



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, June 16, 2025, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
 - B. Assistant Administrator/Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 6. Old Business**
 - A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting - November 17, 2025
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. Acceptance of Dedicated Roadway for Maintenance - Landing of Sugarcreek Section 7 – 2025.06.16.01
 - D. Appointment of Fire Department Staff – Ryan Turnley, Katlyn Erbaugh, Scott Gisi, Shyann Bowman – 2025.06.16.02
 - E. Resignation of Fire Department Staff – Peyton Merle -2025.06.16.03
 - F. Resolution of Necessity – Roads and Services – 2025.06.16.04
 - G. Increase Appropriations – Police – 2025.06.16.05
 - H. Transfer of Appropriations – Police – 2025.06.16.06
 - I. Proclamation: Recognizing Life Saving Efforts -St. Francis of Assisi Parish Employees
- 8. Discussion Agenda Items**

9. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)

10. Trustee/Staff Discussion

11. Executive session

121.22 G1 - To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official

121.22 G2 - To consider the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code

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
June 16, 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 Clysco intersection and Feedwire Road over I-675 to a point east of the Clysco Road.
- The ribbon cutting/opening of the Veterans Memorial has been rescheduled for August 16th at noon. Final details for the event are being considered.
- Personalized bricks are available again for the Veterans Memorial. Please use the link on our website.
- Attended the pre-construction meeting for Feedwire Farms. Sanitary sewer service will be extended to the south to connect to the existing line in the roadway of Adams Place in the East of Eden Subdivision. Adams Place will be closed during the installation for a period of up to three weeks. Notification and Detour signage will be posted during the closure.
- The bridge on Brown Road, just south of Swigart, is being replaced and the bid opening took place last week. This is a County Engineer project that will take months to complete. Traffic will be maintained during the project.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written in a cursive style.

Barry P. Tiffany
Township Administrator



Staff Report for the Sugarcreek Township Board of Trustees June 3, 2025 to June 13, 2025

The following is a snapshot of the activities and areas of responsibility for the Sugarcreek 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:

- **Next meeting scheduled for June 26, 2025-cancellation pending; no applications received prior to the meeting's closing date**
- **Next meeting scheduled for July 24, 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
- June 10th Meeting Follow-up: Presentation on I-675 Wilmington Pike Interchange project; kick off to our Zoning Resolution review
- Next meeting scheduled for July 8, 2025: Continue with Zoning Resolution review; no cases submitted prior to the meeting's closing date

Meetings/Accomplishments:

- Attended Preconstruction Meeting for Feedwire Farm; Adams Place Road closure anticipated to begin Wednesday, June 18, 2025 and be open no later than July 7, 2025 (detour and closure signage should be posted Friday, June 13, 2025)
- Attended Zoning Commission Meeting on June 10, 2025
- Brown Road Pre-Award Meeting held on June 11, 2025 (project includes the Brown Road bridge replacement and pavement)
- Attended Relationship Review with Fiscal Office and Huntington Bank on June 11, 2025
- Met with developer to discuss Feedwire Farm project on June 11, 2025

- Working with the Great Lakes Community Action Partnership RCAP to see what assistance they may be able to provide in identifying grants that may be available for the River Ridge area water line extension being contemplated
- Drafted Resolution establishing time, place and manner restrictions for transient vendors, as well as a Resident Information Sheet and an associated Application for transient vendors; sent to the Prosecutor's Office for review
- Draft Resolution of Necessity for Road Levy Renewal and sent to Prosecutor's Office for review
- Working with Waterford at Sugarcreek on tree replacement along Feedwire Road (property has sold to Dietz Property Group)



Sugarcreek Township Trustees Report For June 16th , 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 06.16.2025 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)

- Hose Deployment
- Rural Hitch Operations
- Airway Olympics
- Pump Operations
- Ropes/Knots
- Blue Card Certification Simulations at BTFD (Ewing, Holbrook, Dennis)

Information:

- Hydrant flushing completed
- SAFER grant submitted by Lexipol
- ASI completed on Ladder 72. Adjustments made to aerial boom
- Stryker performed scheduled service on all AED's, LifePak 35 monitors, cots, and stair chairs
- AFG grant awards for exhaust system, radios, and ATV should be decided by the end of July

Status of Issues the Fire Department is Addressing:

- E72 needs cab hydraulic lift cylinders rebuilt. Parts ordered by Fire Apparatus Inc.
- M73 O/S waiting on estimates for head gasket repair
- Medic 72 rear scene lights replaced
- Engine 71 headlight replaced

Fire Department Scheduled Events Attended

- Greene County Fire Chiefs Meeting
- Hazmat Advisory Borad Meeting
- PSISN Board Meeting

Run Statistics As Of June 12th

Total Call Volume = **691**
 Fire Calls = 148 (21.4%)
 EMS Calls = 539 (78.0%)
 Invalid/Admin Calls = 4 (0.6 %)
 MVC's = 79 (11.4%)
 Cornerstone = 79 (11.4%)

