



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, December 16, 2024, 7:00 P.M.

Pledge of Allegiance

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Reports**
 - A. Administrator
 - B. Assistant Administrator/Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 4. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 5. Old Business**
- 6. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. Resolution of Necessity – Fire – 2025.01.06.01
 - D. Probationary release of Staff – Fire – 2025.01.06.02
- 7. Discussion Agenda Items**
 - A. Change Order – Veterans Memorial
- 8. Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
- 9. Trustee/Staff Discussion**
- 10. Adjourn**



Sugarcreek Township Trustees Report For January 6th , 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 01.03.2025 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)

- Blue Card Incident Command
- Fire Rescue 1 online continuing education
- Trauma Case Reviews
- Fire Prevention

Statistics : As of 12.31.2024

2024 Totals

- EMS Responses: 1190 (77.6%) MVC's 183 (12.0%)
- Fire Responses: 337 (22.4%) Cornerstone 154 (10.1%)

Total 1527

Mutual Aid Given (number of incidents) *= 139

- Fire = 84
- EMS = 55

Mutual aid given to department = (70 – Bellbrook, 35– Spring Valley, 12 – Beavercreek, 8 – Wash Twp. 1 – Fairborn, 3 – Kettering, 3- Wayne Twp.)

Mutual Aid Received (number of incidents) *= 97

- Fire = 59
- EMS = 38

Mutual aid received from department (40 – Wash Twp, 39 – Bellbrook, 13– Beavercreek, 13– Spring Valley, 3 – Wayne Twp, 6 – Xenia Twp., 7 – Kettering, 1- Fairborn, 1- Riverside, 4-Cedarville Twp., 2 – New Jasper, 2 - Silvercreek)

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

Information:

- Submitted FEMA AFG grant for portable radios, Station diesel exhaust system, UTV with fire/rescue skid
- Probationary released full-time firefighter
- Captain Rigsby returns to active-duty January 16th
- Ordered three Life-Pack 35 monitor/defibrillators from Stryker

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Status of Issues the Fire Department is Addressing:

- Car 72 repaired at Beau Townsend Ford (electrical issues)
- Kettering Health will be taking possession of ATV-71 in January. The ATV belongs to Kettering Health. We will rely on mutual aid for any responses requiring an ATV.
- Medic 73 turbo is being replaced by Fire Apparatus Inc.
- E71 and Ladder 72 serviced by Fire Apparatus Inc.
- PSB hot water heater repaired by Pester Plumbing

Fire Department Scheduled Events Attended:

- Dayton Regional Hazmat Advisory Board
- Sinclair Job Fair
- Bellbrook Christmas Parade
- Costco Safety Team recognition

Fiscal:

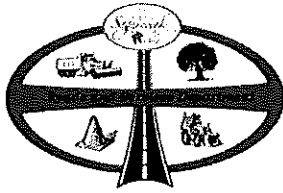
As of December 30, 2024	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,459,660.00	\$83,226.13	\$3,339,845.47	\$63,637.02	95.788%
EMS	\$213,200.00	\$3,019.23	\$205,526.75	\$6,823.14	95.430%
Cell Tower Fund	\$27,068.58	\$0.00	\$0.00	\$27,068.58	0.00%
Department Total	\$3,699,928.58	\$86,245.36	\$3,545,373.22	\$97,528.74	95.072%

Projected Capital Needs:

- Replace ATV-71 \$72,000 (AFG Grant)
- Bay Doors Station 71 \$18,000
- Bay Doors Station 72 \$30,000
- Training Prop \$40,000
- Hose Testing Machine \$5,000
- Thermal Imaging Cameras \$24,000
- MDT for Fire Marshal \$3,500
- Portable Radios \$120,000 (AFG Grant)
- Diesel Exhaust System Sta. 71 \$61,000 (AFG Grant)

Respectfully Submitted,

Doug Buffenbarger
Fire Chief



**Staff Report for
Sugar Creek Township Trustees
January 6, 2025**

The following information is a snapshot of the activities and areas of responsibilities for the Sugar Creek Township Roads and Services Department.

Calls for Service:

- There was 1 call out for down tree on Little Sugar Creek

Accomplishments:

- Culvert Inspections- Finished the last few roads
- Took Christmas Lights at shop down
- Installed LED lights on salt truck
- Picked up and installed new door handle on mini excavator
- Picked up branches on multiple roads after storm
- Replaced faded stop signs on Wagner, River Ridge 2
- Fixed stop sign at glory and carpenter -hit
- Started burning brush pile
- Filled potholes in Kables Mill , River Bluff and Ferry
- Crack seal Catalpa Way
- Finished sign inspection throughout Twp
- Ditch work on Ferry
- Trimmed trees in ROW on Middle Run, Brown
- Picked up signs from Kleem
- Recovered old stop signs
- Salted hills and curves throughout Twp
- Changed radar batteries
- Dropped off and picked up road closed signs from Lucas Bro. farms
- Picked up 2 dead deer

Respectfully,
Justin Windsor
Director of Roads and Services

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Special Session on December 19, 2024, at 9:00 AM.

- 1) Mr. Moeller called the session to order at 9:00 am.**
- 2) Mr. Demko called the roll with Board Members, Mr. Moeller, Mrs. Destefani and Mr. Cramer in attendance.** Also, in attendance were Mr. Tiffany, Cara Tilford, Justin Windsor, Chief Doug Buffenbarger, and Chief Mike Brown.

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

4) Discussion Agenda Items

A. Transfer of Appropriations - Fire - 2024.12.19.01

TRANSFER OF APPROPRIATIONS
Fire
RESOLUTION #: 2024.12.19.01

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2112-220-360-0001	Contracted Services – Dispatch	2112-220-215-0000	Ohio Police & Fire Pension Fund	\$500.00

Explanation of Transfer(s): Pension payment

Mr. Moeller made a motion to accept the agenda item as stated. Mrs. Destefani seconded.

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

5) Public Comments

None.

6) Trustee/Staff Discussion

Mr. Tiffany noted that during the last work session, they discussed the new LifePaks and the deal offered through Stryker. However, the trustees did not formalize it at that time. Mr. Tiffany explained that the total cost will be \$157,725.19, to be paid in three annual installments of \$56,725.19.

Mr. Cramer made a motion to authorize the three annual payments of \$56,725.19 and to authorize Mr. Tiffany to sign on behalf of the township. Mrs. Destefani seconded.

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

7) Adjourn

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

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

Richard J Demko, Fiscal Officer

Payment Listing

UAN v2025.1

12/16/2024 to 12/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93449	12/16/2024	12/16/2024	AW	STANDARD INSURANCE COMPANY	\$232.17	O
	Purpose:	employer contributions				
93450	12/16/2024	12/16/2024	AW	WASH IT DEAN	\$95.00	O
	Purpose:	Police - car washes				
93451	12/16/2024	12/16/2024	AW	DUNCAN OIL COMPANY	\$775.77	O
	Purpose:	Roads - fuel				
93452	12/16/2024	12/16/2024	AW	O'REILLY AUTOMOTIVE, INC.	\$193.40	O
	Purpose:	Roads - brake pads, brackted cal, core charge				
93453	12/16/2024	12/16/2024	AW	SUPERIOR PLUS PROPANE	\$1,000.10	O
	Purpose:	Admin/Roads - propane				
93454	12/16/2024	12/16/2024	AW	SPECTRUM	\$14.22	O
	Purpose:	Admin/Roads - digital adapter & remote rental				
93455	12/16/2024	12/16/2024	AW	CHARTER COMMUNICATIONS	\$111.28	O
	Purpose:	Admin/Roads - phone service				
93456	12/17/2024	12/17/2024	AW	ERIN MOORE	\$50.00	O
	Purpose:	Admin - 2024 BZA				
93457	12/17/2024	12/17/2024	AW	DANIEL HAIBACH	\$25.00	O
	Purpose:	Admin - 2024 BZA				
93458	12/17/2024	12/17/2024	AW	JIM FROELICH	\$75.00	O
	Purpose:	Admin - 2024 BZA				
93459	12/17/2024	12/17/2024	AW	CINDY VANTREASE	\$100.00	O
	Purpose:	Admin - 2024 BZA				
93460	12/17/2024	12/17/2024	AW	Louis Schatzberg	\$100.00	O
	Purpose:	Admin - 2024 BZA				
93461	12/17/2024	12/17/2024	AW	BRANDON MORRIS	\$25.00	O
	Purpose:	Admin - 2024 BZA				
93462	12/17/2024	12/17/2024	AW	DONNA HELLMAN	\$125.00	O
	Purpose:	Admin - 2024 BZC				
93463	12/17/2024	12/17/2024	AW	JOHN BALDINO	\$125.00	O
	Purpose:	Admin - 2024 BZC				
93464	12/17/2024	12/17/2024	AW	DOUG BETZ	\$100.00	O
	Purpose:	Admin - 2024 BZC				
93465	12/17/2024	12/17/2024	AW	DENISE MOORE	\$100.00	O
	Purpose:	Admin - 2024 BZC				
93466	12/17/2024	12/17/2024	AW	DAVE SCHLEICH	\$125.00	O
	Purpose:	Admin - 2024 BZC				
93467	12/17/2024	12/17/2024	AW	MARK MATHEWS	\$125.00	O
	Purpose:	admin - 2024 BZC				
93468	12/17/2024	12/17/2024	AW	SHANNON MUELLER	\$75.00	O
	Purpose:	Admin - 2024 BZC				
93469	12/17/2024	12/17/2024	AW	EVOLUTION CREATIVE SOLUTIONS	\$67.61	O
	Purpose:	Admin - Business Cards - Fred				
93470	12/18/2024	12/17/2024	AW	JEFFERSON HEALTH PLAN	\$68,420.32	O
	Purpose:	employee/employer contributions				
93471	12/19/2024	12/19/2024	AW	COSTCO	\$130.00	O
	Purpose:	Fire - costco membership renewal				

Payment Listing

UAN v2025.1

12/16/2024 to 12/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93472	12/19/2024	12/19/2024	AW	PRO ONCALL TECHNOLOGIES	\$221.45	O
			Purpose:	Admin/Roads/Police/Fire - phone services		
93473	12/19/2024	12/19/2024	AW	LOWE'S COMPANIES INC.	\$86.37	O
			Purpose:	Roads/Fire - parts, husqvarna 1-gal		
93474	12/19/2024	12/19/2024	AW	QUADIENT, INC.	\$140.85	O
			Purpose:	Admin/Roads/Police/Fire - equipment rental		
93475	12/19/2024	12/19/2024	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
			Purpose:	Admin/Roads/Police/Fire - energy service agreement		
93476	12/19/2024	12/19/2024	AW	DUNCAN OIL COMPANY	\$1,243.81	O
			Purpose:	Police/Fire - fuel		
93477	12/19/2024	12/19/2024	AW	O'REILLY AUTOMOTIVE, INC.	\$54.92	O
			Purpose:	Fire - wiper blades		
93478	12/19/2024	12/19/2024	AW	ODP BUSINESS SOLUTIONS,LLC	\$66.58	O
			Purpose:	Police - plates/copy stamps		
93479	12/19/2024	12/19/2024	AW	MUFFLER BROTHERS	\$137.79	O
			Purpose:	Police - car 114		
93480	12/19/2024	12/19/2024	AW	MIDWEST PAINTING	\$1,268.00	O
			Purpose:	Police - roof		
93481	12/19/2024	12/19/2024	AW	Enterprise Roofing	\$1,357.00	O
			Purpose:	Police - building roof		
93482	12/19/2024	12/19/2024	AW	MICHAEL BROWN	\$60.00	O
			Purpose:	Police - cell phone reimbursement		
93483	12/19/2024	12/19/2024	AW	Paul Guerrero	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
93484	12/19/2024	12/19/2024	AW	DOUG EVANS	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
93485	12/19/2024	12/19/2024	AW	MARK WHITE	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
93486	12/19/2024	12/19/2024	AW	CRAIG BLACK	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
93487	12/19/2024	12/19/2024	AW	LESLEY STAYER	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
93488	12/19/2024	12/19/2024	AW	TYLER MANTIA	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
93489	12/19/2024	12/19/2024	AW	TAYLOR STINSON	\$40.00	O
			Purpose:	Roads - cell phone reimbursement		
93490	12/19/2024	12/19/2024	AW	RICHARD CIPRIANO	\$40.00	O
			Purpose:	Roads - cell phone reimbursement		
93491	12/19/2024	12/19/2024	AW	RICH DEMKO	\$40.00	O
			Purpose:	Admin - cell phone reimbursement		
93492	12/19/2024	12/19/2024	AW	MARVIN MOELLER	\$40.00	O
			Purpose:	Admin - cell phone reimbursement		
93493	12/19/2024	12/19/2024	AW	Justin Windsor	\$60.00	O
			Purpose:	Roads - cell phone reimbursement		
93494	12/19/2024	12/19/2024	AW	JOSHUA DARNELL	\$40.00	O
			Purpose:	Roads - cell phone reimbursement		

Payment Listing

UAN v2025.1

12/16/2024 to 12/31/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93495	12/19/2024	12/19/2024	AW	IAN TAMPLIN	\$40.00	O
	Purpose: Roads - cell phone reimbursement					
93496	12/19/2024	12/19/2024	AW	FRED CRAMER	\$40.00	O
	Purpose: Admin - cell phone reimbursement					
93497	12/19/2024	12/19/2024	AW	CHASE MORGAN	\$40.00	O
	Purpose: Roads - cell phone reimbursement					
93498	12/19/2024	12/19/2024	AW	CAROLYN L. DESTEFANI	\$40.00	O
	Purpose: Admin - cell phone reimbursement					
93499	12/19/2024	12/19/2024	AW	CARA TILFORD	\$460.00	O
	Purpose: Admin - cell phone reimbursement & car allowance					
93500	12/19/2024	12/19/2024	AW	BARRY TIFFANY	\$760.00	O
	Purpose: Admin - cell phone reimbursement & car allowance					
93501	12/20/2024	12/20/2024	AW	MUFFLER BROTHERS	\$562.19	O
	Purpose: Police - Car 109					
93502	12/20/2024	12/20/2024	AW	INTERSTATE BILLING SERVICE, INC.	\$664.34	O
	Purpose: Roads - Parts for dump truck 701 & 702					
Total Payments:					\$80,892.18	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$80,892.18	

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 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 1st and end on the 31st 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 Sugarcreek 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 Sugarcreek 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 Sugarcreek Township Board of Trustees in the overall best interest of Sugarcreek 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 Sugarcreek 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 Sugarcreek 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 route issues are resolved.

12) Trustee/Staff Discussion

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

Richard J Demko, Fiscal Officer

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on December 16, 2024, at 7:00 PM.

- 1) Mr. Moeller called the session to order at 7:07 pm.**
- 2) Mr. Demko called the roll with Board Members, Mr. Moeller, Mr. Cramer, and Mrs. Destefani in attendance.** Also, in attendance were Barry Tiffany, Cara Tilford, Justin Windsor, Chief Doug Buffenbarger, Chief Mike Brown, Donna Hellmann, Louie Schatzberg, and Heather Sabin.

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

4) Reports

Administration

Mr. Tiffany had nothing to add to his report. Mrs. Destefani inquired about updates on the I-675 project. Mr. Tiffany stated that he spoke with Stephanie Goff, who is seeking official approval this week to appropriate congressional funds. Mr. Tiffany also noted that they are still waiting for the State of Ohio's comments on the AER before it can be finalized. Once the commissioner signs off, all funding will be met, and the City of Centerville will assume leadership of the project. Mr. Moeller inquired about updates on the new Public Safety Building sign. Mr. Tiffany replied that the sign is expected next week and noted that Mr. Windsor and his crew have already removed the old one.

Zoning

Mrs. Tilford had nothing to add to her report.

Fiscal Officer

Mr. Demko reported the temporary appropriations are on the agenda for approval, reflecting increases from road fund allocations and appropriated funds to pay off debt. Mr. Demko further noted an adjustment was made to reflect the transfer of assets from the general fund to the new Martin fund to easily track movement and usage. Lastly, Mr. Demko mentioned that Mr. Tiffany reviewed the requirements to obligate funds for a current project and believes the appropriated amount is sufficient to meet this requirement.

Fire

Chief Buffenbarger reported a 15% increase in EMS revenue compared to last year. Mr. Demko highlighted that this growth will fund LifePak purchases over the next three years directly from the EMS fund. Mr. Cramer noted that year to date, the department has provided 50% more mutual aid than it has received and asked if this was standard. Chief Buffenbarger responded that this represents a strong performance for a department of their size and emphasized that providing mutual aid has not affected their ability to meet call demands.

Police

Chief Brown had nothing to add to his report. Mrs. Destefani inquired as to how many students participated in Shop with a Cop. Chief Brown responded that there were nine participants and noted that the event went well.

Roads and Service

Mr. Windsor had nothing to add to his report.

Information Technology

Mr. Tiffany had nothing to add to his report. Mr. Moeller asked if all the cameras were fully operational. Mr. Tiffany responded that the cameras at the administration building were up and running and inquired with Chief Brown about the statuses of the cameras at the police department. Chief Brown answered that the entire system will be operational within a week or two.

Trustees

Mrs. Destefani mentioned that she attended the school board meeting and Christ Church's annual Christmas dinner. Additionally, Mrs. Destefani noted that progress is moving forward on the Jim Martin Memorial. Mr. Cramer noted that now would be a good time to decide whether to reapply for the RAISE grant. Mr. Moeller noted that he spoke with representatives from Washington Township and Beavercreek about how they manage their part-time employees and now has a good understanding of their operations. However, Mr. Moeller did not want to go into further detail until Chief Buffenbarger was available to hear them.

5) Public Comments

None

6) Old Business

None

7) Consent Agenda Items

- A. Payment of Bills
- B. Minutes
- C. Transfer of Appropriations – General – 2024.12.16.01
- D. Transfer of Appropriations – Fire – 2024.12.16.02
- E. 2025 Temporary Appropriations – 2024.12.16.03

TRANSFER OF APPROPRIATIONS

General

RESOLUTION #: 2024.12.16.01

<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	2917	Martin Funds (Sale of Real Estate)	\$509,366.50

Explanation of Transfer(s): Sale of Real Estate

TRANSFER OF APPROPRIATIONS
Fire
RESOLUTION #: 2024.12.16.02

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2112-220-360-0001	Contracted Services – Dispatch	2112-220-221	Medical/Hospitalization	\$1,562.18

Explanation of Transfer(s): Sale of Real Estate

RESOLUTION NO. 2024.12.16.03
IN RE: Year 2025 Temporary
Appropriations

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>	<i>\$ 1,004,500.00</i>
2011	Motor Vehicle License Tax	\$ 100,000.00
	Gasoline	
2021	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>	<i>\$ 1,255,250.00</i>
2081	Police District	
	Wages	\$ 1,910,600.00
	Employee Benefits	\$ 868,000.00
	Other Services	\$ 535,900.00
	<i>Total Police District</i>	<i>\$ 3,314,500.00</i>
2112	Fire District	
	Wages	\$ 2,039,600.00
	Employee Benefits	\$ 764,300.00
	Other Services	\$ 590,900.00
	<i>Total Fire District</i>	<i>\$ 3,394,800.00</i>
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>	<i>\$ 290,300.00</i>
2902	Jim Martin Memorial Fund	\$ 25.00
2904	Centerville Fire Ancillary	\$ 259,000.00
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

2917	Martin Funds	\$ 509,366.50
3901	Clyo Road TIF II	\$ 24,100.00

<i>Total Temporary Appropriations</i>	<i>\$ 11,362,047.52</i>
---------------------------------------	-------------------------

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.

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

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

8. Discussion Agenda Items

None

9. Public Comments

Louie Schatzberg commended the trustees for beginning the meetings with a prayer, noting that it is not directed at any specific religion but is open to individual interpretation.

10. Trustee/Staff Discussions

None

11. 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:

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

Richard J Demko, Fiscal Officer

**RESOLUTION REQUESTING CERTIFICATION FROM COUNTY AUDITOR
PURSUANT TO OHIO REVISED CODE SECTION 5705.03**
(Dollar amount of revenue generated by specified number of mills)

and recorded in the official record of proceedings of the meeting held on April 04, 2022
Month and Day Year

CHANGE ORDER #1

12/24/24



Outdoor Enterprise

3655 W State Route 571

Troy, OH 45373

Phone: (937) 857-9400

Customer	
Name:	Sugarcreek Township - Barry Tiffany
Address:	2090 Ferry Road
City, State, ZIP:	Sugarcree Township, Ohio 45305

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
CHANGE ORDER # 1 - SEE DESCRIPTION BELOW	1	\$ 4,026.00	\$ 4,026.00
			\$ -
GRAND TOTAL			\$ 4,026.00

Description of work:

Increased Cost of 8x8 and 12x12 pavers. No paver design was included in the plans to reflect how many 8x8 and 12x12 pavers would be required for the project. Price above reflects costs associated with the additional pavers required.