



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

Monday, August 4, 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* Amended
 - D. Award of Bid for Veterans Memorial Pickleball Courts and Authorizing Township Administrator to Act as Signatory for the Award and Project – 2025.08.04.01
 - E. Resolution to Proceed – Road Levy Renewal – 2025.08.04.02
 - F. Appointment of Fire Department Staff – Andrew Kopp, Jacob Brech, Coleton Hoke – 2025.08.04.04
- 8. Discussion Agenda Items**
 - A. Rescind - Resolution to Proceed – Road Levy Renewal – 2025.07.07.03
- 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
August 4, 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. Final details for the event are being worked out. Flags have arrived. Monuments will be several more months.
- Personalized bricks are available again for the Veterans Memorial. Please use the link on our website. A shipment of 39 bricks was shipped out today.
- Attended the Central Region meeting for CLOUT in Genoa Township.
- Cara and I met with the new ownership and representatives of Sugarcreek Plaza 1. They are meeting with a landscape architect/planner next week to discuss improvements for the plaza.
- Cara and I attended Mediation in the Greene County Court of Common Pleas regarding the vacation of Thelroy Drive.
- Attended a meeting with other local leaders and representatives from the County Engineer and County Sanitary Engineering offices to discuss the location of utilities under the pavement in roadways.

Respectfully Submitted,

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

Barry P. Tiffany
Township Administrator



Sugarcreek Township Trustees Report For August 4th, 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 08.04.2025 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)

- EMS Documentation
- Image Trend Reporting Update
- Triage

Information:

- SAFER grant award decision expected in the Fall
- AFG representative for Ohio reported grants should be disbursed soon
- Received quotes for UTV from Clinton County Motorsports
- New Tahoe available via state bid for \$51,000 (Replace Battalion 70)

Status of Issues the Fire Department is Addressing:

- Ladder 72 taken to Heritage Fire Equipment on 7.28.2025 for maintenance and warranty work
- Reserve Engine 72 received three new batteries
- Chief 70 Ford Explorer scheduled for oil change

Fire Department Scheduled Events Attended

- Montgomery County Fire Chiefs Meeting
- CrossView Christian Church "Back To School Bash"
- Parks District Mini Camp

*Run Statistics are unavailable until data migration is completed on our updated ImageTrend reporting platform.

Fiscal:

As of July 28th, 2025	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,436,300.00	\$420,408.21	\$1,994,793.51	\$1,042,365.14	57.694%
EMS	\$290,300.00	\$58,421.00	\$167,277.86	\$65,973.91	57.351%
Cell Tower Fund	\$27,068.58	\$0.00	\$27,068.58	\$0.00	100%
Department Total	\$3,753,668.58	\$478,829.21	\$2,189,139.95	\$1,108,339.05	57.970%

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 August 4, 2025

Training

- No classes scheduled for August.

Fiscal

Budget 2025 (Final Appropriation)	\$3,343,500.00
Expenditures as of July 28, 2025	\$1,089,467.08
% of Budget Used	53%
% of Budget Year Target for the end of July	58.1%
% of Budget Remaining	47%
Cash Balance as of July 28, 2025	\$1,556,077.57

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

July 16, 2025

- Business and house checks
- Crash report on Wilmington Pike
- Community policing
- Domestic dispute on Greene Lake Drive
- Juvenile complaint on Wilmington Pike

July 17, 2025

- Traffic stops
- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike
- Welfare check on Social Row Road
- Theft report on E. Briggs Road

July 18, 2025

- Nothing to Report

July 19, 2025

- Theft arrest on Wilmington Pike
- Neighbor problems on Ferry Road
- Theft report on N. Lakeman Road
- Request of an officer on Wilmington Pike

July 20, 2025

- An animal complaint on Middle Run Road
- Community policing

July 21, 2025

- Crash on Mead Road
- Crash on Centerville Road
- Peace officer needed on Erica Court
- Traffic stops

July 22, 2025

- Nothing to Report

July 23, 2025

- Request of an officer on Cloy Road
- Welfare check on Waynesville Road
- Traffic stops

July 24, 2025

- Solicitor on Spillway Court
- Crash report on Wilmington Pike

July 25, 2025

- Theft report on Erica Court
- Animal complaint on Settlers Bay Court
- Juvenile complaint on Social Row Road

July 26, 2025

- Domestic violence on N. Lakeman Drive
- Theft arrest on Wilmington Pike

July 27, 2025

- Domestic violence on Bayberry Cove Drive
- Burglary on Ferry Road
- Theft arrest on Wilmington Pike

