



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, May 19, 2025, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Deputy Health Commissioner – Noah Stuby**
- 5. Reports**
  - A. Administrator
  - B. Assistant Administrator/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. Accepting Section 8 of the Landings of Sugarcreek – 2025.05.19.01
  - D. Declaration of Excess Property – Fire – 2025.05.19.02
  - E. Appointment of Fire Department Staff – Austin Kendall – 2025.05.19.03
  - F. Proclamation – Memorial Day 2025
- 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 to allow everyone an opportunity to speak.

We appreciate your input. We will not allow any personal attacks or any type of outbursts or profanity from the audience.

If you have any personal comments that you would like to make to us as individuals, please feel free to call the Township Administrative offices or allow us to set up a time to speak with you individually.

It is our goal that meetings are productive and positive. We will do our best to conduct effective, professional meetings.

Thank you.

Sugarcreek Township Trustees



**Administrator's Report to the Trustees  
May 19, 2025**

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

- The AER for the Wilmington Pike/I-675 Interchange project is complete. The preferred alternative is the divergent diamond plan. Next steps will be engineering design work for phases of the project starting with Wilmington and Clio intersection and Feedwire Road over I-675 to a point east of the Clio Road.
- The ribbon cutting/opening of the Veterans Memorial has been rescheduled for August 16<sup>th</sup> at noon. The sculptor of the statue is going to rework the facial features of the statue with an anticipated completion date of the first of August.
- Personalized bricks are available again for the Veterans Memorial. Please use the link on our website.
- Township resident Gavin Ayers and two classmates completed the headstone cleaning project at the Pioneer Cemetery on Upper Bellbrook Road. This community service project is part of the curriculum at the middle school.
- Thank you to Chief Buffenbarger and the other members of the PAC who worked to pass the Fire Levy. Our residents approved the levy demonstrating their confidence in the level of service they receive and in the Township staff overseeing the expenditure of their tax dollars. Thank you to our residents.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written over a horizontal line.

Barry P. Tiffany  
Township Administrator



**Staff Report for the Sugar Creek Township Board of Trustees  
May 6, 2025 to May 16, 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:**

- **May 22, 2025 BZA Meeting-cancelled; no applications received prior to the meeting's closing date**
- **Next meeting scheduled for June 26, 2025**

**Zoning Commission Activities:**

- Received a request for a map amendment/PDP for a residential project on Wilmington Dayton Road; processing is on hold at the request of the developer as discussion with the GCEO on necessary access/road improvements is ongoing
- **May 13, 2025 Zoning Commission Meeting-cancelled**
- **Next meeting scheduled for June 10, 2025**

**Meetings/Accomplishments:**

- Attended negotiations with IAFF on May 7, 2025
- Attended DDC Meetings May 12-14, 2025
- Attended Zoom Meeting regarding veterans memorial statue project on May 15, 2025
- Completed grant request (\$9,000) through the Home Technical Assistance Program for updating our Zoning Resolution (internal process not consultant led); we hope to hear back soon on award announcements as we would like to get the process of reviewing and updating our Zoning Resolution underway
- Working with Waterford at Sugar Creek on tree replacement along Feedwire Road (property has sold to Dietz Property Group)



## Sugarcreek Township Trustees Report For May 19th , 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 05.19.2025 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)

- Sim Man Survival (KHN)
- Auto Extrication
- Gas Monitors
- Behavioral Health
- Ropes/Knots

### Statistics : As of 05/19/2025

- Fire Responses: 123 (20.9%)                      Cornerstone 57 (11.1%)
- EMS Response: 468 (79.1%)                      MVC's 58 (11.3%)

**Total      591**

### **Mutual Aid Given (number of incidents) \*= 61**

- Fire = 38
- EMS = 23

Mutual aid given to department = (33 – Bellbrook, 5– Spring Valley, 10 – Beavercreek, 7 – Wash Twp. 1 – Massie Twp. 4 – Wayne Twp., 1 - Kettering)

### **Mutual Aid Received (number of incidents) \*= 15**

- Fire = 8
- EMS = 10

Mutual aid received from department (9– Bellbrook, 5 – Spring Valley Twp., 7 - Washington Twp. 1 – Kettering, 2 – Wayne, 2 – Xenia Twp., 2 – Cedarville Twp., 1 – New Jasper, 1 - Silvercreek)

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

### Information:

- Hydrant flushing is underway with scheduled completion in early June
- SAFER grant will be submitted late May or early June
- Grant submitted to Firehouse Subs for two Lucas CPR devices
- NFPA non-destructive ladder testing completed on E71,E72,and L72

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

- E72 needs cab hydraulic lift cylinders rebuilt
- M73 EGR cooler to be tested by Bob Jones
- Heritage equipment will perform annual NFPA aerial inspection and service on Ladder 72
- Medic 72 rear scene lights need replaced
- Battalion 70 mobile radio needs reprogrammed

**Fire Department Scheduled Events Attended**

- Montgomery County Fire Chiefs Meeting
- Caleigh's Place Public Safety Week
- National Day of Prayer

**Fiscal:**

As of May 19th , 2025	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,436,300.00	\$631,561.52	\$1,253,329.94	\$1,568,000.91	36.298%
EMS	\$290,300.00	\$68,389.55	\$129,127.28	\$94,155.94	44.271%
Cell Tower Fund	\$27,068.58	\$4,674.49	\$22,394.09	\$0.00	82.731%
Department Total	\$3,753,668.58	\$704,625.56	\$1,404,851.31	\$1,662,156.85	37.248%

**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 May 19, 2025

### Training

- On May 19<sup>th</sup> & 20<sup>th</sup>, Detective Tyler Mantia will be attending the Technology Threats and Trends Against Law Enforcement training.
- During the week of May 19<sup>th</sup>, our officers will be doing the Firearms State Re-Qualification at the range.
- No other classes are scheduled for May.

### Fiscal

Budget 2025 (Final Appropriation)	\$3,314,500.00
Expenditures as of May 16, 2025	\$1,168,523.23
% of Budget Used	35%
% of Budget Year Target for the end of May	41.5%
% of Budget Remaining	65%
Cash Balance as of May 16, 2025	\$2,000,126.74

## Events/Appearances

- On May 8<sup>th</sup>, Chief Brown attended the Ministerial Luncheon.
- On May 14<sup>th</sup>, Chief Brown attended the Montgomery County Chief's Luncheon.
- On May 15<sup>th</sup>, Chief Brown attended the GCLEA Luncheon.
- On May 15<sup>th</sup>, Officer McKeever visited Caleigh's Place to talk to the children.

Respectfully submitted,



Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

May 1, 2025

- Business and house checks
- Traffic stops
- Theft arrest on Wilmington Pike
- Child endangering on Spillway Court

May 2, 2025

- Juvenile complaint on Ferry Road
- Theft arrest on Wilmington Pike
- Juvenile complaint on Bayberry Cove Drive

May 3, 2025

- Parking violation on Seton Hill Drive
- Crash report on Wilmington Pike
- Theft arrest on Wilmington Pike

May 4, 2025

- Nothing to Report

May 5, 2025

- Community policing
- Bar check on Wilmington Pike
- Emotional disturbed person on Glenwood Way

May 6, 2025

- Crash report on Centerville Road
- Crash report on Center Point Drive
- Crash report on Possum Run Road

May 7, 2025

- Burglary report on Valais Court
- Suspicious vehicle on Ferry Road
- Welfare check on S. Alpha Bellbrook Road
- Noise complaint on Surrey Trail
- Domestic violence on Gerbera Lane

May 8, 2025

- Welfare check on Surrey Trail
- Disturbance on Wilmington-Dayton Road
- Crash report on Center Point Drive

May 9, 2025

- Domestic violence on Kable Mill Drive
- Crash report on Upper Bellbrook Road
- Theft arrest on Wilmington Pike

May 10, 2025

- Nothing to Report

May 11, 2025

- Burglary on Twilight Lane
- Crash report on Wilmington Pike
- An animal complaint on Swigart Road
- Welfare check on N. Reserve Street

May 12, 2025

- Theft report on Talon Ridge Court
- Crash report on Upper Bellbrook Road
- Harassment report on N. Reserve Street

May 13, 2025

- Welfare check on Heritage Trace Drive
- Request of an officer on Clio Road
- Juvenile complaint on Bayberry Cove Drive



**Staff Report for  
Sugar Creek Township Trustees  
May 19, 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 was 1 call out, tree down

**Accomplishments:**

- Martin Memorial- finished forming and concrete base finished
- Picked up tiller and started garden
- Cleared topsoil off garden
- Installed New sign in front of TWP office
- Took plow blades off trucks
- Changed oil in tractor
- Clear catch basins throughout TWP
- Picked up 2's from tom's mulch
- Cold patch potholes throughout TWP
- Magnolia trace- closed road
- Picked up blower from Myers
- Clio- filled in ruts in berm
- Rose lake- dug up around sinkhole
- Cleared culvert pipes throughout Twp
- Re-mark curb and ADA ramps
- Street Sweep- landings, Kables Mill
- Changed radar batteries
- Ferry Road – cleaned up around drain
- Mowed shop and throughout Twp
- Clean up forms borrowed from county
- Picked up 1 dead deer

Respectfully,  
Justin Windsor  
Director of Roads and Services

## Payment Listing

5/2/2025 to 5/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94096	05/05/2025	05/05/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$13.42	O
				Purpose: Admin/Police - oil filter, car part		
94097	05/05/2025	05/05/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$132.20	O
				Purpose: Admin - copy paper, receipt book, envelopes, address labels		
94098	05/05/2025	05/05/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$95.39	O
				Purpose: Admin/Roads - water/sewer		
94099	05/05/2025	05/05/2025	AW	CHOICE ONE ENGINEERING	\$125.00	O
				Purpose: Admin - landscape architect - Veteran's Memorial		
94100	05/05/2025	05/05/2025	AW	CHARTER COMMUNICATIONS	\$260.38	O
				Purpose: Police/Fire - station 71 cable, PSB DID block & cable		
94101	05/05/2025	05/05/2025	AW	WASH IT DEAN	\$75.00	O
				Purpose: Police - car washes		
94102	05/05/2025	05/05/2025	AW	MUFFLER BROTHERS	\$69.50	O
				Purpose: Police - car 106		
94103	05/05/2025	05/05/2025	AW	CIVIC PLUS	\$4,873.06	O
				Purpose: All Depts - mass notification annual fee		
94104	05/05/2025	05/05/2025	AW	LOWE'S COMPANIES INC.	\$959.36	O
				Purpose: Admin/Roads/Fire - utility pane, med brown panel, red paver, structocast line, quickrete, trowel, 15oz white marking, scotts tb x6, 2x3 100pk mrkin, scotts tb 12m		
94105	05/06/2025	05/06/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$68.04	O
				Purpose: Police - markers, kitchen items		
94106	05/06/2025	05/06/2025	AW	HOME DEPOT CREDIT SERVICES	\$34.97	O
				Purpose: Police - car items		
94107	05/06/2025	05/06/2025	AW	DC DOOR COMPANY	\$559.00	O
				Purpose: Police - sally port		
94108	05/06/2025	05/06/2025	AW	TECH ADVISORS	\$7,572.00	O
				Purpose: All Depts - monthly subscription		
94109	05/06/2025	05/06/2025	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$173.80	O
				Purpose: Police - searches		
94110	05/06/2025	05/06/2025	AW	W.S. Darley & Co.	\$1,780.00	O
				Purpose: Fire - emergency plugs		
94111	05/06/2025	05/06/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$508.26	O
				Purpose: Police/Fire - water/sewer		
94112	05/06/2025	05/06/2025	AW	CITI CARDS	\$652.60	O
				Purpose: Fire - computer, books, battery, casesfor vents, cables, def. fluid, binders, tags, oaint pens, grass seed		
94113	05/06/2025	05/06/2025	AW	DUNCAN OIL COMPANY	\$1,172.79	O
				Purpose: Police/Fire - fuel		
94114	05/06/2025	05/06/2025	AW	US BANK EQUIPMENT FINANCE	\$1,420.76	O
				Purpose: All Depts - copier fees		
94115	05/08/2025	05/08/2025	AW	CENTERPOINT ENERGY	\$844.12	O
				Purpose: Police/Fire - natrual gas		
94116	05/08/2025	05/08/2025	AW	Superior Uniform Sales, Inc.	\$197.65	O
				Purpose: Fire - uniforms		
94117	05/08/2025	05/08/2025	AW	DUNCAN OIL COMPANY	\$700.81	O
				Purpose: Police/Fire - fuel		
94118	05/08/2025	05/08/2025	AW	AES OHIO	\$527.60	O

## Payment Listing

5/2/2025 to 5/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Admin/Roads - traffic signal, quonset hut, main building		
94119	05/08/2025	05/08/2025	AW	SPECTRUM	\$15.79	O
				Purpose: Admin/Roads - spectrum TV		
94120	05/08/2025	05/08/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$7.04	O
				Purpose: Police - bulb		
94122	05/08/2025	05/08/2025	AW	TOM'S MULCH	\$155.80	O
				Purpose: Admin - landscaper 2's limestone - Veterans Memorial		
94123	05/08/2025	05/08/2025	AW	Art Sign Works, Inc.	\$5,558.00	O
				Purpose: Admin/Roads - sign for Admin/Roads offices		
94124	05/08/2025	05/08/2025	AW	CITY OF XENIA	\$67,500.00	O
				Purpose: Police/Fire - dispatch services		
94127	05/14/2025	05/14/2025	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$733.89	O
				Purpose: All Depts - employeer contribution - vision		
94130	05/14/2025	05/14/2025	AW	Sun Life	\$2,153.47	O
				Purpose: All Depts - employer contributions - dental		
94131	05/15/2025	05/15/2025	AW	DUNCAN OIL COMPANY	\$1,817.78	O
				Purpose: Roads/Police/Fire - fuel		
94132	05/15/2025	05/15/2025	AW	CHARTER COMMUNICATIONS	\$1,305.41	O
				Purpose: Police/Fire - PSB fiber, Station 71 EPL netwrok connection		
94133	05/15/2025	05/15/2025	AW	RUMPKE CONSOLIDATED	\$338.74	O
				Purpose: All Depts - trash removal		
94134	05/15/2025	05/15/2025	AW	DC DOOR COMPANY	\$492.50	O
				Purpose: Fire - door repair		
94135	05/15/2025	05/15/2025	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: All Depts - postage		
94136	05/15/2025	05/15/2025	AW	PRO ONCALL TECHNOLOGIES	\$221.45	O
				Purpose: All Depts - phone service		
94137	05/15/2025	05/15/2025	AW	AES OHIO	\$1,161.47	O
				Purpose: Police/Fire - electric		
94138	05/15/2025	05/15/2025	AW	KNOX COMPANY	\$584.00	O
				Purpose: Fire - knox box system on apparatus yearly fee		
94139	05/15/2025	05/15/2025	AW	W.S. Darley & Co.	\$362.26	O
				Purpose: Fire - small tools		
94140	05/15/2025	05/15/2025	AW	AIRGAS USA, LLC	\$55.63	O
				Purpose: Fire - cylinder rental fee		
94141	05/15/2025	05/15/2025	AW	AIM MEDIA MIDWEST	\$217.50	O
				Purpose: Admin - public notices		
94142	05/15/2025	05/15/2025	AW	CARGILL, INC.	\$37,245.98	O
				Purpose: Roads - road salt		
94143	05/15/2025	05/15/2025	AW	ULINE	\$164.13	O
				Purpose: Police - gloves		
94144	05/15/2025	05/15/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$114.57	O
				Purpose: Police - toner, batteries		
94145	05/15/2025	05/15/2025	AW	STERICYCLE, INC.	\$1,585.01	O
				Purpose: All Depts - shred		
94146	05/15/2025	05/15/2025	AW	BARRY TIFFANY	\$399.73	O

**Payment Listing**

5/2/2025 to 5/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Admin - parking & lyft ride fees - Washington DC		
94147	05/15/2025	05/15/2025	AW	TARGET SOLUTIONS LEARNING LLC	\$5,872.30	O
				Purpose: Fire - scheduling yearly fee		
94148	05/15/2025	05/15/2025	AW	VERIZON WIRELESS	\$570.52	O
				Purpose: Police - MDT's		
94149	05/15/2025	05/15/2025	AW	HOME DEPOT CREDIT SERVICES	\$21.95	O
				Purpose: Police - cords		
94150	05/15/2025	05/15/2025	AW	OTARMA SERVICE CENTER	\$95,595.00	O
				Purpose: All Depts - Annual Property Insurance Premiums & Liability Insurance Premiums		
94152	05/15/2025	05/15/2025	AW	FISHER SCULPTURE LLC	\$28,750.00	O
				Purpose: Admin - Mr. Martin bronze sculpture - 4th installment out of 4		
				Total Payments:	\$275,965.63	
				Total Conversion Vouchers:	\$0.00	
				Total Less Conversion Vouchers:	\$275,965.63	

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**

**1) Mr. Cramer called the session to order at 7:12pm.**

**2) Mrs. Tilford called the roll with Board Members Mr. Moeller, Mrs. Destefani and Mr. Cramer in attendance.** Also, in attendance were Barry Tiffany, Chief Doug Buffenbarger, Chief Mike Brown, Donna Hellmann, Anita Lewis, Dale Lewis, Dave Hutcheson, Ted Valley, Jennifer Shonle, Louie Schatzberg, Jan Tavalero, Gina Molderson, Doug Morgan, Emily Wheeler, Byron Stephens, Steve Miller, Jason Bunger, and Jon Hammond.

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

**4) ZC Case 02-2025: Applicant, Skilken Gold Real Estate Development, is requesting Final Development Plan Approval under Article 5 of the Sugarcreek Township Zoning Resolution for a Sheetz restaurant/convenience store/fueling station. The subject parcel is 5980 Wilmington Pike and can be further identified by parcel numbers L32000100020005100 and L32000100030013000. – 2025.05.02.01**

Mr. Cramer opened the public hearing for ZC Case 02-2025. He asked Mrs. Tilford to provide the Staff Report. The Applicant is requesting Final Development Plan Approval for a proposed Sheetz restaurant/convenience store/refueling station consistent with the approved Preliminary Development Plan.

Mr. Cramer invited anyone wishing to speak in favor, against, or in a neutral capacity to come forward.

Hearing no comments, Mr. Cramer made a motion to close the public portion of the hearing. Mrs. Destefani seconded.

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

Following the trustees' discussion, Mrs. Destefani made a motion to approve the final development plan as requested by the applicant, subject to the conditions recommended by the Zoning Commission. Mr. Moeller seconded.

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

**5) Reports**

**Administration**

Mr. Tiffany had nothing to add to his report.

### **Zoning**

Mrs. Tilford had nothing to add to her report. Mrs. Tilford noted that the sinkhole on Magnolia Trace is believed to be a base failure. She added that the developer remains responsible for that section of roadway and has been in contact with Greene County Engineering. In the meantime, they will place metal plates over the damaged sections to reopen the road.

### **Fiscal Officer**

Mr. Demko had nothing to add to his report.

### **Fire**

Chief Buffenbarger had nothing to add to his report. Chief Buffenbarger wanted to commend his crews for their outstanding work last week on two structure fires. Mr. Cramer thanked the fire department for all their efforts during the Sugar Maple Festival.

### **Police**

Chief Brown had nothing to add to his report.

### **Roads and Service**

Mr. Windsor had nothing to add to his report.

### **Information Technology**

Mr. Tiffany had nothing to add to his report.

### **Trustees**

Mr. Moeller noted he attended the FDIC conference, the Miami Valley Regional Planning Commission meeting, the Chamber of Commerce meeting, a Greene County Township Association meeting, and two health board meetings.

Mrs. Destefani noted that her primary focus has been planning the upcoming Veterans Memorial dedication ceremony.

Mr. Cramer noted he attended many of the same events as the other trustees.

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

Louie Schatzberg commended the Board for their efforts on the Sheetz gas station project.

## **7) Old Business**

Mr. Cramer noted that the next community meeting is scheduled for six months from now.

## **8) Consent Agenda Items**

**A.** Payment of Bills

**B.** Minutes

**C.** Appointment of Fire Department Staff – Isabella Beam, Austin Fivecoate – 2025.05.05.02

**D.** Resignation of Fire Department Staff – Andrew Lake – 2025.05.05.03

**E.** Authorizing the Township Administrator to Act as a Signatory for Choice One Agreement – 2025.05.05.04

**RESOLUTION NO. 2025.05.05.01**

IN RE: ZC Case 02-2025: Request for Final Development Plan Approval for the Sheetz

WHEREAS, Applicant, Skilken Gold Real Estate Development, is requesting Final Development Plan Approval for a proposed Sheetz restaurant/convenience store/fueling station;

WHEREAS, the subject property is 5980 Wilmington Pike, parcels L32000100020005100 and L32000100030013000; and

WHEREAS, The Sugarcreek Township Zoning Commission held a Public Hearing on April 8, 2025 and recommended approval of the applicant's request subject to the following conditions:

1. Final design shall be subject to approval of the Greene County Engineer's Office.
2. Final design shall be subject to approval of the Greene County Department of Sanitary Engineering.
3. The applicant shall meet all federal, state, and local requirements and comply with recommendations from the SWCD and GCEO with respect to the drainage.
4. Final design shall be subject to approval of Sugarcreek Township Fire Department.
5. Miami Valley Drive will be extended to Access Drive "A" prior to the opening of the business.
6. As part of the Final Plan review of Cornerstone South by Regional Planning, staff will ensure that the residual parcel and Access Road B be included in the Cornerstone South Property Owner's Association with maintenance responsibility clearly defined. Absent transfer of the residual parcel to an adjacent property owner, Sheetz will maintain responsibility for the maintenance of this area. At no point will the township or the City of Centerville take over responsibility or maintenance of the residual parcel.
7. Approval for the use/layout of the "Proposed Parcel" shall be handled through the PUD modification process (modified Preliminary, followed by an FDP process).
8. Private streets within the development will be subject to the requirements of Section 7.07 of the Sugarcreek Township Zoning Resolution. At no point will the township take over responsibility or maintenance of Access Roads A and C.
9. The proposed "Street Wrap" lights are permitted as proposed.
10. Under canopy lights on the gas canopy are permitted as proposed.
11. The menu board proposed must be skirted to the ground with materials like the principal structure and include foundation landscape plantings as required.
12. The ground mounted monument sign must be modified to comply with the township's ground sign height standard (maximum of 6') measured from sidewalk grade, sign area and electronic copy are approved as submitted, and landscaping at the base of the sign equal to sign area will not be required.
13. Detention and stormwater management facilities shall be finished mowed and landscaped.

14. The applicant shall work with staff on the landscaping proposed adjacent to the lot to the north with the flexibility to move landscaping to other areas of the lot as deemed appropriate by staff based on the landscaping plan proposed for the lot to the north.
15. The applicant shall propose alternatives to the currently designed drive-thru clearance bar and look at ways to screen the ice machines.

NOW THEREFORE, BE IT RESOLVED, after the hearing the Board of Trustees deliberated on the above application and passed a motion to approve the Final Development Plan as requested by the applicant subject to conditions as recommended by the Zoning Commission.

**RESOLUTION NO. 2025.05.05.02**  
IN RE: Appointment of Fire Department Staff  
Isabella Beam, Austin Fivecoate

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, Isabella Beam and Austin Fivecoate have the necessary qualifications to serve in that capacity for the Sugarcreek Township Fire Department; and,

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

FURTHER BE IT RESOLVED, the above-mentioned appointment for Isabelle Beam will have an effective date of April 15, 2025, with a one (1) year probationary period ending on April 15, 2026, and Austin Fivecoate will have an effective date of April 22, 2025, with a one (1) year probationary period ending on April 22, 2026.

**RESOLUTION NO. 2025.05.05.03**  
IN RE: Resignation of Fire Department Staff – Andrew Lake

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

WHEREAS, Andrew Lake was hired as a member of the Sugarcreek Township Fire Department on April 2, 2025; and,

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

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Andrew Lake effective April 22, 2025.

**RESOLUTION NO. 2025.05.05.04**

IN RE: Authorizing the Township Administrator to Act as a Signatory for an Agreement for Professional Services with Choice One Engineering

**WHEREAS**, there is a plan for the Veterans Memorial Park Pickleball Courts on Pine Court within the Township; and,

**WHEREAS**, Choice One Engineering intends to provide plans for the Veterans Memorial Park Pickleball Courts.

**NOW THEREFORE, BE IT RESOLVED**, that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as signatory on behalf of the Trustees, in an amount not to exceed Ten Thousand, Fifty dollars (\$10,050.00).

Mrs. Destefani made a motion to accept consent agenda items A through D as stated.  
Mr. Moeller seconded.

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

Following discussion of consent agenda item E, Mr. Moeller moved to accept the item as stated.  
Mrs. Destefani seconded.

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

**9) Discussion Agenda Items**

- A.** Ohio Township Association Risk Management Authority (OTARMA) renewal increase.

Mr. Moeller made a motion to approve the OTARMA renewal increase. Mr. Cramer seconded.

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

## **10) Public Comments**

Janice Tavalero expressed her concern over the planned exhumation of remains at Houston Cemetery. She noted that residents were previously assured the cemetery would be preserved within green space on the site. Mrs. Tavalero questioned whether alternative design options - such as routing the roads around the cemetery - had been explored.

Mrs. Tilford explained that at the preliminary stage of the Feedwire Farm development, the exact locations of the burial sites were unknown. It was assumed that the graves would remain undisturbed and incorporated into green space. Mrs. Tilford noted that once a detailed study was done, it was found that the graves lie within the area the Greene County Engineer requires for future widening of Feedwire Road as part of the road dedication process.

Mr. Tiffany further explained that this is not a result of the development itself, which could proceed without disturbing the cemetery. The issue lies with the county's need to dedicate additional road right-of-way now, during development. Mr. Tiffany noted that while alternatives were considered, no viable solution was found to keep the graves in place without affecting the road project. Mr. Tiffany further noted that no graves have been moved, and no decision has been made. The process, by law, must go there Greene County Probate Court. Only then are descendants officially notified and given the chance to respond.

Donna Hellmann inquired who is responsible for mowing the parcel that extends out to Clover. Mr. Tiffany believes the neighbor mows the parcel but offered to have the Roads Department mow it if needed.

Louie Schatzberg mentioned that the Sugar Maple Festival was a big success. Though the festival is in Bellbrook, Mr. Schatzberg wanted to commend the Sugarcreek Police and Fire Departments - their support and coordination make a difference.

## **11) Trustee/Staff Discussions**

None.

## **12) 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:

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

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Richard J Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.05.19.01**

IN RE: Acceptance of Dedicated Roadway for Maintenance  
of Streets and Storm Systems for The Landings Section 8

WHEREAS, this Board of Township Trustees has received the name of The Landings Subdivision, Section 8, from the Greene County Engineer which will become the responsibility of Sugar Creek Township per Ohio Revised Code (O.R.C.) 5553.31; and,

WHEREAS, the maintenance and responsibility for these roadways will belong to the Sugar Creek Township Trustees; and,

WHEREAS, the following roadways have met the specifications and inspection procedures of both the Greene County Engineer and the Sugar Creek Township Roads and Services Department:

The Landings Subdivision, Section 8

NOW THEREFORE, BE IT RESOLVED, that these subdivision roads are accepted as the responsibility of Sugar Creek Township and the speed limit in this residential area shall be set at 25 miles per hour.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.05.19.02**

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.

- 3 sets – MDI Immobile-Vac Vacuum Splints
- 1 - MDI Immobile-Vac Vacuum Mattress
- Additional Splints
  - 1- ankle
  - 3- Arm
  - 1- Leg
- 3 – Physio Control LIFEPAK Interchangeable Mount (Part#NCE-H7000) LP 15 mounting Brackets

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

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.05.19.03**

IN RE: Appointment of Fire Department Staff  
Austin Kendall

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

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

WHEREAS, Austin Kendall has the necessary qualifications to serve in that capacity for the Sugar Creek Township Fire Department; and,

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

FURTHER BE IT RESOLVED, the above-mentioned appointment for Austin Kendall will have an effective date of May 16<sup>th</sup>, 2025, with a one (1) year probationary period ending on May 16<sup>th</sup>, 2026.

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Fred Cramer, Chairperson

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Carolyn Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**PROCLAMATION**  
**MEMORIAL DAY**

**WHEREAS**, on Memorial Day, our nation pauses to remember the brave men and women in uniform and their sacrifice to protect the interests of our country and defend our freedoms; and

**WHEREAS**, Sugarcreek Township is blessed to be the home of many military veterans who have shown courage and valor, often in the face of grave danger; and

**WHEREAS**, on this Memorial Day, Sugarcreek Township's citizens remember those who have made the ultimate sacrifice for this country, and comfort the families and friends of those who lost a loved one, as we are forever indebted to those who have died in defense of our Republic; and

**WHEREAS**, we reflect upon the enormous contributions to our county of our fallen warriors, we also pay tribute to the next generation of Sugarcreek Township citizens who have chosen to serve in the United States Armed Forces, as they are committed to sustaining a legacy of unyielding patriotism; and

**WHEREAS**, the citizens of Sugarcreek Township must always stand united in remembrance of those who have given so much so that we can live in freedom, prosperity, and enjoy the blessings our country has to offer;

**THEREFORE**, be it proclaimed by the **BOARD OF TRUSTEES OF SUGARCREEK TOWNSHIP, OHIO** that this 26th day of May, 2025 we call the observance of Memorial Day to the attention of all our citizens.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee