



AGENDA

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Monday, July 21, 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. Resignation of Fire Department Staff – Stephen Lawrence, Kaitlyn Holbrook, Justin Althouse - 2025.07.21.01
 - D. Transfer of Appropriations - Fire - 2025.07.21.02
 - E. Increase Appropriations for Fire Fund – 2025.07.21.03
 - F. Declaring Excess Property - Police - 2025.07.21.04
 - G. Declaring Excess Property - Fire - 2025.07.21.05
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**
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
July 21, 2025**

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

- The ribbon cutting/opening of the Veterans Memorial is scheduled for August 16th at noon. Additional bricks have arrived and are ready for placement.
- Personalized bricks are still available for the Veterans Memorial. Please use the link on our website.
- Cara and I met with the new owners of Sugarcreek Plaza I and their representatives to discuss the future of the plaza and the effects/impacts of the roadway being constructed to the rear of their building.
- Chief Buffenbarger, Captain Johnson and I met with Dr. Lemos, our Medical Director for the Fire Department regarding compensation for his position. The hospital is no longer paying medical directors for their time serving fire departments.

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
July 8, 2025 to July 21, 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:

- **July 24, 2025 BZA Meeting:**
 - **BZA06-2025:** Applicant, Ashley Dagenbach, is requesting a Variance from Section 4.14 E. 5. b. iii. of the Sugar Creek Township Zoning Resolution to allow for the utilization of a automatic pool cover (meeting ASTM F1346-91 standards) in lieu of a wall or fence in conjunction with the construction of an inground pool on a lot containing less than 5 acres. The subject property is 4292 Willow Creek Circle, parcel L32000100060006400, owned by Ashley Dagenbach, containing 4.5 acres and located in the A-1 (Agricultural) District.

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
- **August 12, 2025 Zoning Commission Meeting:**
 - **ZC02-2025:** Applicants, Cullen and Gwenevier Demarest, are requesting Final Development Plan under Article 5 of the Sugar Creek Township Zoning Resolution for approval of a proposed coffee shop. The subject parcel is 3424 Upper Bellbrook Road, can be further identified by parcel number L32000200160001800 and is owned by Cullen and Gwenevier Demarest.
 - Begin Zoning Resolution review with Articles 1-3; no cases submitted prior to the meeting's closing date

Meetings/Accomplishments:

- Met with City of Centerville to discuss Miami Valley Drive extension on July 10, 2025
- Met with surveyor to discuss lot split on July 11, 2025
- Attended Greene County Leadership Float luncheon to discuss Sugarcreek's partnership with Little Miami Watershed Network/Little Miami Conservancy on July 11, 2025
- Attended pre-mediation conference call with legal counsel on July 15, 2025 (Thelroy Drive vacation)
- Met with Greene County and the City of Centerville to discuss Miami Valley Drive extension on July 16, 2025
- Attended Brown Road Bridge Pre-Design Build Kick Off Meeting on July 16, 2025-construction anticipated to begin March 2026 with one lane of traffic maintained at all times
- Attended zoom meeting with new owners of Sugarcreek Plaza to discuss Miami Valley Drive extension on July 17, 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
- Working with Waterford at Sugarcreek on tree replacement along Feedwire Road (property has sold to Dietz Property Group)



Sugarcreek Township Trustees Report For July 21st, 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 07.21.2025 to keep the Board of Trustees informed of their Fire Department. If further information is needed, please contact Chief Buffenbarger at 937-848-7344.

Training: (Note: Trainings are conducted via Zoom between fire stations whenever possible)

- Careflight Operations
- Med Flight Operations
- Building Construction
- Line of duty death case studies

Information:

- SAFER grant award decision expected in the Fall
- AFG representative for Ohio reported grants should be disbursed soon
- Received \$2,915.48 EMS grant for equipment from ODPS (Reimbursement for ventilator)
- Received quotes for UTV from Clinton County Motorsports
- New Tahoe available via state bid for \$51,000 (Replace Battalion 70)
- Ohio Fire Chiefs requested additional information for district study

Status of Issues the Fire Department is Addressing:

- estimates for head gasket repair M73 \$26,000
- Ladder 72 schedules for maintenance at Heritage and Cummins on 7.28.2025

Fire Department Scheduled Events Attended

- Safety meeting at Bellbrook Middle School
- Greene County LEPC
- Meeting with Dr. Cozad next week to discuss "Shelter In Place" policy

Run Statistics As Of July 17, 2025

Total Call Volume = 832
 Fire Calls = 194 (23.3%)
 EMS Calls = 638 (76.7%)
 MVC's = 93 (11.8%)
 Cornerstone = 93 (11.8%)

Mutual Aid Given (total number of incidents) = 84

Incidents with M/A Fire given = 56
 Incidents with M/A EMS given = 28

Mutual Aid Received (total number of incidents) = 34

Incidents with M/A Fire received = 19
 Incidents with M/A EMS received = 15

Runs by Quadrant:

711 – 63
 712 – 61
 713 – 16
 714 – 5
 721 – 545
 722 – 57
 723 – 1
 M/A – 84

Fiscal:

As of July 14th , 2025	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,436,300.00	\$464,264.93	\$1,833,927.14	\$1,154,700.30	53.113%
EMS	\$290,300.00	\$59,876.81	\$159,923.57	\$72,502.39	54.614%
Cell Tower Fund	\$27,068.58	\$0.00	\$22,394.09	\$4,674.49	82.731%
Department Total	\$3,753,668.58	\$524,141.74	\$2,015,614.80	\$1,231,877.18	53.441%

Projected Capital Needs:

- Replace ATV-71 \$55,000 (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 July 21, 2025

Training

- On July 25th & July 26th, our police department will be conducting a joint active shooter training with Bellbrook Police Department.
- No other classes scheduled for July.

Fiscal

Budget 2025 (Final Appropriation)	\$3,343,500.00
Expenditures as of July 14, 2025	\$1,698,940.43
% of Budget Used	50.5%
% of Budget Year Target for the end of July	58.1%
% of Budget Remaining	49.5
Cash Balance as of July 14, 2025	\$1,653,363.75

Events/Appearances

- On July 16th, Chief Brown attended the Pre-Design Build/Kick-Off Meeting for Brown Road.

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

July 1, 2025

- Business and house checks
- Welfare check on Wilmington Pike
- Domestic dispute on Middle Run Road
- Fireworks on Cypress Pointe Drive

July 2, 2025

- 911 Hang up on E. Briggs Road
- Theft report on Heritage Trace Drive
- Unwanted subject on Wilmington Pike

July 3, 2025

- Traffic stops
- Request of an officer on Cornerstone N. Blvd.
- Disturbance on N. Reserve Street
- Crash report on Wilmington Pike

July 4, 2025

- Nothing to Report

July 5, 2025

- Welfare check on Upper Bellbrook Road
- Community policing

July 6, 2025

- Nothing to Report

July 7, 2025

- Trespassing on Wilmington Pike
- Crash report on Centerville Road
- Crash report on Surrey Trail
- Request of an officer on Clio Road

July 8, 2025

- Theft arrest on Wilmington Pike
- Noise complaint on McBee Road
- Request of an officer on Magnolia Drive

July 9, 2025

- Welfare check on N. Lakeman Drive
- Request of an officer on Surrey Trail
- An animal complaint on Penewit Road
- Welfare check on Carpenter Road

July 10, 2025

- Crash report on Feedwire Road
- Traffic stops

July 11, 2025

- Theft arrest on Wilmington Pike
- Request of an officer on S. Alpha Bellbrook Road

July 12, 2025

- Nothing to Report

July 13, 2025

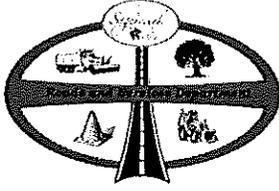
- Crash report on Wilmington Pike
- Community policing
- Request of an officer on Surrey Trail