July 28, 2025

- Welfare check on Surrey Trail
- Solicitor on Conference Road
- Traffic stops

July 29, 2025

- Community policing
- Welfare check on Feedwire Road
- Fight reported on N. Lakeman Drive



**Staff Report for
Sugar Creek Township Trustees
AUGUST 4, 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:

- Fauber- clear brush with mini excavator 2 days
- LSC-ditch work around culvert pipe
- Ferry- ditch work around catch basin
- Mow in front of shop
- Haines- Dur patch
- Melvin for washed 9's
Cleaned shop floor
- Jasper for emulsion
- Catalpa view- fill hole in road
- Picked up sign material from Kleem
- Ferry south- mini work on brush
- LSC- cleaned up trash
- Winding Brook- clean up trees
- Mow back of shop
- Heritage trace- cold patch spots from curb work
- Meyers for weed strings and filters
- Roadside spraying throughout TWP
- Mowed shop, Graveyard, Cloy, Center Point, Memorial and bike path, pond, cul de sac
- Sparh- mini work on brush
- Picked up 1 deer and a rabbit

Respectfully,
Justin Windsor
Director of Roads and Services

Payment Listing

7/18/2025 to 7/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94415	07/18/2025	07/18/2025	AW	DUNCAN OIL COMPANY	\$2,114.20	O
				Purpose: Rodas/Police/Fire - fuel		
94416	07/18/2025	07/18/2025	AW	EVOLUTION CREATIVE SOLUTIONS	\$120.90	O
				Purpose: Admin - business cards		
94417	07/18/2025	07/18/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$31.16	O
				Purpose: Roads - hyd filter, lights x2, 4pc hooks		
94418	07/18/2025	07/18/2025	AW	AES OHIO	\$1,435.58	O
				Purpose: Police/Fire - electric		
94419	07/18/2025	07/18/2025	AW	MES Service Company LLC	\$359.00	O
				Purpose: Fire - calibration gas		
94420	07/18/2025	07/18/2025	AW	Superior Uniform Sales, Inc.	\$89.85	O
				Purpose: Fire - uniforms		
94422	07/21/2025	07/21/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$78.11	O
				Purpose: Admin - post it notes, copy paper, aa batteries, highlighters		
94423	07/21/2025	07/21/2025	AW	DAYTON DAILY NEWS	\$170.97	O
				Purpose: Admin - newspaper renewal 8/5/25-11/4/25		
94424	07/21/2025	07/21/2025	AW	AES OHIO	\$617.60	O
				Purpose: Admin/Roads - traffice signal, quonset hut, main building		
94425	07/21/2025	07/21/2025	AW	CITI CARDS	\$1,868.76	O
				Purpose: Admin - golf outing, breakfast meeting, creamer, plates, tp, flags, ad for bids		
94426	07/21/2025	07/21/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$5,085.16	O
				Purpose: Fire - repair work on engines		
94427	07/21/2025	07/21/2025	AW	BARRY TIFFANY	\$760.00	O
				Purpose: Admin - cell phone reimbursement, car allowance		
94428	07/21/2025	07/21/2025	AW	CARA TILFORD	\$460.00	O
				Purpose: Admin - cell phone reimbursement, car allowance		
94429	07/21/2025	07/21/2025	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
94430	07/21/2025	07/21/2025	AW	FRED CRAMER	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
94431	07/21/2025	07/21/2025	AW	MARVIN MOELLER	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
94432	07/21/2025	07/21/2025	AW	RICH DEMKO	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
94433	07/21/2025	07/21/2025	AW	TAYLOR STINSON	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
94434	07/21/2025	07/21/2025	AW	CHASE MORGAN	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
94435	07/21/2025	07/21/2025	AW	JOSHUA DARNELL	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
94436	07/21/2025	07/21/2025	AW	IAN TAMPLIN	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
94437	07/21/2025	07/21/2025	AW	Justin Windsor	\$60.00	O
				Purpose: Roads - cell phone reimbursement		
94439	07/25/2025	07/24/2025	AW	Sun Life	\$2,095.71	O
				Purpose: employer contributions		

Payment Listing

7/18/2025 to 7/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94441	07/25/2025	07/24/2025	AW	STANDARD INSURANCE COMPANY	\$227.40	0
				Purpose: employer contributions		
94447	07/24/2025	07/24/2025	AW	SUGARCREEK DIRECT FAMILY CARE	\$1,920.00	0
				Purpose: All Depts - family care		
94448	07/24/2025	07/24/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$170.12	0
				Purpose: Police - copy paper, batteries, USB's		
94449	07/24/2025	07/24/2025	AW	MEYERS PRINTING & DESIGN, INC.	\$58.57	0
				Purpose: Police - business cards		
94450	07/24/2025	07/24/2025	AW	VIKING HEATING	\$256.92	0
				Purpose: Police - leak in IT room		
94451	07/24/2025	07/24/2025	AW	AT&T MOBILITY	\$730.40	0
				Purpose: Fire - monitor, laptop, mdt connections		
94452	07/24/2025	07/24/2025	AW	HERITAGE FIRE EQUIPMENT	\$223.40	0
				Purpose: Fire - window crank		
94453	07/24/2025	07/24/2025	AW	DUNCAN OIL COMPANY	\$1,168.57	0
				Purpose: Police/Fire - fuel		
94454	07/24/2025	07/24/2025	AW	PHOENIX SAFETY OUTFITTERS	\$734.60	0
				Purpose: Fire - fire gloves		
94455	07/24/2025	07/24/2025	AW	First Responder Outfitters	\$329.50	0
				Purpose: Police - pants		
94456	07/24/2025	07/24/2025	AW	Englefield Oil Company	\$485.70	0
				Purpose: Fire - absorbant		
94457	07/24/2025	07/24/2025	AW	NORTHCOAST PRODUCTS	\$463.05	0
				Purpose: Roads - rapid set emulsion		
94458	07/24/2025	07/24/2025	AW	Little Miami Watershed network	\$1,000.00	0
				Purpose: Admin - 2025 sponsorship		
94459	07/24/2025	07/24/2025	AW	BEAVERCREEK TOWNSHIP	\$10,000.00	0
				Purpose: Roads - durapatcher		
94460	07/25/2025	07/24/2025	AW	JEFFERSON HEALTH PLAN	\$73,106.63	0
				Purpose: All Dept - Medical Insurance		
94461	07/28/2025	07/28/2025	AW	JORDAN CONCRETE SERVICES, LLC	\$86,464.57	0
				Purpose: Roads - curb replacement		
94462	07/28/2025	07/28/2025	AW	STEVE MYERS SERVICE INC	\$67.97	0
				Purpose: Roads - air filters x2, green trim line		
94463	07/28/2025	07/28/2025	AW	SUPERIOR PLUS PROPANE	\$3,022.81	0
				Purpose: Admin/Roads - propane		
94464	07/28/2025	07/28/2025	AW	TREASURER OF STATE	\$250.00	0
				Purpose: Police - access fee		
94465	07/28/2025	07/28/2025	AW	JOHN DEERE FINANCIAL	\$347.96	0
				Purpose: Roads - fuel filter, commercial heavy duty 12 vot x2, oil		
94466	07/28/2025	07/28/2025	AW	CHARTER COMMUNICATIONS	\$123.89	0
				Purpose: Admin/Roads - cable services		
94467	07/28/2025	07/28/2025	AW	KLEEM, INC.	\$662.32	0
				Purpose: Roads - 8ft barricade board x6, 50yds yellow foil tape		
94468	07/28/2025	07/28/2025	AW	MARK WHITE	\$40.00	0
				Purpose: Police - cell phone reimbursement		

Payment Listing
7/18/2025 to 7/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94469	07/28/2025	07/28/2025	AW	Paul Guerrero	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
94470	07/28/2025	07/28/2025	AW	LESLEY STAYER	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
94471	07/28/2025	07/28/2025	AW	TYLER MANTIA	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
94472	07/28/2025	07/28/2025	AW	CRAIG BLACK	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
94473	07/28/2025	07/28/2025	AW	BRIAN DECKARD	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
94474	07/28/2025	07/28/2025	AW	DOUG EVANS	\$40.00	O
			Purpose:	Police - cell phone reimbursement		
94475	07/28/2025	07/28/2025	AW	MICHAEL BROWN	\$60.00	O
			Purpose:	Police - cell phone reimbursement		
94476	07/31/2025	07/31/2025	AW	ULINE	\$379.96	O
			Purpose:	Police - outer vest (orange)		
94477	07/31/2025	07/31/2025	AW	LOWE'S COMPANIES INC.	\$157.19	O
			Purpose:	Roads - 5 inch 60grt flap, pennington cont mix, 25 pack pins, 75 pack pins, hanes goe 60ft x 100ft		
94478	07/31/2025	07/31/2025	AW	DUNCAN OIL COMPANY	\$1,105.99	O
			Purpose:	Police/Fire - fuel		
94479	07/31/2025	07/31/2025	AW	FLOCK SAFETY	\$2,500.00	O
			Purpose:	Police - per contract		
94480	07/31/2025	07/31/2025	AW	CAPITAL ONE	\$183.19	O
			Purpose:	Police - items for detectives/fleet manager		
94481	07/31/2025	07/31/2025	AW	INTEGRATED PROTECTION SERVICES	\$1,200.00	O
			Purpose:	All Depts - card machine repair		
Total Payments:					\$203,347.71	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$203,347.71	

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 21st, 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 Cara Tilford, Chief Buffenbarger, Justin Windsor, and Donna Hellmann.

