

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