

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on August 4th, 2025, at 7:00pm.

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

2) Mr. Tiffany called the roll with Board Members Mr. Cramer, Mrs. Destefani, and Mr. Moeller in attendance. Also, in attendance were Cara Tilford, Donna Hellmann, Jan Tavalero, Louie Schatzberg, Denise Moore, Mike Bakan, Doug Betz, Steven Quick, and Tom Gallimore.

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

4) Reports

Administration

Mr. Tiffany reported that at his most recent CLOUT meeting, there was discussion about holding regional meetings to help boost membership. He also noted that the township had been contacted by Lifetime Fitness, and a meeting is being arranged to discuss the potential reuse of the Five Seasons as a new Lifetime Fitness location.

Zoning

Mrs. Tilford reported that the coffee shop will be on the agenda for next week's Zoning Commission meeting.

Fiscal Officer

Mr. Demko had nothing to add to his report.

Fire

Chief Buffenbarger had nothing to add to his report.

Police

Chief Brown had nothing to add to his report.

Roads and Service

Mr. Windsor had nothing to add to his report. Mr. Tiffany noted that the paving company will begin grinding and milling the streets next week, with paving following shortly after.

Information Technology

Mr. Tiffany had nothing to add to his report.

Trustees

Mr. Moeller noted his disappointment in the slow progress of the joint fire department effort and believes the township should push to accelerate it. He noted that he has been monitoring the township's construction sites and road conditions and has a busy week of meetings ahead.

Mrs. Destefani noted that she received a request from Operation Honor at Wright-Patterson Airforce Base to support their final Honor Flight in September. She noted that she attended the Greene County's water treatment ribbon-cutting.

Mr. Cramer noted that the Greene County Fair is underway. He noted that he has prepared documents for River Ridge and Mead Road about the water update and has teams ready to distribute them.

Mrs. Destefani noted that the Veterans Memorial Dedication Ceremony will be held Saturday, August 16th at 12pm.

5) Public Comments – Agenda Items

Denise Moore noted excessive vegetation growing from roads and gutters in her neighborhood, which could damage pavement. She also highlighted a problematic corner at Centerpoint and Wilmington, near Lowe’s and the Universal Credit Union, that is difficult for trucks to navigate, causing curb damage. Lastly, Ms. Moore expressed concern about the 35mph speed limit on Centerpoint, which she feels is to high given the heavy traffic and store entrances.

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. Rescinding Resolution 2025.07.07.03 Resolution to Proceed – Road Levy Renewal – 2025.08.04.03
- G. Appointment of Fire Department Staff – Andrew Kopp, Jacob Brech, Coleton Hoke – 2025.08.04.04

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.

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.

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
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TRUSTEE DESTEFANI 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

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).

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 Sugarcreek 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 Sugarcreek 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 Sugarcreek 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 Sugarcreek 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 Sugarcreek 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.

Mr. Cramer made a motion to accept all consent agenda items as stated with the exception of item D Award of Bid for Veterans Memorial Pickleball Courts - 2025.08.04.01. Mrs. Destefani seconded.

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

8) Discussion Agenda Items

Mrs. Tilford noted that the Trustees will need to rescind the prior road levy renewal resolution and adopt a revised version, per state guidance, with no change to millage or revenue.

Mrs. Destefani made a motion to accept consent agenda item 2025.08.04.03. Mr. Moeller seconded.

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

The Trustees discussed resolution 2025.08.04.01 Award of Bid for Veterans Memorial Pickleball Courts. They debated whether to build four courts or two courts and preserve funds for other needs.

Mrs. Destefani made a motion to adopt resolution 2025.08.04.01 awarding the bid for four pickleball courts at a cost of \$197,874.50. Mr. Cramer seconded.

Mr. Cramer – Yes
Mrs. Destefani – Yes
Mr. Moeller – No

9) Public Comments

Doug Betz expressed concern that the new truck restrictions on Main Street and 725 in Bellbrook have diverted more truck traffic on Ferry Road. He asked the Trustees to recognize that this increase raises safety risks and could cause damage to the road.

Steven Quick expressed safety concerns with the increased truck traffic on Ferry Road.

Mike Bakan expressed concerns about the increased traffic on Ferry and Conference Roads, especially near blind spots, which make it difficult to see oncoming traffic.

10) Trustee/Staff Discussions

None.

11) Executive Session

None.

12) 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:

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

Richard J Demko, Fiscal Officer