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 Veterans Memorial ribbon cutting is scheduled for August 16th and Mrs. Destefani is finalizing the invitations. She also noted that a shipment of memorial bricks was received; although some arrived damaged, replacements are expected soon and will be installed prior to the ceremony. Mrs. Tilford reported that they have had several meetings with Centerville, the County Engineer, and the new owners of Lufino Plaza regarding the Miami Valley Drive extension. Mr. Cramer asked for clarification on the changes made by the Greater Dayton Area Hospital Association. Chief Buffenbarger explained that fire departments are now responsible for paying their own medical directors, who oversee protocol testing, reviews reports, and advises on medical calls throughout the year. Trustees expressed concern about the broader implications of this shift and suggested raising the issue at the next Greene County Trustees Association meeting.

Zoning

Mrs. Tilford reported that she has a BZA meeting this week and a Zoning Commission case scheduled for August, both of which have been previously mentioned. Mrs. Tilford noted that she is working on scheduling a meeting with the Great Lakes Community Action Partnership (RCAP). Mr. Cramer explained that the RCAP helps identify potential grant opportunities for projects like the River Ridge Area Water Line and can also assist in meeting coordination. Additionally, Mrs. Tilford reported that mediation took place earlier that day regarding Thelroy Drive.

Fiscal Officer

Mr. Demko noted that Consent Agenda items D and E relate to the Fire Department transfer approved at the last meeting and reflect the additional steps required to move the funds properly. He also noted that the pickleball court project is on hold until a decision is made on the state grant funding. Mr. Moeller referenced a previous discussion on expanding internet access to all Township residents and asked Mr. Demko if any funds were available for that project. Mr. Demko responded that the Township's ARPA funds had been allocated to the Veterans Memorial and noted that Mr. Tiffany had mentioned the county was managing broadband expansion using its own ARPA fund.

Fire

Chief Buffenbarger reported that he had contacted the local FEMA and AFG representatives to ask when grant awards would be announced. While no specific date was given, they indicated it would be soon, which leaves the UTV project on hold until a decision is made. When asked about the Care Flight, Chief Buffenbarger said they conduct annual safety procedures, including a helicopter landing, briefings, and a station visit.

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. Mrs. Tilford noted that the issues with the badge and door system, which had been down due to a Lenel related restriction have been resolved.

Trustees

On a person note, Mr. Moeller shared that, after 50 years of service, he has chosen not to renew his firefighter and paramedic certifications.

Mrs. Destefani noted that tomorrow night’s Regional Planning meeting is cancelled due to lack of agenda items. She also shared that plans for the skydiver’s participation in the Veterans Memorial dedication ceremony have been finalized.

Mr. Cramer noted that the next 911 planning meeting is scheduled for November 12th.

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. 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

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 Sugarcreek Township Fire Department; and,

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

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

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

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

WHEREAS, Mr. Althouse was hired as a member of the Sugarcreek 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 Sugarcreek 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.

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

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.

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.

RESOLUTION NO. 2025.07.21.05
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.

- 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 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 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

None.

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 *AMENDED**

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 Sugarcreek Township Fire Department; and,

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

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

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

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

WHEREAS, Mr. Althouse was hired as a member of the Sugarcreek 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 Sugarcreek Township Trustees officially accepts the resignation of Stephen Lawrence with an effective date of July 15, 2025; Kaitlyn Holbrook effective August 13, 2025; and Justin Althouse effective August 1, 2025.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.08.04.01**

IN RE: Award of Bid for Veterans Memorial Pickleball Courts and Authorizing Township Administrator to Act as Signatory for the Award and Project

WHEREAS, the Township has received bids for the Sugarcreek Township Veterans Memorial Pickleball Courts; and,

WHEREAS, on July 16, 2025, Sugarcreek Township Staff and agents from Choice One Engineering opened the bids in accordance with the properly advertised process; and,

WHEREAS, after reviewing the bids for thoroughness and completeness, and comparison of price, it is determined that J & J Schlaegel Inc., of Urbana, Ohio is the lowest priced, responsible bidder.

WHEREAS, J & J Schlaegel Inc., of Urbana, Ohio bid the construction of Two (2) Pickleball Courts at the cost of One Hundred Nine Thousand, Seven Hundred Ten Dollars (\$109,710.00).

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as the signatory to serve Notice of Award to J & J Schlaegel Inc., and further enter into contract with J & J Schlaegel Inc., for the project in accordance with the approved plans and their bid price.

Fred Cramer Marvin Moeller, Chairperson

Carolyn Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.08.04.01**

IN RE: Award of Bid for Veterans Memorial Pickleball Courts and Authorizing Township Administrator to Act as Signatory for the Award and Project

WHEREAS, the Township has received bids for the Sugarcreek Township Veterans Memorial Pickleball Courts; and,

WHEREAS, on July 16, 2025, Sugarcreek Township Staff and agents from Choice One Engineering opened the bids in accordance with the properly advertised process; and,

WHEREAS, after reviewing the bids for thoroughness and completeness, and comparison of price, it is determined that J & J Schlaegel Inc., of Urbana, Ohio is the lowest priced, responsible bidder.

WHEREAS, J & J Schlaegel Inc., of Urbana, Ohio bid the construction of Four (4) Pickleball Courts at the cost of One Hundred Ninety-Seven Thousand, Eight Hundred Seventy-Four Dollars and Fifty Cents (\$197,874.50).

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as the signatory to serve Notice of Award to J & J Schlaegel Inc., and further enter into contract with J & J Schlaegel Inc., for the project in accordance with the approved plans and their bid price.

Fred Cramer Marvin Moeller, Chairperson

Carolyn Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard Demko, Fiscal Officer

RESOLUTION TO PROCEED OF THE TAXING AUTHORITY

(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 August 4, 2025, at the office of the
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,
Political subdivision
Greene County; therefore be it

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

(per Ohio Rev. Code § 5705.19 (G))

at a rate not exceeding 0.800 mills for each one dollar of valuation, which amounts to
Millage
\$19 for each one hundred thousand dollars of valuation for 5 commencing
Rate in whole dollars Number of years
and appearing on the tax list for the years 2026-2030 with an estimated annual collection
List the years levy will appear on tax list
amount of \$359,273 per year.
Enter estimated amount to collect

Said levy is (choose one of the following):

An additional levy of ____ mills.

A renewal of an existing levy of 0.80 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
Political subdivision General, Primary, Special
said Sugarcreek Township on November 4, 2025; and be it further
Political subdivision Month and day Year

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
Political subdivision
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
Member name
motion and the roll being called upon its adoption the vote resulted as follows:

_____ voted _____
_____ voted _____

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

Adopted _____,
Month and day Year

Signature of Clerk or Fiscal Officer
Sugarcreek Township
Political subdivision

GREENE COUNTY, OHIO

FISCAL OFFICER CERTIFICATION

I, _____ of Sugarcreek Township, Greene County, Ohio, certify
Name of fiscal officer or clerk Political subdivision
this Resolution to be a true and correct copy of Resolution No. 2025.08.04.02, as adopted by the
Resolution Number
Board of Trustees of Sugarcreek Township, Greene County, Ohio and recorded in the
Governing body Political subdivision
official record of proceedings of the meeting held on _____,
Month and day Year



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.08.04.04**

IN RE: Appointment of Fire Department Staff
Andrew Kopp, Jacob Brech, Coleton Hoke

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, Andrew Kopp, Jacob Brech and Coleton Hoke have the necessary qualifications to serve in that capacity for the Sugar Creek Township Fire Department; and,

NOW, THEREFORE, BE IT RESOLVED, that Andrew Kopp shall be appointed to the position of Part-Time Firefighter II/EMT within the Sugar Creek Fire Department at the rate of \$18.80 per hour, Jacob Brech shall be appointed to the position of Part-Time Firefighter II/EMT within the Sugar Creek Fire Department at the rate of \$18.80 per hour, and Austin Fivecoate shall be appointed to the position of Part-Time Firefighter II/EMT-B within the Sugar Creek Fire Department at the rate of \$18.80 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointments for Andrew Kopp, Jacob Brech and Coleton Hoke will have an effective date of August 1, 2025, with a one (1) year probationary period ending on August 1, 2026.

Fred Cramer, Chairperson

Carolyn Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.08.04.03**

IN RE: Rescinding Resolution 2025.07.07.03 Resolution to Proceed – Road Levy Renewal

WHEREAS, this Board of Sugarcreek Township Trustees has determined the need to rescind Resolution 2025.07.07.03 Resolution to Proceed – Road Levy Renewal,

NOW THEREFORE, BE IT RESOLVED, that Resolution 2025.07.07.03 is hereby rescinded (copy attached and incorporated in this resolution).

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer