

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

1) Mr. Cramer called the session to order at 7:01pm.

2) Mr. Demko called the roll with Board Members Mr. Moeller, Mrs. Destefani and Mr. Cramer in attendance. Also, in attendance were Barry Tiffany, Cara Tilford, Chief Doug Buffenbarger, Chief Mike Brown, Jim McGinley, Donna Hellmann, Melissa Wilson, Lori Schenking, 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. Mr. Tiffany noted that all roads have reopened, except a portion of Washington Mill Road. He also reported that the Greene County Engineer is requesting a pre-construction meeting before allowing the Veterans Memorial project to proceed.

Zoning

Mrs. Tilford had nothing to add to her report.

Fiscal Officer

Mr. Demko reported that the tax revenue was received and the financing for the two police cruisers is complete. He also reported under consent agenda items: \$25 from the Jim Martin Fund will be transferred to contracted services to close out that line item and the previously approved Martin Funds transfer is now reflected in the permanent appropriations for audit compliance – no new spending.

Fire

Chief Buffenbarger had nothing to add to his report.

Police

Chief Brown had nothing to add to his report.

Roads and Service

Mr. Windsor had nothing to add to his report. Mr. Tiffany noted that a section of pavement on Magnolia Trace has settled 4 to 6 inches, likely due to a sewer issue, and the road might need to be closed tomorrow for investigation.

Information Technology

Mr. Tiffany had nothing to add to his report.

Trustees

Mrs. Destefani noted that she attended the Chamber of Commerce meeting, the Little Miami Speaks Conference and will be attending the Greene County Township Association meeting. She also provided an update on the Baby Box Project and distributed handouts.

Mr. Cramer noted that he attended the Chamber of Commerce meeting, as well as a fund raiser for the Leukemia and Lymphoma Society organized by two Bellbrook High School students.

5) Public Comments – Agenda Items

None.

6) Old Business

None.

7) Consent Agenda Items

A. Payment of Bills

B. Minutes

C. Authorizing Contract with Jordan Concrete Services, LLC – 2025.04.07.01

D. Appointment of Fire Department Staff – Andrew Lake – 2025.04.07.02

E. Resignation of Fire Department Staff – Devon Moffett – 2025.04.07.03

F. Transfer of Appropriations – General – 2025.04.07.04

G. Year 2025 Permanent Appropriations *Amended – 2025.03.17.01

RESOLUTION NO. 2025.04.07.01

IN RE: Authorizing Contract with Jordan Concrete Services, LLC

WHEREAS, the Roads and Services Department has identified a need to make improvements to the curbs and catch basins throughout the Township; and,

WHEREAS, Jordan Concrete Services, LLC submitted a bid for approximately 810 feet of curb replacements; 21 catch basins which need to be sealed; 2 ADA mats and ramps rebuilt to current specs; and,

WHEREAS, the Trustees recognize this need and seek to improve the quality of the curbs and catch basins for the residents; and,

WHEREAS, Barry P. Tiffany, Township Administrator, has recommended to the Board of Trustees that they enter into a contract with Jordan Concrete Services, LLC to perform this work for a total of Ninety-Two Thousand Five Hundred Eighty-Seven dollars and Fourteen cents (\$92,587.14) in curb and catch basin work; and,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby authorize Barry P. Tiffany to enter into contract for curb and catch basin repairs in the necessary areas with Jordan Concrete Services, LLC.

RESOLUTION NO. 2025.04.7.02
IN RE: Appointment of Fire Department Staff
Andrew Lake

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/EMT; and,

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

NOW, THEREFORE, BE IT RESOLVED, that Andrew Lake shall be appointed to the position of Part-Time Firefighter II/EMT within the Sugarcreek Fire Department at the rate of \$18.62 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Andrew Lake will have an effective date of April 2nd, 2025, with a one (1) year probationary period ending on April 2nd, 2026.

RESOLUTION NO. 2025.04.07.03
IN RE: Resignation of Fire Department Staff – Devon Moffett

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

WHEREAS, Devon Moffett was hired as a member of the Sugarcreek Township Fire Department on February 19,2025; and,

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

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Devon Moffett effective April 7, 2025.

**TRANSFER OF APPROPRIATIONS
General
RESOLUTION #: 2025.04.07.04**

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2902-910-910	Transfers out	2902-110-360	Contracted Services	\$25.00

Explanation of Transfer(s): Jim Martin Memorial Fund

RESOLUTION NO. 2025.03.17.01

IN RE: Year 2025 Permanent Appropriations ***AMENDED**

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
	Transfer Out (Martin Funds)	\$	<u>509,366.50</u>

	<i>Total General Fund</i>	\$ 1,513,866.50
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>	\$ 1,255,250.00
	Police	
2081	District	
	Wages	\$ 1,910,600.00
	Employee Benefits	\$ 868,000.00
	Other Services	\$ 535,900.00
	<i>Total Police District</i>	\$ 3,314,500.00
	Fire District	
2112	Fire District	
	Wages	\$ 2,039,600.00
	Employee Benefits	\$ 764,300.00
	Other Services	\$ 632,400.00
	<i>Total Fire District</i>	\$ 3,436,300.00
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>	\$ 290,300.00
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

Total Temporary Appropriations **\$ 11,856,233.98**

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 all consent agenda items as stated. Mr. Cramer seconded.

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

8) Discussion Agenda Items

A. Reappointment of BZC Members Donna Hellmann – 2025.04.07.05

RESOLUTION NO. 2025.04.07.05

IN RE: Re-Appointment of Board of Zoning Commission Member
Donna Hellmann

WHEREAS, the Board of Zoning Commission 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 Commission be filled with Citizens who will make decisions that are in the best interest of Sugarcreek Township.

NOW THEREFORE, BE IT RESOLVED, that Donna Hellmann is hereby re-appointed to the Board of Zoning Commission for a five-year term expiring on March 31, 2030. (Said appointments made pursuant to Ohio Revised Code Section 519.04.)

Mrs. Destefani made a motion to accept agenda item 2025.04.07.05 as stated. Mr. Moeller seconded.

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

9) Public Comments

Melissa Wilson expressed concern about excessive speeding on her road, which is narrow and has limited visibility. With increased traffic from new homes and increased activity in the area, she believes the corner is becoming increasingly dangerous. Mr. Tiffany noted that he, Chief Brown, and Mr. Windsor will work together to explore possible solutions.

10) Trustee/Staff Discussions

None.

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

Richard J Demko, Fiscal Officer