



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**

Tuesday, March 4th, 2025, 7:00 P.M.

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Minutes
  - C. Reclassification of Fire Department Staff- Mike Neal – 2025.03.04.01
  - D. Appointment of Fire Department Staff – Conner Osterholt, Daniel Couch, Jack Kernan, Devon Moffett – 2025.03.04.02
  - E. Resignation of Fire Department Staff – Kyle Kollhoff – 2025.03.04.03
  - F. Declaration of Excess Property – Fire – 2025.03.04.04
  - G. Public Records Request Update Fee Schedule – Body Camera Footage– 2025.03.04.05
  - H. Deeding Fallis Cemetery to the Sugarcreek Township Board of Trustees – 2025.03.04.06
  - I. Proclamation – Bill Duncan
  - J. Proclamation – Gail Matson
  - K. Proclamation – Makayla Skinner
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. 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 so as 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  
March 4, 2025**

The following represents a brief update of the activities, information, and issues which the Administration is currently working on:

- We continue to wait for the release of the AER and final design choice on the I-675/Wilmington Pike Corridor project.
- Groundbreaking for the Veterans Memorial should take place this month.
- Trustee Destefani, Chief Buffenbarger and I visited The City of Lebanon's Fire Department to view their installed Safe Haven Baby Box and have questions answered. The agreement with Safe Haven is currently with the Prosecutor for legal review.
- Feedwire Farm has finally received approval from the County Engineer's office and should start construction this spring. There is a resolution on tonight's agenda addressing ownership of the Fallis Cemetery so that we can begin the process of having the remains transferred from the family plot on Feedwire to the Fallis site.
- I attended the City of Oakwood Council meeting last evening to celebrate and recognize Mayor Bill Duncan as the longest serving Mayor of the City of Oakwood..

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany".

Barry P. Tiffany  
Township Administrator



**Staff Report for the Sugar Creek Township Board of Trustees  
February 4, 2025 to March 4, 2025**

The following is a snapshot of the activities and areas of responsibility for the Sugar Creek Township Planning and Zoning Department. This report is prepared to keep the Board of Trustees informed and the citizens informed 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:**

- **March 27, 2025 BZA Meeting:**
  - **BZA01-2025:** Bellbrook Sugar Creek Schools are requesting an Area/Dimensional Variance from Section 7.05 B. 2. a. of the Sugar Creek Township Zoning Resolution to allow for the construction of an 8' tall black aluminum fence to secure the courtyard area at the High School. The subject property is 3737 Upper Bellbrook Road, owned by the Bellbrook Sugar Creek Local School District, further identifiable by parcel number L32000200160009600, containing 23.2 acres and located in the R-PUCD (Residential Planned Unit Conservation Development) District.

**Zoning Commission Activities:**

- Received a request for a map amendment/PDP for a residential project on Wilmington Dayton Road; processing is on hold at the request of the developer as discussion with the GCEO on necessary access/road improvements is ongoing
- **Next meeting scheduled for March 11, 2025.**

**Meetings/Accomplishments:**

- Met with developer to discuss land in the township on February 4, 2025
- Met with business owners to discuss land in the township on February 4, 2025
- Met with developer to discuss land in the township on February 4, 2025
- Met with developer and GCEO to discuss land in the township on February 10, 2025
- Met with business owners and county agencies to discuss land in the township on February 11, 2025

- Met with GCEO and Centerville to discuss Cornerstone South TIS on February 19, 2025
- Feedwire Farm plans approved by Greene County; project looking to break ground this Spring
- Working with Prosecutor's Office on Fallis Cemetery transfer (ORC 517.10)
- Plans for Barry Bagels in Plaza 2 submitted for approval and under review
- Golden Spring property has sold; working with new owner on new use approval (warehousing for landscaping/concrete work use); plans submitted and under review
- Traffic Impact Study for Cornerstone South final comments (GCEO, City of Centerville and Township) sent to developer; anticipate Sheetz will be filing for Final Development Plan approval in the near future
- 2025 Spring Newsletter in process (final draft for approval tonight)
- Choice One re-estimated Feedwire pedestrian bridge project; almost \$1 million to construct now
- Working on website refresh; new look will go live March 19th



## Sugarcreek Township Trustees Report For March 4th , 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 03.04.2025 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)

- LifePak 35 training provided by Stryker
- Response time management
- Airborne and bloodborne pathogens
- Fire Protection systems

### Statistics : As of 02/27/2025

- Fire Responses: 47 (18.1%)                      Cornerstone 20 (7.7%)
- EMS Response: 212 (81.9%)                      MVC's 38 (14.7%)

**Total      259**

### **Mutual Aid Given (number of incidents) \*= 28**

- Fire = 16
- EMS = 12

Mutual aid given to department = (13 – Bellbrook, 4– Spring Valley, 8 – Beavercreek, 2 – Wash Twp. 1 – Massie Twp.)

### **Mutual Aid Received (number of incidents) \*= 6**

- Fire = 2
- EMS = 5

Mutual aid received from department (2 – Bellbrook, 2 – Spring Valley Twp., Washington Twp.-2)

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

### **Information:**

- New thermal imagers placed in service on Ladder 72 and Engine 71
- Gathering data for fire district study
- Onboarding four part-time Firefighter EMT's
- Vacant full-time firefighter position filled by Mike Neal
- Submitted application for the Dept. of EMS equipment grant
- Received draft narrative for the SAFER grant from Lexipol

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

- New thermal imager battery chargers installed on E71 and L72
- M71 and M72 received LOF and ASI
- New E71 pre-build change order needs approved by Trustees
- SCBA compressors and fill stations serviced by Breathing Air Systems
- Viking HVAC repaired ventilation fans and disinfected ductwork in Sta. 72 restrooms
- M73 may have a blown head gasket

**Fire Department Scheduled Events Attended:**

- Montgomery County Fire Chiefs Meeting
- Greene County Fire Chiefs Meeting
- White Fence Farm HOA
- River Ridge II HOA
- Colin's Lodge basketball game

**Fiscal:**

As of February 26 <sup>th</sup> , 2025	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,436,300.00	\$807,245.58	\$506,353.86	\$2,139,292.93	14.665%
EMS	\$290,300.00	\$132,003.28	\$36,339.30	\$123,330.19	12.459%
Cell Tower Fund	\$27,068.58	\$12,699.49	\$14,369.09	\$0.00	53.084%
Department Total	\$3,753,668.58	\$951,948.35	\$557,062.25	\$2,262,623.12	14.770%

**Projected Capital Needs:**

- Replace ATV-71 \$72,000 (AFG Grant)
- Bay Doors Station 71 \$18,000
- Bay Doors Station 72 \$30,000
- Training Prop \$79,000
- Hose Testing Machine \$5,000
- Portable Radios \$120,000 (AFG Grant)
- Diesel Exhaust System Sta. 71 \$61,000 (AFG Grant)

Respectfully Submitted,

Doug Buffenbarger  
Fire Chief



Michael A. Brown  
Chief of Police

## Trustee Report March 4, 2025

### Training

- On February 18<sup>th</sup> and 19<sup>th</sup>, Chief Brown attended a two-day training class.
- On February 24<sup>th</sup> – February 28<sup>th</sup>, Officer Adam Klark attended the Traffic Crash Level 1 Collision Investigation class.
- Our police department also hosted an ATF Training for our officers on February 28<sup>th</sup>.

### Fiscal

Budget 2025 (Final Appropriation)	\$3,314,500.00
Expenditures as of February 25, 2025	\$486,833.68
% of Budget Used	15%
% of Budget Year Target for the end of February	16.6%
% of Budget Remaining	85%
Cash Balance as of February 25, 2025	\$755,466.52

## Events/Appearances

- On February 6<sup>th</sup>, Chief Brown attended the White Fence HOA Meeting and the Chambers Meeting.
- On February 19<sup>th</sup>, Chief Brown attended the Lions Club Meeting.
- On February 20<sup>th</sup>, Chief Brown attended the GCLEA Luncheon.
- On February 22<sup>nd</sup>, Chief Brown attended the Lions Club Breakfast.
- On February 24<sup>th</sup>, Chief Brown attended the Collins Lodge Kids' Basketball game at the Middle School.
- On February 27<sup>th</sup>, Chief Brown attended the PSISN Board Meeting.
- On February 28<sup>th</sup>, Chief Brown attended the retirement party for Suzanne Schmitt.