Mutual Aid Given (total number of incidents) = 75

Incidents with M/A Fire given = 48

Incidents with M/A EMS given = 27

Mutual Aid Received (total number of incidents) = 24

Incidents with M/A Fire received = 12

Incidents with M/A EMS received = 12

Runs by Quadrant:

711 – 51
 712 – 49
 713 – 12
 714 – 4
 721 – 449
 722 – 46
 723 – 1
 M/A – 75
 N/A - 4

Bellbrook Mutual Aid:

| Year | Given | Received |
|------|-------|----------|
| 2022 | 52 | 32 |
| 2023 | 55 | 19 |
| 2024 | 70 | 33 |
| 2025 | 39 | 19 |

Fiscal:

| As of June 10 th , 2025 | Final Appropriation | Current Reserve for Encumbrance | YTD Expenditures | Unencumbered Balance | YTD % Expenditures |
|------------------------------------|---------------------|---------------------------------|------------------|----------------------|--------------------|
| Fire | \$3,436,300.00 | \$543,388.33 | \$1,549,943.48 | \$1,359,560.56 | 44.888% |
| EMS | \$290,300.00 | \$66,763.20 | \$140,819.12 | \$84,090.45 | 48.280% |
| Cell Tower Fund | \$27,068.58 | \$4,674.49 | \$22,394.09 | \$0.00 | 82.731% |
| Department Total | \$3,753,668.58 | \$614,826.02 | \$1,713,156.69 | \$1,443,651.01 | 45.422% |

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 June 16, 2025

Training

- On June 5th, Detective Stayer and Detective Mantia attended the Pre-Employment Background Investigations class through TCSU.
- No other classes are scheduled for June.

Fiscal

| | |
|---|----------------|
| Budget 2025 (Final Appropriation) | \$3,314,500.00 |
| Expenditures as of June 13, 2025 | \$1,351,345.53 |
| % of Budget Used | 42% |
| % of Budget Year Target for the end of June | 49.8% |
| % of Budget Remaining | 58% |
| Cash Balance as of June 13, 2025 | \$1,899,777.64 |

Events/Appearances

- On June 5th, our officers stopped by the grand opening at 56 Bellbrook Plaza.
- On June 5th, Chief Brown attended the Chambers Luncheon.
- On June 12th, Chief Brown attended the Ministerial Luncheon.

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

May 29, 2025

- Business and house checks
- Suspicious person on Bayberry Cove Drive
- Request of an officer on Bellasera Drive
- Criminal damaging on Glory Drive
- Welfare check on Wilmington Pike

May 30, 2025

- Traffic stops
- Parking violation on Creekway Trail
- Suspicious vehicle on Clio Road

May 31, 2025

- Theft report on Twilight Lane
- Disturbance on Ferry Road
- Theft report on Carleton Drive
- Welfare check on Callalily Drive

June 1, 2025

- Business and house checks
- Traffic stops
- Noise complaint on Brookdale Lane

June 2, 2025

- Community policing
- Request of an officer on Clio Road
- Theft arrest on Wilmington Pike

June 3, 2025

- Theft on Seton Hill Drive
- Request of an officer on Cheatham Way
- Theft on Glory Drive

June 4, 2025

- Juvenile complaint on Indian Ripple Road
- 911 Hang up on Washington Mill Road
- Community policing

June 5, 2025

- Crash report on Wilmington Pike
- Traffic stop
- Suspicious person on Wilmington Pike

June 6, 2025

- Nothing to Report

June 7, 2025

- Peace officer requested on Bayberry Cove Drive
- Traffic stops
- Suspicious vehicle on Cloy Road

June 8, 2025

- Domestic violence on Somerset Path
- Peace officer needed on Spillway Court
- Intoxicated subject on Wilmington Pike

June 9, 2025

- Nothing to Report

June 10, 2025

- Crash on McBee Road
- Business checks
- An animal complaint on Chestnut Grove Court

June 11, 2025

- Peace officer on Erica Court
- Solicitor on Erickman Lane



**Staff Report for
Sugar Creek Township Trustees
June 16, 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, trees down -close road

Accomplishments:

- Milled and paved spots on Glory and Paxon- 5 days
- Replaced Twp sign on Upper bell
- Filled potholes- Middle Run, Magnolia Trace and Cedar Ridge
- Picked up skid steer and milling attachment
- W.Salina Circle – put dirt and seed down
- Roadside trimming throughout Twp
- Carpenter trimmed trees
- Cleaned shop floor
- Cold patch potholes throughout TWP
- Pruned tree at Memorial
- Finished gate for shooting range
- Check and clean culvert pipes
- Clean asphalt in Bobcat and dump truck
- Picked up supplies from Lowes
- Cleaned up trash on Middle Run
- Replaced curve sign on Washington Mill
- Spot spray throughout Twp
- Ferry Road – cleaned up around drain
- Mowed shop, Graveyard, Cloy, Center Point, Memorial and bike path
- Picked up emulsion from Jasper
- Picked up 1 deer

Respectfully,
Justin Windsor
Director of Roads and Services

Payment Listing

June 2025

| Payment Advice # | Post Date | Transaction Date | Type | Vendor / Payee | Amount | Status |
|------------------|------------|------------------|------|---|------------|--------|
| 991-2025 | 06/09/2025 | 06/09/2025 | CH | BUREAU OF WORKERS' COMPENSATION | \$3,617.30 | O |
| | | | | Purpose: June installment payment | | |
| 1119-2025 | 06/12/2025 | 06/12/2025 | CH | HUNTINGTON NATIONAL BANK | \$1,743.22 | O |
| | | | | Purpose: Admn/Roads/Police - recurring charges, toner, postage, controller wire harness, 8pr tire | | |
| 94217 | 06/03/2025 | 06/03/2025 | AW | CHARTER COMMUNICATIONS | \$378.99 | O |
| | | | | Purpose: All Depts - cable services | | |
| 94218 | 06/03/2025 | 06/03/2025 | AW | Superior Uniform Sales, Inc. | \$345.70 | O |
| | | | | Purpose: Fire - uniforms | | |
| 94219 | 06/03/2025 | 06/03/2025 | AW | DUNCAN OIL COMPANY | \$1,314.58 | O |
| | | | | Purpose: Police/Fire - fuel | | |
| 94220 | 06/03/2025 | 06/03/2025 | AW | FIRE APPARATUS SERVICE AND REPAIR, I | \$2,140.12 | O |
| | | | | Purpose: Fire - medic repair | | |
| 94221 | 06/03/2025 | 06/03/2025 | AW | GATEWAY AUTO CLINIC | \$453.48 | O |
| | | | | Purpose: Fire - FM 70 oil lubr filter/Batt 70 replace tire sensors | | |
| 94222 | 06/03/2025 | 06/03/2025 | AW | HENRY SCHEIN, INC. | \$504.59 | O |
| | | | | Purpose: Fire - ems supplies | | |
| 94223 | 06/03/2025 | 06/03/2025 | AW | VIKING HEATING | \$1,172.00 | O |
| | | | | Purpose: Police/Fire - spring check up | | |
| 94224 | 06/03/2025 | 06/03/2025 | AW | TREASURER OF STATE | \$290.88 | O |
| | | | | Purpose: Roads - dam safety annual fee | | |
| 94225 | 06/03/2025 | 06/03/2025 | AW | MUFFLER BROTHERS | \$17.82 | O |
| | | | | Purpose: Police - tire repair | | |
| 94226 | 06/03/2025 | 06/03/2025 | AW | CAPITAL ONE | \$4.86 | O |
| | | | | Purpose: Police - car item | | |
| 94227 | 06/03/2025 | 06/03/2025 | AW | NORTHCOAST PRODUCTS | \$1,392.30 | O |
| | | | | Purpose: Roads - rapid set emulsion | | |
| 94228 | 06/03/2025 | 06/03/2025 | AW | ODP BUSINESS SOLUTIONS,LLC | \$28.37 | O |
| | | | | Purpose: Admin - pens | | |
| 94229 | 06/03/2025 | 06/03/2025 | AW | JOHN DEERE FINANCIAL | \$546.77 | O |
| | | | | Purpose: Roads - roundup, backpack sprayer, marshell wellington brown | | |
| 94230 | 06/03/2025 | 06/03/2025 | AW | O'REILLY AUTOMOTIVE, INC. | \$6.00 | O |
| | | | | Purpose: Roads - string insrt | | |
| 94231 | 06/03/2025 | 06/03/2025 | AW | CRAFCO, INC. | \$6,197.00 | O |
| | | | | Purpose: Roads - crack sealing materials | | |
| 94232 | 06/03/2025 | 06/03/2025 | AW | LESLEY STAYER | \$400.00 | O |
| | | | | Purpose: Police - clothing allowance per contract | | |
| 94233 | 06/03/2025 | 06/03/2025 | AW | TYLER MANTIA | \$400.00 | O |
| | | | | Purpose: Police - clothing allowance per contract | | |
| 94234 | 06/03/2025 | 06/03/2025 | AW | Paul Guerrero | \$400.00 | O |
| | | | | Purpose: Police - clothing allowance per contract | | |
| 94235 | 06/05/2025 | 06/05/2025 | AW | HERO COINS LLC | \$1,150.00 | O |
| | | | | Purpose: Police - challenge coins | | |
| 94236 | 06/05/2025 | 06/05/2025 | AW | CITI CARDS | \$636.91 | O |
| | | | | Purpose: Fire - printing, station supplies, shipping, batteries, microsoft | | |
| 94237 | 06/05/2025 | 06/05/2025 | AW | ALLIED UNIVERSAL TECHNOLOGY SERVIC | \$4,036.50 | O |
| | | | | Purpose: All Depts - service call for badge machine | | |

Payment Listing

June 2025

| Payment Advice # | Post Date | Transaction Date | Type | Vendor / Payee | Amount | Status |
|------------------|------------|------------------|------|---|------------|--------|
| 94238 | 06/05/2025 | 06/05/2025 | AW | HOME DEPOT CREDIT SERVICES | \$18.97 | O |
| | | | | Purpose: Roads - 7" rafter square | | |
| 94239 | 06/05/2025 | 06/05/2025 | AW | TRANSUNION RISK & ALTERNATIVE DATA | \$185.20 | O |
| | | | | Purpose: Police - searches | | |
| 94240 | 06/06/2025 | 06/06/2025 | AW | VIKING HEATING | \$503.96 | O |
| | | | | Purpose: Fire - spring hvac maintenance | | |
| 94241 | 06/06/2025 | 06/06/2025 | AW | CENTERPOINT ENERGY | \$85.96 | O |
| | | | | Purpose: Fire - natural gas | | |
| 94242 | 06/06/2025 | 06/06/2025 | AW | LOWE'S COMPANIES INC. | \$221.42 | O |
| | | | | Purpose: Roads/Fire - 15oz, white marking, 40lb pellet wtr softnr, red-orange mark, mtl vrt inuse, combo lock | | |
| 94243 | 06/06/2025 | 06/06/2025 | AW | CHOICE ONE ENGINEERING | \$300.00 | O |
| | | | | Purpose: Roads - drainage analysis - remaining balance | | |
| 94244 | 06/06/2025 | 06/06/2025 | AW | QUADIANT, INC. | \$149.85 | O |
| | | | | Purpose: All Depts - postage machine lease | | |
| 94245 | 06/06/2025 | 06/06/2025 | AW | US BANK EQUIPMENT FINANCE | \$1,152.45 | O |
| | | | | Purpose: All Depts - copier fees | | |
| 94246 | 06/06/2025 | 06/06/2025 | AW | TECH ADVISORS | \$7,572.00 | O |
| | | | | Purpose: All Depts - monthly subscription | | |
| 94247 | 06/06/2025 | 06/06/2025 | AW | RED WING SHOE STORE | \$285.41 | O |
| | | | | Purpose: Roads - shoes - Morgan | | |
| 94248 | 06/06/2025 | 06/06/2025 | AW | GREENE COUNTY SANITARY ENGINEER | \$105.29 | O |
| | | | | Purpose: Admin/Roads - water/sewer | | |
| 94249 | 06/06/2025 | 06/06/2025 | AW | SPECTRUM | \$15.79 | O |
| | | | | Purpose: Admin/Roads - spectrum TV | | |
| 94250 | 06/06/2025 | 06/06/2025 | AW | TOM'S MULCH | \$285.41 | O |
| | | | | Purpose: Roads - mulch | | |
| 94251 | 06/09/2025 | 06/09/2025 | AW | GREENE COUNTY SANITARY ENGINEER | \$25.53 | O |
| | | | | Purpose: Fire - water/sewer station 71 | | |
| 94252 | 06/09/2025 | 06/09/2025 | AW | MUFFLER BROTHERS | \$247.36 | O |
| | | | | Purpose: Police - car 117 | | |
| 94253 | 06/09/2025 | 06/09/2025 | AW | MATTHEW BENDER & CO., INC. | \$148.43 | O |
| | | | | Purpose: Police - law handbook 2025-1 | | |
| 94254 | 06/09/2025 | 06/09/2025 | AW | DUNCAN OIL COMPANY | \$1,043.01 | O |
| | | | | Purpose: Police/Fire - fuel | | |
| 94255 | 06/09/2025 | 06/09/2025 | AW | CENTERPOINT ENERGY | \$120.20 | O |
| | | | | Purpose: Police/Fire - natural gas | | |
| 94256 | 06/09/2025 | 06/09/2025 | AW | ODP BUSINESS SOLUTIONS,LLC | \$110.15 | O |
| | | | | Purpose: Police - DVD's, USB's | | |
| 94258 | 06/09/2025 | 06/09/2025 | AW | STANDARD INSURANCE COMPANY | \$173.15 | O |
| | | | | Purpose: employer contributions - life insur | | |
| 94260 | 06/09/2025 | 06/09/2025 | AW | FIDELITY SECURITY LIFE INSURANCE CO. | \$716.61 | O |
| | | | | Purpose: employer contributions - dental insur | | |
| 94262 | 06/11/2025 | 06/11/2025 | AW | AES OHIO | \$501.57 | O |
| | | | | Purpose: Admin - traffic signal, quonset hut, main building | | |
| 94263 | 06/11/2025 | 06/11/2025 | AW | RUMPKE CONSOLIDATED | \$338.19 | O |
| | | | | Purpose: All Depts - trash removal | | |

Payment Listing

June 2025

| Payment Advice # | Post Date | Transaction Date | Type | Vendor / Payee | Amount | Status |
|---------------------------------|--|------------------|------|-----------------------------------|--------------|--------|
| 94264 | 06/11/2025 | 06/11/2025 | AW | GREENE COUNTY SANITARY ENGINEER | \$470.49 | O |
| | Purpose: Police/Fire - water/sewer | | | | | |
| 94265 | 06/11/2025 | 06/11/2025 | AW | HENRY SCHEIN, INC. | \$296.10 | O |
| | Purpose: Fire - ems supplies | | | | | |
| 94266 | 06/11/2025 | 06/11/2025 | AW | OCCUPATIONAL HEALTH CENTERS OF OH | \$480.00 | O |
| | Purpose: Fire - physical for new hires | | | | | |
| 94267 | 06/11/2025 | 06/11/2025 | AW | BREATHING AIR SYSTEMS | \$27.48 | O |
| | Purpose: Fire - oil cap | | | | | |
| 94268 | 06/11/2025 | 06/11/2025 | AW | BUGS-OR-US PEST CONTROL | \$65.00 | O |
| | Purpose: Admin/Roads - pest control | | | | | |
| 94269 | 06/11/2025 | 06/11/2025 | AW | RED WING SHOE STORE | \$4.84 | O |
| | Purpose: Roads - balance on shoe exchange | | | | | |
| 94270 | 06/11/2025 | 06/11/2025 | AW | AIRGAS USA, LLC | \$847.20 | O |
| | Purpose: Fire - lease renewal and rental fees | | | | | |
| 94271 | 06/11/2025 | 06/11/2025 | AW | HERITAGE FIRE EQUIPMENT | \$2,394.00 | O |
| | Purpose: Fire - ladder testing | | | | | |
| 94272 | 06/11/2025 | 06/11/2025 | AW | PRO ONCALL TECHNOLOGIES | \$237.23 | O |
| | Purpose: All Depts - phone services | | | | | |
| 94273 | 06/11/2025 | 06/11/2025 | AW | CHARTER COMMUNICATIONS | \$711.65 | O |
| | Purpose: All Depts - network and phone services | | | | | |
| 94274 | 06/11/2025 | 06/11/2025 | AW | Across the Street Productions | \$1,811.71 | O |
| | Purpose: Fire - blue card training | | | | | |
| 94275 | 06/11/2025 | 06/11/2025 | AW | Outdoor Enterprise | \$190,314.42 | O |
| | Purpose: Admin - construction on Veterand Memorial - 2nd installment | | | | | |
| 94277 | 06/12/2025 | 06/12/2025 | AW | POSITIVE PROMOTIONS, INC. | \$251.95 | O |
| | Purpose: Police - community outreach stickers | | | | | |
| 94278 | 06/12/2025 | 06/12/2025 | AW | MUFFLER BROTHERS | \$188.08 | O |
| | Purpose: Police - car 117 | | | | | |
| 94279 | 06/12/2025 | 06/12/2025 | AW | ODP BUSINESS SOLUTIONS,LLC | \$64.68 | O |
| | Purpose: Police - batteries, kitchen items | | | | | |
| 94280 | 06/12/2025 | 06/12/2025 | AW | CHARTER COMMUNICATIONS | \$1,305.41 | O |
| | Purpose: Police/Fire - epl psb, fiber psb & station 71 | | | | | |
| 94281 | 06/12/2025 | 06/12/2025 | AW | QUADIENT FINANCE USA, INC. | \$150.00 | O |
| | Purpose: All Depts - postage | | | | | |
| 94282 | 06/12/2025 | 06/12/2025 | AW | McMAHAN'S | \$150.00 | O |
| | Purpose: Police/Fire - propane minimum usage fee for PSB | | | | | |
| 94283 | 06/12/2025 | 06/12/2025 | AW | VALLEY ASPHALT CORPORATION | \$545.49 | O |
| | Purpose: Roads - 448 ty1 surf | | | | | |
| 94284 | 06/12/2025 | 06/12/2025 | AW | BUCKEYE ECOCARE | \$217.00 | O |
| | Purpose: Roads - lawn care | | | | | |
| 94285 | 06/12/2025 | 06/12/2025 | AW | BUGS-OR-US PEST CONTROL | \$160.00 | O |
| | Purpose: Police/Fire - pest control | | | | | |
| Total Payments: | | | | | \$242,176.03 | |
| Total Conversion Vouchers: | | | | | \$0.00 | |
| Total Less Conversion Vouchers: | | | | | \$242,176.03 | |

Payment Listing

June 2025

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 June 2, 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. Moeller, Mrs. Destefani, and Mr. Cramer in attendance. Also, in attendance were Cara Tilford, Chief Doug Buffenbarger, Jim McGinley, Donna Hellmann, Louie Schatzberg, Josh Bisignani, and Allison Bisignani.

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

4) Reports

Administration

Mr. Tiffany had nothing to add to his report. Mrs. Tilford noted that the upcoming meeting will include a discussion on the renewal of the five-year levy, which is set to expire. She emphasized that this would not be an increase, but a continuation of the existing levy.

Zoning

Mrs. Tilford had nothing to add to her report. Mr. Moeller asked for clarification regarding the reference to the Home Technical Assistance Zoning Resolution. Mrs. Tilford explained that it referred to a grant opportunity offered by the State of Ohio to help communities update their zoning codes.

Fiscal Officer

Mr. Demko reported that the tax budget is due next month.

Fire

Chief Buffenbarger had nothing to add to his report. The trustees noted an increase in mutual aid calls this year and requested that Chief Buffenbarger provide a three-year comparative report breaking down total calls, mutual aid given and received, including calls to Cornerstone. Chief Buffenbarger shared that the State Fire Marshal's Office presented Jordan with a citation of commendation, following a resident's letter praising the Safe Seniors Program.

Police

Chief Brown had nothing to add to his report.

Roads and Service

Mr. Windsor had nothing to add to his report. Mrs. Tilford noted that the Service Department has remained busy with road work, repairs, and mowing despite being short staffed. The trustees discussed the possibility of hiring seasonal or temporary help to ease the workload during the busy season.

Information Technology

Mr. Tiffany had nothing to add to his report. Mrs. Tilford noted that TechAdvisors is currently addressing updates needed on some Microsoft operating systems.

Trustees

Mr. Moeller reported that he attended the Woodland Ridge HOA meeting.

Mrs. Destefani reported that she attended the Regional Planning Commission's 8-week training series and the Water and Wastewater Committee meeting, where she learned about the Water Smart Program. She updated the trustees on the Safe Haven Baby Box initiative, noting that the contract is still under negotiation. Mrs. Destefani also updated the trustees on the Veterans Memorial planning, noting that she has begun drafting the program and agenda for the ceremony.

Mr. Cramer reported that 675/Wilmington Pike project is officially moving forward. He also met with Greene County Sanitary Engineering regarding long term water access to River Ridge 2. Additionally, Mr. Cramer attended the State Development Coalition's NATO Reception and shared insights from the event. He updated the trustees on the proposed pickleball courts and the continued progress of the RAISE grant application.

5) Public Comments – Agenda Items

Jim McGinley asked for clarification regarding zoning activities listed in Mrs. Tilford's report, specifically referencing two items that appeared unclear. Mrs. Tilford explained that these are preliminary discussions included for the sake of transparency, due to the early stage of the discussions, specific details and names cannot yet be disclosed. Mr. McGinley suggested that providing additional context or phrase indicators in future reports could help the public better understand the status and relevance of these entries.

Josh Bisignani inquired about the mutual aid report, noting a discrepancy in the reported 22 instances compared to the breakdown of 12 and 14. Chief Buffenbarger explained that the figure represents the number apparatus involved, not the number of calls.

6) Old Business

Mr. Cramer noted that the joint meeting with the City of Bellbrook, Parks, and School Districts is scheduled for November 17th from 5pm to 7pm at the Bellbrook City Building.

7) Consent Agenda Items

A. Payment of Bills

B. Minutes

C. 2025 Collective Bid Agreement with Greene County Engineer – 2025.06.02.01

D. Declaration of Excess Property – Police Department – 2025.06.02.02

RESOLUTION NO. 2025.06.02.01

IN RE: 2025 Collective Bid Agreement with Greene County Engineer

WHEREAS, this Board of Trustees has agreed to participate in the competitive bid contract for the Collective Paving Program for 2025 as bid by the Greene County Engineer; and,

WHEREAS, this opportunity enables Sugarcreek Township to participate in a competitive bidding contract that the Greene County Engineer offers to all government entities of Greene County; and,

WHEREAS, this cooperative Collective Bid Program affords significant savings to Sugarcreek Township through the economies of scale realized by group purchasing and unified contract administration,

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees, by executing the attached document, does hereby enter into said agreement and authorizes payment for the Township's proportional share of roadwork completed.

RESOLUTION NO. 2025.06.02.02

IN RE: Declaration of Excess Property – Police Department

WHEREAS, the Sugarcreek Township Police Department has identified equipment, which is no longer needed for operations, and;

WHEREAS, the item listed has been declared obsolete and has been marked for disposition for bid on GovDeals.com.

- 2018 Ford Police Interceptor Utility
VIN – 1FM5K8AR3JB68893
Engine is bad, Needs new engine

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

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

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

8) Discussion Agenda Items

None.

9) Public Comments

Louie Schatzberg, Flag Captain for the Bellbrook-Sugarcreek Optimist Club, thanked the community for supporting the Avenue of Flags program, which places flags throughout the area on major holidays.

10) Trustee/Staff Discussions

Mrs. Destefani mentioned that the annual Greene County Flag Day Ceremony is Saturday, June 14th at 6:30pm at the Greene County Fairgrounds.

Mrs. Tilford mentioned that June 14th is the River Cleanup event as well.

11) Adjourn

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

Mrs. Destefani – Yes

Mr. Cramer – Yes

Mr. Moeller – Yes

Richard J Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.06.16.01**

**IN RE: Acceptance of Dedicated Roadway for Maintenance
of Streets and Storm Systems for The Landings Section 7**

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 7

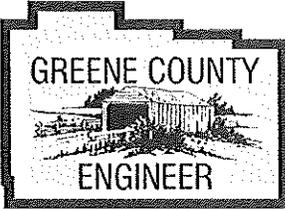
NOW THEREFORE, BE IT RESOLVED, that these subdivision roads are accepted as the responsibility of Sugar Creek Township and the speed limit in this residential area shall be set at 25 miles per hour.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



STEPHANIE ANN GOFF, P.E., P.S.

GREENE COUNTY ENGINEER

615 Dayton-Xenia Road
Xenia, Ohio 45385-2697
Office (937) 562-7500
Fax (937) 562-7510

**PERFORMANCE BOND 100% RELEASE
&
MAINTENANCE AND RESPONSIBILITY**

SUBDIVISION: The Landings Section 7

TOWNSHIP: Sugarcreek Township

The following signatures from the appropriate and authorized agencies hereby approve the 100% release of the street and storm water performance bond for the subject development.

The following signatures from the appropriate and authorized agencies hereby approve and the township accept the maintenance responsibility for the streets and storm system for the subject development:

Greene County Engineers Office: _____ Date: _____

Township Office: _____ Date: _____



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.06.16.02**

IN RE: Appointment of Fire Department Staff
Ryan Turnley, Katlyn Erbaugh, Shyann Bowman, Scott Gisi

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, EMS Only and Firefighter II/EMT; and,

WHEREAS, Ryan Turnley, Katlyn Erbaugh, Shyann Bowman and Scott Gisi have the necessary qualifications to serve in those capacities for the Sugarcreek Township Fire Department; and,

NOW, THEREFORE, BE IT RESOLVED, that Ryan Turnley shall be appointed to the position of Part-Time Firefighter I/EMT within the Sugarcreek Fire Department at the rate of \$17.72 per hour, and Katlyn Erbaugh shall be appointed to the position of Part-Time EMS Only within the Sugarcreek Fire Department at the rate of \$17.54 per hour, Shyann Bowman shall be appointed to the position of Part-Time Firefighter II/EMT-B within the Sugarcreek Fire Department at the rate of \$18.80 per hour, and Scott Gisi shall be appointed to the position of Part-Time Firefighter II/EMT-P and Safety Inspector within the Sugarcreek Fire Department at the rate of \$21.15 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointments for Ryan Turnley and Katlyn Erbaugh will have an effective date of June 3, 2025, with a one (1) year probationary period ending on June 3, 2026, and Shyann Bowman and Scott Gisi will have an effective date of June 10, 2025, with a one (1) year probationary period ending on June 10, 2026.

Fred Cramer, Chairperson

Carolyn Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.06.16.03**

IN RE: Resignation of Fire Department Staff – Payton Merle

WHEREAS, Part-time Firefighter/EMT, Payton Merle has indicated her desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Payton Merle was hired as a member of the Sugarcreek Township Fire Department on August 29, 2024; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Ms. Merle.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Payton Merle effective June 23, 2025.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer

Chief Buttenbarger,

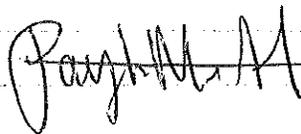
I hope this message finds you well. I am writing to formally submit my two weeks' notice resignation from my position at Sugar Creek Township Fire Department, with my final working day being June 23rd, 2025.

This decision did not come easily, as I have sincerely appreciated the opportunity to work under your leadership and to be a part of a team that has taught me a great deal. However after careful consideration, I have accepted a position elsewhere that aligns better with my medic schooling and my long-term professional goals.

I want to express myself personally, highlighting my gratitude for the support, guidance, and opportunities I've received during my time here.

Thank you again for everything. I truly have valued all the relationships I've made and the experience gained.

With respect and appreciation,
Payton Carolyn Hines Mene
Fire Fighter / EMT
06/09/25



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

WHEREAS, the Board of Trustees of Sugarcreek Township, Greene County, OH,
Governing body (e.g. board of trustees, etc) Political subdivision
determines that it is necessary to levy a tax outside the ten-mill limitation, and

WHEREAS, before seeking to have a levy approved by the electors of Sugarcreek Township excluding Bellbrook,
Portion of Political Subdivision (authorized to vote on issue)
the Board of Trustees must seek the certification of the Greene County Auditor in compliance with
Governing body
Section 5705.03 of the Ohio Revised Code, submitted for the General election held
General, Primary, Special
on November 4, 2025.
Date of Election

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Sugarcreek Township,
Governing body Political subdivision
Greene County, OH, that the Greene County Auditor is hereby requested to certify to the Board of Trustees ;
Governing body
1. The total current tax valuation of Sugarcreek Township, and
Portion of Political Subdivision (authorized to vote on issue)
2. The dollar amount of revenue that would be generated by 0.80 mills.
Millage

BE IT FURTHER RESOLVED that the purpose of the tax is for a road levy
Purpose (use additional lines if needed)

And is for five (5) commencing and appearing on the tax list for the years specified: 2026-2030.
Rate of time expressed in years or continuing period of time (CPT) List the years levy will appear on the tax list

Such tax is authorized to be submitted to a vote of the electors of the Sugarcreek Township excluding Bellbrook pursuant
Portion of Political Subdivision (authorized to vote on issue)
to Section 5705.19 (G) of the Ohio Revised Code, and which shall be
ORC Section

a renewal of an existing levy
(Insert "an additional levy", "a renewal of an existing tax", or "a replacement of an existing tax")

BE IT FURTHER RESOLVED that the Greene County Auditor is requested to issue the certification
within ten days after receiving this Resolution.

_____ moved for the adoption of the Resolution, and
_____ seconded the motion. The vote was as follows:
_____ voted _____
_____ voted _____

Having received the required two-thirds majority, the Resolution was adopted.

Adopted _____, _____
Month and day Year

FISCAL OFFICER CERTIFICATION

I, _____ of Sugarcreek Township, Greene County, Ohio,
Name of Fiscal Officer or Clerk Political subdivision
certify this Resolution to be a true and correct copy of Resolution No. 2025.06.16.04, as
Resolution number
adopted by the Board of Trustees of Sugarcreek Township, Greene County, Ohio,
Governing Body Political subdivision
and recorded in the official record of proceedings of the meeting held on _____,
Month and Day Year



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.06.16.05
IN RE: Increase Appropriations for Police Fund

WHEREAS, the need exists to increase appropriations for the 2081 Police Fund; and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2025 Budget and has provided this Board with the funding number and the Township Administrator has provided the amount to be appropriated:

| <u>Fund Name</u> | <u>From</u> | <u>To</u> |
|---|-------------|-------------|
| Machinery, Equipment & Furniture 2081-760-740-0000 | \$16,500.00 | \$59,500.00 |

NOW THEREFORE BE IT RESOLVED, the increased appropriation shall be made in accordance with the law.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice-Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Police Department

RESOLUTION #: 2025.06.16.06

| <u>Debt Fund Number</u> | <u>Account Name</u> | <u>Credit Fund Number</u> | <u>Account Name</u> | <u>Amount</u> |
|-------------------------|---------------------|---------------------------|----------------------------------|---------------|
| 2081-210-360-0001 | Dispatch | 2081-760-740-0000 | Machinery, equipment & furniture | \$5,000 |
| 2081-820-820-0000 | Principal Payments | 2081-760-740-0000 | Machinery, equipment & furniture | \$6,000 |
| 2081-830-830-0000 | Principal Interest | 2081-760-740-0000 | Machinery, equipment & furniture | \$3,000 |

Explanation of Transfer(s): MTD's

Approved:

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



PROCLAMATION

IN RE: Recognition of Life Saving Efforts

WHEREAS, on Tuesday, May 20, 2025, St. Francis of Assisi parish employees Jeanne Sheppard, Robert Theewis, and Kevin Allen demonstrated quick thinking and selfless action that resulted in saving the life of another; and

WHEREAS, Jeanne Sheppard promptly contacted emergency services by calling 911, while Robert Theewis and Kevin Allen administered critical CPR, taking immediate and decisive action during a medical emergency; and

WHEREAS, their swift recognition of the severity of the situation and their willingness to act without hesitation directly contributed to saving the life of John Van Hook; and

WHEREAS, had it not been for their courageous and timely response, the outcome could have been tragically different;

NOW, THEREFORE, be it recognized and commended by the Board of Trustees of Sugarcreek Township that Jeanne Sheppard, Robert Theewis, and Kevin Allen acted with extraordinary courage, presence of mind, and a profound sense of duty. Their actions exemplify the highest standards of community service and human compassion. Their compassion and willingness to help in a moment of crisis are a powerful testament to the goodness and strength that exist within our community.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee