



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, September 15, 2025, 7:00 P.M.

REGULAR SESSION:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Brian Lampton
5. Proclamation of Thanks - Doug Thoma
6. **ZC Case 04-2025:** Applicants, Cullen and Gwen Demarest, are requesting Final Development Plan Approval for a proposed coffee shop. The subject parcel is 3424 Upper Bellbrook Road and can be further identified by parcel numbers L32000100130000300 and L32000200160001800. – 2025.09.15.05
 - Public hearing is formally opened
 - Staff report on the text amendments
 - Those wishing to speak in favor
 - Those wishing to speak against
 - Neutral parties wishing to speak
 - Public hearing is closed
 - Deliberation and decision
7. **Reports**
 - A. Administrator
 - B. Assistant Administrator/Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
8. **Public Comments** - Limited to five minutes per person. Agenda related business only. (Time cannot be yielded to another person.)
9. **Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - November 17, 2025
10. **Consent Agenda Items**
 - A. Payment of Bills

- B. Minutes
- C. Appointment of Fire Department Staff – Justin Veverka – 2025.09.15.01
- D. Declaration of Excess Property Fire Department – 2025.09.15.02
- E. Acceptance of Dedicated Roadway for Maintenance of Streets and Storm Systems for The Landings of Sugarcreek Addition Section 3 – 2025.09.15.03
- F. Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor – 2025.09.15.04
- G. Update of the Policy Manual – 6.12.6 Annual Sell Back/Payout of Sick Leave – 2025.09.15.06

11. Discussion Agenda Items

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

13. Trustee/Staff Discussion

14. Executive session

15. 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



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025**

IN RE: ZC Case 04-2025: Request for Final Development Plan Approval for a Proposed Coffee Shop at 3424 Upper Bellbrook Road

WHEREAS, Applicants, Cullen and Gwen Demarest, are requesting Final Development Plan Approval for a proposed coffee shop;

WHEREAS, the subject property is 3424 Upper Bellbrook Road, parcel L32000100130000300 and L32000200160001800, 1.2273 acres; and

WHEREAS, The Sugar Creek Township Zoning Commission held a Public Hearing on August 12, 2025 and recommended approval of the applicant's request subject to the following conditions:

1. Final design shall be subject to approval of the Greene County Engineer's Office.
2. All roadway improvements will be the responsibility of the applicant to install, including the sidewalks shown on the plan (adjacent to both South Alpha Bellbrook Road and Upper Bellbrook Road).
3. Sidewalk maintenance is the responsibility of the property owner.
4. Final design shall be subject to approval of the Greene County Department of Sanitary Engineering.
5. Final design shall be subject to approval of Sugar Creek Township Fire Department.
6. Final design shall be subject to approval of the Greene County Combined Health District.
7. The detention area must be finished mowed and landscaped.
8. Any signage proposed must be consistent with Article 8. Any deviations shall be approved by the Zoning Commission through the minor modification process.
9. The dumpster enclosure must meet the requirements of Article 10.07.
10. Landscape islands must be added to the ends of all parking rows and include a TOTAL of four shrubs (NOT four shrubs per island).
11. All landscape material utilized on site must meet the landscaping material standards outlined in Article 10.04 D. 2.
12. The applicant shall meet all federal, state, and local requirements and comply with recommendations from the SWCD and GCEO with respect to the drainage.

13. The following uses shall not be permitted should redevelopment of the site be proposed in the future: Institutional Housing, Animal Hospital, Kennel, Automotive Body Repair, Automotive Fuel Sales, Automotive Sales or Rental, Automotive Service or Repair, Automotive Washing Facility, Bar or Tavern, Cannabis Dispensary, Club, Commercial Entertainment Use, Commercial Recreation, Conference Center or Assembly Hall, Country Clubs or Golf Courses, Funeral Home, Hospital, Hotel or Motel, Research and Development Facility, Restaurant-Fast Food, Wireless Telecommunications Facility in a Nonresidential District, and Cemetery.
14. Primary electrical service shall be underground.

NOW THEREFORE, BE IT RESOLVED, after the hearing the Board of Trustees deliberated on the above application and passed a motion to approve the Final Development Plan as requested by the applicant and subject to the conditions as recommended by the Zoning Commission and outlined above.