July 14, 2025

- Theft arrest on Wilmington Pike
- Request of an officer on Ferry Road
- Traffic stops

July 15, 2025

- An animal complaint on Feedwire Road
- Crash report on Wilmington-Dayton Road



**Staff Report for
Sugar Creek Township Trustees
July 21, 2025**

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

Calls for Service:

- There were 0 call outs

Accomplishments:

- Spot spray weeds throughout Twp
- Fill dirt to memorial, overseed
- Push mow memorial and mowed field
Work on the roller
- Lac Lamien- filled potholes, trimmed bushes
Roadside trimming throughout Twp
- East of Eden fixed sign lights
Cleaned shop floor
- Weed eat around signs throughout Twp
- Lowes- pick up material
- Center Point – fixed sign, hit
- Middle Run- put speed advisory up
- LSC- cleaned up trash
- Picked up limbs in ROW Cedar Ridge, Kables Mill
- Mow back of shop
- Mini excavator work around the pond
- Magnolia Trace-closed Road
- Spot cold patch new curb and ADA ramps
- Mowed shop, Graveyard, Clio, Center Point, Memorial and bike path
- Clio-cleaned up islands and mulched
- Cleaned out equipment

Respectfully,
Justin Windsor
Director of Roads and Services

Payment Listing

7/4/2025 to 7/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1306-2025	07/10/2025	07/10/2025	CH	BUREAU OF WORKERS' COMPENSATION	\$3,617.30	O
	Purpose: All Depts - workers comp monthly installment					
1307-2025	07/11/2025	07/11/2025	CH	HUNTINGTON NATIONAL BANK	\$1,434.87	O
	Purpose: Admin/Roads/Police - rocketlaw, qbooks, lunch, chair, fencing, post office					
94362	07/08/2025	07/08/2025	AW	HOME DEPOT CREDIT SERVICES	\$19.94	O
	Purpose: Roads - little big shot nozzle					
94363	07/08/2025	07/08/2025	AW	TOM'S MULCH	\$214.23	O
	Purpose: Roads - limestone					
94364	07/08/2025	07/08/2025	AW	VALLEY ASPHALT CORPORATION	\$614.40	O
	Purpose: Roads - cold mix					
94365	07/08/2025	07/08/2025	AW	US BANK EQUIPMENT FINANCE	\$1,152.45	O
	Purpose: All Depts - copier fees					
94366	07/08/2025	07/08/2025	AW	Enterprise Roofing	\$1,600.00	O
	Purpose: Police - fix leak					
94367	07/08/2025	07/08/2025	AW	TECH ADVISORS	\$7,572.00	O
	Purpose: All Depts - monthly subscription					
94368	07/08/2025	07/08/2025	AW	TREASURER OF STATE	\$100.00	O
	Purpose: Police - access fee					
94369	07/08/2025	07/08/2025	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$75.00	O
	Purpose: Police - searches					
94370	07/08/2025	07/08/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$442.90	O
	Purpose: Fire - E-71 repairs					
94371	07/08/2025	07/08/2025	AW	MUFFLER BROTHERS	\$69.50	O
	Purpose: Police - car 107					
94372	07/08/2025	07/08/2025	AW	KIESLER'S POLICE SUPPLY, INC.	\$1,100.56	O
	Purpose: Police - ammo					
94373	07/08/2025	07/08/2025	AW	CITI CARDS	\$1,352.04	O
	Purpose: Fire - flushpro, evolution light, paper products, lffice supplies					
94374	07/08/2025	07/08/2025	AW	HOME DEPOT CREDIT SERVICES	\$347.79	O
	Purpose: Fire - 3 fans					
94375	07/08/2025	07/08/2025	AW	DUNCAN OIL COMPANY	\$966.27	O
	Purpose: Police/Fire - fuel					
94376	07/08/2025	07/08/2025	AW	CHARTER COMMUNICATIONS	\$12.12	O
	Purpose: Police/Fire - DID block 20					
94377	07/08/2025	07/08/2025	AW	RUMPKE CONSOLIDATED	\$125.69	O
	Purpose: Admin/Roads - trash removal					
94378	07/08/2025	07/08/2025	AW	SPECTRUM	\$15.79	O
	Purpose: Admin/Roads - spectrum tv					
94379	07/08/2025	07/08/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$95.39	O
	Purpose: Admin/Roads - water/sewer					
94380	07/08/2025	07/08/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$79.86	O
	Purpose: Police - toner, binders					
94381	07/08/2025	07/08/2025	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$467.75	O
	Purpose: Police - paper products					
94382	07/10/2025	07/10/2025	AW	CENTERPOINT ENERGY	\$147.86	O
	Purpose: Police/Fire - natural gas					

