove Drive
- Crash report on Wilmington Pike
- Noise complaint on McBee Road

September 7, 2024

- Crash report on Wilmington Pike
- An animal complaint on Stewart Road
- Request of an officer on Winshire Terrace
- Trespassing on Penewit Road

September 8, 2024

- Welfare check on Wilmington Pike
- Crash report on S. Alpha Bellbrook Road
- Disturbance on Lower Bellbrook Road

September 9, 2024

- Crash report on Clys Road
- Neighbor problem on Surrey Trail
- Peace officer needed on N. Lakeman Drive

September 10, 2024

- Intoxicated subject on Surrey Trail
- Community policing
- Request of an officer on Indian Well Trail

September 11, 2024

- Welfare check on Wilmington Pike
- Fraud report on Sugar Hill Lane
- Crash report on Centerville Road

September 12, 2024

- Theft arrest on Wilmington Pike
- Juvenile complaint on N. Lakeman Drive
- Traffic stops

September 13, 2024

- Fraud report on Mead Road
- Welfare check on Belfast Drive
- Crash report on Wilmington Pike

September 14, 2024

- Nothing to Report

September 15, 2024

- Domestic dispute on Surrey Trail
- Crash report on Wilmington Pike
- Intoxicated subject on Wilmington Pike
- Business check

September 16, 2024

- Domestic dispute on Bayberry Cove Drive
- Fraud report on Lower Sugarcreek Road
- Crash report on Wilmington Pike

September 17, 2024

- Crash report on Feedwire Road
- Traffic stops
- Car seat check

September 18, 2024

- Business and house checks
- Neighbor problem on Pepperwell Circle
- Crash report on Wilmington Pike

September 19, 2024

- Theft report on Seton Hill Drive
- Theft report on Magnolia Trace Drive
- Theft report on Catalpa View Way
- Crash report on State Route 725
- Peace officer needed on Spillway Drive

September 20, 2024

- Nothing to Report

September 21, 2024

- Crash report on Wilmington Pike
- Theft arrest on Wilmington Pike
- Domestic dispute on Lower Bellbrook Road
- Traffic stops

September 22, 2024

- Request of an officer on Clyo Road
- Welfare check on Wilmington Pike
- Community policing

September 23, 2024

- Nothing to Report

September 24, 2024

- Crash report on Brookdale Lane
- Found property on Wilmington Pike
- Theft arrest on Wilmington Pike
- Business checks

September 25, 2024

- Juvenile complaint on Bayberry Cove Drive
- Request of an officer on Clyo Road
- Welfare check on Wilmington Pike

September 26, 2024

- Fraud report on Wilmington Pike
- Crash report on W. Franklin Street
- Traffic stops

September 27, 2024

- Theft report on Cypress Pointe Drive
- Crash report on Feedwire Road
- Request of an officer on Wilmington Pike
- Crash on Moss Oak Trail
- Crash on Clio Road

September 28, 2024

- Nothing to Report

September 29, 2024

- Theft report on Lower Bellbrook Road
- Crash report on State Route 725
- Community policing

September 30, 2024

- Crash report on Wilmington Pike
- Juvenile complaint on Twilight Lane
- Crash report on Upper Bellbrook Road
- Disturbance on Wilmington Pike



## Staff Report for Sugar Creek Township Trustees October 7, 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 4 call outs for down trees

### Accomplishments:

- Dura Patched- Middle Run and replaced hose
- Prepare trucks and equipment for Crown rust preventer treatment
- Mowed – Shop
- Signs- Moved Radar sign to Silverado, Fixed Stop sign at Magnolia Trace, picked up ROW signs throughout TWP
- Trimmed trees on LSC, Mcbee, Carpenter, Waynesville, Cedar Ridge, Shepherd, Clear Brook, Washington Mill
- Picked up emulsion in Jasper and washed 9's from Melvin
- Berm- Middle Run, Sears, Haines,
- Changed radar batteries- X2
- Feather Heights- Prep and crack sealed
- Picked up treadmill from PD
- Soaring Heights- sprayed weeds in curb
- Fleet maintenance- Changed oil and filters
- LSC- Cleaned up Cemetery
- Fixed belt on berm box
- Carpenter- clear brush with mini excavator
- Wagner- patch hole
- Mini excavator – fixed bucket
- Dayton tire repaired loader tire
- Dead animals – two geese and 1 deer
- Wished Dale a Happy Retirement and to work on his Handicap

Respectfully,

Justin Windsor

Assistant Director of Roads and Services

**Payment Listing**  
9/13/2024 to 10/3/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1847-2024	09/30/2024	10/03/2024	CH	NAVIA BENEFIT SOLUTIONS, INC.	\$2,981.26	O
				Purpose: Employee HRA & Navia Fees		
1848-2024	10/03/2024	10/03/2024	CH	Ohio Auditor of State	\$57.40	O
				Purpose: Admin - UAN Fees		
93025	09/16/2024	09/13/2024	AW	TAYLOR STINSON	\$40.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93026	09/16/2024	09/13/2024	AW	RICHARD CIPRIANO	\$40.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93027	09/16/2024	09/13/2024	AW	RICH DEMKO	\$40.00	O
				Purpose: Admin - Cell Phone Reimbursement		
93028	09/16/2024	09/13/2024	AW	MARVIN MOELLER	\$40.00	O
				Purpose: Admin - Cell Phone Reimbursement		
93029	09/16/2024	09/13/2024	AW	Justin Windsor	\$60.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93030	09/16/2024	09/13/2024	AW	JOSHUA DARNELL	\$40.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93031	09/16/2024	09/13/2024	AW	IAN TAMPLIN	\$40.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93032	09/16/2024	09/13/2024	AW	FRED CRAMER	\$40.00	O
				Purpose: Admin - Cell Phone Reimbursement		
93033	09/16/2024	09/13/2024	AW	DALE OWENS	\$60.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93034	09/16/2024	09/13/2024	AW	CHASE MORGAN	\$40.00	O
				Purpose: Roads - Cell Phone Reimbursement		
93035	09/16/2024	09/13/2024	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: Admin - Cell Phone Reimbursement		
93036	09/16/2024	09/13/2024	AW	CARA TILFORD	\$460.00	O
				Purpose: Admin - Cell Phone Reimbursement & Car Allowance		
93037	09/16/2024	09/13/2024	AW	BARRY TIFFANY	\$760.00	O
				Purpose: Admin - Cell Phone Reimbursement & Car Allowance		
93044	09/17/2024	09/17/2024	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$1,949.59	O
				Purpose: Fire - Engine 71 & Medic 72 Repairs		
93045	09/17/2024	09/17/2024	AW	MUNICIPAL EMERGENCY SERVICES	\$50.00	O
				Purpose: Fire - facemask, remaining balance		
93046	09/17/2024	09/17/2024	AW	VERIZON WIRELESS	\$570.51	O
				Purpose: Police - MDT's - Monthly		
93047	09/17/2024	09/17/2024	AW	CAPITAL TIRE, INC.	\$338.00	O
				Purpose: Police - Car 111		
93048	09/17/2024	09/17/2024	AW	MUFFLER BROTHERS	\$99.63	O
				Purpose: Police - Car 111		
93049	09/17/2024	09/17/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$59.38	O
				Purpose: Police - copy paper & dvd's		
93050	09/17/2024	09/17/2024	AW	RUMPKE CONSOLIDATED	\$88.43	O
				Purpose: Fire - trash - Monthly		
93051	09/17/2024	09/17/2024	AW	AIRGAS USA, LLC	\$42.87	O
				Purpose: Fire - cyclinder rental - Monthly		

## Payment Listing

9/13/2024 to 10/3/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93052	09/17/2024	09/17/2024	AW	GREENE COUNTY SANITARY ENGINEER	\$478.70	O
				Purpose: Fire - PSB Sewer/water - Monthly		
93053	09/17/2024	09/17/2024	AW	QUADIANT, INC.	\$140.85	O
				Purpose: Admin/Roads/Police/Fire - Equipment Rental		
93054	09/17/2024	09/17/2024	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: Admin/Roads/Police/Fire - Computer Rentals - Monthly		
93055	09/17/2024	09/17/2024	AW	CHARTER COMMUNICATIONS	\$701.99	O
				Purpose: Admin/Roads/Police/Fire - Phone Service - Monthly		
93056	09/17/2024	09/17/2024	AW	PRO ONCALL TECHNOLOGIES	\$221.45	O
				Purpose: Admin/Roads/Police/Fire - Phone Service - Monthly		
93057	09/17/2024	09/17/2024	AW	DUNCAN OIL COMPANY	\$805.85	O
				Purpose: Police/Fire - Fuel - Monthly		
93058	09/17/2024	09/17/2024	AW	CITI CARDS	\$2,768.45	O
				Purpose: Fire - books,instructor class,battery mdt,camera case,mop handales,ladder belts,label tape,hose strap,stapes,chair,bins,cap fill,lights,emergency lights exit,batteries,tactical sheets,tactical boards		
93059	09/17/2024	09/17/2024	AW	HORTON EMERGENCY VEHICLES	\$45.50	O
				Purpose: Fire - gas spring clear stickon		
93060	09/17/2024	09/17/2024	AW	MOTOROLA SOLUTIONS, INC.	\$6,139.05	O
				Purpose: Fire - radio & programming		
93061	09/17/2024	09/17/2024	AW	McLean Company	\$267.00	O
				Purpose: Roads - Aggregate Hose B		
93062	09/17/2024	09/17/2024	AW	BUGS-OR-US PEST CONTROL	\$110.00	O
				Purpose: Fire - Pest Control		
93063	09/17/2024	09/17/2024	AW	MEDICOUNT MANAGEMENT, INC.	\$2,679.45	O
				Purpose: Fire - EMS Billing Fees		
93064	09/19/2024	09/19/2024	AW	CITI CARDS	\$921.48	O
				Purpose: Admin/Roads - Lunch & Tires		
93065	09/19/2024	09/19/2024	AW	MELVIN STONE COMPANY	\$153.77	O
				Purpose: Roads - #9 Limestone		
93066	09/19/2024	09/19/2024	AW	NORTHCOAST PRODUCTS	\$1,825.90	O
				Purpose: Roads - Rapid Set Emulsion		
93067	09/19/2024	09/19/2024	AW	JOHNSON CONTROLS FIRE PROTECTION	\$1,120.00	O
				Purpose: Police/Fire - repair fire alarm for PSB		
93068	09/19/2024	09/19/2024	AW	FITNESS MACHINE TECHNICIANS	\$465.00	O
				Purpose: Police/Fire - attempt to repair motor on treadmill - service agreement		
93069	09/19/2024	09/19/2024	AW	CHARTER COMMUNICATIONS	\$1,235.00	O
				Purpose: Police/Fire - EPL Dispatch & PSB, Fiber PSB		
93070	09/19/2024	09/19/2024	AW	SAFEGUARD BUSINESS SYSTEMS	\$1,410.04	O
				Purpose: Police - Traffic Citations		
93071	09/19/2024	09/19/2024	AW	MUFFLER BROTHERS	\$188.08	O
				Purpose: Police - Car 103		
93072	09/19/2024	09/19/2024	AW	CIVIC PLUS	\$4,875.79	O
				Purpose: Admin/Roads/Police/Fire - Mass Notification Annual Fee		
93073	09/19/2024	09/19/2024	AW	HENRY SCHEIN, INC.	\$81.07	O
				Purpose: Fire - EMS Supplies		
93074	09/19/2024	09/19/2024	AW	DUNCAN OIL COMPANY	\$1,038.04	O

## Payment Listing

9/13/2024 to 10/3/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Police/Fire - EMS Supplies		
93075	09/19/2024	09/19/2024	AW	RUMPKE CONSOLIDATED	\$127.50	O
				Purpose: Police/Fire - Trash Pickup		
93076	09/19/2024	09/19/2024	AW	HORTON EMERGENCY VEHICLES	\$57.20	O
				Purpose: Fire - gas springs for compartment door repair		
93077	09/19/2024	09/19/2024	AW	PHOENIX SAFETY OUTFITTERS	\$18,995.00	O
				Purpose: Fire - turn out gear		
93078	09/19/2024	09/19/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$171.74	O
				Purpose: Admin - envelopes, toner, date stamp, candy		
93079	09/24/2024	09/24/2024	AW	MICHAEL BROWN	\$60.00	O
				Purpose: Police - Cell Phone Reimbursement		
93080	09/24/2024	09/24/2024	AW	MARK WHITE	\$40.00	O
				Purpose: Police - Cell Phone Reimbursement		
93081	09/24/2024	09/24/2024	AW	Paul Guerrero	\$40.00	O
				Purpose: Police - Cell Phone Reimbursement		
93082	09/24/2024	09/24/2024	AW	CRAIG BLACK	\$40.00	O
				Purpose: Police - Cell Phone Reimbursement		
93083	09/24/2024	09/24/2024	AW	TYLER MANTIA	\$40.00	O
				Purpose: Police - Cell Phone Reimbursement		
93084	09/24/2024	09/24/2024	AW	LESLEY STAYER	\$40.00	O
				Purpose: Police - Cell Phone Reimbursement		
93085	09/24/2024	09/24/2024	AW	DOUG EVANS	\$40.00	O
				Purpose: Police - Cell Phone Reimbursement		
93086	09/24/2024	09/24/2024	AW	TREASURER OF STATE	\$1,275.00	O
				Purpose: Roads/Police/Fire - Radios		
93087	09/24/2024	09/24/2024	AW	O'REILLY AUTOMOTIVE, INC.	\$75.98	O
				Purpose: Fire - Wiper Blades		
93088	09/24/2024	09/24/2024	AW	LASERLINE	\$1,355.00	O
				Purpose: Roads - 2024 Annual Krown Application		
93089	09/24/2024	09/24/2024	AW	MELVIN STONE COMPANY	\$144.72	O
				Purpose: Roads - #9 Limestone		
93090	09/24/2024	09/24/2024	AW	P & R COMMUNICATIONS SERVICE, INC.	\$225.00	O
				Purpose: Fire - Station 71 bad speaker audio repair		
93092	09/26/2024	09/26/2024	AW	AT&T MOBILITY	\$631.99	O
				Purpose: Fire - connections mdt cell phone life packs		
93101	09/26/2024	09/26/2024	AW	HENRY SCHEIN, INC.	\$797.02	O
				Purpose: Fire - head immobilizer & pedi electrodes		
93102	09/26/2024	09/26/2024	AW	MUNICIPAL EMERGENCY SERVICES	\$150.00	O
				Purpose: Fire - hydrotest 3 cylinders		
93103	09/26/2024	09/26/2024	AW	DUNCAN OIL COMPANY	\$1,222.38	O
				Purpose: Roads - fuel		
93104	09/26/2024	09/26/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$65.46	O
				Purpose: Police - CD sleeves & TZe tape		
93105	09/26/2024	09/26/2024	AW	TREASURER OF STATE	\$100.00	O
				Purpose: Police - access fee		
93106	09/26/2024	09/26/2024	AW	WASH IT DEAN	\$120.00	O

## Payment Listing

9/13/2024 to 10/3/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Police - car washes		
93107	09/26/2024	09/26/2024	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: Admin/Service/Police/Fire - energy services agreement		
93108	09/26/2024	09/26/2024	AW	GREENE COUNTY TOWNSHIP ASSOCIATI	\$150.00	O
				Purpose: Admin/Roads/Police/Fire - 2024 OTA Membership		
93109	09/27/2024	09/27/2024	AW	PENDLETON COMMUNITY BANK	\$14,282.86	O
				Purpose: Roads - JD Tractor Loan Payment		
93110	09/27/2024	09/27/2024	AW	CHARTER COMMUNICATIONS	\$111.28	O
				Purpose: Admin/Roads - Spectrum Business TV		
93111	09/27/2024	09/27/2024	AW	DUNCAN OIL COMPANY	\$1,033.02	O
				Purpose: Police/Fire - Fuel		
93112	09/27/2024	09/27/2024	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$599.50	O
				Purpose: Fire - m72 brake check/clean regen run diagnostics		
93116	09/30/2024	09/30/2024	AW	MEYERS PRINTING & DESIGN, INC.	\$156.08	O
				Purpose: Police - warning notices		
93117	09/30/2024	09/30/2024	AW	CHARTER COMMUNICATIONS	\$248.89	O
				Purpose: Police/Fire - DID Block, Cable PSB, Cable Station 71		
93119	09/30/2024	09/30/2024	AW	CAPITAL ONE	\$110.71	O
				Purpose: Police - D. Root car supplies		
93120	10/01/2024	10/01/2024	AW	STANLEY STEEMER	\$1,000.00	O
				Purpose: Admin - Carpet Cleaning		
93121	10/01/2024	10/01/2024	AW	BUGS-OR-US PEST CONTROL	\$65.00	O
				Purpose: Admin/Roads - Pest Control		
93122	10/01/2024	10/01/2024	AW	STEVE MYERS SERVICE INC	\$99.97	O
				Purpose: Roads - oil pump, labor, parts		
93123	10/01/2024	10/01/2024	AW	O'REILLY AUTOMOTIVE, INC.	\$608.28	O
				Purpose: Roads - 2 fuel filters, 5 oil filters, 2 air filters, 5QT oil, washer fluid		
93124	10/01/2024	10/01/2024	AW	ERNST CONCRETE	\$906.00	O
				Purpose: Roads - crushed recycled concrete base		
93125	10/01/2024	10/01/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$171.76	O
				Purpose: Admin- copy paper, receipt book, envelopes, toner		
93126	10/01/2024	10/01/2024	AW	GREENE COUNTY ENGINEER	\$350.00	O
				Purpose: Roads - 4 - 36x36 orsance signs, 1 - 24x30 center directional sign R3-96		
93127	10/01/2024	10/01/2024	AW	HENRY SCHEIN, INC.	\$698.00	O
				Purpose: Fire - fast splint kits		
93128	10/01/2024	10/01/2024	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$158.00	O
				Purpose: Fire - M72 oil leak diagnostic		
93129	10/01/2024	10/01/2024	AW	NovoPrint USA Inc.	\$400.00	O
				Purpose: Admin - Ad in Chamber Map		
93130	10/03/2024	10/03/2024	AW	CHOICE ONE ENGINEERING	\$1,400.00	O
				Purpose: Admin - Bidding		
93131	10/03/2024	10/03/2024	AW	CHOICE ONE ENGINEERING	\$4,500.00	O
				Purpose: Roads - Regional Detention Basin Drainage Analysis		
93132	10/03/2024	10/03/2024	AW	MUFFLER BROTHERS	\$903.22	O
				Purpose: Police - Car 104 & Car 103 Tire		
93133	10/03/2024	10/03/2024	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$77.00	O

**Payment Listing**

9/13/2024 to 10/3/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Police - Searches		
93134	10/03/2024	10/03/2024	AW	K. E. ROSE COMPANY	\$1,056.69	O
				Purpose: Police - Car 107		
93135	10/03/2024	10/03/2024	AW	P & R COMMUNICATIONS SERVICE, INC.	\$120.00	O
				Purpose: Police - Radio in Cruiser		
93136	10/03/2024	10/03/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$110.91	O
				Purpose: Police - 2 cartons copy paper, batteries		
93137	10/03/2024	10/03/2024	AW	US BANK EQUIPMENT FINANCE	\$1,095.78	O
				Purpose: Admin/Roads/Police/Fire - Copier Fees - Monthly		
Total Payments:					\$93,688.31	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$93,688.31	

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 September 16, 2024, at 10:00AM.**

- 1) Mr. Moeller called the session to order at 7.00pm.**
- 2) Mr. Tiffany called the roll with Board Members, Mr. Moeller, Mr. Cramer, and Mrs. Destefani in attendance.** Also, in attendance were Mr. Windsor, Chief Doug Buffenbarger, Chief Mike Brown, Louie Schatzberg, Donna Hellmann, Byron Stephens, Nick Tanner, Jim McGinley, Adam Black, Mark Black, Jeff Puthoff, Emily Wheller, Don Tate, Stephen Miller, Sophia Adlock, Neil Hughes, and Greg Blatt.
- 3) All in attendance stood for the Pledge of Allegiance.**
- 4) ZC Case 02-2024: Request for Map Amendment from A-1 (Agricultural) / WPAC (Wilmington Pike Area Corridor Overlay) District to B-2 PUD (Residential Planned Unit Development) / WPAC (Wilmington Pike Area Corridor Overlay) District and Preliminary Development Plan Approval for a proposed Sheetz restaurant/convenience store/fueling station – 2024.09.16.01**

Mr. Moeller opened the public hearing for ZC Case 02-2024. He asked Mrs. Tilford to provide the Staff Report. Applicant, Skilken Gold Real Estate Development is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 10.937 acres from A-1 (Agricultural)/B-2 (General Business)/WPAC (Wilmington Pike Area Corridor Overlay) District to B-2 PUD (General Business Planned Unit Development)/WPAC (Wilmington Pike Area Corridor Overlay) District. The subject parcel is 5980 Wilmington Pike, can be further identified by parcel number L32000100020005100 and L32000100030013000 is owned by Christ Evangelical United Brethren Church (9.5520 acres) and Hope United Methodist Church (1.3850 acres). The applicant is also requesting preliminary development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for a proposed Sheetz restaurant/convenience store/fueling station.

There was no one present to provide public comments.

Hearing no other comments, Mrs. Destefani made a motion to close the public portion of the hearing. Mr. Cramer seconded.

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

After the trustees discussed the Zoning Commission's recommendations, Mrs. Destefani made a motion to accept ZC Case 02-2024 as proposed, with the stated conditions. Mr. Cramer seconded.

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

**5) CZ Case 03-2024: Request for Final Development Plan Approval for the Feedwire Farm subdivision, containing 80 lots – 2024.09.16.02**

Mr. Moeller opened the public hearing for ZC Case 03-2024. He asked Mrs. Tilford to provide the Staff Report. Applicant, Feedwire Farm JV, LLC, is requesting final development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for the proposed Feedwire Farm subdivision. The subject property is 3634 Feedwire Road, can be further identified by parcel numbers L32000100130000300 and L32000100130053800, contains approximately 58.2 acres and is owned by Feedwire Farm JV, LLC (39.932 acres) and RJ Real Estate Properties, LLC (18.349 acres). The subject property is located in the PUD-R (Residential Planned Unit Development) District.

Mr. Hughes came forward to discuss Feedwire Farm and expressed his enthusiasm for the project. He has thoroughly reviewed the Zoning Commission's recommendations and is pleased to implement them.

Mr. Moeller asked if anyone wished to speak in favor of Feedwire Farm.

None.

Mr. Moeller asked if anyone wished to speak in opposition to Feedwire Farm.

None.

Mr. Moller asked if anyone wished to speak neutrally on Feedwire Farm.

Jim McGinley asked to hear from the township representatives on the impact of the development. How will it affect the infrastructure, public safety departments, schools, and the tax base? What are the key benefits, and do they outweigh the potential costs?

Mr. Tiffany answered that the superintendent has stated that the development will have minimal impact on the schools, with no issues regarding capacity or staffing. The subdivision won't significantly increase the call load for police or EMS services, as it will attract younger families, with fewer needs for emergency services. New roads are being built to last longer, with improved standards to minimize future maintenance. Mr. Tiffany further noted that as for costs, these higher-value homes will generate enough tax revenue to cover the services provided, exceeding the typical cost-to-revenue ratio for Ohio communities.

Mark Black noted that they had agreed to align the fence along the north property line with the HOA-approved metal fence, with a few remaining details to be settled. He also referenced his discussion with Mr. Tiffany at the last Zoning Commission meeting, where he requested that the cemetery be relocated to a pioneer cemetery. Mr. Black inquired about the drainage in the northwest corner of the development.

Jeff Puthoff explained that in the northwest corner, there is currently a culvert that will either be removed or upgraded, ensuring drainage stays intact.

Neil Hughes added that the main change in the design is that instead of seven acres draining toward the property and going to Glory, only about one acre will remain. This will greatly reduce water flow toward the next subdivision, with the rest redirected to the other side.

Don Tate seeks clarification on a few points regarding the fence's maintenance and placement. Who

will be responsible for its upkeep? He prefers the fence to be installed just inside the developments property line, rather than directly on it. Additionally, he asked whether a secondary fence for privacy will be permitted.

Mr. Hughes explained that the anodized aluminum fence should last longer with minimal upkeep. The fence will be placed just inside the property line with no overlap and maintained by the each homeowner. This will also be outlined in the HOA documents and tied to the property title. As to secondary fences, homeowners are not permitted to add privacy fences.

Hearing no other comments, Mr. Cramer made a motion to close the public portion of the hearing. Mrs. Destefani seconded.

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

Mr. Cramer made a motion to accept ZC Case 03-2024 as proposed. Mrs. Destefani seconded.

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

## **6) Reports**

### **Administrator**

Mr. Tiffany had nothing to add to his report.

### **Assistant Administrator/Zoning**

Mrs. Tilford had nothing to add to her report.

### **Fiscal Officer**

Mr. Demko had nothing to add to his report. Mr. Demko mentioned he received the audit last week and will provide the trustees with an overview before the next meeting.

### **Fire**

Chief Buffenbarger had nothing to add to his report. Chief Buffenbarger mentioned that he submitted a State Homeland Security Grant application for six tornado sirens, totaling \$200,000. Mr. Moeller asked if Chief Buffenbarger received the information on the federal grant for fire gear. Chief Buffenbarger answered yes.

### **Police**

Chief Brown had nothing to add to his report.

### **Roads and Services**

Mr. Windsor had nothing to add to his report. Mr. Moeller mentioned the county installed road signs on Middle Run Road indicating an upcoming intersection after a steep dip in the road.

### **Information Technology**

Mr. Tiffany had nothing to add to his report. Mr. Tiffany mentioned they applied for \$20,000 for project assistance from the State of Ohio for IT projects.

**Trustees**

Mrs. Destefani asked if a location had been selected for the tree gifted by the City of Centerville and suggested the Veterans Memorial as a possible spot for planting. Mrs. Destefani will be attending an event on October 7<sup>th</sup>, and they've asked if the trustees could prepare a proclamation to present. Additionally, Mrs. Destefani noticed the save the date for the Miami Valley Zoning Workshop in December and would be interested in attending. Mrs. Destefani inquired whether the township will be adding its logo to the Chamber of Commerce City Map. Mrs. Destefani inquired if anything could be done about a complaint she received regarding a company dumping dirt into a river during property clearing, which could potentially cause drainage issues. Mr. Tiffany suggested sending Ken Middleton, an urban technician at the Soil and Water Conservation District, to investigate the situation, but clarified that the township can not intervene in the easement dispute.

Mr. Cramer mentioned that he will be attending the get-together hosted by the Community Support Center on October 17<sup>th</sup>, they will be discussing plans for their upcoming Valentine's Day Gala. Mr. Cramer will also attend the Chamber of Commerce Executive Meeting on Thursday, where they will vote for a new director as the current director is stepping down.

Mr. Moeller asked about the progress of the sign. Mr. Tiffany answered no and explained he is seeking more information from Jodi regarding the grant money. Mr. Moeller attended the Greene County Township Association meeting last week, where the sanitation department gave an insightful presentation on how they plan to improve water quality.

**7) Public Comments**

None.

**8) Old Business**

None.

**9) Consent to Agenda Items**

A) Payment of Bills

B) Minutes

C) Transfer of Appropriations – 2024.09.16.03

D) Accepting Amounts and Rates – 2024.09.16.04

E) Resignation of Fire Department Staff – Noah Silo – 2024.09.16.05

**RESOLUTION NO. 2024.09.16.01**

IN RE: ZC Case 02-2024: Request for Map Amendment from A-1 (Agricultural)/WPAC (Wilmington Pike Area Corridor Overlay) Districts to B-2 PUD (Residential Planned Unit Development)/WPAC (Wilmington Pike Area Corridor Overlay) Districts and Preliminary Development Plan Approval for a proposed Sheetz restaurant/convenience store/fueling station.

WHEREAS, a public hearing was held by the Sugarcreek Township Zoning Commission on Tuesday, July 6, 2024 at 7:00 p.m. on the following application:

WHEREAS, Applicant, Skilken Gold Real Estate Development, is requesting a Map Amendment from A-1 (Agricultural)/WPAC (Wilmington Pike Area Corridor Overlay) Districts to B-2 PUD (Residential Planned Unit Development)/WPAC (Wilmington Pike Area Corridor

Overlay) Districts and Preliminary Development Plan Approval for a proposed Sheetz restaurant/convenience store/fueling station;

WHEREAS, the subject property is 5980 Wilmington Pike, parcel L32000100020005100 and L32000100030013000, containing 9.5520 acres; and

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

WHEREAS, The Sugarcreek Township Zoning Commission held a Public Hearing on August 6, 2024 and recommended approval subject to the following conditions:

1. Final design shall be subject to approval of the Greene County Engineer's Office. The Final Development Plan shall reflect any improvements deemed necessary to serve the subject site stemming from the TIS.
2. Final design shall be subject to approval of the Greene County Department of Sanitary Engineering.
3. The applicant shall meet all federal, state, and local requirements and comply with recommendations from the SWCD and GCEO with respect to the drainage.
4. Final design shall be subject to approval of Sugarcreek Township Fire Department.
5. Miami Valley Drive will be extended to Access Drive "A" prior to the opening of the business.
6. Property Owner's Association documents must be submitted with an application for Final Development Plan approval.
7. Conforming elevations, landscaping, photometric and sign plans must be submitted with an application for Final Development Plan approval.
8. The applicant shall be limited to a total of 40 parking spaces. Aisle widths serving two-way traffic must meet the 24' standard.
9. Details on the outdoor seating/café area will be reviewed and approved at the Final Development Plan stage.
10. Approval for the use/layout of the "Proposed Parcel" shall be handled through the PUD modification process (modified Preliminary, followed by an FDP process).
11. An evaluation of the primary access drive to make the turn into the drive-through lane easier to navigate will be completed.
12. An evaluation of landscape not hardscape adjacent to the pick-up window will be completed.
13. Landscaping around the transformer and the air machine shown on the plan will be depicted on the landscaping plan submitted with the Final Development Plan application.

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. 2024.09.16.02**

IN RE: ZC Case 03-2024: Request for Final Development Plan Approval for the Feedwire Farm subdivision, containing 80 lots.

WHEREAS, Applicant, Feedwire Farm JV, LLC is requesting Final Development Plan Approval for the Feedwire Farm subdivision, containing 80 lots;

WHEREAS, the subject property is 3634 Feedwire Road, parcels L32000100130000300 and L32000100130053800, 58.281 acres; and

WHEREAS, The Sugarcreek Township Zoning Commission held a Public Hearing on September 4, 2024 and recommended approval of the applicant's request subject to the following conditions:

1. Final design shall be subject to approval of the Greene County Engineer's Office
2. Final design shall be subject to approval of the Greene County Department of Sanitary Engineering.
3. The applicant shall meet all federal, state, and local requirements and comply with recommendations from the SWCD and GCEO with respect to the drainage plan developed.
4. Final design shall be subject to approval of Sugarcreek Township Fire Department.
5. Lots 16-21 shall be modified to allow for the hiker/biker trail, landscaping and mounding to be located on an open space lot.
6. The use of vinyl and/or aluminum siding shall be prohibited. First floor brick/stone wraps and side entry garages will be required for all homes constructed within this development. A third car attached front-facing "carriage" garage is permitted provided the garage door height is consistent with the garage door height of the side entry garage.
7. Enclosed accessory buildings, privacy fences and above ground pools shall not be permitted to be constructed within the development. Pergolas constructed of materials complementing the main structure will be permitted up to a maximum size of 200 SF. The HOA documents shall be updated to reflect this prohibition/allowance.
8. Minimum home sizes, as proposed by the developer (2000 for a ranch and 2400 SF for a two-story) will be required.
9. The same home plan will not be permitted to be constructed side by side.
10. All homes backing up to Feedwire Road will be single-story ranch homes.
11. A public access easement shall be provided covering all multi-use path proposed in the development.
12. 4' black anodized aluminum fence shall be the only fence to be utilized development wide.
13. Any fencing/mounding/landscaping agreed upon by the developer and the property owners to the north shall be depicted on a revised landscaping plan. The maintenance responsibility for this fence shall be clearly established on the landscaping plan.
14. The builder shall be required to depict the trees within the no cut zone on each site plan submitted for approval for lots 1-16.
15. Site plans submitted for approval for each individual home must depict two trees to be planted in the front yard (not foundation landscape plantings). HOA documents shall be updated to require that these trees be maintained by individual homeowners.

16. No trees shall be permitted to be removed from the identified no cut zone except the removal of invasive species, dead vegetation, etc. Any trees removed from the no cut zone and any trees shown on the landscaping plan and approved site plans and subsequently removed due to damage, disease or for any other reason shall be replanted. Any tree larger than six caliper inches DBH removed shall be replaced with two one-and-a-half caliper inch DBH trees. Removals and replanting must be coordinated with the Zoning Compliance Officer.
17. Installation of street signs shall be the responsibility of the developer.
18. The boulevard entrance open space area needs to be depicted as an open space lot with maintenance responsibility assigned to the HOA.
19. The remains located in the cemetery on site shall be relocated off-site with a preference for a Pioneer Cemetery.
20. Any and all required approvals for the relocation of the identified remains must be followed by the developer. The developer shall keep the township apprised of any work occurring/approvals received.
21. Relocation of bodies shall be completed by the developer prior to any right-of-way dedication.
22. The hiker biker trail adjacent to Feedwire connecting to Deerfield Estates and Bellbrook Middle School shall be installed at the beginning of the development (to be completed prior to the issuance of the fifth Zoning Certificate).
23. Maintenance responsibility for the park area shall be clearly defined and included on the landscaping plan. Any final agreements with the Park District shall be provided (agreement in principle provided).
24. A bond shall be posted to ensure completion of the open space improvements (landscaping, mounding, etc.) not in place prior to the issuance of the fifth Zoning Certificate.
25. No trees (private lots and open space lots) shall be permitted to be placed within the right-of-way with the exception of the boulevard entrance and subject to condition #18.
26. Light fixture details for any lighting to be installed on site or off (on the Middle School property) must comply with Section 7.02 of the Sugarcreek Township Zoning Resolution (12' maximum height from grade and full-cutoff fixture type required).
27. The Cluster Box Unit shall include a pull off area and lighting consistent with Section 7.02 (12' maximum height from grade and full-cutoff fixture type required).
28. To the extent possible, all public utilities shall be screened from public view.
29. The mounding along Feedwire Road shall be increased in height to be a minimum of 4' in height up to 6' in height (and shall undulate).
30. Right-of-way shall be dedicated for a future roundabout at the Middle School entrance (southeast corner of the development site, an approximately a triangle of 45' constituting approximately 0.023 acres).
31. Developer shall appear before the Zoning Commission for final sign approval.

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 and amended:

1. Final design shall be subject to approval of the Greene County Engineer's Office

2. Final design shall be subject to approval of the Greene County Department of Sanitary Engineering.
3. The applicant shall meet all federal, state, and local requirements and comply with recommendations from the SWCD and GCEO with respect to the drainage plan developed.
4. Final design shall be subject to approval of Sugarcreek Township Fire Department.
5. The use of vinyl and/or aluminum siding shall be prohibited. First floor brick/stone wraps and side entry garages will be required for all homes constructed within this development. A third car attached front-facing "carriage" garage is permitted provided the garage door height is consistent with the garage door height of the side entry garage.
6. Enclosed accessory buildings, privacy fences and above ground pools shall not be permitted to be constructed within the development. Pergolas constructed of materials complementing the main structure will be permitted up to a maximum size of 200 SF. The HOA documents shall be updated to reflect this prohibition/allowance.
7. Minimum home sizes, as proposed by the developer (2000 for a ranch and 2400 SF for a two-story) will be required.
8. The same home plan will not be permitted to be constructed side by side.
9. All homes backing up to Feedwire Road will be single-story ranch homes.
10. A public access easement shall be provided covering all multi-use path proposed in the development.
11. 4' black anodized aluminum fence shall be the only fence to be utilized development wide.
12. Any fencing/mounding/landscaping agreed upon by the developer and the property owners to the north shall be depicted on a revised landscaping plan. The maintenance responsibility for this fence shall be clearly established on the landscaping plan.
13. The builder shall be required to depict the trees within the no cut zone on each site plan submitted for approval for lots 1-16.
14. Site plans submitted for approval for each individual home must depict two trees to be planted in the front yard (not foundation landscape plantings). HOA documents shall be updated to require that these trees be maintained by individual homeowners.
15. No trees shall be permitted to be removed from the identified no cut zone except the removal of invasive species, dead vegetation, etc. Any trees removed from the no cut zone and any trees shown on the landscaping plan and approved site plans and subsequently removed due to damage, disease or for any other reason shall be replanted. Any tree larger than six caliper inches DBH removed shall be replaced with two one-and-a-half caliper inch DBH trees. Removals and replanting must be coordinated with the Zoning Compliance Officer. The HOA documents shall be updated to include this language.
16. Installation of street signs shall be the responsibility of the developer.
17. The boulevard entrance open space area needs to be depicted as an open space lot with maintenance responsibility assigned to the HOA.
18. The remains located in the cemetery on site shall be relocated off-site with a preference for a Pioneer Cemetery.
19. Any and all required approvals for the relocation of the identified remains must be followed by the developer. The developer shall keep the township apprised of any work occurring/approvals received.
20. Relocation of bodies shall be completed by the developer prior to any right-of-way dedication.

21. The hiker biker trail adjacent to Feedwire connecting to Deerfield Estates and Bellbrook Middle School shall be installed at the beginning of the development (to be completed prior to the issuance of the fifth Zoning Certificate).
22. Maintenance responsibility for the park area shall be clearly defined and included on the landscaping plan. Any final agreements with the Park District shall be provided (agreement in principle provided).
23. A bond shall be posted to ensure completion of the open space improvements (landscaping, mounding, etc.) not in place prior to the issuance of the fifth Zoning Certificate.
24. No trees (private lots and open space lots) shall be permitted to be placed within the right-of-way with the exception of the boulevard entrance and subject to condition #18. The HOA documents shall be updated to include this language.
25. Light fixture details for any lighting to be installed on site or off (on the Middle School property) must comply with Section 7.02 of the Sugarcreek Township Zoning Resolution (12' maximum height from grade and full-cutoff fixture type required).
26. The Cluster Box Unit shall include a pull off area and lighting consistent with Section 7.02 (12' maximum height from grade and full-cutoff fixture type required).
27. To the extent possible, all public utilities shall be screened from public view.
28. The mounding along Feedwire Road shall be increased in height to be a minimum of 4' in height up to 6' in height (and shall undulate).
29. Right-of-way shall be dedicated for a future roundabout at the Middle School entrance (southeast corner of the development site, an approximately a triangle of 45' constituting approximately 0.023 acres).
30. Developer shall appear before the Zoning Commission for final sign approval.

RESOLUTION #: 2024.09.16.03

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2031-910-910	Transfers – out	2031-820-820	Principal payments – notes	44,000.00
2031-910-910	Transfers- out	2031-830-830	Interest Payments	3,000.00

Explanation of Transfer(s): New hire uniforms. Overage in Dispatch needed in Contracted Services. \_\_\_\_\_

**RESOLUTION NO. 2024.09.16.04**

IN RE: Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

WHEREAS, the Budget Commission of Greene County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten (10) mill limitation (see Schedule A, attached),

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Sugarcreek Township, Greene County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted.

BE IT FURTHER RESOLVED, that there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten (10) mill limitation as attached in Schedule A.

**RESOLUTION NO. 2024.09.16.05**

IN RE: Resignation of Fire Department Staff – Noah Silo

WHEREAS, Part-time Firefighter II/EMT, Noah Silo has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Noah Silo was hired as a member of the Sugarcreek Township Fire Department on July 12, 2024; and,

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

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Noah Silo effective September 11, 2024.

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

Mrs. Destefani – Yes

Mr. Cramer – Yes

Mr. Moeller – Yes

**10) Discussion of Agenda Items**

None.

**11) Public Comments**

None.

**12) Trustee/Staff Discussion**

Mr. Moeller asked 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 convene an executive session. Mrs. Destefani seconded.

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

Chief Brown was asked to join the executive session.

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

**13) Adjourn**

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

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

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Richard J Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Admin

RESOLUTION #: 2024.10.07.01

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
1000-110-599	Other – Other expenses	1000-120-322	Garbage & Trash Removal	\$100.00
1000-110-599	Other – Other expenses	1000-120-342	Postage	\$200.00
1000-110-599	Other – Other expenses	1000-120-352	Water & Sewer	\$200.00

Explanation of Transfer(s): Credit funds running low.

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Approved:

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Roads

RESOLUTION #: 2024.10.07.02

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2031-330-430	Small tools & minor equipment	2031-330-229	Other insurance benefits	\$2000.00
2031-760-740	Machinery, Equipment & Furniture	2031-330-420	Operating Supplies	\$2000.00

Explanation of Transfer(s): Credit funds running low.

Approved:

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Police

RESOLUTION #: 2024.10.07.03

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2081-210-230	Workers Comp	2081-210-490	Other Supplies	\$1000.00
2081-210-230	Workers Comp	2081-760-740	Machine/Equipment	\$1500.00
2081-210-360	Dispatch	2081-210-360	Contracted Services	\$4000.00

Explanation of Transfer(s): Low funds

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Approved:

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Fire

RESOLUTION #: 2024.10.07.04

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2112-220-360	Dispatch	2112-220-318	Training	\$3000.00
2112-220-360	Dispatch	2281-230-223	Dental	\$500.00
2112-220-360	Dispatch	2281-230-224	Vision	\$500.00
2112-220-360	Dispatch	2281-230-420	Operating	\$4000.00
2112-220-360	Dispatch	2281-230-360	Contracts	\$6000.00
2112-220-360	Dispatch	2281-230-323	Repairs	\$3000.00

Explanation of Transfer(s): Lexipol Fire rescue 1 training, Dental and Vision spending increase, EMS Supplies, Contracted Services, EMS Repairs

Approved:

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Marvin Moeller, Chairperson

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

\_\_\_\_\_  
Carolyn L. Destefani, Trustee

\_\_\_\_\_  
Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.10.07.05**

IN RE: Resignation of Fire Department Staff – Alexis Taylor, Raquel dos Santos Galrao,  
Zachary Lucas

WHEREAS, Part-time Firefighter/EMT, Alexis Taylor has indicated her desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Alexis Taylor was hired as a member of the Sugarcreek Township Fire Department on October 16, 2023; and,

WHEREAS, Part-time Firefighter/EMT, Raquel dos Santos Galrao has indicated her desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Raquel dos Santos Galrao was hired as a member of the Sugarcreek Township Fire Department on July 24, 2024; and,

WHEREAS, Part-time Firefighter/EMT, Zachary Lucas has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Zachary Lucas was hired as a member of the Sugarcreek Township Fire Department on September 9, 2021; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignations of Ms. Taylor, Ms. Galrao, and Mr. Lucas.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the above-mentioned resignations effective respectively September 14, 2024, September 26, 2024 and October 1, 2024.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer

## Joann Zimmerman

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**From:** Alexis Taylor  
**Sent:** Friday, August 30, 2024 1:05 PM  
**To:** Kevin Zehring; Doug Buffenbarger; Joann Zimmerman; Todd Tignor

Hello! As many of you know my daughter Lilly has been sick frequently since starting daycare. She has been referred to Childrens 3 times in the last 4 months as well as staying in patient at Cincinnati Childrens last november for a week. With her being a preemie and having gastroschisis when she gets sick, she gets extremely ill. Lilly is to the point where she is sick almost weekly. Last wednesday while at that station the daycare called once again saying she could not breath and I needed to get her immediately. I have always said I am a mother before anything else, and with not having really anyone to fall back on besides me or her dad we have made the difficult decision to take her out of daycare. With that being said I am saddend to announce I will be putting in my two weeks. I have greatly enjoyed my time at Sugarcreek, I have not found one person not willing to go above and beyond to help me succeed. I am so grateful to have been given the opportunity to work with such an incredible crew. I don't believe this is goodbye forever but a goodbye for now. I am going to take this time to step away not only from here but my full-time job as well to focus on my daughters and getting Lilly into a better environment. My last day will be September 14th. Thank you for everything.

-LT

*"I have no ambition in this world but one, and that is to be a fireman."*

Edward F. Croker, Chief - FDNY 1899-1911

**From:** Raquel Galrao <[raquel.galrao1@gmail.com](mailto:raquel.galrao1@gmail.com)>

**Sent:** Thursday, September 26, 2024 5:01 PM

**To:** Josh Johnson <[JJohnson@sugarcreekoh.us](mailto:JJohnson@sugarcreekoh.us)>

**Subject:** Resignation

Sugarcreek Township Fire and Rescue,

On 03 September 2024, I sworn into the U.S. Air Force, and I have been scheduled to ship out to basic training on 10 December 2024.

Consequently, I would like to announce my resignation from Sugarcreek Township Fire department, today, 26 September 2024, being my final shift. Thank you so much for the opportunity I was given as a new EMT and Firefighter. I appreciate the willingness of the Platoon to teach and instruct me through these past few weeks that I had privilege of being part of STFD. I have gained valuable knowledge and insight even for the short amount of time I have been with the department. As I leave for the Air Force for the next year, I consider it unfair to spend the department's resources and time investing in training me further. Thank you for all the patience and the time spent making sure I was both competent and confident in my skills.

Wishing you all the best,

Raquel Galrao, FF/ EMT-B

**CAUTION:** This message originated from outside Sugarcreek Township E-Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

1st October 2024

Doug Buffenbarger  
Chief, Sugarcreek Township Fire Department  
4398 Clio Road  
Dayton, OH, 45459

Dear Chief Buffenbarger,

Please accept this letter as formal notification of my resignation from my position as Part Time Firefighter Paramedic at the Sugarcreek Township Fire Department.

My last day of employment will be today 1st October 2024.

I currently carry 36 hours of PTO with the department. The Washington Township Fire department stated that they would acknowledge my PTO as sick time there. They asked to be sent a letter outlining the balance of PTO I have acquired and the date of my resignation. Please direct the letter to Jennifer Wilder, at [jennifer.wilder@washingtontwp.org](mailto:jennifer.wilder@washingtontwp.org).

I appreciate the opportunity to have worked at the Sugarcreek Township Fire Department and the experience I have gained.

Sincerely,

A handwritten signature in black ink, appearing to read 'Zachary Lucas', with a long horizontal flourish extending to the right.

Zachary Lucas



**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2024.10.07.06**

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

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

WHEREAS, Township Administrator, Barry Tiffany, recommends the Board of Trustees promote Justin Windsor from within the department to fill the vacancy.

NOW THEREFORE, BE IT RESOLVED, that the Board of Sugarcreek Township Trustees does hereby promote Justin Windsor to the position of Director of Roads and Services, effective the September 27, 2024, at a rate of \$85,000, per year with retro pay beginning August 5, 2024.

BE IT FURTHER RESOLVED that this position is subject to a one (1) year probationary period ending September 27, 2025.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice-Chairperson

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Carolyn L. Destefani, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.10.07.07**

IN RE: Award of Bid for Veterans Memorial Construction Project and Authorizing Township Administrator to Act as Signatory for the Award and Project

WHEREAS, the Township has received bids for the Sugarcreek Township Veterans Memorial Construction Project; and,

WHEREAS, on September 23, 2024, Sugarcreek Township Staff and agents from Choice One Engineering opened the bids in accordance with the properly advertised process; and,

WHEREAS, after reviewing the bids for thoroughness and completeness, and comparison of price, it is determined that Outdoor Enterprise, LLC, of Troy, Ohio is the lowest priced, responsible bidder.

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as the signatory to serve Notice of Award to Outdoor Enterprise, LLC, and further enter into contract with Outdoor Enterprise, LLC, for the project in accordance with the approved plans and their bid price.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice Chairperson

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Carolyn Destefani, Trustee

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Richard Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2024.10.07.08**

IN RE: Authorizing the Township Administrator to Enter into a Contract with the City of Bellbrook and the Ohio Fire Chiefs' Association for the Provision of Professional Consulting Services to Conduct a Joint Fire and EMS District Feasibility Study for Sugarcreek Township and the City of Bellbrook

WHEREAS, The City Council of Bellbrook and the Board of Trustee of Sugarcreek Township have agreed to seek a feasibility study from the Ohio Fire Chiefs' Association for the formation of a combined Fire and Ems District in the communities; and,

WHEREAS, The City Manager and Township Administrator have received a proposal from the Ohio Fire Chiefs' Association that is acceptable to the City and the Township in cost and the provision of information necessary to determine if such a District would be beneficial to the communities; and,

WHEREAS, The Township and City now desire to enter into a contract for the provision of said professional services to the communities as a cost of \$25,263.00, with Sugarcreek Township as the lead agency on the project; and,

WHEREAS, the Township will be responsible for the payment of the fee in full, with the City reimbursing the Township in the amount of \$12,631.50, no later than April 30, 2025.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator, upon the execution of a separate MOU with the City of Bellbrook for the reimbursement of funds as stated above, to act as signatory and enter into a contract with the City of Bellbrook and the Ohio Fire Chiefs' Association for the provision of professional services to conduct a feasibility study of the formation of a Joint Fire and EMS District in the communities.

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Marvin Moeller, Chairperson

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Fred Cramer, Vice-Chairperson

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Carolyn Destefani, Trustee

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Richard Demko, Fiscal Officer



**PROCLAMATION**  
**5 Star Schools, 5 Star Community Day**

**WHEREAS**, the Bellbrook-Sugarcreek School District is located within Sugarcreek Township and the City of Bellbrook; and,

**WHEREAS**, this Sugarcreek Township Board of Trustees recognizes that the Bellbrook-Sugarcreek School District has a long and proud tradition of excellence; and,

**WHEREAS**, this Sugarcreek Township Board of Trustees further recognizes that the Bellbrook-Sugarcreek School District earned a “5 Star” rating, for the second year in a row, on the 2023-24 State of Ohio Report Card; and,

**WHEREAS**, a “5 Star” rating is the highest rating given out by the state and signifies that our district “Significantly exceeds state standards”; and,

**WHEREAS**, this Sugarcreek Township Board of Trustees recognizes that the Bellbrook-Sugarcreek School District also offers many extra-curricular activities and a positive learning environment; and,

**WHEREAS**, this Sugarcreek Township Board of Trustees recognizes that the Bellbrook-Sugarcreek School District wishes to express that this rating is truly a team effort between the schools, students, staff, families, and communities of Sugarcreek and Bellbrook.

**NOW, THEREFORE BE IT PROCLAIMED**, that this Sugarcreek Township Board of Trustees applauds the Bellbrook-Sugarcreek School District for their continued excellence in efforts and accomplishments, and hereby establishes November 14, 2024, in Sugarcreek Township to be “5 Star Schools, 5 Star Community Day”, recognizing this essential link between our schools and their community partners, and highlighting the extraordinary success of this partnership.

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

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Fred Cramer, Vice-Chairperson

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Carolyn Destefani, Trustee