Marvin Moeller, Chairperson

Fred Cramer, Vice-Chairperson

Carolyn L. Destefani, Trustee

Richard J. Demko, Fiscal Officer



Sugarcreek Township Trustees Report For September 15th, 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 09.15.2025 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)

- Hose Testing
- Pediatric Seizures
- Red, Yellow, and Green Probationary Modules (New Hires)
- Capt. Kinney and Capt. Rigsby enrolled in OFA Incident Safety Officer
- Firefighter Neal enrolled in Fire Safety Inspector Class at Great Oaks Career Center

Information:

- Still waiting for the AFG award announcement
- Interviewed four (4) candidates for part-time positions
- Horton Ambulance reported new Medic 72 will start being built in the last week of October
- Sutphen Fire Apparatus reported new Engine 71 on schedule for late 2026
- Lifetime Fitness donated gently used fitness equipment to Sugarcreek Township
- Received estimates to replace carpet at Station 71
- Several items on GovDeals

Status of Issues the Fire Department is Addressing:

- Medic 72 scheduled for brake and differential service at Beau Townsend Ford
- E71 scheduled for brake service at ACME Spring
- Pester Plumbing will be installing new sewage pumps at PSB.
- Ladder 72 had transmission repaired under warranty at Kenworth
- Car 72 recall items repaired at Interstate Ford

Fire Department Scheduled Events Attended

- Ministerial Association Meeting
- Chamber Meeting
- Regional Hazmat Advisory Board Meeting
- First Responder Food Drive at Cornerstone Kroger
- Lions Club Festival Parade

Run Stats as of 09/12/2025

Fire: 268 (25.1%)

EMS: 801 (74.1%)

Total: 1069

*We are still unable to run a full run status report due to the new Image Trend transition. We are still working with their technical support to restore our permissions and recover data from the old platform.

Fiscal:

As of Sept. 8th, 2025	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,436,300.00	\$345,642.60	\$2,338,878.34	\$773,045.92	67.645%
EMS	\$290,300.00	\$58,558.59	\$182,061.87	51,052.31	62.420%
Cell Tower Fund	\$27,068.58	\$0.00	\$27,068.58	\$0.00	100%
Department Total	\$3,753,668.58	\$404,201.19	\$2,548,008.79	\$824,098.23	67.474%

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 September 15, 2025

Training

- On September 4th, Officer Liggett and Officer Klark attended the Glock Professional Armorer's Course.
- No other classes scheduled for September.

Fiscal

Budget 2025 (Final Appropriation)	\$3,343,500.00
Expenditures as of September 5, 2025	\$2,105,795.63
% of Budget Used	63%
% of Budget Year Target for the end of September	74.7%
% of Budget Remaining	37%
Cash Balance as of September 5, 2025	\$2,840,915.75

Public Appearances

- On August 23rd, Chief Brown participated in the Lions Club Parade.
- On September 4th, Chief Brown attended the Chamber's Luncheon.

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

August 13, 2025

- Business and house checks
- Community policing

August 14, 2025

- Crash on Lower Bellbrook Road
- Request of an officer on Wilmington Pike
- Crash report on Indian Wells Trail
- Noise complaint on Ferry Road

August 15, 2025

- Traffic stops
- Criminal damaging on W. Reserve Street
- Assault report on Surrey Trail

August 16, 2025

- Welfare check on Wilmington Pike
- Crash report on Wilmington Pike
- Disturbance on Shad Oak Drive
- Neighborhood problems on Shepherd Road

August 17, 2025

- Nothing to Report

August 18, 2025

- Crash report on Swigart Road
- Community policing
- Business checks

August 19, 2025

- Crash report on Clio Road
- Theft arrest on Wilmington Pike
- An animal complaint on Clio Road
- Crash report on Feedwire Road

August 20, 2025

- Theft report on Feedwire Road
- Crash report on Wilmington-Dayton Road
- Neighborhood problems on Elm Tree Road

August 21, 2025

- Crash report on Acorn Drive
- Traffic stops

August 22, 2025

- Crash report on Upper Bellbrook Road
- Request of an officer on Clio Road
- Traffic stops

August 23, 2025

- Welfare check on Surrey Trail
- Crash report on Wilmington Pike
- Noise complaint on Waynesville Road

August 24, 2025

- Crash report on Ferry Road
- Intoxicated subject on Conference Road
- Traffic stops

August 25, 2025

- Nothing to Report

August 26, 2025

- Disturbance on Surrey Trail
- Crash report on Feedwire Road
- Criminal damaging on Wilmington Pike

August 27, 2025

- Peace officer needed on Erica Court
- Intoxicated subject on Wilmington Pike
- Community policing

August 28, 2025

- Business and house checks
- Fraud report on Washington Mill Drive
- Traffic stops

August 29, 2025

- Crash report on Wilmington Pike
- Community policing
- Welfare check on Swigart Road

August 30, 2025

- Nothing to Report

August 31, 2025

- Fireworks report on N. Lakeman Drive
- Bar check on Wilmington Pike
- Welfare check on Wilmington-Dayton Road

September 1, 2025

- Business and house checks
- Community Policing
- An animal complaint on McBee Road

September 2, 2025

- Request of an officer on Catalpa View Way
- Protection order violation on Reserve Blvd.
- Crash report on Wilmington Pike

September 3, 2025

- Nothing to Report

September 4, 2025

- Juvenile complaint on Surrey Trail
- Traffic stops

September 5, 2025

- Juvenile complaint on Upper Bellbrook Road
- Protection order violation on Nature Court
- Crash report on N. Reserve Street
- Crash report on Oak Creek Drive