Payment Listing

7/4/2025 to 7/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94383	07/10/2025	07/10/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$483.78	O
				Purpose: Police/Fire - water/sewer		
94384	07/10/2025	07/10/2025	AW	AIRGAS USA, LLC	\$59.58	O
				Purpose: Fire - cylinder rental		
94385	07/10/2025	07/10/2025	AW	PHOENIX SAFETY OUTFITTERS	\$75.95	O
				Purpose: Fire - uniforms		
94386	07/10/2025	07/10/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$62.91	O
				Purpose: Admin - copy paper, white out tape, rubber bands		
94387	07/10/2025	07/10/2025	AW	Miami Valley Power Equipment	\$480.90	O
				Purpose: Roads - tire/wheel assy 13x6.5-6		
94388	07/10/2025	07/10/2025	AW	JULIA DEE MAIWALD	\$19.04	O
				Purpose: Admin - mileage to & from bank		
94389	07/11/2025	07/11/2025	AW	CHARTER COMMUNICATIONS	\$1,515.50	O
				Purpose: All Depts - network and phone service, PSB fiber & Station 71 EPL		
94390	07/11/2025	07/11/2025	AW	MUFFLER BROTHERS	\$16.04	O
				Purpose: Police - car 107		
94391	07/11/2025	07/11/2025	AW	PRO ONCALL TECHNOLOGIES	\$237.29	O
				Purpose: All Depts - phone service		
94392	07/14/2025	07/14/2025	AW	HENRY SCHEIN, INC.	\$398.15	O
				Purpose: Fire - ems supplies		
94393	07/14/2025	07/14/2025	AW	GATEWAY AUTO CLINIC	\$432.56	O
				Purpose: Fire - batt 70 repairs		
94394	07/14/2025	07/14/2025	AW	DUNCAN OIL COMPANY	\$1,175.18	O
				Purpose: Police/Fire - fuel		
94395	07/14/2025	07/14/2025	AW	RUMPKE CONSOLIDATED	\$102.33	O
				Purpose: Fire - trash removal		
94396	07/14/2025	07/14/2025	AW	Bellbrook Utility Department	\$51.19	O
				Purpose: Fire - water		
94397	07/14/2025	07/14/2025	AW	VOSS	\$614.50	O
				Purpose: Fire - batt 70 parts for repair		
94398	07/14/2025	07/14/2025	AW	TECH ADVISORS	\$3,480.00	O
				Purpose: All Depts - Absolute NetMotion renewal		
94399	07/14/2025	07/14/2025	AW	GREENE COUNTY ENGINEER	\$100.00	O
				Purpose: Roads - 20 sand bags		
94402	07/15/2025	07/15/2025	AW	Sun Life	\$2,023.51	O
				Purpose: employer contribution		
94404	07/15/2025	07/15/2025	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$725.25	O
				Purpose: employee contribution		
94406	07/15/2025	07/15/2025	AW	STANDARD INSURANCE COMPANY	\$227.40	O
				Purpose: employer contributions		
94407	07/16/2025	07/16/2025	AW	RUMPKE CONSOLIDATED	\$138.89	O
				Purpose: Police/Fire - trash removal		
94408	07/16/2025	07/16/2025	AW	AES OHIO	\$278.36	O
				Purpose: Fire - electric		
94409	07/16/2025	07/16/2025	AW	CHARTER COMMUNICATIONS	\$500.00	O
				Purpose: Police/Fire - EPL network connections		

Payment Listing

7/4/2025 to 7/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94410	07/16/2025	07/16/2025	AW	PREMIER HEALTH	\$651.02	O
				Purpose: All Depts - employee care quarterly per employee charge		
94411	07/16/2025	07/16/2025	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: All Depts - energy service agreement		
94412	07/16/2025	07/16/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$53.16	O
				Purpose: Police - copy paper, coffee, mailers		
94413	07/16/2025	07/16/2025	AW	AES OHIO	\$40.02	O
				Purpose: Police - electric range		
94414	07/16/2025	07/16/2025	AW	VERIZON WIRELESS	\$570.51	O
				Purpose: Police - MDT's		
Total Payments:					\$37,095.74	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$37,095.74	

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 July 7th, 2025, at 7:00pm.

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

2) Mr. Demko called the roll with Board Members Mr. Cramer, Mrs. Destefani, and Mr. Moeller in attendance. Also, in attendance were Barry Tiffany, Cara Tilford, Louie Schatzberg, Donna Hellmann, Nick Tanner, Heather Shannon, and David McNamee.

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

4) Reports

Administration

Mr. Tiffany had nothing to add to his report.

Zoning

Mrs. Tilford had nothing to add to her report.

Fiscal Officer

Mr. Demko noted that while some payments are made early in the year, making the percentages appear misleading, all departments are financially on track.

Fire

Chief Buffenbarger had nothing to add to his report.

Police

Chief Brown had nothing to add to his report. Mr. Cramer noted that the Township is updating its personal appearance policy for police officers in response to common questions from recruits about time off, tattoos, and facial hair.

Roads and Service

Mr. Windsor had nothing to add to his report.

Information Technology

Mr. Tiffany noted that the only IT issue to report was the firewall, which was already discussed.

Trustees

Mrs. Destefani updated the trustees on the Veterans Memorial Ceremony agenda and noted that a sign identifying the memorial as belonging to the township still needs to be purchased. She also mentioned that Little Miami Riverkeepers requested a donation of \$1950 for a watershed film event. Mrs. Destefani recommended the township continue with the usual annual donation of \$1000 without tying it to the event.

Mr. Cramer reported that he and Mr. Tiffany attended the Dairy Shed's 50th anniversary celebration. He also noted that the Township is actively working on the Connect Greene Bike Trail initiative and pursuing county water access for Mead Road and River Ridge neighborhoods.

Mrs. Destefani noted that the Baby Box program is fully community funded, and legal counsel is revising the contract to address liability concerns.

5) Public Comments – Agenda Items

None.

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. Year 2025 Permanent Appropriations – 2025.03.17.01
- D. Appointment of Fire Department Staff - Caleb Johnson – 2025.03.17.02
- E. Reappointment of BZA member Jim Froehlich – 2025.03.17.03
- F. Transfer of Appropriations – Fire Department – 2025.03.17.04

RESOLUTION NO. 2025.07.07.01

IN RE: Resignation of Fire Department Staff – Ryan Turnley

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

WHEREAS, Ryan Turnley was hired as a member of the Sugarcreek Township Fire Department on June 16, 2025; and,

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

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Ryan Turnley with an effective date of June 25, 2025.

TRANSFER OF APPROPRIATIONS
Fire Department
RESOLUTION #: 2025.07.07.02

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2809-760-740	Cell phone tower	2112-220-318	Training	\$4,674.49

Explanation of Transfer(s): Training Classes

**RESOLUTION TO PROCEED
OF THE TAXING AUTHORITY**

RESOLUTION NO: 2025.07.07.03
(Revised Code, Sec. 5705.19, .191, .192, .194, .21, .26)

The Board of Trustees of Sugarcreek Township
Governing body (e.g., village council, board of trustees, etc.) Political subdivision

met in General session on July 7, 2025 at the office of
Regular or Special Month and day Year

Board of Trustees with the following members present:
Governing body
Fred Cramer
Carolyn Destefani
Marvin Moeller

_____ moved the adoption of the following Resolution:
Member name

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of the said Sugarcreek Township Greene County; therefore be it
Political subdivision

RESOLVED, by the Board of Trustees, Greene County, two-thirds of all members
Governing body County
elected thereto concurring, that it is necessary to levy a tax in excess of the ten mill limitation for the benefit of the Sugarcreek Township for the purpose of a renewal of a Road levy pursuant to R.C. 5705.19 (G)
Political subdivision Purpose (use additional lines if needed)

at a rate not exceeding 0.800 mills for each \$1 of taxable value, which amounts to 0.0190
Millage Rate expressed in dollars per \$1 of taxable value
for each one hundred dollars of valuation or \$ 19 for each \$100,000 of the county auditor's
Cost per \$100,000 from auditor certification
appraised value, for 5 commencing
Length of time in years

and appearing on the tax list for the years so specified: 2026-2030
List the years levy will appear on tax list

Said levy is (choose one of the following):

- An additional levy of _____ mills.
- A renewal of an existing levy of 0.800 mills.
- A renewal of an existing levy of _____ mills and an increase of _____ mills to constitute a tax of _____ mills.
- A renewal of part of an existing levy, being a reduction of _____ mills to constitute a tax of _____ mills.
- A replacement of an existing levy of _____ mills.
- A replacement of an existing levy of _____ mills and an increase of _____ mills to constitute a tax of _____ mills.
- A replacement of part of an existing levy, being a reduction of _____ mills, to constitute a tax of _____ mills.

RESOLVED, that the question of levying additional taxes be submitted to the electors of said Sugarcreek Township at the General election to be held at the usual voting places

within said Sugarcreek Township on the 4th day of November, 2025; and be it further

RESOLVED, that said levy be placed upon the tax list of the current year after the February settlement next succeeding the election, if a majority of the electors voting thereon vote in favor thereof; and be it further

RESOLVED, that the Clerk or Fiscal Officer of Sugarcreek Township be and is hereby directed to certify a copy of this Resolution to the Board of Elections of Greene County, Ohio and notify said Board of Elections to cause notice of election on the question of levying said tax to be given as required by law.

_____ seconded the motion and the roll being called upon its adoption the vote resulted as follows:

Fred Cramer voted _____
Carolyn Destefani voted _____
Marvin Moeller voted _____
_____ voted _____
_____ voted _____

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

Adopted July 7, 2025

Signature of the Auditor, Clerk, Fiscal Officer
Sugarcreek Township
Political subdivision
Greene COUNTY, OHIO
County

FISCAL OFFICER CERTIFICATION

I, Richard J. Demko of Sugarcreek Township, Greene County, Ohio,

certify this Resolution to be a true and correct copy of Resolution No. 2025.07.07.03, as

adopted by the Board of Trustees of Sugarcreek Township, Greene County, Ohio,

and recorded in the official record of proceedings of the meeting held on July 7, 2025

Mr. Moeller made a motion to accept all 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

David McNamee expressed his appreciation to the Roads Department for promptly replacing the non-reflective street signs he had reported.

Heather Shannon introduced herself as a candidate for Greene County Probate Judge and noted her experience as a probate magistrate.

10) Trustee/Staff Discussions

None.

11) Executive Session

None.

12) Adjourn

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

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

Richard J Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.07.21.01**

IN RE: Resignation of Fire Department Staff – Stephen Lawrence, Kaitlyn Holbrook, Justin Althouse

WHEREAS, Part-time Firefighter II/PAR, Stephen Lawrence, has indicated his desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Stephen Lawrence was hired as a member of the Sugar Creek Township Fire Department on February 8, 2024; and,

WHEREAS, Full-time Firefighter II/PAR, Kaitlyn Holbrook, has indicated her desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Ms. Holbrook was hired as a member of the Sugar Creek Township Fire Department on February 8, 2024; and,

WHEREAS, Part-time EMS, Justin Althouse, has indicated his desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Mr. Althouse was hired as a member of the Sugar Creek Township Fire Department on August 2, 2021; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignations of Mr. Lawrence and Ms. Holbrook.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Stephen Lawrence with an effective date of July 15, 2025; Kaitlyn Holbrook effective August 1, 2025; and Justin Althouse effective August 1, 2025.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer

kaitlyn.holbrook@sugarcreekfire.com

July 16th, 2025

Chief Buffenbarger
Sugarcreek Township Fire Department
4398 Clio Road
Dayton, OH 45459

Dear Chief Buffenbarger,

I am writing to formally resign from my position with the Sugarcreek Township Fire Department, effective August 1st, 2025.

Serving this department has been a meaningful and rewarding experience, and I am truly grateful for the opportunities I've had to work alongside a dedicated and professional team. I learned a great deal and take pride in the time I've spent serving the community.

This decision was not made lightly, but after careful consideration, I believe it is the right step for me at this time due to my family needs and my goals of advancing my career.

Thank you again for the support and opportunities. I will always value my time at Sugarcreek Township Fire Department and the friendships I have built here.

With respect and gratitude,
Kaitlyn Holbrook

Dear Chief Buffenbarger,

I am writing to formally resign from my position with the Sugarcreek Twp Fire Department effective immediately.

Due to personal matters and things that are currently happening in my life, I have come to the difficult decision that stepping away from the department is what's best at this time. This was not an easy decision to make, as being part of this department has been an honor and privilege.

I want to sincerely thank you and the entire department for the camaraderie and opportunities I have experienced during my time here. I am proud that I got to work alongside some of the very best.

Thank you for your leadership and for allowing me to be a part of this outstanding organization.

Stephen A. Lawrence

FF/Paramedic

Stephen A. Lawrence

7/27
7/30

To whom this may concern,

After much time in reflection and discussion with close family, I have made the tough decision to resign effective August 1st 2025 (my last shift to be Thursday July 31) due to overtime commitments with Englewood and hardly having any time off in my personal life. I have enjoyed the approximately 2.5 years that I have had with this department and I greatly value the lessons I have learned here at STFD that have helped make me a better 911 paramedic in my career. I wish I could stay longer, but after discussion with my wife as well as other close people in my life, I feel that my resignation is my best decision moving forward. I wish the best in the future of Sugarcreek Township though!!

-Justin Althouse: EMT-P

A handwritten signature in black ink, appearing to read "Justin Althouse". The signature is written in a cursive style with a large initial "J" and "A".



TRANSFER OF APPROPRIATIONS

Fire Department

RESOLUTION #: 2025.07.21.02

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2081-760-740-0000	Machinery, equipment & furniture	2908-910-910	Transfer Out	\$4,674.49
2908-910-910	Transfer Out	2112-931-0000	Transfer In	\$4,674.49
2112-931-0000	Transfer In	2112-220-318	Training Services	\$4,674.49

Explanation of Transfer(s): Training

Approved:

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.07.21.03
IN RE: Increase Appropriations for Fire Fund

WHEREAS, the need exists to increase appropriations for the 2112 Fire 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>
Training Services 2112-220-318	\$13,000.00	\$17,674.49

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



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.07.21.04**

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.

2005 Community Outreach Trailer

VIN 5NHUHA2115W042121

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.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.07.21.05**

IN RE: Declaration of Excess Property – Fire Department

WHEREAS, the Sugar Creek 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.

- Three (3) sets of vacuum splints
- One (1) full body vacuum splint
- 2009 Ford/McCoy Miller Type III ambulance
- One (1) single axle utility trailer
- Three (3) Life Pak 15 mounting brackets
- One (1) 20 amp cord reel

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

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer