

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on May 5<sup>th</sup>, 2025, at 7:00pm.**

**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

**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 Sugar Creek 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 Sugar Creek 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