Respectfully submitted,



Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

January 29, 2025

- Business and house checks
- Traffic stops
- Crash report on Lower Bellbrook Road
- Juvenile complaint on State Route 725

January 30, 2025

- Crash report on Wilmington Pike
- Suspicious person on Surrey Trail
- Criminal damaging on Upper Bellbrook Road

January 31, 2025

- Crash report on Indian Ripple Road
- Breaking & entering on McBee Road
- Community policing

February 1, 2025

- Business and house checks
- Burglary at Surrey Trail
- Request of an officer on Wilmington Pike
- Juvenile complaint on Weeping Willow Court

February 2, 2025

- Community policing
- Juvenile complaint on Upper Bellbrook Road

February 3, 2025

- Nothing to Report

February 4, 2025

- Crash report on Feedwire Road
- Parking violation on Carleton Drive
- Crash report on Wilmington Pike
- Theft arrest on Wilmington Pike

February 5, 2025

- Domestic violence on Fernwood Court
- Business checks
- Traffic stops

February 6, 2025

- Crash report on River Ridge Drive
- Welfare check on Seton Hill Drive
- Noise complaint on Surrey Trail
- Theft arrest on Wilmington Pike

February 7, 2025

- Nothing to Report

February 8, 2025

- Crash report on Feedwire Road
- Request of an officer on Clio Road
- Theft arrest on Wilmington Pike

February 9, 2025

- Community policing
- An animal complaint on Bayberry Cove Drive

February 10, 2025

- Suspicious person on Reserve Blvd.
- Traffic stops

February 11, 2025

- Crash report on Wilmington-Dayton Road
- Crash report on Centerville Road
- Criminal damaging on Wilmington Pike
- Welfare check on Pewter Court

February 12, 2025

- Crash report on Wilmington Pike
- Neighbor problem on Surrey Trail

February 13, 2025

- Business and house checks
- Welfare check on N. Lakeman Drive
- Theft report on Surrey Trail

February 14, 2025

- Crash on Wilmington Pike
- Crash on Centerville Road
- Domestic violence report on N. Reserve Street

February 15, 2025

- Suspicious vehicle on Pepperwell Circle
- Crash on Ferry Road
- Request of an officer on Kables Mill Drive

February 16, 2025

- Traffic stops
- Crash on Waynesville Road
- Theft arrest on Wilmington Pike
- Crash on Wagner Road
- Theft report on Bayberry Cove Drive
- Crash on Centerville Road

February 17, 2025

- Nothing to Report

February 18, 2025

- Community policing
- Crash on Carleton Drive
- Juvenile complaint on Washington Mill Road
- An animal complaint on Staylit Court

February 19, 2025

- Theft arrest on Wilmington Pike
- Domestic violence on Acorn Drive
- Crash report on Feedwire Road

February 20, 2025

- Theft arrest on Wilmington Pike
- Crash report on Centerville Road
- Welfare check on Washington Mill Road

February 21, 2025

- Nothing to Report

February 22, 2025

- Theft arrest on Wilmington Pike
- Suspicious vehicle on Upper Bellbrook Road
- Traffic stops
- Business checks

February 23, 2025

- Nothing to Report

February 24, 2025

- Domestic dispute on Surrey Trail
- Welfare check on Upper Bellbrook Road

**Payment Listing**

February 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93664	02/03/2025	01/31/2025	AW	GREENE COUNTY ANIMAL CONTROL	\$480.00	O
				Purpose: Admin - 4th quarter animal control contract services (Oct-Dec 2024)		
93665	02/03/2025	01/31/2025	AW	LINDA FLIEHMAN	\$135.00	O
				Purpose: Admin - assist fiscal dept w/ w-2's & year end payroll taxes		
93666	02/03/2025	01/31/2025	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: All Depts - energy services agreement		
93667	02/03/2025	01/31/2025	AW	MOTOROLA SOLUTIONS, INC.	\$1,905.00	O
				Purpose: Fire - link layer for 9 radios		
93668	02/03/2025	01/31/2025	AW	DUNCAN OIL COMPANY	\$1,266.75	O
				Purpose: Police/Fire - fuel		
93670	02/05/2025	02/05/2025	AW	MUNICIPAL EMERGENCY SERVICES	\$14,735.09	O
				Purpose: Fire - calibration gas, tic's		
93671	02/05/2025	02/05/2025	AW	CARGILL, INC.	\$15,771.93	O
				Purpose: Roads - salt		
93672	02/05/2025	02/05/2025	AW	SUPERIOR PLUS PROPANE	\$1,844.63	O
				Purpose: Admin/Roads - propane		
93673	02/05/2025	02/05/2025	AW	LUCKY AUTO SEAT COVER	\$650.00	O
				Purpose: Fire - seat repair		
93674	02/05/2025	02/05/2025	AW	CITI CARDS	\$1,009.83	O
				Purpose: Fire - ohio fire cheif association winter symposium, office supplies, mdt battery repair, tactical bag for batt, paper products, lock boxes for seniors		
93675	02/05/2025	02/05/2025	AW	ZORESCO EQUIPMENT COMPANY	\$865.94	O
				Purpose: Roads - rubber deflector kit, cutting edge kit		
93676	02/05/2025	02/05/2025	AW	CHARTER COMMUNICATIONS	\$248.91	O
				Purpose: Police/Fire - DID Block, PSB cable, Sation 71 cable		
93677	02/05/2025	02/05/2025	AW	PRO TECH SECURITY SALES	\$260.00	O
				Purpose: Police - molle vest		
93678	02/05/2025	02/05/2025	AW	LOWE'S COMPANIES INC.	\$233.22	O
				Purpose: Roads/Fire - aa ceramic glass, fuel holder, hose nozzle		
93679	02/05/2025	02/05/2025	AW	BUCKEYE POWER SALES CO., INC.	\$2,942.53	O
				Purpose: Roads - repaires to generator		
93680	02/05/2025	02/05/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$7,727.09	O
				Purpose: Fire - oil leak, check engine, turbo, battery & liquide springs		
93681	02/05/2025	02/05/2025	AW	GATEWAY AUTO CLINIC	\$82.88	O
				Purpose: Fire - BN70 oil change		
93682	02/05/2025	02/05/2025	AW	OHIO CAT	\$158.59	O
				Purpose: Roads - cable		
93683	02/05/2025	02/05/2025	AW	INTEGRATED PROTECTION SERVICES	\$400.00	O
				Purpose: Police - service agreement		
93684	02/05/2025	02/05/2025	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$196.00	O
				Purpose: Police - searches		
93685	02/05/2025	02/05/2025	AW	US BANK EQUIPMENT FINANCE	\$1,461.22	O
				Purpose: All Depts - copier fees		
93686	02/05/2025	02/05/2025	AW	K. E. ROSE COMPANY	\$110.00	O
				Purpose: Police - car 106		
93687	02/05/2025	02/05/2025	AW	MPH INDUSTRIES, INC.	\$18.37	O

## Payment Listing

February 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: Police - radio part				
93688	02/05/2025	02/05/2025	AW	HOME DEPOT CREDIT SERVICES	\$44.97	O
		Purpose: Police - hose				
93689	02/05/2025	02/05/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$72.10	O
		Purpose: Admin - pens, aaa batteries, envelopes				
93690	02/05/2025	02/05/2025	AW	OHIO CAT	\$36.20	O
		Purpose: Roads - clip				
93692	02/05/2025	02/05/2025	AW	Sun Life	\$1,889.36	O
93694	02/05/2025	02/05/2025	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$664.44	O
		Purpose: employer contributions				
93695	02/07/2025	02/07/2025	AW	SUGARCREEK DIRECT FAMILY CARE	\$2,000.00	O
		Purpose: All Depts - Family Care				
93696	02/07/2025	02/07/2025	AW	CAROLYN L. DESTEFANI	\$155.80	O
		Purpose: Admin - mileage & parking for 2025 OTA conference				
93697	02/07/2025	02/07/2025	AW	RICH DEMKO	\$592.26	O
		Purpose: Admin - mileage, lodging \$ meals for 2025 OTA conference				
93698	02/07/2025	02/07/2025	AW	SUPERIOR PLUS PROPANE	\$4,011.74	O
		Purpose: Admin/Roads - propane				
93699	02/07/2025	02/07/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$95.36	O
		Purpose: Admin/Roads - water/sewer				
93700	02/07/2025	02/07/2025	AW	MIAMI VALLEY REGIONAL PLANNING COM	\$5,051.96	O
		Purpose: Admin - MVRPC membership investment CY2025				
93701	02/07/2025	02/07/2025	AW	SPECTRUM	\$15.79	O
		Purpose: Admin/Roads - Spectrum TV				
93702	02/07/2025	02/07/2025	AW	AIM MEDIA MIDWEST	\$159.40	O
		Purpose: Admin - legal notices				
93703	02/07/2025	02/07/2025	AW	OHIO CAT	\$35.24	O
		Purpose: Roads - adapter				
93704	02/07/2025	02/07/2025	AW	HENRY SCHEIN, INC.	\$21.00	O
		Purpose: Fire - microdot meter pouch				
93705	02/07/2025	02/07/2025	AW	DUNCAN OIL COMPANY	\$1,231.50	O
		Purpose: Police/Fire - fuel				
93706	02/07/2025	02/07/2025	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$160.00	O
		Purpose: Fire - couch physical				
93707	02/07/2025	02/07/2025	AW	TECH ADVISORS	\$7,518.00	O
		Purpose: All Depts - monthly subscription				
93708	02/07/2025	02/07/2025	AW	CHOICE ONE ENGINEERING	\$1,435.00	O
		Purpose: Admin - Veteran's Memorial				
93709	02/10/2025	02/10/2025	AW	SUPERIOR PRESS	\$275.70	O
		Purpose: Admin - checks				
93710	02/10/2025	02/10/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$155.80	O
		Purpose: Police - copy paper, cleaner, dvd's, kitchen items				
93711	02/10/2025	02/10/2025	AW	BATTERIES PLUS	\$8.99	O
		Purpose: Police - aaaa batteries				
93712	02/11/2025	02/11/2025	AW	RUMPKE CONSOLIDATED	\$220.83	O
		Purpose: Police/Fire - trash removal				

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February 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93713	02/11/2025	02/11/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$508.26	0
				Purpose: Police/Fire - water/sewer		
93714	02/11/2025	02/11/2025	AW	CHARTER COMMUNICATIONS	\$711.22	0
				Purpose: All Depts - phone & network services		
93715	02/11/2025	02/11/2025	AW	PRO ONCALL TECHNOLOGIES	\$221.45	0
				Purpose: All Depts - phone service		
93716	02/11/2025	02/11/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$896.59	0
				Purpose: Fire - medic repairs		
93717	02/11/2025	02/11/2025	AW	AIRGAS USA, LLC	\$56.65	0
				Purpose: Fire - cylinder rental		
93718	02/11/2025	02/11/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$40.89	0
				Purpose: Fire - wiper blades and antifreeze		
93719	02/11/2025	02/11/2025	AW	DC DOOR COMPANY	\$200.00	0
				Purpose: Fire - reset close limit, remount carrier to wall. adjusted vertical track		
93720	02/11/2025	02/11/2025	AW	DAYTON DEVELOPMENT COALITION	\$65.00	0
				Purpose: Admin - 2024 DDC annual meeting & economic review		
93721	02/13/2025	02/13/2025	AW	CHARTER COMMUNICATIONS	\$886.00	0
				Purpose: Police/Fire - psb fiber & epl		
93722	02/13/2025	02/13/2025	AW	NORTHCOAST PRODUCTS	\$644.80	0
				Purpose: Roads - rapid set emulsion		
93723	02/13/2025	02/13/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$155.80	0
				Purpose: Police - copy paper, kitchen items, dvd		
93724	02/13/2025	02/13/2025	AW	BERAN CUSTOM WOODWORKING, LLC	\$30.00	0
				Purpose: Fire - plaque award for ewing		
93725	02/13/2025	02/13/2025	AW	MUFFLER BROTHERS	\$1,159.33	0
				Purpose: Police - car 103		
93726	02/13/2025	02/13/2025	AW	CITY OF XENIA	\$67,500.00	0
				Purpose: Police/Fire - 1st quarter dispatch fees		
93727	02/13/2025	02/13/2025	AW	JOHNSON CONTROLS FIRE PROTECTION	\$743.60	0
				Purpose: Police/Fire - testing & inspection of psb alarm system		
93728	02/13/2025	02/13/2025	AW	QUADIENT FINANCE USA, INC.	\$149.23	0
				Purpose: All Depts - postage		
93729	02/13/2025	02/13/2025	AW	MEYERS PRINTING & DESIGN, INC.	\$57.17	0
				Purpose: Police - business cards		
93730	02/13/2025	02/13/2025	AW	ERNST CONCRETE	\$67.17	0
				Purpose: Police/Fire - rebar for new psb sign		
93731	02/13/2025	02/13/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$31.58	0
				Purpose: Roads - air temp sensor		
93732	02/13/2025	02/13/2025	AW	AES OHIO	\$670.38	0
				Purpose: Admin/Roads - quonset hut, traffic light, main building		
93733	02/13/2025	02/13/2025	AW	TREASURER OF STATE	\$495.00	0
				Purpose: Police - radios		
93734	02/14/2025	02/14/2025	AW	DUNCAN OIL COMPANY	\$634.03	0
				Purpose: Police/Fire - fuel		
93735	02/14/2025	02/14/2025	AW	BUCKEYE ECOCARE	\$282.72	0
				Purpose: Police/Fire - lawn care service		

## Payment Listing

February 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93736	02/14/2025	02/14/2025	AW	AES OHIO	\$1,492.43	O
				Purpose: Police/Fire - electric psb & station 71		
93737	02/14/2025	02/14/2025	AW	RUMPKE CONSOLIDATED	\$119.96	O
				Purpose: Admin/Roads - trash removal		
93738	02/14/2025	02/14/2025	AW	OHD, LLLP	\$1,020.00	O
				Purpose: Fire - Qfit annual calibration & maintenance		
93740	02/18/2025	02/18/2025	AW	TAYLOR STINSON	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
93741	02/18/2025	02/18/2025	AW	RICH DEMKO	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
93742	02/18/2025	02/18/2025	AW	MARVIN MOELLER	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
93743	02/18/2025	02/18/2025	AW	Justin Windsor	\$60.00	O
				Purpose: Roads - cell phone reimbursement		
93744	02/18/2025	02/18/2025	AW	JOSHUA DARNELL	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
93745	02/18/2025	02/18/2025	AW	IAN TAMPLIN	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
93746	02/18/2025	02/18/2025	AW	FRED CRAMER	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
93747	02/18/2025	02/18/2025	AW	CHASE MORGAN	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
93748	02/18/2025	02/18/2025	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
93749	02/18/2025	02/18/2025	AW	CARA TILFORD	\$460.00	O
				Purpose: Admin - cell phone reimbursement & car allowance		
93750	02/18/2025	02/18/2025	AW	BARRY TIFFANY	\$760.00	O
				Purpose: Admin - cell phone reimbursement & car allowance		
93756	02/19/2025	02/19/2025	AW	CITI CARDS	\$3,205.75	O
				Purpose: Admin/Roads - OTA 2025 winter conference travel and meals, lunch meeting, 2025 winter conference pre-registration - Justin Windsor		
93757	02/19/2025	02/19/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$83.45	O
				Purpose: Admin - pens, post its, legal size file folders, copy paper		
93758	02/19/2025	02/19/2025	AW	OHIO CAT	\$10,523.96	O
				Purpose: Roads - misc parts for loader		
93759	02/19/2025	02/19/2025	AW	AMS SUPPLY	\$575.00	O
				Purpose: Roads - truck wash soap 55 gallons		
93760	02/19/2025	02/19/2025	AW	FLOCK SAFETY	\$800.00	O
				Purpose: Police - replacement		
93761	02/19/2025	02/19/2025	AW	VERIZON WIRELESS	\$570.52	O
				Purpose: Police - mdt's		
93762	02/19/2025	02/19/2025	AW	Green & Green, Lawyers	\$9,225.00	O
				Purpose: Admin - legal fees		
93763	02/19/2025	02/19/2025	AW	DETROIT TIRES SUPPLY	\$3,390.00	O
				Purpose: Roads - tires for loader		
93764	02/19/2025	02/19/2025	AW	CENTERPOINT ENERGY	\$530.32	O

## Payment Listing

February 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Fire - station 71 gas bill		
93765	02/19/2025	02/19/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$881.86	O
				Purpose: Fire - m-71 air bag repair		
93766	02/19/2025	02/19/2025	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$320.00	O
				Purpose: Fire - new hire drug test and physical		
93767	02/19/2025	02/19/2025	AW	IMAGE TREND, INC.	\$3,000.00	O
				Purpose: Fire - ctract for ems/fire platform		
93768	02/19/2025	02/19/2025	AW	POLLACK LAW, LLC	\$262.50	O
				Purpose: Fire - legal services		
93769	02/19/2025	02/19/2025	AW	GREATER MONTGOMERY COUNTY FIRE C	\$70.00	O
				Purpose: Fire - 2025 dues		
93770	02/19/2025	02/19/2025	AW	MEDICOUNT MANAGEMENT, INC.	\$3,424.00	O
				Purpose: Fire - ems billing fees		
93772	02/21/2025	02/20/2025	AW	Sun Life	\$2,142.04	O
				Purpose: employer contribution - dental		
93773	02/20/2025	02/20/2025	AW	MICHAEL BROWN	\$60.00	O
				Purpose: Police - cell phone reimbursement		
93774	02/20/2025	02/20/2025	AW	MARK WHITE	\$40.00	O
				Purpose: Police - cell phone reimbursement		
93775	02/20/2025	02/20/2025	AW	Paul Guerrero	\$40.00	O
				Purpose: Police - cell phone reimbursement		
93776	02/20/2025	02/20/2025	AW	LESLEY STAYER	\$40.00	O
				Purpose: Police - cell phone reimbursement		
93777	02/20/2025	02/20/2025	AW	TYLER MANTIA	\$40.00	O
				Purpose: Police - cell phone reimbursement		
93778	02/20/2025	02/20/2025	AW	CRAIG BLACK	\$40.00	O
				Purpose: Police - cell phone reimbursement		
93779	02/20/2025	02/20/2025	AW	BRIAN DECKARD	\$40.00	O
				Purpose: Police - cell phone reimbursement		
93780	02/20/2025	02/20/2025	AW	DOUG EVANS	\$40.00	O
				Purpose: Police - cell phone reimbursement		
93781	02/20/2025	02/20/2025	AW	MUFFLER BROTHERS	\$934.90	O
				Purpose: Police - car 103 & 109		
93782	02/20/2025	02/20/2025	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: All Depts - energy services agreement		
93783	02/20/2025	02/20/2025	AW	DnD UNIFORMS, INC.	\$267.00	O
				Purpose: Police - pants		
93784	02/20/2025	02/20/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$41.97	O
				Purpose: Roads - 8oz anti seize, 10ml thread lock x2		
93785	02/20/2025	02/20/2025	AW	HENDERSON PRODUCTS, INC.	\$4,454.70	O
				Purpose: Roads - plow blades, plow shoes, curb feelers		
93786	02/20/2025	02/20/2025	AW	K & M INDUSTRIAL FASTENERS	\$192.00	O
				Purpose: Roads - plow bolts gr8 x52, hhc gr8 x4		
93787	02/20/2025	02/20/2025	AW	PETTY CASH	\$873.17	O
				Purpose: chashiers check for child support payment		
93789	02/21/2025	02/21/2025	AW	JULIA DEE MAIWALD	\$112.39	O

## Payment Listing

February 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Admin - milage for 2024 bank trips		
93790	02/21/2025	02/21/2025	AW	ADAM KLARK	\$28.08	O
				Purpose: refund school tax withhold for January 2025		
93791	02/21/2025	02/21/2025	AW	DUNCAN OIL COMPANY	\$1,848.35	O
				Purpose: Roads/Police/Fire - fuel		
93792	02/21/2025	02/21/2025	AW	CENTERPOINT ENERGY	\$2,546.55	O
				Purpose: Police/Fire - natural gas		
93793	02/25/2025	02/25/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$41.88	O
				Purpose: Roads - 14oz brake cleaner		
93794	02/25/2025	02/25/2025	AW	SWOP4G	\$35.00	O
				Purpose: Roads - 2025 membership dues		
93795	02/25/2025	02/25/2025	AW	AES OHIO	\$26.33	O
				Purpose: Police - electric		
93796	02/25/2025	02/25/2025	AW	VIKING HEATING	\$994.00	O
				Purpose: Fire - exhaust fans repaired, station 72		
93797	02/25/2025	02/25/2025	AW	Superior Uniform Sales, Inc.	\$573.65	O
				Purpose: Fire - uniforms		
93798	02/25/2025	02/25/2025	AW	DUNCAN OIL COMPANY	\$539.06	O
				Purpose: Police/Fire - fuel		
93800	02/25/2025	02/25/2025	AW	STANDARD INSURANCE COMPANY	\$237.84	O
				Purpose: employer contributions - life		
93801	02/27/2025	02/27/2025	AW	OHIO LTAP	\$108.00	O
				Purpose: Roads - Pavement Condition Rating Training - Darnell, Tamplin, Windsor		
93802	02/27/2025	02/27/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$41.94	O
				Purpose: Fire - case of wiper fluid		
93803	02/27/2025	02/27/2025	AW	DUNCAN OIL COMPANY	\$1,527.57	O
				Purpose: Police/Fire - fuel		
93804	02/27/2025	02/27/2025	AW	AT&T MOBILITY	\$801.81	O
				Purpose: Fire - wireless connections		
93805	02/27/2025	02/27/2025	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$160.00	O
				Purpose: Fire - Moffett drug test/physical		
93806	02/27/2025	02/27/2025	AW	SUPERIOR PLUS PROPANE	\$861.23	O
				Purpose: Admin/Roads - propane		
93808	02/28/2025	02/28/2025	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$686.15	O
				Purpose: employer contributions - vision		
93809	02/28/2025	02/28/2025	AW	QUADIENT, INC.	\$149.85	O
				Purpose: All Depts - postage machine lease		
93810	02/28/2025	02/28/2025	AW	TREASURER OF STATE	\$100.00	O
				Purpose: Police - access fee		
93811	02/28/2025	02/28/2025	AW	A-1 SPRINKLER CO., INC.	\$375.00	O
				Purpose: Police/Fire - annual sprinkler & backflow inspections		
93812	02/28/2025	02/28/2025	AW	KLEEM, INC.	\$811.73	O
				Purpose: Roads - decals x100, 18x18 marker w/buttons x4, flat cap(90 degree)x15, flat cap(180 degree)x15, cross bracket x15		
93813	02/28/2025	02/28/2025	AW	JOHN DEERE FINANCIAL	\$69.90	O
				Purpose: Roads - diesel exhaust fluid 2.5 gallons		

**Payment Listing**

February 2025

Total Payments:	<u>\$219,496.15</u>
Total Conversion Vouchers:	\$0.00
Total Less Conversion Vouchers:	<u>\$219,496.15</u>

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 January 8th, 2025, at 9:00 am.**

**1) Mr. Cramer called the session to order at 9:00 am.**

**2) Mr. Demko called the roll with Board Members, Mr. Cramer, and Mr. Moeller in attendance.** Also, in attendance were Cara Tilford, Chief Doug Buffenbarger, Chief Mike Brown and Donna Hellmann.

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

**4) Reports**

**Administration**

Mr. Tiffany had nothing to add to his report.

**Zoning**

Mrs. Tilford had nothing to add to her report.

**Fiscal Officer**

Mr. Demko had nothing to add to his report.

**Fire**

Chief Buffenbarger added that they did not receive the Firehouse Subs grant for replacing the three Lucas devices but will be resubmitting the application when the next grant cycle opens on Thursday.

**Police**

Chief Brown added that the Governor signed a bill last week allowing law enforcement to charge \$75 per hour for video redaction, helping departments offset costs.

**Roads and Service**

Mr. Windsor had nothing to add to his report. Mrs. Tilford noted that Roads and Services have been busy clearing cul-de-sacs and neighborhoods after the heavy snowfall.

**Information Technology**

Mr. Tiffany had nothing to add to his report. Mrs. Tilford noted that the camera install at the Administration Building is complete, with the work continuing at the Public Safety Building.

**Trustees**

Mr. Moeller mentioned that Mrs. Destefani will attend the Greene County Health District meeting on Thursday night on his behalf, allowing him to attend Kelly Lamb's funeral.

Mr. Cramer mentioned that he attended the swearing-in of Sarah Mays, who's replacing Rick Perales as the new County Commissioner in Greene County. Mr. Cramer and Mrs. Destefani met with Bernie Moreno last Monday to discuss the Connect Greene grant.

## **5) Public Comments – Agenda Items**

None.

## **6) Old Business**

Mr. Cramer mentioned that the meeting with Bellbrook-Sugarcreek Schools and Park District is set for Monday, February 3<sup>rd</sup>.

## **7) Consent Agenda Items**

**A.** Payment of Bills

**B.** Minutes

**C.** Resolution of Necessity – Fire – 2025.01.08.01

**D.** Probationary Release of Staff – Fire – 2025.01.08.02

**E.** Reclassification in Accordance with Memorandum of Understanding –  
Zehring, Taylor – 2025.01.08.03

# RESOLUTION TO PROCEED OF THE TAXING AUTHORITY

RESOLUTION NO: 2025.01.17.01  
(Revised Code, Sec. 5705.19, .191, .192, .194, 21, 26)

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

met in \_\_\_\_\_ session on January 17, 2025 at the office of  
Regular or Special Month and day Year

Board of Trustees with the following members present:  
Governing body

- Fred Cramer
- Carolyn Destefani
- Marvin Moeller
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_ moved the adoption of the following Resolution:  
Member name

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

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

at a rate not exceeding 1.000 mills for each \$1 of taxable value, which amounts to 0.0350 Millage Rate expressed in dollars per \$1 of taxable value for each one hundred dollars of valuation or \$ 35 Cost per \$100,000 from auditor certification for each \$100,000 of the county auditor's appraised value, for 5 Length of time in years commencing

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

Said levy is (choose one of the following):

- An additional levy of 1.000 mills.
- A renewal of an existing levy of \_\_\_\_\_ mills.
- A renewal of an existing levy of \_\_\_\_\_ mills and an increase of \_\_\_\_\_ mills to constitute a tax of \_\_\_\_\_ mills.
- A renewal of part of an existing levy, being a reduction of \_\_\_\_\_ mills to constitute a tax of \_\_\_\_\_ mills.
- A replacement of an existing levy of \_\_\_\_\_ mills.
- A replacement of an existing levy of \_\_\_\_\_ mills and an increase of \_\_\_\_\_ mills to constitute a tax of \_\_\_\_\_ mills.
- A replacement of part of an existing levy, being a reduction of \_\_\_\_\_ mills, to constitute a tax of \_\_\_\_\_ mills.

**RESOLVED**, that the question of levying additional taxes be submitted to the electors of said Sugarcreek Township at the General Primary, Special election to be held at the usual voting places within said Sugarcreek Township on the 6th day of May, 2025; and be it further

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

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

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

<u>Fred Cramer</u>	voted	_____
<u>Carolyn Destefani</u>	voted	_____
<u>Marvin Moeller</u>	voted	_____
_____	voted	_____
_____	voted	_____

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

Adopted January 17, 2025

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

**FISCAL OFFICER CERTIFICATION**

I, Richard J. Demko of Sugarcreek Township, Greene County, Ohio, certify this Resolution to be a true and correct copy of Resolution No. 2025.01.17.01 as adopted by the Board of Trustees of Sugarcreek Township, Greene County, Ohio, and recorded in the official record of proceedings of the meeting held on January 17, 2025

**RESOLUTION NO. 2025.01.08.02**

**IN RE:** Probationary Release of Full-time Firefighter II/EMT Steven Walker

WHEREAS, Full-time Fire Fighter II/Paramedic Steven Walker has been a member of the Sugarcreek Township Fire Department since June 24, 2024; and,

WHEREAS, during his probationary period, Mr. Walker has not satisfied the requirements of his position,

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees does hereby authorize the probationary release of Steven Walker from his duties as Full-time Fire Fighter II/Paramedic effective December 23, 2024.

**RESOLUTION NO. 2025.01.08.03**

**IN RE:** Reclassification of Fire Department Personnel in Accordance with Memorandum of Understanding – Kevin Zehring and Josh Taylor

WHEREAS, Captain Scott Rigsby will be returning to work in his full capacity on January 16, 2025;

WHEREAS, in accordance with the Memorandum of Understanding between Sugarcreek Township, Captain Scott Rigsby, Lieutenant Kevin Zehring, Firefighter Joshua Taylor, and the Sugarcreek Township Professional Firefighters, IAFF Local 4175, reclassification is required;

WHEREAS, the reclassification of Kevin Zehring from Full-Time Captain to Full-Time Lieutenant and shall take place;

WHEREAS, the reclassification of Joshua Taylor from Full-Time Lieutenant to Full-Time Firefighter/Paramedic and shall take place;

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the reclassifications of Kevin Zehring and Josh Taylor with an effective date of January 16, 2025.

Mr. Moeller made a motion to accept agenda items A, B, D and E as stated. Mr. Cramer seconded.

Mr. Moeller - yes  
Mr. Cramer – yes  
Mrs. Destefani – absent

Mr. Tiffany and Mrs. Destefani joined the trustee meeting.

Mr. Tiffany and the trustees discussed the pros and cons of a fire levy. Mr. Moeller proposed alternative funding options, but Mr. Cramer and Mrs. Destefani expressed concerns about some of his suggestions and maintained that a levy is the best approach.

Mrs. Destefani made a motion to accept the Resolution of Necessity – Fire for 1 million.  
Mr. Cramer seconded.

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

## **8. Discussion Agenda Items**

A. Change Order – Veterans Memorial

## **9. Public Comments**

None.

## **10. Trustee/Staff Discussions**

Mrs. Destefani highlighted the Safe Haven Baby Box Program and suggested that the Public Safety Building would be an ideal location for one. Mr. Cramer mentioned that he has drafted a trustee newsletter, which is ready for review. He would also like to explore the possibility of meeting with Dave Martin to learn more about his plans for the land he holds in Sugarcreek.

## **11. 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  
Mrs. Destofani - Yes  
Mr. Moeller – Yes

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Special Session on January 17, 2025, at 9:00 am.**

**1) Mr. Cramer called the session to order at 9:00 am.**

**2) Mrs. Tilford called the roll with Board Members, Mr. Moeller, Mrs. Destefani, and Mr. Cramer in attendance.** Also, in attendance were Barry Tiffany, Cara Tilford, Chief Buffenbarger, and Louie Schatzberg.

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

**4) Discussion Agenda Items**

**A. Resolution to Proceed - Fire Levy – 2025.01.17.01**

Mr. Tiffany explained that the Resolution to Proceed is the next step, allowing them to submit the fire levy to the Board of Elections for placement on the ballot.

Mrs. Destefani made a motion to adopt resolution 2025.01.17.01. Mr. Moeller seconded.

Mr. Moeller – Yes

Mrs. Destefani – Yes

Mr. Cramer – Yes

**5) Public Comments**

None

**6) Trustee/Staff Discussions**

Mr. Tiffany noted that Chief Buffenbarger is pursuing a highly competitive SAFER grant, which covers 100% of payroll for three years with no retention requirements. To strengthen the application, Chief Buffenbarger proposes hiring a grant-writing firm with an 80% success rate. The cost is \$4,800, and the contract must be signed by the end of the month.

Mr. Moeller made a motion to approve the agreement with Lexipol in the amount of \$4,800 and authorize Mr. Tiffany to sign on behalf of the board. Mrs. Destefani seconded.

Mr. Moeller – Yes

Mrs. Destefani – Yes

Mr. Cramer – Yes

Mr. Tiffany noted that Chief Buffenbarger is requesting the purchase of two thermal imaging cameras (TICs) and four smaller personal TICs that clip onto firefighters' gear at a cost of \$14,456.

Mrs. Destefani made a motion to approve the purchase of thermal imaging cameras. Mr. Cramer seconded.

Mr. Moeller – Yes

Mrs. Destefani – Yes

Mr. Cramer – Yes

Mr. Tiffany noted that Chief Buffenbarger is requesting the purchase of two portable ventilators at a cost of \$7,790.

Mr. Cramer made a motion to approve the purchase of two portable ventilators. Mr. Moeller seconded.

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

Mr. Tiffany is requesting approval to purchase six radios for the Roads and Service Department, as their current radios will no longer be compatible with the MARC system as of June 1<sup>st</sup>.

Mrs. Destefani made a motion to approve the purchase of six radios at a cost not to exceed \$13,000. Mr. Moeller seconded.

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

Mr. Tiffany stated that he and the trustees will be attending the OTA Winter Conference in Columbus at the end of the month.

Mrs. Destefani noted that the park dedication ceremony is set for Friday, June 6<sup>th</sup>, and inquired about the event's timing and the mailing of save the date cards.

Mr. Cramer noted that he met T.J. Hoke on Wednesday and updated him on the RAISE grant. He also noted that the Bellbrook-Sugarcreek Chamber of Commerce has several upcoming events: CPR Night on January 21<sup>st</sup>, Chamber Meeting on February 5<sup>th</sup>, and Monte Carlo Night on February 28<sup>th</sup>. Chief Brown and Mr. Tiffany were recognized for rescuing and returning a resident's dog that went missing during the recent snowstorm.

Mr. Tiffany mentioned that he and Mrs. Destefani need to finalize a date with Chad Fisher for the trip to Mystic and confirm the dimensions and depth for the statue's concrete base. He also noted that Centerville is now leading the 675/Wilmington Pike Project, with match funding secured for Congressman Turner's federal funds. Mr. Tiffany further stated that Phase 1 was initially planned to cover the Feedwire Bridge. However, the County Engineer has introduced a challenge to the long-planned Feedwire Bridge widening project by proposing a single-lane roundabout instead. Despite this, Mr. Tiffany believes the project is proceeding as planned for now, with the potential for reconstruction of the roundabout.

Mr. Tiffany mentioned the Miami Valley Military Affairs Association's annual golf outing is approaching. Mrs. Destefani suggested the township sponsor a team this year.

After discussing the different support levels, Mrs. Destefani made a motion to support at the \$500 level. Mr. Cramer seconded.

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

## 7) Adjourn

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

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

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Richard J Demko, Fiscal Officer

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on February 3, 2025, at 7:00 pm.

1) Mr. Cramer called the session to order at 7:00 pm.

2) Mr. Demko called the roll with Board Members, Mr. Cramer, Mrs. Destefani, and Mr. Moeller in attendance. Also, in attendance were Barry Tiffany, Cara Tilford, Chief Doug Buffenbarger, Chief Mike Brown, Thomas Kathmann, Louise Schatzberg, Trish Euganeo, Denise Moore, and Jim McGinley.

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

4) Reports

#### **Administration**

Mr. Tiffany reported that last week he, the Trustees, Mr. Demko, and Mrs. Tilford attended the OTA Winter Conference in Columbus. He also noted that while a federal freeze was placed on all funding and grants, a temporary restraining order was issued in response to legal challenges. Mr. Tiffany has been assured that existing funding for the I-675/Wilmington Pike Project remains secure. Additionally, the RAISE grant application has been submitted.

#### **Zoning**

Mrs. Tilford reported she attended a VZ meeting last week. She noted that while in Columbus, a rezoning request was filed for the Ramble Farm relocation to Dayton Road. Mrs. Tilford has a meeting with the applicant tomorrow and will provide an update afterward.

#### **Fiscal Officer**

Mr. Demko reported that year-end reporting is nearly complete. He noted that the John Deere tractor and Chief Buffenbarger's vehicle were paid off in January. While there was consideration of paying off the fire truck, that decision has been postponed until after the ladder truck payment in April. Chief Brown will be purchasing two cruisers, which will be partially financed, with outfitting costs offset by cell tower funds.

#### **Fire**

Chief Buffenbarger reported that the new LifePak 35 monitor defibrillators have delivered, with training scheduled for the last week of February. The thermal imaging cameras were also delivered today.

#### **Police**

Chief Brown had nothing to add to his report.

#### **Roads and Service**

Mr. Windsor had nothing to add to his report.

#### **Information Technology**

Mr. Tiffany had nothing to add to his report. Mr. Cramer inquired about the progress of the camera installation at the police station. Chief Brown reported that the team is scheduled to start on the 14<sup>th</sup> or 15<sup>th</sup>, but an estimated completion date for the new system has not yet been determined.

### **Trustees**

Mr. Moeller mentioned that he attended the OTA Winter Conference last week and felt it was a valuable experience, providing both informative sessions and excellent networking opportunities.

Mrs. Destefani mentioned that she attended the OTA Winter Conference where she was re-elected to the Executive Committee for the Greene County Regional Planning Commission. Mr. Cramer attended his first meeting as Mrs. Destefani's alternate.

Mr. Cramer also mentioned that he attended the OTA Winter Conference. He found the experience valuable for networking with other townships and realizing how many share similar challenges.

### **5) Public Comments – Agenda Items**

Denise Moore inquired of Chief Brown why the police report did not include the ICE incident. Chief Brown answered that traffic stops are not included in police reports.

Tom Kathmann asked if the board was aware of the 5 to 6 houses near Swagger Road and Carpenter Road intersection that are in poor condition, including one that appears to have burned down. Mrs. Tilford is aware of the burned house and will inspect the area tomorrow to determine if any other properties need attention.

### **6) Old Business**

Mr. Cramer noted that they just had their community meeting where the school district, park district, city, and Sugarcreek Township provided updates on their current initiatives.

### **7) Consent Agenda Items**

A. Payment of Bills

B. Minutes

C. Resignation of Fire Department Staff – Daniel Butterbaugh, Tyler Black –  
2025.02.03.01

D. Transfer of Appropriations – 2025.02.03.02

E. Year 2025 Temporary Appropriations – 2024.12.16.03 - AMENDED

### **RESOLUTION NO. 2025.02.03.01**

IN RE: Resignation of Fire Department Staff – Daniel Butterbaugh and Tyler Black

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

WHEREAS, Daniel Butterbaugh was hired as a member of the Sugarcreek Township Fire Department on July 22, 2024; and,

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

WHEREAS, Tyler Black was hired as a member of the Sugarcreek Township Fire Department on October 15, 2024; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignations of Mr. Butterbaugh and Mr. Black.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Daniel Butterbaugh effective January 31, 2025 and Tyler Black effective February 4, 2025.

TRANSFER OF APPROPRIATIONS  
General  
RESOLUTION #: 2025.02.03.02

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
1000-951-0000	Sale of Fixed Assets	1000-910-910	General Fund Transfers Out	\$509,366.50
100-910-910	General Fund Transfers out	2917-931-0000	Martin Funds (Sale of Real Estate) Transfers In	
2917-931-0000	Martin Funds (Sale of Real Estate) Transfers In	2917-110-360	Martin Funds (Sale of Real Estate) Contracted services	

Explanation of Transfer(s): Allocate funds

**RESOLUTION NO. 2024.12.16.03**

IN RE: Year 2025 Temporary Appropriations \*AMENDED

WHEREAS, the need exists to adopt temporary appropriations for the Year 2025; and,

WHEREAS, this temporary appropriation shall be in effect commencing at the close of business December 31, 2024, and extending until the Year 2025 Permanent Appropriations are approved no later than March 31, 2025; and,

WHEREAS, this temporary appropriation will permit the Township Offices to function without interruption as well as allowing ample time to establish exact carry-over figures,

NOW THEREFORE, BE IT RESOLVED, the Year 2025 Temporary Appropriations are as follows:

1000	General Fund	
	Wages	\$ 495,000.00
	Employee Benefits	\$ 232,450.00
	Other Services	\$ 242,050.00
	Health Districts	\$ 35,000.00
	<i>Total General Fund</i>	<u>\$ 1,004,500.00</u>
2011	Motor Vehicle License Tax	\$ 100,000.00
2021	Gasoline Tax	\$ 400,000.00
2031	Road and Bridge	
	Wages	\$ 439,000.00
	Employee Benefits	\$ 154,100.00
	Other Services	\$ 662,150.00
	<i>Total Road and Bridge</i>	<u>\$ 1,255,250.00</u>
2081	Police District	
	Wages	\$ 1,910,600.00
	Employee Benefits	\$ 868,000.00
	Other Services	\$ 535,900.00
	<i>Total Police District</i>	<u>\$ 3,314,500.00</u>
2112	Fire District	
	Wages	\$ 2,039,600.00
	Employee Benefits	\$ 764,300.00
	Other Services	\$ 632,400.00
	<i>Total Fire District</i>	<u>\$ 3,436,300.00</u>
2231	Permissive Motor Vehicle Gas Tax	\$ 600,000.00
2281	Ambulance and Emergency Medical	
	Wages	\$ 114,000.00
	Employee Benefits	\$ 41,850.00
	Other Services	\$ 134,450.00
	<i>Total Ambulance and Emergency Medical</i>	<u>\$ 290,300.00</u>
2902	Jim Martin Memorial Fund	\$ 25.00
2904	Centerville Fire Ancillary	\$ 202,319.96
2906	Police Trust Fund	\$ -

2907	Police Cell Tower Receipts	\$ 27,106.53
2908	Fire Cell Tower Receipts	\$ 27,068.58
2909	MEP	\$ 4,550.00
2911	American Rescue Plan Fund	\$ 128,560.38
2912	Veterans Memorial Fund	\$ 22,920.53
	Martin	
2917	Funds	\$ 509,366.50
3901	Clyo Road TIF II	\$ 24,100.00

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*Total Temporary Appropriations*      **\$ 11,346,867.48**

0.00

FURTHER BE IT RESOLVED, that the above aggregate amounts be appropriated based upon the attached submittals (hereby incorporated) and a copy shall be sent to the Greene County Auditor.

Mr. Moeller made a motion to accept agenda items, excluding item B. Mrs. Destefani seconded.

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

**8. Discussion Agenda Items**

None.

**9. Public Comments**

Denise Moore revisited the ICE incident, stating that she received numerous calls from concerned residents when it occurred. She also expressed interest in understanding the township's policies and stance on immigration. Chief Brown clarified that the traffic stop followed standard procedures. The officer initiated the stop and found that the driver and passenger did not speak English. To verify their identities, the officer contacted an ICE agent, who determined that the driver's visa had expired in 2023 and that the passenger was also in the country illegally. Chief Brown emphasized that this was not part of an ICE operation or sweep but rather a routine traffic stop that led to the proper authorities being notified. Ms. Moore inquired how the township handles immigration enforcement. Mr. Tiffany clarified that Sugarcreek does not enforce federal immigration laws or actively pursue such matters. Ms. Moore raised concern about the growing movement to eliminate DEI and questioned how the Township, as a government agency, would respond if directed to eliminate DEI policies and observances. In response, Mr. Tiffany emphasized that these are primarily federal issues, not matters directly within the township's jurisdiction. He noted that if such a directive were ever presented at the local government level, the township trustees would review and consider it at that time. However, as of now, the township continues its operations as usual.

Louie Schatzberg shared his appreciation for the recent community meeting that involved representatives from Bellbrook, the schools, the township, and the park district. He found the exchange of information valuable, fostering stronger collaboration among the various entities and demonstrating to the public that these groups can work together.

Jim McGinley prepared a letter for the trustees which addressed concerns about the issues of immigration and disagreed with the view that this is solely a federal issue, arguing that it is a national security matter that affects everyone. Mr. McGinley requested a response to his letter by February 13<sup>th</sup> and expressed appreciation for the trustees' attention to the matter.

Tricia Euganeo asked the trustees to reflect on their positions and moral stance when faced with potentially unjust government actions, such as rounding up certain groups. She also criticized a statement made at the earlier meeting suggesting that police and firefighter recruitment struggles were due to the "Defund the Police" movement, arguing that the real issue lies in the lack of proper police training, particularly in de-escalation. Ms. Euganeo suggested reallocating funds to social services and better training for officers rather than simply increasing police budgets.

#### **10. Trustee/Staff Discussions**

Mrs. Tilford acknowledged the challenges of securing funding from the RAISE grant, given the political factors and limited funds. She emphasized that even if the project is not funded this time, gaining visibility with legislators and agencies is crucial for future opportunities.

Mr. Tiffany recommended engaging a lobbyist but discussing cost-sharing with other benefitting communities first. Mrs. Destefani believes the trustees should hold off on hiring a lobbyist until next year. Mr. Cramer agrees but suggests keeping the project on the legislators' radar in the meantime. Mr. Cramer expressed his desire to issue a proclamation recognizing Oakwood's mayor as the longest-serving in the city's history. He proposed attending an Oakwood City Council meeting to present the proclamation. Since the meeting conflicts with the township's meetings, the trustees discussed rescheduling one of their meetings.

After confirming no conflicts, Mrs. Destefani made a motion to reschedule the March 3<sup>rd</sup> meeting to March 4<sup>th</sup>. Mr. Cramer seconded.

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

#### **11. 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  
Mrs. Destofani - Yes  
Mr. Moeller – Yes



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.03.04.01**

IN RE: Reclassification of Fire Department Personnel – Mike Neal

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

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

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

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the promotion of Mike Neal to the position of Full-time Firefighter II/Paramedic, pending certification, at the pay rate of \$20.71 per hour with an effective date of February 27, 2025. Subject to a one (1) year probationary period ending February 27, 2026.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.03.04.02**

IN RE: Appointment of Fire Department Staff  
Daniel Couch, Conner Osterholt, Devon Moffett, and Jack Kernan

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

WHEREAS, vacancies exist within the classification of Part-time Firefighter II/Paramedic; and,

WHEREAS, Daniel Couch the necessary qualifications to serve in that capacity for the Sugarcreek Township Fire Department; and,

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

WHEREAS, Conner Osterholt, Devon Moffett and Jack Kernan have the necessary qualifications to serve in that capacity for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2025 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Daniel Couch shall be appointed to the position of Part-Time Firefighter II/Paramedic within the Sugarcreek Fire Department at the rate of \$20.34 per hour; and,

NOW, THEREFORE, BE IT RESOLVED, that Conner Osterholt, Devon Moffett, and Jack Kernan shall be appointed to the position of Part-Time Firefighter II/EMT within the Sugarcreek Fire Department at the rate of \$17.04 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Daniel Couch will have an effective date of February 4, 2025, with a one (1) year probationary period ending on February 4, 2026, Conner Osterholt will have an effective date of February 4, 2025, with a one (1) year probationary period ending on February 4, 2026, Devon Moffett will have an effective date of February 19, 2025, with a one (1) year probationary period ending on February 19, 2026, and Jack Kernan will have an effective date of February 14, 2025, with a one (1) year probationary period ending on February 14, 2026,

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Fred Cramer, Chairperson

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Carolyn Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.03.04.03**

IN RE: Resignation of Fire Department Staff – Kyle Kollhoff

WHEREAS, Part-time Firefighter II/EMT, Kyle Kollhoff has indicated his desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Kyle Kollhoff was hired as a member of the Sugar Creek Township Fire Department on May 28, 2021; and,

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

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Kyle Kollhoff effective February 23, 2025.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.03.04.04**

IN RE: Declaration of Excess Property – Fire Department

WHEREAS, the Sugarcreek Township Fire Department has identified equipment, which is no longer needed for operations, and;

WHEREAS, the items listed have been declared broken, obsolete or non-reparable and have been marked for disposition.

- 1 – Scott Eagle Attack Thermal Imaging Camera – Manufacture Date 7/15/2013 – Serial Number TIP2BBKRL203B1
- 1 – Base/Mount Charger for Scott Eagle Attack Thermal Imaging Camera
- 36 – 50 foot sections of 1 ¾ Hose
- 1 – 50 foot section 3 inch Hose

NOW THEREFORE BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby declares this property to be excess and directs the appropriate disposition of this property.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**RESOLUTION NO. 2025.03.04.05**

IN RE: Update of Public Records Policy to include Body Camera Video Fees

WHEREAS, the need exists to update the fee schedule associated with the fulfillment of certain record requests in accordance with changes in State law; and,

WHEREAS, the Records Request Policy for Sugar Creek Township was adopted on September 26, 2007; and,

NOW THEREFORE, BE IT RESOLVED, that the attached updates be adopted by this Board of Sugar Creek Township Trustees and incorporated into the Public Records Policy with an effective date of April 2, 2025.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



## PUBLIC RECORDS POLICY

This is a summary of the Sugar Creek Township Public Records Policy adopted by Sugar Creek Township Trustees September 26, 2007 in compliance with Ohio Revised Code Section 149.43.

- A full copy of the Sugar Creek Township Public Records Policy is available for review or copy at the front counter of this Sugar Creek Township department.
- A copy of the Sugar Creek Township general current records retention schedules are readily available to the public for inspection at the front counter of this Sugar Creek Township department.
- Sugar Creek Township employees are familiar with their duties under Ohio Revised Code Section 149.43. Our records are organized and maintained so that they are readily available for inspection and copying and we are prepared to answer your request for public records.
- Sugar Creek Township Public Records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours and excluding published holidays.
- **FEES for copies of public records:**
  - 1-25 copies.....No charge
  - 25 + copies.....\$0.05 per sheet (starting at first copy)
  - Two sided copies (all sizes).....\$0.10 per sheet
  - USB Drive .....Actual replacement cost for blank media
  - Outside reproduction costs .....Actual cost of reproduction
  - Outside contract reproduction costs.....Actual cost of contract
  - Police Body Camera footage .....\$75 per hour of preparation plus cost for blank media
- The Sugar Creek Township Public Records Policy does not allow a person seeking a copy of a public record to make the copies.
- Routine requests for public records will be satisfied as soon as practicable (e.g. meeting minutes, budgets etc.); Public Record requests that require research, compilation and redaction may take longer.
- Requests for Personnel Files as public records will be directed to the Township Administrator or his or her designee(s) for action.
- Persons denied public record requests due to the exempted status of the requested information will be notified of the legal reason for the denial. If only partial information is exempted, redactions will be made and the legal reason for the redaction provided to the requester.
- Rights of the public:
  - A person (person includes corporations, individuals, and other governmental agencies) requesting to inspect and/or copy public records:
    - does NOT have to provide their name
    - does NOT have to provide a reason for inspecting and/or requesting copies of public records
    - does NOT have to make the request in writing – the request may be written or verbal
    - may designate another person to inspect or retrieve the copies
    - does NOT have to reveal a motive (motive is not relevant)
    - is NOT required to be an Ohio resident.
- Persons may choose to have a public record duplicated upon paper or upon the same medium upon which the Township maintains the public record or upon any other medium on which the Township determines the record can reasonably be duplicated.
- Ambiguous or overly broad requests may be denied, but the Township shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the Township.
- If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person will be advised that they may contact the Township Administrator; or Ohio Revised Code § 149.43(C)(1) provides a legal means for addressing their complaint in these disputes.
- Ohio Records Law (HB9) Training was completed by three designates of the Sugar Creek Township Trustees on November 15, 2007.



## SUGARCREEK TOWNSHIP PUBLIC RECORDS POLICY

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- Sugar Creek Township Public Records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours and excluding published holidays.
- **FEES for copies of public records:**
  - **1-25 copies No charge**
  - **25 + copies \$0.05 per sheet (starting at first copy)**
  - **Two sided copies (all sizes)..... \$0.10 per sheet**
  - **Videotapes, CDs, DVDs, cassette tapes, other..... Actual replacement cost for blank media**
  - **Outside reproduction costs ..... Actual cost of reproduction**
  - **Outside contract reproduction costs ..... Actual cost of contract**
- The Sugar Creek Township Public Records Policy does not allow a person seeking a copy of a public record to make the copies.
- Routine requests for public records will be satisfied as soon as practicable (e.g. meeting minutes, budgets etc.); Public Record requests that require research, compilation and redaction may take longer.
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    - **does NOT have to provide their name**
    - **does NOT have to provide a reason for inspecting and/or requesting copies of public records**
    - **does NOT have to make the request in writing – the request may be written or verbal**
    - **may designate another person to inspect or retrieve the copies**
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    - **is NOT required to be an Ohio resident.**
- Persons may choose to have a public record duplicated upon paper or upon the same medium upon which the Township maintains the public record or upon any other medium on which the Township determines the record can reasonably be duplicated.
- Ambiguous or overly broad requests may be denied, but the Township shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the Township.
- If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person will be advised that they may contact the Township Administrator; or Ohio Revised Code § 149.43(C)(1) provides a legal means for addressing their complaint in these disputes.
- Ohio Records Law (HB9) Training was completed by three designates of the Sugar Creek Township Trustees on November 15, 2007.

Updated  
media-type



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.03.04.06**

IN RE: Recording Title of Fallis Cemetery in the Sugarcreek Township Board of Trustees

WHEREAS, Fallis Cemetery is one of the oldest cemeteries located within the boundaries of Sugarcreek Township, and is not within the boundaries of any municipality; and,

WHEREAS, Fallis Cemetery is a public cemetery, and constitutes grounds used by members of the public as a cemetery; and

WHEREAS, Fallis Cemetery is not owned or under the care of any religious or benevolent society, nor any incorporated company or association; and

WHEREAS, Fallis Cemetery is not under the control of the authorities of a municipal corporation; and

WHEREAS, all of the available historical records indicate that Sugarcreek Township has consistently and continuously maintained Fallis Cemetery; and

WHEREAS, Section 517.10 of the Ohio Revised Code holds that the title to, right of possession, and control of all public cemeteries located outside any municipal corporation, which have been set apart and dedicated as public cemeteries, and any grounds which have been used as such by the public, but not expressly dedicated as a cemetery, except such as are owned or under the care of a religious or benevolent society, or an incorporated company or association, or under the control of the authorities of any municipal corporation, shall, severally be vested in the board of township trustees; and

WHEREAS, a survey has been prepared identifying the boundaries of Fallis Cemetery; and

WHEREAS, pursuant to Section 517.10 of the Ohio Revised Code, Sugarcreek Township will hereafter have prepared the document(s) necessary for filing with the Greene County, Ohio Recorder's Office in order to acknowledge and record Sugarcreek Township's title of Fallis Cemetery.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially acknowledges the provisions of Section 517.10 of the Ohio Revised Code, instructs the Township Administrator to ensure all steps necessary to title the cemetery in the Township's name are followed, and hereby authorizes the Township Administrator to execute any and all necessary documents to accomplish the same.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
PROCLAMATION**

**Bill Duncan**

Longest Serving Mayor in History of the City of Oakwood  
January 4, 2010 - Current

WHEREAS, Oakwood became a settlement in 1872, and after Oakwood became a village in 1908, it was incorporated as a city in 1931; and,

WHEREAS, after being appointed to City Council in 2003, Bill Duncan, following the rich history of Oakwood, was elected Mayor of Oakwood on January 4<sup>th</sup>, 2010; and,

WHEREAS, the City of Oakwood has been home to many famous families, the first man in flight, Orville Wright, the Founder of NCR, John Patterson, whose heroic efforts helped save the city from the flood of 1913, and the home of the current Mayor of Oakwood, Bill Duncan and his wife Terri; and,

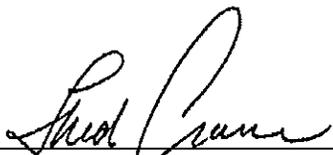
WHEREAS, Oakwood is known for its community, family, and quality of life, where Troop 101, one of the first chartered troops of the Boy Scouts of America and where the Cub Scouts got their colors, blue and gold from the Oakwood High School team colors and the site of the first Soap Box Derby; and,

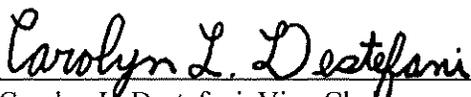
WHEREAS, Bill Duncan has helped to grow Oakwood, through an agreement with UD for the use of Old River fields and tennis courts; and

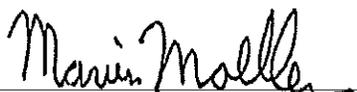
WHEREAS, Bill Duncan was instrumental in the settlement agreement for condos and an office building at Point Oakwood and Sugar Camp, approval of an 84-unit condominium complex at Point Oakwood; the construction of Cook Park and the establishment of the Oakwood Citizen Police Academy; and,

WHEREAS, Bill led the efforts to install EV charging stations, the installation of LED streetlights throughout Oakwood and the conversion of the Orchardly Park tennis court into 2 Pickle Ball courts; and,

NOW THEREFORE, BE IT RESOLVED THAT this Board of Trustees of Sugar Creek Township, recognizes Mayor Bill Duncan as the longest serving mayor in the history of the City of Oakwood. The number of elections and work to win those elections, and the countless meetings solving the most complex problems is an inspiration to the Trustees and Administrators in Sugar Creek Township and they hereby honor and applaud Mayor Bill Duncan for his dedication and service to the City of Oakwood and further proclaim him to be an excellent public servant of great character.

  
\_\_\_\_\_  
Fred J Cramer, Chairperson

  
\_\_\_\_\_  
Carolyn L. Destefani, Vice-Chairperson

  
\_\_\_\_\_  
Marvin Moeller, Trustee



**PROCLAMATION OF RECOGNITION FOR SERVICE TO GREENE  
COUNTY  
Gail Matson**

**WHEREAS**, Gail Matson has led a life of service with significant contributions to improving the lives of Greene County's most vulnerable citizens; and,

**WHEREAS**, Ms. Matson began her long career at Wright Patterson Air Force Base at 16. She has been in her current position as Executive Director of the Greene County FISH Food Pantry since 2013 and has worked tirelessly to make it sustainable; and,

**WHEREAS**, during her tenure at FISH she spearheaded the pantry's move from its former location on Ledbetter Road to its current home at 774 Cincinnati Avenue and helped to raise the funds to make the move possible; and,

**WHEREAS**, Ms. Matson began a capital campaign for a new warehouse facility with a freezer and a cooler to allow for the acceptance of more donated food; and,

**WHEREAS**, FISH has continuously improved their reach during Ms. Matson's tenure serving 12,401 families in 2022, 15,000 in 2023 and even more in 2024; and

**WHEREAS**, Ms. Matson's many achievements and admirable work ethic have a common source: compassion. Her compassion has given her what she calls "a nonprofit heart" and that heart is what makes FISH tick. Wholesome food is available to every patron as well as the intangible gifts that are rooted in compassion that is contagious. 23,000 volunteer hours from 170 volunteers have been recorded over the past 12 months in service to Greene County's families, seniors and veterans, a testament to Ms. Matson's leadership and pull; and

**WHEREAS**, under her guidance FISH has grown into the second largest food pantry in the Montgomery and Greene County area, serving 1100-1200 families each month, including 500 veterans and active-duty military personnel, and distributing 1,964,480 pounds of food to clients in 2024; and,

**WHEREAS**, Ms. Matson's compassion and drive to improve the lives of those in our community is deserving of recognition.

**NOW THEREFORE**, the Trustees of the Board of Sugar Creek Township hereby honors Gail Matson, recognizing her service to our community and her leadership in making FISH a true resource for our community's most vulnerable and encourages those able to donate to the capital campaign to complete the warehouse and freezer/cooler project prior to her retirement at the end of March, 2025.

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Fred J Cramer, Chairperson

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Carolyn L. Destefani, Vice-Chairperson

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Marvin Moeller, Trustee



**PROCLAMATION OF RECOGNITION**  
**Makayla Skinner**

WHEREAS, Girl Scout Gold Award is the achievement within the Girl Scouts of the USA, earned by Senior and Ambassador Girl Scouts; and,

WHEREAS, only 5.4% of eligible Girl Scouts earn the Gold Award; and,

WHEREAS, Girl Scouts of Western Ohio is the sixth largest Girl Scout Council in the country and encompasses the regions of Toledo, Lima, Dayton and Cincinnati.; and,

WHEREAS, Sugar Creek resident and senior at Bellbrook High School, Makayla Skinner; completed and implemented her project "Bellbrook Storybook Trail" and,

WHEREAS, Bellbrook Storybook Trail promoted children's education and a love for nature and reading, while measuring the impact on children's learning and reading skills; and,

WHEREAS, the Board of Trustees acknowledges the amount of hard work and dedication needed to achieve this honor; and,

NOW THEREFORE, BE IT RESOLVED, that the Board of Sugar Creek Township Trustees offers their congratulations to Girl Scout Gold Award recipient, Makayla Skinner, recognizing her outstanding accomplishments and unselfish service to her community.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee