



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, March 17th, 2025, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Swearing in of Fire Department Staff – Mike Neal**
- 5. Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 6. Public Comments - Limited to five minutes per person. Agenda related business only. (Time cannot be yielded to another person.)**
- 7. Old Business**
- 8. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. Year 2025 Permanent Appropriations – 2025.03.17.01
 - D. Appointment of Fire Department Staff – 2025 .03.17.02
 - E. Reappointment of BZA member Jim Froehlich – 2025.03.17.03
 - F. Transfer of Appropriations – Fire Department – 2025.03.17.04
- 9. Discussion Agenda Items**
- 10. Public Comments - Limited to five minutes per person. Township related business only. (Time cannot be yielded to another person.)**
- 11. Trustee/Staff Discussion**
- 12. Adjourn**



MEETING CONDUCT AND GUIDELINES

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

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

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

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



**Staff Report for the Sugar Creek Township Board of Trustees
March 5, 2025 to March 14, 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.
 - **BZA02-2025:** Applicant, Dan M. Strong, Micheal's Fine Homes, is requesting an Area/Dimensional Variance from Section 4.14 D. 1. c. of the Sugar Creek Township Zoning Resolution to allow for the construction of detached garage at a setback of 7' from the house (a 10' minimum setback from the house is required). The subject property is 1616 Fox Trail, owned by James and Susan Ghory, further identifiable by parcel number L32000100120004600, containing 0.51 acres and located in the R-1A (Suburban Residential-Low) District.

Zoning Commission Activities:

- **April 8, 2025 BZA Meeting:**
 - **ZC Case 02-2025:** Applicant, Skilken Gold Real Estate Development is requesting Final Development Plan approval for a Sheetz restaurant/convenience store and fueling station. The subject parcel is

5980 Wilmington Pike, can be further identified by parcel numbers L32000100020005100 and L32000100030013000 is owned by Christ Evangelical United Brethren Church (9.5520 acres) and Hope United Methodist Church (1.3850 acres).

- 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

Meetings/Accomplishments:

- Met with Greene County Department of Development and City of Bellbrook to discuss development in our communities on March 5, 2025
- Met with staff to discuss well issue in River Ridge II in advance of meeting with residents on March 5, 2025
- Met with residents and Greene County to discuss well issue in River Ridge II and to talk through public water availability on March 10, 2025
- Met with residents to discuss land in the township on March 13, 2025
- Pre-application meeting with resident for variance request on March 13, 2025
- Met with Centerville and Greene County to discuss extension of Miami Valley Drive on March 14, 2025
- Working with Prosecutor's Office on Fallis Cemetery transfer (ORC 517.10)
- Plans for Barry Bagels in Plaza 2 approved
- Plans for Qvick Landscaping (former Golden Spring) approved
- Sheetz has filed for Final Development Plan approval; transmitted application to reviewing agencies
- 2025 Spring Newsletter completed
- Continuing work on website refresh; new look will go live March 19th



Sugarcreek Township Trustees Report For March 17th , 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 03.17.2025 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)

- Harassment In the Workplace
- Gear Inspections
- EMS Council Standing Orders Review
- Leadership

Statistics : As of 03/13/2025

- Fire Responses: 63 (19.8%) Cornerstone 28 (8.8%)
- EMS Response: 256 (80.2%) MVC's 41 (12.9%)

Total 319

Mutual Aid Given (number of incidents) *= 38

- Fire = 24
- EMS = 14

Mutual aid given to department = (20 – Bellbrook, 5– Spring Valley, 8 – Beaver creek, 3 – Wash Twp. 1 – Massie Twp. 1 – Wayne Twp.)

Mutual Aid Received (number of incidents) *= 7

- Fire = 2
- EMS = 6

Mutual aid received from department (3 – Bellbrook, 2 – Spring Valley Twp., 3 - Washington Twp.)

*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
- M73 may have a blown head gasket
- Engine 71 received LOF and had a compressor repaired

Fire Department Scheduled Events Attended:

- Ohio Fire Chiefs Winter Symposium
- Greene County Fire Chiefs Meeting
- Eagle Rise HOA
- Regional Hazmat Advisory Board

Fiscal:

As of March 12 th , 2025	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,436,300.00	\$804,176.99	\$589,720.17	\$2,058,995.21	17.079%
EMS	\$290,300.00	\$130,400.03	\$42,012.12	\$119,260.62	14.404%
Cell Tower Fund	\$27,068.58	\$12,699.49	\$14,369.09	\$0.00	53.084%
Department Total	\$3,753,668.58	\$947,276.51	\$646,101.38	\$2,178,255.83	17.131%

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 17, 2025

Training

- On March 10th – 14th, Officer Liggett attended the Semi-Auto Pistol Instructor Class.
- On March 17th – 19th, Officer Liggett will be attending the Shotgun Instructor Class.
- On March 17th – 28th, Officer Klark will be attending the Evidence Technician Training Course.
- On March 31st, Detective Mantia will be attending the two-day training that will focus on current trends in drug identification.
- No other classes are scheduled for March.

Fiscal

Budget 2025 (Final Appropriation)	\$3,314,500.00
Expenditures as of March 7, 2025	\$549,453.61
% of Budget Used	16.4%
% of Budget Year Target for the end of March	24.9%
% of Budget Remaining	83.6%
Cash Balance as of March 7, 2025	\$693,375.59

Events/Appearances

- On March 6th, Chief Brown attended the Chambers Luncheon at the Blueberry Café.
- On March 13th, Chief Brown attended the Ministerial Luncheon.
- On March 13th, Chief Brown attended the Eagle Rise HOA Meeting.

Respectfully submitted,



Michael A. Brown
Chief of Police



HAPPY ST. PATRICK'S DAY



Michael A. Brown
Chief of Police

Police Blotter

February 25, 2025

- Business and house checks
- Traffic stops
- Crash report Feedwire Road
- Theft arrest on Wilmington Pike

February 26, 2025

- Request of an officer on N. Reserve Street
- Disturbance on Wilmington Pike
- An animal complaint on Waynesville Road

February 27, 2025

- Request of an officer on McBee Road
- Community policing

February 28, 2025

- Theft arrest on Wilmington Pike
- Harassment on Settler Bay Court
- Fraud report on Spahr Road
- Welfare check on Carpenter Road

March 1, 2025

- Business and house checks
- Suspicious vehicle on Magnolia Trace Drive
- Domestic dispute on N. Reserve Street
- Crash on Clio Road
- Request of an officer on Acorn Drive

March 2, 2025

- Criminal damaging on Surrey Trail
- Traffic stops
- Welfare check on Timberly Drive
- Trespassing on Wilmington Pike

March 3, 2025

- Community policing
- Crash report on Waynesville Road
- Domestic dispute on Surrey Trail
- Theft arrest on Wilmington Pike

March 4, 2025

- Nothing to Report

March 5, 2025

- Suspicious vehicle on Wilmington Pike
- Traffic stops

March 6, 2025

- Criminal damaging on Cypress Pointe Drive
- Community policing
- Fraud report taken on Wilmington Pike

March 7, 2025

- Juvenile complaint on Waynesville Road
- Theft report on Cloy Road

March 8, 2025

- Nothing to Report

March 9, 2025

- Trespassing on Heritage Trace Drive W
- Welfare check on Wilmington Pike
- Crash report on Surrey Trail

March 10, 2025

- Request on an officer on N. Lakeman Drive
- An animal complaint on Waynesville Road
- Theft arrest on Wilmington Pike
- Neighbor problem on Lac Lamen Drive

March 11, 2025

- Fraud report taken on N. Lakeman Drive
- Traffic stops



**Staff Report for
Sugar Creek Township Trustees
March 17, 2025**

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

Calls for Service:

- There were 0 call outs

Accomplishments:

- Curb and ADA inspections on roads getting paved
- Steinbeck-fixed guardrail and dead-end signs
- Deerfield-Kables Mill and Haines-filled potholes
- Picked up cold patch from valley asphalt
- Mcbee- filled in berm
- Landings- yard repair from plows
- Clear catch basins throughout TWP
- Lowes- pick up supplies for jobs
- Watched training videos on signage
- Browns Run- fixed curb
- Installed chute on new mower
- Removed and replaced picnic table at fire station
- Mini excavator- washed and detailed
- Cedar Ridge- made riser for catch basin
- Cedar Ridge, Browns Run- picked up branches
- Washed equipment
- Changed radar batteries
- Replaced garbage disposal
- Willow Creek- fixed berm
- Carpenters Creek- cleaned drain
- Picked up 1 dead deer

Respectfully,
Justin Windsor
Director of Roads and Services

Payment Listing

March 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93816	03/04/2025	03/04/2025	AW	TREASURER OF STATE	\$495.00	O
				Purpose: Police - MARCS radios Dec 2024		
93817	03/04/2025	03/04/2025	AW	WASH IT DEAN	\$140.00	O
				Purpose: Police - car washes		
93818	03/04/2025	03/04/2025	AW	MUFFLER BROTHERS	\$733.77	O
				Purpose: Police - car 115 & 112		
93819	03/04/2025	03/04/2025	AW	MUTH BROTHERS EQUIPMENT	\$435.00	O
				Purpose: Roads - rear brakes & hub assy. on dump truck		
93820	03/04/2025	03/04/2025	AW	SHAWNEE HEATING AND AIR, LLC	\$895.43	O
				Purpose: Roads - repair furnace in quonset hut		
93821	03/04/2025	03/04/2025	AW	CHARTER COMMUNICATIONS	\$111.21	O
				Purpose: Admin/Roads - cable services		
93822	03/04/2025	03/04/2025	AW	NAPA AUTO PARTS	\$682.04	O
				Purpose: Roads - parts for front and back brakes		
93823	03/04/2025	03/04/2025	AW	Duchesne County Recorder	\$40.00	O
				Purpose: Admin - recording fees		
93824	03/04/2025	03/04/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$2,765.28	O
				Purpose: Fire - e-71 tic install, e-72 tic charger install, m-72 bad sensor, m-72 oil lube filter, install tic on l-72		
93825	03/04/2025	03/04/2025	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$1,240.00	O
				Purpose: Fire - neal op&f pension test		
93826	03/04/2025	03/04/2025	AW	BREATHING AIR SYSTEMS	\$2,609.98	O
				Purpose: Fire - maintenance contract & service for scba fill station at each station		
93827	03/04/2025	03/04/2025	AW	VALLEY ASPHALT CORPORATION	\$272.00	O
				Purpose: Roads - cold mix		
93828	03/04/2025	03/04/2025	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$169.80	O
				Purpose: Police - searches		
93829	03/04/2025	03/04/2025	AW	MUFFLER BROTHERS	\$322.91	O
				Purpose: Police - car 111		
93830	03/04/2025	03/04/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$171.42	O
				Purpose: Police - copy paper, kitchen items, post it notes, usb		
93831	03/04/2025	03/04/2025	AW	ADAM KLARK	\$328.99	O
				Purpose: Police - reimbursement for training expenses		
93832	03/06/2025	03/06/2025	AW	CHARTER COMMUNICATIONS	\$248.81	O
				Purpose: Police/Fire - cable service PSB & station 71		
93833	03/06/2025	03/06/2025	AW	TECH ADVISORS	\$7,368.00	O
				Purpose: All Depts - monthly subscription		
93834	03/06/2025	03/06/2025	AW	MIAMI VALLEY REGIONAL PLANNING COM	\$50.00	O
				Purpose: Admin - annual spring dinner - Destefani		
93835	03/07/2025	03/07/2025	AW	Miami Valley Power Equipment	\$13,582.38	O
				Purpose: Roads - mower		
93836	03/07/2025	03/07/2025	AW	HENRY SCHEIN, INC.	\$391.42	O
				Purpose: Fire - ems supplies		
93837	03/07/2025	03/07/2025	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$90.00	O
				Purpose: Fire - neal pulmonary function test		
93838	03/07/2025	03/07/2025	AW	LOWE'S COMPANIES INC.	\$418.47	O
				Purpose: Roads/Fire - water filter, 3/8x4 lag screw, solvent, pvc coupling, quickrete		

Payment Listing

March 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
93839	03/12/2025	03/12/2025	AW	DUNCAN OIL COMPANY	\$2,113.79	O
	Purpose: Police/Fire - fuel					
93840	03/12/2025	03/12/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$606.29	O
	Purpose: all depts - water/sewer					
93841	03/12/2025	03/12/2025	AW	CENTERPOINT ENERGY	\$2,391.20	O
	Purpose: Police/Fire - natural gas					
93842	03/12/2025	03/12/2025	AW	RUMPKE CONSOLIDATED	\$120.28	O
	Purpose: Admin/Road - trash removal					
93843	03/12/2025	03/12/2025	AW	SPECTRUM	\$15.79	O
	Purpose: Admin/Roads - Spectrum TV					
93844	03/12/2025	03/12/2025	AW	CHARTER COMMUNICATIONS	\$500.00	O
	Purpose: Polioce/Fire - EPL for PSB					
93845	03/12/2025	03/12/2025	AW	CITI CARDS	\$4,553.56	O
	Purpose: Fire - active 911 renewal, EMS license fees, UPS, kitchen chairs, training-Jordan, dry erase board, wall trim, office and kitchen supplies					
93846	03/12/2025	03/12/2025	AW	AIRGAS USA, LLC	\$45.59	O
	Purpose: Fire - 02 cyl rental					
93847	03/12/2025	03/12/2025	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$174.75	O
	Purpose: Police - paper supplies					
93848	03/12/2025	03/12/2025	AW	US BANK EQUIPMENT FINANCE	\$1,095.78	O
	Purpose: All Depts - copier fees					
93849	03/12/2025	03/12/2025	AW	RED WING SHOE STORE	\$261.21	O
	Purpose: Roads - shoes - Stinson					
93850	03/12/2025	03/12/2025	AW	Superior Uniform Sales, Inc.	\$74.50	O
	Purpose: Fire - uniform pants					
93851	03/12/2025	03/12/2025	AW	Green & Green, Lawyers	\$1,928.96	O
	Purpose: Admin - legal services					
93852	03/12/2025	03/12/2025	AW	GLACIER COMPUTER LLC	\$8,075.38	O
	Purpose: Fire - computers					
93853	03/12/2025	03/12/2025	AW	SUGARCREEK DIRECT FAMILY CARE	\$1,920.00	O
	Purpose: All Depts - Family Care					
Total Payments:					\$57,438.99	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$57,438.99	

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 March 4th, 2025, at 7:00pm.

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

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, Louie Schatzberg, Donna Hellmann, Jim McGinley, and Denise Moore.

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. Mr. Moeller noted that the Rammel property was on hold. Mrs. Tilford explained that they are in on-going discussions with the developer and the engineer's office regarding necessary road improvements and access issues. Mr. Moeller noticed that the Feedwire Road pedestrian bridge project is estimated to cost \$1 million. Mrs. Tilford noted that she is exploring additional state active transportation funds and will inquire if a project of this size qualifies. Mr. Cramer inquired about the newsletter. Mrs. Tilford confirmed it is ready to print, pending trustee approval.

Fiscal Officer

Mr. Demko stated that he is preparing final appropriations, due in April, and should have them ready by the next meeting.

Fire

Chief Buffenbarger had nothing to add to his report.

Police

Chief Brown had nothing to add to his report. Mr. Tiffany noted that a candidate for the police department was interviewed and is scheduled to take a polygraph test in early April.

Roads and Service

Mr. Windsor had nothing to add to his report. Mr. Cramer mentioned that he spoke with Mr. Windsor this weekend, and he is very pleased with his staff, describing them as a strong group of young men ready for any challenge.

Information Technology

Mr. Tiffany reported that they connected Station 71 and 72 via fiber with Spectrum. The system is now cloud based, and all microwave links, including the downtown station's unreliable setup, are gone.

Trustees

Mr. Moeller noted that he will be attending a few community events. He received an invitation to the Miami Valley Regional Planning Dinner and noted they approved \$9000 for Centerville's 675 project. Mr. Moeller attended the Chamber's Monte Carlo Night, visited the fire station for the first week of the cell phone program, and attended the Colin's Lodge basketball game. Mr. Cramer requested an update on the progress of the fire district study. Mr. Moeller responded that the Ohio Fire Chiefs Association is continuing its study of fire district consolidation. Once completed the report will cover the overall benefits and challenges of merging departments.

Mrs. Destefani mentioned that she attended the ribbon cutting at Sugar Valley Golf Club, met with the Lions Club and presented the baby box idea for the fire department, attended three sessions on FirstNet, and will be attending zoning training as part of Regional Planning.

Mr. Cramer attended the Chamber's Monte Carlo Night and the City of Oakwood's Council Meeting. He plans to attend the Chamber of Commerce Meeting, the Bellbrook High School student lead Leukemia and Lymphoma Society Drive, and the Eagle Rise HOA Meeting.

5) Public Comments – Agenda Items

Jim McGinley addressed the Trustees regarding his February 3rd letter on emergency preparedness, appreciating the response in progress. He cited a February 6th executive order allowing local law enforcement to enforce federal immigration laws and discussed concerns over human trafficking, cartel activity, and threats to officers.

6) Old Business

Mr. Cramer mentioned that a second meeting with the City of Bellbrook, Bellbrook-Sugarcreek Schools and the Park District is scheduled.

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, Jake 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

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 Sugarcreek Township Fire Department; and,

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

WHEREAS, Chief Douglas M. Buffenbarger requests the reclassification of 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 Sugarcreek 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.

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,

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 Sugarcreek Township Fire Department; and,

WHEREAS, Kyle Kollhoff was hired as a member of the Sugarcreek 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 Sugarcreek Township Trustees officially accepts the resignation of Kyle Kollhoff effective February 23, 2025.

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.

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 Sugarcreek Township was adopted on September 26, 2007; and,

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

RESOLUTION NO. 2025.03.04.06

IN RE: Deeding Fallis Cemetery to the Sugarcreek Township Board of Trustees

WHEREAS, Fallis Cemetery is one of the oldest cemeteries in Sugarcreek Township; and,

WHEREAS, Fallis Cemetery is considered an unusual cemetery because it is not in association with any church, while most cemeteries are; and

WHEREAS, as far back as we can establish, Sugarcreek has consistently and continuously maintained Fallis Cemetery; and

WHEREAS, ORC 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, the Greene County Prosecutor's Office will prepare an affidavit acknowledging the provisions of ORC 517.10 and Sugarcreek Township will file it with the Recorder's Office.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially acknowledges the provisions of ORC 517.10 and instructs the Township Administrator to ensure all steps necessary related to deeding the cemetery into the Township's name are followed.

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

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

8. Discussion Agenda Items

None.

9. Public Comments

Donna Hellmann requested that Chief Buffenbarger discuss the lock box program at the upcoming Eagle Rise HOA meeting. She also asked whether Bellbrook plans to implement water softening, as Greene County has begun softening water in certain areas.

Denise Moore mentioned that she attended the Fire Departments Safe Seniors program, and it was excellent. Regarding lockboxes, she considered installing one, but was told police have concerns about them making homes a target. Instead, they offered an alternative: providing a garage code and placing the lockbox inside for added security.

Jim McGinley noted that government efficiency is a key issue, with over 70% supporting DOJ efforts for transparency. He reported that after researching local taxes, he found that Sugarcreek is significantly higher than Greene County, Ohio, and the US averages. With new tax levies being discussed, he challenged the township to cut spending by 7% instead of increasing taxes.

10. Trustee/Staff Discussions

Mr. Moeller asked if Mr. Tiffany had received any updates on the county's disaster mitigation planning. Mr. Tiffany replied that he did not.

Mr. Cramer mentioned that the junior high school has made 30 hours of community service a graduation requirement for 8th grade students, and a group of four is seeking to complete a service project for the township.

Mr. Tiffany noted that the Roads Department is requesting approval to replace one of its older zero-turn mowers, at a cost of \$13,582.

Mrs. Destefani made a motion to approve the purchase. Mr. Cramer seconded.

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

Mr. Tiffany noted that the Fire Department is requesting approval to replace five sets of turnout gear, at a cost of \$17,345.

Mr. Cramer made a motion to approve the purchase. Mr. Moeller seconded.

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

Mr. Tiffany updated the trustees on the Kroger Pond, which initially expected to cost \$276,000 to regrade. Due to the high cost, the new plan is to open the valve and drain the pond, allowing it to eventually achieve the same effect. The levee reduction will be tackled in-house once the pond base has dried out.

Mr. Tiffany asked for an executive session. ORC Section 121.22.G1 To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

Mrs. Destefani made a motion to convene an executive session. Mr. Cramer seconded.

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

Mr. Tiffany noted the trustees had returned from the executive session at 9:48pm and no action was taken at this time.

11. Adjourn

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

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



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.03.17.01
IN RE: Year 2025 Permanent Appropriations

WHEREAS, the Board of Trustees has a duty under law to adopt and maintain a balanced budget; and,

WHEREAS, this Board, along with the Fiscal Officer and Township Administrator, have examined the estimate of revenues; and,

WHEREAS, it is evident that the proposed 2025 Appropriations for each Fund do not exceed estimated revenues, which may include 2024 carryovers and additional income, as certified to the Greene County Auditor's Office by the Township Fiscal Officer,

NOW THEREFORE, BE IT RESOLVED, that the following Year 2025 permanent appropriations be placed into effect:

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
2917	Martin Funds	\$	509,366.50
3901	Clyo Road TIF II	\$	24,100.00
<hr/> <i>Total Temporary Appropriations</i>		\$	<u>11,346,867.48</u>

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.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.03.17.02
IN RE: Appointment of Fire Department Staff
Caleb Johnson

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 I/EMT; and,

WHEREAS, Caleb Johnson has the necessary qualifications to serve in that capacity for the Sugarcreek Township Fire Department; and,

NOW, THEREFORE, BE IT RESOLVED, that Caleb Johnson 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 Caleb Johnson will have an effective date of March 14th, 2025, with a one (1) year probationary period ending on March 14th, 2026.

Fred Cramer, Chairperson

Carolyn Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.03.17.03**

IN RE: Appointment of Board of Zoning Appeals Member Jim Froehlich

WHEREAS, Mr. Froehlich has served as a Board of Zoning Appeals alternate member since August 1, 2014 and has served as a regular member since December 7, 2015; and,

WHEREAS, the Board of Zoning Appeals plays a pivotal role in the land-use decisions for Sugarcreek Township; and,

WHEREAS, it is imperative that all positions on the Board of Zoning Appeals be filled with citizens who will make decisions that are always in the best interest of Sugarcreek Township; and,

NOW THEREFORE, BE IT RESOLVED, that Jim Froehlich is hereby re-appointed to the Board of Zoning Appeals for a five-year term expiring on March 17, 2029. (Said appointment made pursuant to the Ohio Revised Code, Section 519.13.)

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Fire Department

RESOLUTION #: 2025.03.17.04

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2112-220-251	Uniforms	2112-220-318	Training	\$6000.00

Explanation of Transfer(s): Crash Training

Approved:

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer