

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on December 2, 2024, at 7:00PM.**

**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 Cara Tilford, Louie Schatzberg, Donna Hellmann, and Denise Moore.

**3) Prayer – Pastor David Ladd of Heritage Christian Church**

**4) All in attendance stood for the Pledge of Allegiance.**

**5) Public Hearing**

ZC Case 05-2024: The Sugarcreek Township Board of Trustees tasked the Sugarcreek Township Zoning Commission with reviewing the current Comprehensive Land Use Plan and proposing Necessary modifications – 2024.12.02.01

Mr. Moeller opened the public hearing for ZC Case 05-2024. He asked Mrs. Tilford to provide the Staff Report. Proposed is an update to the Sugarcreek Township Comprehensive Land Use Plan. The Comprehensive Land Use Plan was last subject to a major update process in 2013. This update process kicked off in 2022 (after being delayed due to active litigation). This update process included a public input open house and many meetings of the steering committee which, together, determined that the path the township is on of allowing limited development on key parcels while retaining the rural character of the bulk of township (the basic plan framework) was still in keeping with how the community envisioned its future.

The eight Planning Areas were maintained almost entirely intact, except for changes to the floodplain map impacting the boundaries of Planning Area 6: Little Miami Corridor. Changes to the boundaries of Planning Area 1: Northcentral Sugarcreek were also made. Here all the acreage planned for neighborhood retail/service uses at the Feedwire/Upper Bellbrook Road, the South Alpha Bellbrook/Upper Bellbrook Road, and the Pine Court/Feedwire/Upper Bellbrook Road intersections were brought into Planning Area 1, moving a handful of parcels from Planning Area 8: South Alpha Bellbrook into Planning Area 1.

The 2013 plan included a lot of superfluous and confusing information regarding land capacity that wasn't necessarily painting the picture of a future that the township wanted for itself, nor adding any value to the plan. With this update much of that information has been streamlined to be made easier to understand. The implementation strategies in the plan have remained largely unchanged. The committee did a deep dive into the success of the prior plan in allowing limited development in key areas while maintaining the rural character and geographical integrity of the township and found that plan to have served the township well. This plan update acknowledges that success, sets the stage for additional development in key areas of the township, and introduces a little more clarity and guidance regarding connectivity and planned road improvement projects. Finally, this plan iteration discusses property taxes, taking a deeper dive into historical patterns locally versus where the township falls regionally.

The Zoning Commission reviewed the Comprehensive Land Use Plan at their November 5, 2024 Meeting and recommended approval unanimously to the Board of Trustees. After adoption, the plan

will be to the RPCC for incorporation into the Greene County Plan. Ohio law requires provided our zoning scheme to be based on a plan but does not provide guidance as to how that plan should be adopted. Our Comprehensive Land Use Plan includes an amendment process, which is the process outlined above.

Hearing no other comments, Mr. Moeller closed the public portion of the hearing.

Following the trustees' discussion of the Zoning Commission's recommendations, Mrs. Destefani made a motion to accept Resolution 2024.12.02.01 incorporating the amendments discussed. Mr. Cramer seconded.

Mrs. Destefani – Yes

Mr. Cramer – Yes

Mr. Moeller – Yes

## **6) Reports**

### **Administrator**

Mr. Tiffany had nothing to add to his report. Mr. Tiffany mentioned that he and Mrs. Destefani will be traveling to the State House to testify on House Bill 579. Mrs. Destefani inquired if a groundbreaking ceremony is being planned for the Veteran's Memorial. Mr. Tiffany answered that it has been discussed but a date has not been set.

### **Assistant Administrator/Zoning**

Mrs. Tilford had nothing to add to her report. Mr. Moeller asked about the cemetery and whether everything was progressing as planned. Mrs. Tilford confirmed that everything is moving forward. The developer has identified all the locations and is now working on a survey, which needs to be filed along with an affidavit to formally transfer ownership.

### **Fiscal Officer**

Mr. Demko had nothing to add to his report. Mr. Tiffany noted that the Temporary Appropriations Report will be ready for review at the next Trustee meeting.

### **Fire**

Chief Buffenbarger had nothing to add to his report. Mr. Moeller noted that the fire department has responded to over 60 mutual aid calls in Bellbrook. Mr. Tiffany mentioned that the Bellbrook Fire Department is currently understaffed.

### **Police**

Chief Brown had nothing to add to his report.

### **Roads and Services**

Mr. Windsor had nothing to add to his report.

### **Information Technology**

Mr. Tiffany had nothing to add to his report. Mr. Tiffany mentioned they will replace the unreliable patchwork connections between Station 71 to the fire station on Clyo Road with a direct fiber line, enabling all services to run seamlessly via the cloud. Mr. Moeller inquired about the status of the cameras and who has access to them. Mr. Tiffany responded that the cameras are up and running, with access limited to himself and Mrs. Tilford.

**Trustees**

Mrs. Destefani mentioned attending the Home Builders Association meeting and noted that the Regional Planning Commission meeting for December was cancelled. Mrs. Destefani noted that the Board of Health is still seeking a replacement, as Mr. Moller is ineligible due to a conflict of interest created by his role as a Township Trustee. Mr. Cramer noted that he attended a strategic planning session with the Chamber of Commerce. Mr. Moeller mentioned he will be attending the Miami Valley Executive Board meeting on Thursday and the regular meeting on Friday. Mr. Moeller also noted that everyone is planning to attend the zoning seminar.

**7) Public Comments**

Dennis Moore mentioned that during the zoning and land use plan process the Zoning Commission met with the Tisher family to discuss their land and its potential for future development. They were excited about working with the township to make that area a central hub for the community. Ms. Moore feels that the practice of prayer before meetings goes against the separation of church and state and noted that while other bodies may do it, they are not good models. Ms. Moore also noted that many in the community are non-religious or hold different beliefs, and this excludes them.

**8) Old Business**

Mrs. Destefani inquired about potential community meeting dates. Mr. Tiffany stated that he is still working on finding a date that suits everyone. Mr. Moller suggested setting a date and proceeding with whoever is available to attend.

**9) Consent to Agenda Items**

- A) Payment of Bills
- B) Minutes
- C) Annual Re-organization and Appointments – 2024.12.02.02
- D) Amendments to the Personnel Policies and Procedures Manual, Section 11 – 2024.12.02.03

**RESOLUTION NO. 2024.12.02.01**

IN RE: Approving and Adopting Updates to the Comprehensive Land Use Plan

WHEREAS, the orderly development of land within Sugarcreek Township, Greene County, Ohio, requires a Comprehensive Plan to serve as a guide for the long-range desirable use of land in Sugarcreek Township; and,

WHEREAS, such a plan is needed to serve as a guide in the administration of the Sugarcreek Township Zoning Resolution and is directly related thereto; and,

WHEREAS, the Sugarcreek Township Comprehensive Development Plan was adopted by the Sugarcreek Township Trustees in May 2001, updated in November 2007, and updated in December 2013; and,

WHEREAS, it is necessary to update this plan from time to time to ensure that the township has an up-to-date plan with relevant land use, transportation and public facilities elements; and,

WHEREAS, the most recent approval to adopt comprehensive updates to the Comprehensive Land Use Plan was made by the Board of Trustees on December 2, 2013; and,

WHEREAS, the Board of Trustees tasked the Zoning Commission to assist staff to research, consult and prepare the recommended updates; and,

WHEREAS, on November 6, 2024, the Sugarcreek Township Board of Zoning Commission reviewed the recommended updates and passed a motion to recommend that the updates proposed by the committee, as amended by the Zoning Commission, be approved by the Board of Township Trustees.

THEREFORE BE IT RESOLVED, that this Board of Sugarcreek Township Trustees hereby adopts the updates to the Comprehensive Land Use Plan for Sugarcreek Township as recommended by the Sugarcreek Township Zoning Commission, as the official plan for the desirable long-range use of land within the Township.

BE IT FURTHER RESOLVED, that said document will be known as the 2025 Sugarcreek Township Comprehensive Land Use Plan and will serve to meet the comprehensive plan requirement of Section 519.02 A. of the Ohio Revised Code.

BE IT FURTHER RESOLVED, that a copy of the 2025 Comprehensive Land Use Plan shall be submitted to the Greene County Regional Planning and Coordinating Commission for incorporation into the County's plan.

**RESOLUTION NO. 2024.12.02.02**  
IN RE: Annual Re-organization and Appointments

WHEREAS, it is necessary that the Sugarcreek Township Board of Trustees establish by resolution its intent to establish meeting dates, holidays, and appointments to boards,

commissions, committees and other organizations with which the Township has cooperative working relationships; and,

WHEREAS, it is also necessary that the Board of Trustees establish an annual schedule of holidays to be observed by the Township, schedule of meeting dates, and authorize certain other operational policies of the Township,

NOW, THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Fred Cramer to the position of Chairperson, Sugarcreek Township Board of Trustees, for the term commencing January 1, 2025, through December 31, 2025.

BE IT FURTHER RESOLVED, this Sugarcreek Township Board of Trustees does hereby appoint Carolyn L. Destefani to the position of Vice Chairperson, Sugarcreek Township Board of Trustees for the term commencing January 1, 2025, through December 31, 2025.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn L. Destefani as representative, and Fred Cramer as alternate, to the Greene County Regional Planning & Coordinating Commission.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Marvin Moeller as representative, and Carolyn L. Destefani as alternate, to the Greene County Combined Health District Advisory Council.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn L. Destefani as representative, and Fred Cramer as alternate, to the Greene County Water/Wastewater Advisory Council.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Marvin Moeller as representative, and Carolyn L. Destefani as alternate, to the Miami Valley Regional Planning Commission.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Fred Cramer as representative, and Carolyn L. Destefani as alternate, to the Bellbrook Sugarcreek Chamber of Commerce.

BE IT FURTHER RESOLVED that for the calendar year 2025, the Trustee Work Sessions and Regular Sessions will be held on the same day with the Work Sessions being held from

5:30 p.m. to 6:45 p.m. and the Trustee Regular Session beginning at 7:00 p.m. on the following dates:

January 6	July 7
February 3	July 21
March 3	August 4
March 17	August 18
April 7	September 15
April 21	October 6
May 5	October 20
May 19	November 3
June 2	November 17
June 16	December 1
	December 15

Until further notice, all work sessions and regular Board of Township Trustees meetings will be held at the Sugarcreek Township Administration Building, 2090 Ferry Road, Sugarcreek Township, Ohio 45305. Work Sessions and Regular Sessions may be canceled on occasion by the Chairperson due to schedule conflicts, lack of agenda or other unforeseen circumstances after consulting with the other two Trustees, as available, and the Administrator.

In months containing only one (1) scheduled meeting, the Chairperson may schedule an additional meeting if necessary for continuity of operations. Such meetings shall be noticed properly in accordance with law as Special Meetings.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby resolve to retain/rehire all current Township employees.

BE IT FURTHER RESOLVED, that all Roads and Service Department temporary part-time service workers will be hired for a term not-to-exceed 180 days from the most recent date of employment in 2025. Temporary part-time service workers will be utilized as needed and must reapply for employment with the Township at the appropriately established time for the next season of work.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does

hereby adopt the following policy regarding hours of work for Part-time employees:

- 1) Part-time employees must average less than thirty (30) hours worked per week per calendar year.
  - a. No part-time employee may work in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month.
  - b. No part-time employee may work in excess of fifteen hundred (1500) hours in any given calendar year.
  - c. No employee may work in excess of their scheduled shifts unless authorized in advance by their respective Department Head, Supervisor, Sergeant or Captain.

- d. Shift off-days and sick days do not count as scheduled hours for part-time employees. These hours can be made up only in the same calendar month and one does not exceed forty-eight (48) hours in any given calendar week.
- 2) It is the responsibility of the part-time employee to keep from working in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month, or 1500 hours in the calendar year.
- 3) It is the responsibility of the Department Head to ensure that part-time employees adhere to the confines of this order.
- 4) Any part-time employee (excluding employees whom work twelve (12) hours every sixth day) whose scheduled shifts begin on the 1<sup>st</sup> and end on the 31<sup>st</sup> of any given month must have a scheduled shift off to keep them under one hundred-thirty (130) hours worked in any given month. This will be identified as an “off-day” and shall be assigned by respective their Department Administration. “Off-days” do not count as scheduled hours and cannot be made up.
- 5) Failure to comply with or enforce the above-mentioned Administrative Order may result in the Department Head and/or employee being disciplined up to and including termination.
- 6) Should an employee work Fourteen Hundred, Ninety-Nine (1499) hours within a given calendar year, that employee will immediately be placed on unpaid Administrative leave until January 1 of the following year.
- 7) BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2025 schedule of paid holidays for all Sugarcreek Township non-bargaining unit employees:

<i>New Year’s Day:</i>	<i>January 1</i>
<i>Martin Luther King Day:</i>	<i>January 20</i>
<i>President's Day:</i>	<i>February 17</i>
<i>Memorial Day:</i>	<i>May 26</i>
<i>Juneteenth:</i>	<i>June 19</i>
<i>Independence Day:</i>	<i>July 4</i>
<i>Labor Day:</i>	<i>September 1</i>
<i>Veterans Day:</i>	<i>November 11</i>
<i>Thanksgiving Day:</i>	<i>November 27</i>
<i>Day after Thanksgiving:</i>	<i>November 28</i>
<i>Christmas Day:</i>	<i>December 25</i>

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2025 schedule for the Sugarcreek Township Records Commission: Monday, April 8, 2025 and Monday, September 9, 2025. The Records Commission shall meet twice a year with both meetings starting at 6:45 p.m. at the Township Administrative Offices, 2090 Ferry Road, Sugarcreek Township, Ohio

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the following Operational Policies and Priorities for the Year 2025:

**AGENDA:** The agenda for regular and special meetings of the Board of Trustees is to be prepared by the Township Administrator with the review and consent of the Chairperson. All items for the agenda must be submitted to the Administrator on or before the Thursday preceding a regular meeting.

**ANNEXATION:** This Board of Sugar creek Township Trustees adamantly opposes any annexation that is not in the best interest of the health, safety and general welfare of the Township and/or its Citizens and shall aggressively resist annexations from any source as appropriate.

**ATTENDANCE OF DEPARTMENT HEADS AT TRUSTEE MEETINGS:** Attendance is required at the second regular meeting of the Board of Township Trustees each month and other meetings as requested or unless otherwise excused by the Township Administrator.

**AUTHORIZATION TO BILL:** The Fiscal Officer shall, upon notification from the Administrator or appropriate Department Head, bill residents and others for damage to Township property and false alarms.

**AUTHORIZING TRAVEL/TRAINING REQUESTS:** All Travel/Training requests of less than \$1,000.00 may be authorized by the Township Administrator. The Chairperson of the Board of Trustees and the Township Administrator may authorize requested travel training of \$1,000.00 or more, not to exceed \$2,500 without the consent of the majority of the Board of Trustees.

**BLOCK PARTY REQUESTS:** Requests must be submitted to the Township Administrator, who is authorized to approve requests based on the availability of the Community Outreach group, Police, Fire and/or Roads and Services Departments.

**CATASTROPHIC EMERGENCIES:** Authorizing the Township Administrator or in the absence of the Township Administrator and a quorum of the Board of Trustees, any one Trustee to represent Sugar creek Township for the purpose of authorizing the use of Township resources in the event of a catastrophic emergency.

**COMPETITIVE BIDDING:** The Township Administrator and Department Heads are authorized to obtain competitive bids when legally required. All bids will be advertised when in the best interest of the Township or as required in accordance with law. Each bid shall be evaluated as to requirements and specifications contained therein. Demonstrations and/or references shall be provided as appropriate. The contract shall be reviewed in whole or in part by the Office of the Greene County Prosecuting Attorney. Awarding of bids will be determined by the Sugar creek Township Board of Trustees in the overall best interest of Sugar creek Township, not exclusively on the basis of the lowest cost. The Board reserves the right to reject any or all bids.

**CREATION OF BOARDS, COMMISSIONS and COMMITTEES:** The Township Trustees may by resolution create, eliminate, change, appoint alternates, and abolish boards and commissions in accordance with the Ohio Revised Code. Members of such boards and commissions shall be appointed by and responsible to the Trustees. These members may be removed by the Board of Trustees for malfeasance, misfeasance, or other violations of official Township resolutions and

policies. All appointed board, commission, committee members or other appointed volunteers shall be responsible for signing and adhering to the official Sugar creek Township Code of Ethics or be subject to removal.

All terms, number of members, procedures for appointment and replacement of members, duties, and powers of boards and commissions created by the Trustees shall be prescribed by resolution in accordance with the Ohio Revised Code except as established by the Ohio Revised Code. The Trustees may assign additional non-conflicting duties to the established boards and commissions. Each board or commission shall adopt its own rules of order and procedure in accordance with the Ohio Revised Code and shall annually elect its officers from its membership. The Trustees may authorize funds for the use by the boards and commissions in carrying out their designated responsibilities. It shall be the policy of this Board of Trustees to advertise all board and commission vacancies (including positions that become open by way of a term ending) and members subject to reappointment must submit a letter of interest and resume for reappointment consideration.

**CUSTOMER SERVICE AWARD:** This Board of Trustees encourages exemplary service and as such, an employee(s) who display(s) professional excellence in the performance of their work should be recognized for their achievement. If an unsolicited letter/email/phone call acknowledging exemplary service is received, the department head may submit a request for award in the amount of one hundred dollars to be paid to the employee(s).

**DEPARTMENT REPORTS:** Each Department Head shall submit a typed report of activities to the Township Administrator on the Thursday preceding the scheduled regular meetings of the Board of Township Trustees for presentation at that meeting.

**DRAINAGE:** Retain ground water at its source.

**NUISANCE FIRE ALARMS:** Nuisance fire alarms shall be subject to the penalties and provisions of the current adopted fire code(s).

**MILEAGE REIMBURSEMENT:** The Township shall reimburse all employees and elected officials in accordance with Internal Revenue Service (IRS) regulations at the current IRS standard mileage rates for business use when using their private vehicles in those instances where Township-owned vehicles cannot be utilized.

**OPEN SPACE PRESERVATION:** This Board of Trustees recognizes the high value of and strongly supports the preservation of the open spaces and vistas that help to make Sugar creek Township a unique and highly desirable place to live, work and play.

**ORGANIZATIONAL CHART – CHAIN OF COMMAND:** This Board of Trustees formally adopts the attached Organizational Chart for the Township and recognizes a Chain of Command structure as a best practice for operations of the Township organization. The Trustees shall work with the Departments through the Township Administrator or the Assistant Township Administrator in the absence of the Township Administrator to maintain proper Chain of Command in the organization.

REGIONALISM: This Board of Trustees supports true regionalism and will strive to maintain Sugarcreek Township, Greene County and the Miami Valley as a viable and thriving region.

SPECIAL SECURITY EVENTS: The Police Department shall be reimbursed at the rate of Seventy-four dollars (\$74) per hour per person and equipment provided to private organizations for security services.

WORK WITHIN THE ROAD RIGHTS-OF-WAY: Landscaping, traffic signs, fire hydrants or mailboxes (except in conformance with all applicable United States Postal Service Standards) shall not be placed in the Sugarcreek Township road rights-of-way without prior written approval of the Director of Roads and Services, or in his/her absence the Township Administrator or his/her designee.

**RESOLUTION NO. 2024.12.02.03**

IN RE: Approval of Amendments to the Personnel Policies and Procedures Manual,  
Article 11, Section 11.5 - Retirement

WHEREAS, the Board of Trustees recognizes that current and relevant policies and procedures are essential in the retention and recruitment of a highly qualified and motivated work force; and,

WHEREAS, the policies and procedures are designed to be consistent with the requirements of the state and federal laws and regulations relative to employment; and,

WHEREAS, the Board of Trustees has reviewed the requested changes to the Personnel Policies and Procedures Manual; and,

NOW, THEREFORE, BE IT RESOLVED, this Sugarcreek Township Board of Trustees does hereby adopt the proposed amendments to the Sugarcreek Township Personnel Policies and Procedures Manual (copy hereto attached) effective December 2, 2024.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Personnel Policies and Procedures Manual shall replace all previous personnel policies.

BE IT FURTHER RESOLVED, that the Township Administrator is hereby directed to notify all employees of the updated policies with the effective date, that a copy of the Personnel Policies and Procedures Manual be made available to each employee via the M: drive on the Township network, and that a hard copy be distributed to each department no later than December 5, 2024.

Mrs. Destefani made a motion to accept all consent agenda items, excluding item C, the Annual Re-organization and Appointment. Mr. Cramer seconded.

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

The trustees discussed item C, the Annual Re-organization and Appointment. Mr. Moeller expressed his concerns about the 1500-hour rule for part-time employees, noting its negative impact on the fire department. Mr. Tiffany explained that part-time employees are limited in the number of hours they can work per pay period due to the requirements of the Affordable Care Act. Mr. Moeller believes this is an issue worth exploring and that the policy could be amended in the future to improve staffing at the fire department.

Mrs. Destefani made a motion to accept agenda item C, Annual Re-organization and Appointments. Mr. Moeller seconded.

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

#### **10) Discussion of Agenda Items**

Mr. Tiffany mentioned that he and Mr. Cramer would like to extend an invitation to Bob Doyle to join him and the Trustees at the annual fly-in. Mr. Tiffany mentioned he met with Choice One Engineering about the Kroger pump and believe we can remove it from state dam jurisdiction. The plan is to remove the overflow structure and convert the area into a dry detention basin with a concrete raceway for water flow. We will ask ODNR to confirm if this plan is acceptable and are confident they will approve it.

#### **11) Public Comments**

Donna Hellman inquired whether the newsletter will be mailed and suggested mailing a postcard directing residents to the website to read it instead. She also expressed concern about Bellbrook's truck ordinance and the increasing semi-traffic on side streets like Little Sugarcreek and Peabody.

Louie Schatzberg believes Little Sugarcreek has long been a no-truck route in Bellbrook, and is interested to see how these truck rout issues are resolved.

#### **12) Trustee/Staff Discission**

None

#### **13) Adjourn**

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

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

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Richard J Demko, Fiscal Officer