September 6, 2025

- Nothing to Report

September 7, 2025

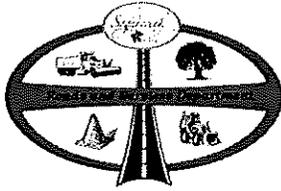
- Suspicious vehicle on Surrey Trail
- Juvenile complaint on Little Sugarcreek Road
- Welfare check on Swigart Road
- 911 Hang up on M. Lakeman Drive

September 8, 2025

- Welfare check on Wilmington Pike
- Juvenile complaint on Bayberry Cove Drive

September 9, 2025

- Welfare check on Wilmington Pike
- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike
- Criminal damaging on Waynesville Road



**Staff Report for
Sugar Creek Township Trustees
September 15, 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:

- Berry Hill- Dura patch and fill potholes
- Replace radar batteries
- Wash trucks
- LSC- straightened signs
Pick up pole saw
- Vinmark- ditching
Cleaned shop floor
- Washington Mill- cleaned catch basin
- Pick up emulsion from jasper
- Closed 725 – power lines down
- Spray weeds- various locations
- Ferry- ditching
- Crack seal- willow creek, Sunset CT, Clearbrook, soaring Heights
- Mow back of shop
- Pewter- aqua seal bumps
- Conference- filled potholes
- Timber- trim brush
- Mowed shop, Graveyard, Clio, Center Point, Memorial and bike path
- Street Sweep- Lakeman, State House
- Coffeat- try to clean up road
- Picked up 2 dead deer

Respectfully,
Justin Windsor
Director of Roads and Services

Payment Listing

8/15/2025 to 9/30/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1659-2025	09/04/2025	09/04/2025	CH	Ohio Auditor of State	\$1,074.00	O
				Purpose: Admin - UAN fees - 4th QTR 2025		
1660-2025	08/31/2025	09/04/2025	CH	HUNTINGTON NATIONAL BANK	\$236.38	O
				Purpose: Admin - bank fees		
1661-2025	08/31/2025	09/04/2025	CH	NAVIA BENEFIT SOLUTIONS, INC.	\$4,006.64	O
				Purpose: All Depts - Employee HRA Charges, navia admin fees		
1672-2025	09/09/2025	09/09/2025	CH	BUREAU OF WORKERS' COMPENSATION	\$3,617.30	O
				Purpose: BWC payment		
1673-2025	09/11/2025	09/11/2025	CH	HUNTINGTON NATIONAL BANK	\$1,027.08	O
				Purpose: Admin/Roads/Police - table cloth, canopy, bricks x2, round labels veterans memorial, red ink cartridge, envelopes, hotel diffuser, qbooks, amazon prime, rocket law, lunch		
94539	08/18/2025	08/18/2025	AW	Don Root	\$10.72	O
				Purpose: Police - lowes reimbursement		
94540	08/18/2025	08/18/2025	AW	SARA CONTRERAS	\$43.98	O
				Purpose: Admin - costco reimbursement - coffee		
94541	08/18/2025	08/18/2025	AW	Superior Uniform Sales, Inc.	\$406.35	O
				Purpose: Fire - uniforms		
94542	08/18/2025	08/18/2025	AW	BATTERIES PLUS	\$16.56	O
				Purpose: Fire - batteries		
94543	08/18/2025	08/18/2025	AW	PHOENIX SAFETY OUTFITTERS	\$428.41	O
				Purpose: Fire - uniforms		
94544	08/18/2025	08/18/2025	AW	DETROIT TIRES SUPPLY	\$1,240.54	O
				Purpose: Fire - tire E71		
94545	08/18/2025	08/18/2025	AW	Safelite	\$93.00	O
				Purpose: Fire - windshield repair car 70		
94547	08/20/2025	08/20/2025	AW	HENRY SCHEIN, INC.	\$223.98	O
				Purpose: Fire - ems supplies		
94548	08/20/2025	08/20/2025	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$1,490.00	O
				Purpose: Fire - physical		
94549	08/20/2025	08/20/2025	AW	PHOENIX SAFETY OUTFITTERS	\$75.95	O
				Purpose: Fire - uniforms		
94550	08/20/2025	08/20/2025	AW	HERITAGE FIRE EQUIPMENT	\$32.59	O
				Purpose: Fire - louver for ac unit in apparatus		
94551	08/20/2025	08/20/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$8,718.03	O
				Purpose: Fire - repairs to apparatus		
94552	08/20/2025	08/20/2025	AW	DUNCAN OIL COMPANY	\$945.90	O
				Purpose: Police/Fire - fuel		
94553	08/20/2025	08/20/2025	AW	CITI CARDS	\$291.82	O
				Purpose: Admin - coffee, bricks for memorial		
94554	08/20/2025	08/20/2025	AW	MUFFLER BROTHERS	\$861.88	O
				Purpose: Police - car 104 & 109		
94555	08/20/2025	08/20/2025	AW	VANCE OUTDOORS, INC.	\$154.20	O
				Purpose: Police - holster		
94556	08/20/2025	08/20/2025	AW	AES OHIO	\$39.47	O
				Purpose: Police - electric		
94557	08/20/2025	08/20/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$123.66	O

Payment Listing

8/15/2025 to 9/30/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Police - post its, copy paper, USB's		
94558	08/20/2025	08/20/2025	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: All Depts - energy service agreement		
94564	08/21/2025	08/21/2025	AW	JOHN R. JURGENSEN COMPANY	\$256,447.79	O
				Purpose: Roads - annual paving		
94566	08/22/2025	08/22/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$40.80	O
				Purpose: Roads - backflow meter rental		
94567	08/26/2025	08/26/2025	AW	BARRY TIFFANY	\$760.00	O
				Purpose: Admin - cell phone reimbursement & car allowance		
94568	08/26/2025	08/26/2025	AW	CARA TILFORD	\$460.00	O
				Purpose: Admin - cell phone reimbursement & car allowance		
94569	08/26/2025	08/26/2025	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
94570	08/26/2025	08/26/2025	AW	FRED CRAMER	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
94571	08/26/2025	08/26/2025	AW	MARVIN MOELLER	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
94572	08/26/2025	08/26/2025	AW	RICH DEMKO	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
94573	08/26/2025	08/26/2025	AW	Justin Windsor	\$60.00	O
				Purpose: Roads - cell phone reimbursement		
94574	08/26/2025	08/26/2025	AW	JOSHUA DARNELL	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
94575	08/26/2025	08/26/2025	AW	IAN TAMPLIN	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
94576	08/26/2025	08/26/2025	AW	CHASE MORGAN	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
94577	08/26/2025	08/26/2025	AW	TAYLOR STINSON	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
94578	08/26/2025	08/26/2025	AW	MICHAEL BROWN	\$60.00	O
				Purpose: Police - cell phone reimbursement		
94579	08/26/2025	08/26/2025	AW	MARK WHITE	\$40.00	O
				Purpose: Police - cell phone reimbursement		
94580	08/26/2025	08/26/2025	AW	Paul Guerrero	\$40.00	O
				Purpose: Police - cell phone reimbursement		
94581	08/26/2025	08/26/2025	AW	LESLEY STAYER	\$40.00	O
				Purpose: Police - cell phone reimbursement		
94582	08/26/2025	08/26/2025	AW	TYLER MANTIA	\$40.00	O
				Purpose: Police - cell phone reimbursement		
94583	08/26/2025	08/26/2025	AW	CRAIG BLACK	\$40.00	O
				Purpose: Police - cell phone reimbursement		
94584	08/26/2025	08/26/2025	AW	BRIAN DECKARD	\$40.00	O
				Purpose: Police - cell phone reimbursement		
94585	08/26/2025	08/26/2025	AW	DOUG EVANS	\$40.00	O
				Purpose: Police - cell phone reimbursement		
94586	08/26/2025	08/26/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$149.17	O

Payment Listing

8/15/2025 to 9/30/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Police - toner, folders, kitchen items		
94587	08/26/2025	08/26/2025	AW	TREASURER OF STATE	\$250.00	O
				Purpose: Police - access fee		
94588	08/26/2025	08/26/2025	AW	DC DOOR COMPANY	\$165.00	O
				Purpose: Police - repair sally port door		
94589	08/26/2025	08/26/2025	AW	CAPITAL TIRE, INC.	\$500.00	O
				Purpose: Police - tires		
94590	08/26/2025	08/26/2025	AW	MUFFLER BROTHERS	\$452.32	O
				Purpose: Police - car 112		
94591	08/26/2025	08/26/2025	AW	AT&T MOBILITY	\$777.00	O
				Purpose: Fire - lifepak and tablet connections		
94592	08/26/2025	08/26/2025	AW	PHOENIX SAFETY OUTFITTERS	\$124.94	O
				Purpose: Fire - uniforms		
94594	08/28/2025	08/28/2025	AW	Medical Mutual	\$2,065.85	O
				Purpose: All Depts - Dental Insurance		
94596	08/28/2025	08/28/2025	AW	STANDARD INSURANCE COMPANY	\$258.30	O
				Purpose: All Depts - life insurance		
94597	08/28/2025	08/28/2025	AW	JOHN DEERE FINANCIAL	\$106.42	O
				Purpose: Roads - aquaade, mosquito dunks, tools, wheel abrasive x4, masonry grinding wheel		
94598	08/28/2025	08/28/2025	AW	CHARTER COMMUNICATIONS	\$123.89	O
				Purpose: Admin/Roads - cable services		
94599	08/28/2025	08/28/2025	AW	PV BUSINESS SOLUTIONS	\$298.50	O
				Purpose: Roads - 2026 OSHA compliance journal		
94600	08/28/2025	08/28/2025	AW	GREENE COUNTY ANIMAL CONTROL	\$180.00	O
				Purpose: Admin - 2nd quarter animal control contract services		
94601	08/28/2025	08/28/2025	AW	NORTHCOAST PRODUCTS	\$702.45	O
				Purpose: Roads - rapid set emulsion		
94602	08/28/2025	08/28/2025	AW	DUNCAN OIL COMPANY	\$1,006.22	O
				Purpose: Roads - fuel		
94605	09/02/2025	09/02/2025	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$727.41	O
				Purpose: All Depts - vision insur		
94606	09/02/2025	09/02/2025	AW	CAPITAL ONE	\$87.80	O
				Purpose: Police - fleet manager supplies		
94607	09/02/2025	09/02/2025	AW	QUADIENT, INC.	\$149.85	O
				Purpose: All Depts - postage machine lease		
94608	09/02/2025	09/02/2025	AW	WASH IT DEAN	\$65.00	O
				Purpose: Police - car washes		
94609	09/02/2025	09/02/2025	AW	RUMPKE CONSOLIDATED	\$334.71	O
				Purpose: Admin - toilets & wash station for Veterans Memorial		
94610	09/02/2025	09/02/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$396.00	O
				Purpose: Fire - M72 ASI		
94611	09/02/2025	09/02/2025	AW	DUNCAN OIL COMPANY	\$939.60	O
				Purpose: Police/Fire - fuel		
94612	09/04/2025	09/04/2025	AW	MES Service Company LLC	\$875.22	O
				Purpose: Fire - replacement 4- gas monitor cover,new 4-gas monitor		
94613	09/04/2025	09/04/2025	AW	PHOENIX SAFETY OUTFITTERS	\$672.20	O

Payment Listing

8/15/2025 to 9/30/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Fire - uniforms for new hires		
94614	09/04/2025	09/04/2025	AW	DC DOOR COMPANY	\$200.00	O
				Purpose: Fire - repair battalion bay door opener		
94615	09/04/2025	09/04/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$757.90	O
				Purpose: Fire - lube, oil, filter, air filter, cabin filter		
94616	09/04/2025	09/04/2025	AW	REDDY ELECTRIC	\$260.00	O
				Purpose: All Depts - server/generator		
94617	09/04/2025	09/04/2025	AW	CERTIFIED LABORATORIES	\$658.90	O
				Purpose: Roads - premalube, free aecrosol		
94618	09/04/2025	09/04/2025	AW	Thor Works Industries	\$1,424.50	O
				Purpose: Roads - aquaset 50lb pail		
94619	09/04/2025	09/04/2025	AW	CHOICE ONE ENGINEERING	\$875.00	O
				Purpose: Admin - Veterans Memorial pickleball courts bidding		
94620	09/04/2025	09/04/2025	AW	HOME DEPOT CREDIT SERVICES	\$46.73	O
				Purpose: Admin - trash can for Veterans Memorial		
94621	09/04/2025	09/04/2025	AW	HERITAGE FIRE EQUIPMENT	\$9,913.19	O
				Purpose: Fire - multiple repairs and service on ladder 72		
94622	09/04/2025	09/04/2025	AW	LOWE'S COMPANIES INC.	\$1,080.38	O
				Purpose: Admin/Roads/Fire - supplies for Veterans Memorial, pry bar, painting tape, hose 50ft, hose 100ft hose clamp		
94623	09/04/2025	09/04/2025	AW	DUNCAN OIL COMPANY	\$1,655.37	O
				Purpose: Police/Fire - fuel		
94624	09/04/2025	09/04/2025	AW	US BANK EQUIPMENT FINANCE	\$1,152.45	O
				Purpose: All Depts - copier fees		
94625	09/04/2025	09/04/2025	AW	CHARTER COMMUNICATIONS	\$260.38	O
				Purpose: Police/Fire - cable services & DID block		
94626	09/04/2025	09/04/2025	AW	WASH IT DEAN	\$180.00	O
				Purpose: Police - car washes		
94627	09/04/2025	09/04/2025	AW	DnD UNIFORMS, INC.	\$176.00	O
				Purpose: Police - shirts		
94628	09/04/2025	09/04/2025	AW	MONTGOMERY COUNTY PROSECUTOR'S	\$150.00	O
				Purpose: Police - training for Stayer, Mantia, Liggett		
94629	09/04/2025	09/04/2025	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$275.20	O
				Purpose: Police - searches		
94630	09/04/2025	09/04/2025	AW	TECH ADVISORS	\$21,246.56	O
				Purpose: Police - MTD's		
94631	09/08/2025	09/08/2025	AW	DODDS MONUMENTS	\$31,975.00	O
				Purpose: Admin - deposit for Veterans Memorial flag markers		
94633	09/08/2025	09/08/2025	AW	CENTERPOINT ENERGY	\$142.42	O
				Purpose: Police/Fire - natural gas		
94634	09/08/2025	09/08/2025	AW	RUMPKE CONSOLIDATED	\$125.16	O
				Purpose: Admin/Roads - trash removal		
94635	09/08/2025	09/08/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$125.09	O
				Purpose: Admin/Roads - water/sewer		
94636	09/08/2025	09/08/2025	AW	Outdoor Enterprise	\$15,568.14	O
				Purpose: Admin - retainage release for the Veterans Memorial		

Payment Listing

8/15/2025 to 9/30/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94637	09/08/2025	09/08/2025	AW	AES OHIO	\$678.83	O
				Purpose: Admin/Roads - traffic signal, quonset hut, main buliding, pine ct light		
94638	09/08/2025	09/08/2025	AW	SPECTRUM	\$15.79	O
				Purpose: Admin/Roads - cable services		
94639	09/08/2025	09/08/2025	AW	MUFFLER BROTHERS	\$581.72	O
				Purpose: Police - car 105		
94640	09/08/2025	09/08/2025	AW	ADVANCE AUTO PARTS	\$34.99	O
				Purpose: Police - car 105 parts		
94641	09/08/2025	09/08/2025	AW	TECH ADVISORS	\$1,051.81	O
				Purpose: Police - support		
94642	09/08/2025	09/08/2025	AW	CITI CARDS	\$1,974.03	O
				Purpose: Fire - cpr instructor recertification, mdt batteries, professional recertification, misc operating supplies		
94643	09/09/2025	09/09/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$483.68	O
				Purpose: Police/Fire - water/sewer		
94644	09/09/2025	09/09/2025	AW	AES OHIO	\$1,871.87	O
				Purpose: Police/Fire - electric		
94645	09/09/2025	09/09/2025	AW	STEVE MYERS SERVICE INC	\$45.48	O
				Purpose: Roads - repairs to pole saw		
94646	09/09/2025	09/09/2025	AW	BUGS-OR-US PEST CONTROL	\$115.00	O
				Purpose: Admin/Roads/Police - pest control		
94647	09/09/2025	09/09/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$1,624.40	O
				Purpose: Fire - medic 73 EGR cooler removal and testing		
94648	09/09/2025	09/09/2025	AW	HERITAGE FIRE EQUIPMENT	\$1,193.84	O
				Purpose: Fire - replaced two faulty batteries		
94649	09/09/2025	09/09/2025	AW	CHARTER COMMUNICATIONS	\$2,015.50	O
				Purpose: All Depts - network and phone services, PSB fiber and Station 71 EPL, PSB EPL 100 MBP's		
94650	09/09/2025	09/09/2025	AW	K. E. ROSE COMPANY	\$110.00	O
				Purpose: Police - car 113		
94651	09/11/2025	09/11/2025	AW	Greg Hassler	\$654.78	O
				Purpose: Roads - replace 2 tires		
94652	09/11/2025	09/11/2025	AW	BUGS-OR-US PEST CONTROL	\$110.00	O
				Purpose: Fire - pest control		
94653	09/11/2025	09/11/2025	AW	DUNCAN OIL COMPANY	\$1,172.20	O
				Purpose: Police/Fire - fuel		
94654	09/11/2025	09/11/2025	AW	LASERLINE	\$2,020.00	O
				Purpose: Roads - 2025 annual krown application		
94655	09/11/2025	09/11/2025	AW	INTERSTATE FORD	\$82.75	O
				Purpose: Fire - rear wiper arm assembly for chief 70 ford explorer		
94656	09/11/2025	09/11/2025	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: All Depts - postage		
94657	09/11/2025	09/11/2025	AW	JEFFERSON HEALTH PLAN	\$72,080.45	O
				Purpose: All Depts - Medical Insurance		
Total Payments:					\$472,269.38	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$472,269.38	

Payment Listing

8/15/2025 to 9/30/2025

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 August 18th, 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, Chief Buffenbarger, Justin Windsor, Jan Tavalero, and Denise Moore.

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

4) Reports

Administration

Mr. Tiffany had nothing to add to his report. Mr. Tiffany noted that the next CLOUT meeting is on Monday, and all trustees plan to attend.

Zoning

Mrs. Tilford had nothing to add to her report.

Fiscal Officer

Mr. Demko reported that the tax revenue was received and allocated to the departments. The July 31st appropriation report shows higher than expected costs for medical/dental benefits, natural gas, and property insurance. Tax collection fees also came in higher than budgeted, Mr. Demko is waiting on clarification from the auditor on their formula and has adjusted appropriations accordingly.

Fire

Chief Buffenbarger had nothing to add to his report. Chief Buffenbarger noted that he will be meeting with the other fire chiefs to discuss staffing and mentioned that the former chief's advisor appears to share the township's views on staffing and costs, which is encouraging.

Police

Chief Brown had nothing to add to his report.

Roads and Service

Mr. Windsor had nothing to add to his report. Mr. Windsor noted that the paving invoice came in about 40% below the quoted amount. After consulting with the county engineer's office, he learned that estimates were initially inflated so the final bill appears lower. Mr. Tiffany added that, while the savings is welcome, more roads could have been paved this year, and he plans to discuss this with the county engineer.

Information Technology

Mr. Tiffany had nothing to add to his report.

Trustees

Mr. Moeller attended the Miami Valley Regional Planning meetings. He discussed concerns about the 675/Wilmington Pike Corridor with the District 8 manager, emphasizing the need for bridge and roadway repairs. Mr. Moeller also attended the Veterans Memorial dedication and praised staff for their work in organizing the event. Finally, he raised concerns about Centerville's public hearing on

marijuana dispensaries in business districts, noting potential impacts on Sugarcreek residents. The trustees agreed to clarify details before sending a letter of opposition.

Mrs. Destefani noted that she is working on the thank you letters for the Veterans Memorial dedication and that proclamations were received from Senator Kaler and Houston’s office. She also noted that the Baby Box program contract is being finalized.

Mr. Cramer noted that the Veterans Memorial ceremony was a success and was well attended by state, county, and local officials. He also noted that he and Mrs. Tilford met with RCAP, which plans to hold a public meeting to explain options for extending county water to parts of Sugarcreek and River Ridge 2. Mr. Tiffany emphasized that this is not a Township-funded project; the Township’s role is solely to support residents and assist them through the process.

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. Transfer of Appropriations – All Departments - 2025.08.18.01
- D. Accept the Resignation of Fire Department Staff – Chris DeHays – 2025.08.18.02
- E. Appointment of Fire Department Staff – Hayden Toops – 2025.08.18.03
- F. Declaration of Excess Property – Fire Department – 2025.08.18.04
- G. Acceptance of Dedicated Roadway for Maintenance of Streets and Storm Systems for The Landings Section 2 – 2025.08.18.05
- H. Authorizing the Township Administrator to Act as a Signatory for an Agreement for Professional Services with Dadd Memorials – 2025.08.18.06

**TRANSFER OF APPROPRIATIONS
All Departments
RESOLUTION #: 2025.08.18.01**

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
1000-190-370	Payment to Another Political Subdivision	1000-110-314	Tax Collection Fees	\$1,000.00
2031-330-360	Contracted Services	2031-330-314	Tax Collection Fees	\$150.00
2081-210-323	Repairs & Maintenance	2081-210-314	Tax Collection Fees	\$5,000.00
2112-220-360-0001	Contracted Services – Dispatch Center	2112-220-314	Tax Collection Fees	\$4,000.00

Explanation of Transfer(s): To cover tax collection fees

RESOLUTION NO. 2025.08.18.02

IN RE: Resignation of Fire Department Staff – Chris DeHays

WHEREAS, Part-time Paramedic, Chris DeHays, has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Chris DeHays was hired as a member of the Sugarcreek Township Fire Department on August 1, 2016; and,

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

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Chris DeHays with an effective date of August 7, 2025.

RESOLUTION NO. 2025.08.18.03

IN RE: Appointment of Fire Department Staff
Hayden Toops

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, Hayden Toops has the necessary qualifications to serve in that capacity for the Sugarcreek Township Fire Department; and,

NOW, THEREFORE, BE IT RESOLVED, that Hayden Toops 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,

FURTHER BE IT RESOLVED, the above-mentioned appointment of Hayden Toops will have an effective date of August 8, 2025, with a one (1) year probationary period ending on August 8, 2026.

RESOLUTION NO. 2025.08.18.04

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

- Scott Eagle Attack Thermal Imager with charging base

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. 2025.08.18.05

IN RE: Acceptance of Dedicated Roadway for Maintenance of Streets and Storm Systems for The Landings Section 2

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 Sugarcreek Township per Ohio Revised Code (O.R.C.) 5553.31; and,

WHEREAS, the maintenance and responsibility for these roadways will belong to the Sugarcreek Township Trustees; and,

WHEREAS, the following roadways have met the specifications and inspection procedures of both the Greene County Engineer and the Sugarcreek Township Roads and Services Department:

The Landings Subdivision, Section 2

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

RESOLUTION NO. 2025.08.18.06

IN RE: Authorizing the Township Administrator to Act as a Signatory for
an Agreement for Professional Services with Dodds Memorials

WHEREAS, there is a Veterans Memorial Park on Pine Court within the Township; and,

WHEREAS, Dodds Memorials intends to create and install Granite tablets for the service branch seals.

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as signatory on behalf of the Trustees, in an amount not to exceed Sixty-Three Thousand, Nine Hundred Fifty dollars (\$63,950.00).

Mr. Tiffany explained that Dodds Memorials reduced the cost of the Veterans Memorial monuments to \$63,950.00, a savings of \$32,050.00. The revised design will use jet-black granite and include engraved dedication text. Delivery is expected within 5-7 months. Resolution 2025.08.18.06 authorizes the agreement with Dodds Memorials and grants Mr. Tiffany approval to sign.

Mrs. Destefani made a motion to accept all consent agenda items as stated. Mr. Cramer seconded.

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

8) Discussion Agenda Items

Mr. Tiffany noted that Perry ProTech proposed replacing the Township's copiers with Kyocera models at \$698.91 per month, compared to the current \$1152.45 with Woodhull. This would save about \$5000 annually. Perry ProTech will also pay off the balance of the current contract. All services and toner are included.

9) Public Comments

Denise Moore congratulated staff on the Veterans Memorial ceremony, noting it was beautifully organized. Ms. Moore noted all prayers have been Christian led and feels lack of diversity may send the wrong message. She also questioned why prayer is not listed on the agenda or included in the minutes. Ms. Moore asked about the follow-up process for concerns raised during meetings. The board agreed on the importance of improving communication by reporting back to residents on actions taken. A township resident expressed frustration with a door-to-door solicitor who rang their doorbell despite a clearly posted no soliciting sign. She asked if an ordinance is in effect requiring solicitors to carry permits. Mr. Tiffany explained that currently, there is no active ordinance requiring solicitors to carry

permits; past attempts have been legally complicated. While police cannot enforce the sign, the township is working with the county prosecutor to develop a new ordinance.

10) Trustee/Staff Discussions

None.

11) Executive Session

None.

12) Adjourn

Mr. Cramer made a motion to adjourn, which was seconded by Mrs. Destefani. 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. 2025.09.15.01

IN RE: Appointment of Fire Department Staff

Justin Veverka

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Fire Department; and,

WHEREAS, vacancies exist within the classification of Full-time Firefighter II/Paramedic; and,

WHEREAS, Justin Veverka has the necessary qualifications to serve in that capacity for the Sugarcreek Township Fire Department; and,

NOW, THEREFORE, BE IT RESOLVED, that Justin Veverka shall be appointed to the position of Full-Time Firefighter II/Paramedic within the Sugarcreek Fire Department at the rate of \$24.37 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Justin Veverka will have an effective date of August 19, 2025, with a one (1) year probationary period ending on August 19, 2026.

Fred Cramer, Chairperson

Carolyn Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.09.15.02**

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

- Precore Multi-station Weight Machine
- Two (2) Treadmills
- One (1) Elliptical Machine
- One (1) Stationary Bike

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. 2025.09.15.03**

IN RE: Acceptance of Dedicated Roadway for Maintenance
of Streets and Storm Systems for The Landings at Sugarcreek Addition Section 3

WHEREAS, this Board of Township Trustees has received the name of The Landings at Sugarcreek Addition, Section 3, from the Greene County Engineer which will become the responsibility of Sugarcreek Township per Ohio Revised Code (O.R.C.) 5553.31; and,

WHEREAS, the maintenance and responsibility for these roadways will belong to the Sugarcreek Township Trustees; and,

WHEREAS, the following roadways have met the specifications and inspection procedures of both the Greene County Engineer and the Sugarcreek Township Roads and Services Department:

The Landings at Sugarcreek Addition, Section 3

NOW THEREFORE, BE IT RESOLVED, that these subdivision roads are accepted as the responsibility of Sugarcreek 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



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.09.15.04**

IN RE: Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

WHEREAS, the Budget Commission of Greene County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten (10) mill limitation (see Schedule A, attached),

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Sugar Creek Township, Greene County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted.

BE IT FURTHER RESOLVED, that there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten (10) mill limitation as attached in Schedule A.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.09.15.06
IN RE: Update of Policy Manual

WHEREAS, it is the goal of the Board of Sugar Creek Township Trustees to maintain proactive policy and a fair and equitable work environment; and,

WHEREAS, to do so requires policy to be constantly reviewed and modified; and,

WHEREAS, this Board of Sugar Creek Township Trustees recognizes the benefits of long-term employees and their productivity for the benefit of the Township;

NOW THEREFORE, BE IT RESOLVED, the following policy is hereby revised:

6.12.6 Annual Sell Back Payout

Sick leave may converted to an annual cash payout to be administered as follows:

1. An employee who has more than three hundred sixty (360) sick leave hours may convert up to one hundred eighty (180) of those sick leave hours to cash on the basis of three (3) sick leave hours for one (1) hour of cash. The hour of cash will be paid at the employee's current hourly rate, with a maximum of sixty (60) hours of pay in any calendar year.
2. If an employee has more than seven hundred twenty (720) sick leave hours, they may convert up to one hundred twenty (120) sick leave hours to cash on a basis of two (2) sick leave hours for one hour of cash. The hour of cash will be paid at the employee's current hourly rate, with a maximum of sixty (60) hours of pay in any calendar year.
3. Those employees having more than fourteen hundred forty (1440) hours sick leave may convert up to one hundred eighty (180) sick leave hours to cash on a basis of two (2) sick leave hours for one (1) hour of cash. The hour of cash will be paid at the employee's current hourly rate, with a maximum of ninety (90) hours of pay in any calendar year.

This policy supersedes previous policy.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer