



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**

**Monday, August 18, 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. Transfer of Appropriations – 2025.08.18.01
  - D. Accept the Resignation of Chris DeHays – 2025.08.18.02
  - E. Appointment of EMT-B/FFII, 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 Dodds Memorials – 2025.08.18.06
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**

**11. Executive session**

**12. Adjourn**



## MEETING CONDUCT AND GUIDELINES

As Trustees of Sugarcreek Township, we encourage residents to attend our Township Meetings. We appreciate you taking time out of your busy schedules to be a part of your government in action. To help meetings move along in a positive manner, we have established the following guidelines for our meetings:

This is a Township Business meeting and is to be conducted in a professional, business-like manner. It is not our intention to embarrass or demean each other or any members of the audience. We will treat each other with courtesy and respect, and we ask for the same courtesy and respect from the audience. No one will get special treatment. These guidelines are for all of us.

As a professional meeting should not go longer than an hour to an hour and a half, it is our intention to stay within a reasonable time limit and follow the agenda.

There will be an Open Discussion at the end of the agenda for the audience to give comments on Township issues. When you have a question or comment, please go to the microphone, state your name, and address and direct your question to the Trustees. Please try to limit your comments to 3-5 minutes to allow everyone an opportunity to speak.

We appreciate your input. We will not allow any personal attacks or any type of outbursts or profanity from the audience.

If you have any personal comments that you would like to make to us as individuals, please feel free to call the Township Administrative offices or allow us to set up a time to speak with you individually.

It is our goal that meetings are productive and positive. We will do our best to conduct effective, professional meetings.

Thank you.

Sugarcreek Township Trustees



**Administrator's Report to the Trustees  
August 18, 2025**

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

- The Veterans Memorial Dedication is complete, and the site is open. Several hundred people attended, and the comments received were very positive. We are awaiting the bronze plates for the base of the statue depicting the names of the fallen at Normandy, and Mr. Martin's bio. Additionally, the granite monuments will be ordered this week for delivery in 5-7 months.
- Personalized bricks are available again for the Veterans Memorial. Please use the link on our website. We have reports of two missing bricks as of this time which are being tracked.
- SW Ohio CLOUT meeting is scheduled for next Monday.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be the initials "B" followed by a stylized flourish.

Barry P. Tiffany  
Township Administrator



**Staff Report for the Sugarcreek Township Board of Trustees  
August 5, 2025 to August 15, 2025**

The following is a snapshot of the activities and areas of responsibility for the Sugarcreek Township Planning and Zoning Department. This report is prepared to keep the Board of Trustees informed and the citizens informed of their Planning and Zoning Department. If further information or an explanation is needed, please contact Cara Tilford at 937-848-8426.

**Board of Zoning Appeals Activities:**

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

**Zoning Commission Activities:**

- Received a request for a map amendment/PDP for a residential project on Wilmington Dayton Road; processing is on hold at the request of the developer as discussion with the GCEO on necessary access/road improvements is ongoing
- **August 12, 2025 Zoning Commission Meeting: Follow-up**
  - **ZC03-2025:** Applicants, Cullen and Gwenevier Demarest, are requesting Final Development Plan under Article 5 of the Sugarcreek Township Zoning Resolution for approval of a proposed coffee shop. The subject parcel is 3424 Upper Bellbrook Road, can be further identified by parcel number L32000200160001800 and is owned by Cullen and Gwenevier Demarest.
    - **The Zoning Commission approved the applicant's request, subject to conditions.**

- Begin Zoning Resolution review with Articles 1-4, will continue with this work and move on to Article 5 at the September Zoning Commission Meeting.

**Meetings/Accomplishments:**

- Filed amended road levy paperwork with the Board of Elections on August 5, 2025
- Attended monthly economic development meeting with Greene County and the City of Bellbrook
- Met with OTARMA for annual risk assessment on August 12, 2025
- Attended Zoning Commission Meeting on August 12, 2025
- Conference call with RCAP to discuss how they assist with water line extension projects on August 13, 2025
- Prepared and sent packets for the August 12, 2025 Zoning Commission Meeting
- Prepared Staff Report for ZC03-2025
- Drafted Resolution establishing time, place and manner restrictions for transient vendors, as well as a Resident Information Sheet and an associated Application for transient vendors; sent to the Prosecutor's Office for review
- Working with Waterford at Sugarcreek on tree replacement along Feedwire Road (property has sold to Dietz Property Group)



## Sugarcreek Township Trustees Report For August 18th, 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 08.18.2025 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)

- Building familiarization (Bellbrook High School and Bellbrook MS)
- Fight For Air (SCBA Drills)
- Rescue Basket Rigging
- Traction Splints

### Information:

- AFG representative for Ohio reported grant awards will be announced before September 30th
- Received quotes for UTV from Clinton County Motorsports
- New Tahoe available via state bid for \$51,000 (Replace Battalion 70)
- One (1) full-time and (4) part-time firefighters begin orientation on August 25<sup>th</sup>
- Horton Ambulance reported new Medic 72 will start being built the last week of October
- Sutphen Fire Apparatus reported new Engine 71 on schedule for late 2026

### Status of Issues the Fire Department is Addressing:

- Ladder 72 remains out of service for warranty work and other repairs
- Reserve Engine 72 received crank sensor
- Chief 70 Ford Explorer had cracked windshield repaired at SafeLite
- Engine 71 received new front steering tires at Detroit Tire
- E71 needs automatic lube system rebuilt and new rear brakes

### Fire Department Scheduled Events Attended

- Greene County Fire Chiefs Meeting
- Miami Valley Fire Alliance Board of Directors Meeting
- Ohio Fire Chiefs Zoom Meeting (Fire District)

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

**Fiscal:**

<b>As of August 11, 2025</b>	<b>Final Appropriation</b>	<b>Current Reserve for Encumbrance</b>	<b>YTD Expenditures</b>	<b>Unencumbered Balance</b>	<b>YTD % Expenditures</b>
Fire	\$3,436,300.00	\$374,007.96	\$2,120,825.23	\$962,733.67	<b>61.718%</b>
EMS	\$290,300.00	\$57,604.76	\$174,449.18	59,618.83	<b>60.092%</b>
Cell Tower Fund	\$27,068.58	\$0.00	\$27,068.58	\$0.00	<b>100%</b>
Department Total	\$3,753,668.58	\$431,612.72	\$2,322,342.99	\$1,022,352.50	<b>61.868%</b>

**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

## Sara Contreras

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**From:** Doug Buffenbarger  
**Sent:** Friday, August 15, 2025 12:51 PM  
**To:** Sara Contreras  
**Subject:** Declared Items

Sara,

Can you add this to the agenda for Monday? I want to declare the following.

- Scott Eagle Attack Thermal Imager with charging base

Thanks!

*Douglas M Buffenbarger*  
*Fire Chief*  
*Sugarcreek Township Fire Department*  
*Office: 937-848-7344*  
*Cell: 937-408-6999*  
*Email: [dbuffenbarger@sugarcreekoh.us](mailto:dbuffenbarger@sugarcreekoh.us)*





Michael A. Brown  
Chief of Police

## Trustee Report August 18, 2025

### Training

- On August 22<sup>nd</sup> & 23<sup>rd</sup>, our officers will be at the range for rifle proficiency drills.
- No other classes are scheduled for August.

### Fiscal

Budget 2025 (Final Appropriation)	\$3,343,500.00
Expenditures as of August 11, 2025	\$1,904,454.27
% of Budget Used	57%
% of Budget Year Target for the end of August	66.4%
% of Budget Remaining	43%
Cash Balance as of August 11, 2025	\$1,452,221.23

## Public Appearances

- On August 6<sup>th</sup>, Chief Brown attended the meeting for “Shelter in Place” procedures.
- On August 16<sup>th</sup>, the police department attended the dedication for the Veterans Memorial.

Respectfully submitted,



Michael A. Brown  
Chief of Police



Michael A. Brown  
Chief of Police

## Police Blotter

July 30, 2025

- Business and house checks
- Crash report on Feedwire Road
- An animal complaint on Wilmington Pike
- Welfare check on Surrey Road

July 31, 2025

- Traffic stops
- Crash on Upper Bellbrook Road
- Theft arrest on Wilmington Pike
- Community policing

August 1, 2025

- Business and house checks
- Welfare check on Acorn Drive
- Theft report on Feedwire Road
- Request officer on Erica Court

August 2, 2025

- Intoxicated subject on Wilmington Pike
- Community policing

August 3, 2025

- Crash report on Wagner Road
- Crash report on Feedwire Road
- Traffic stops

August 4, 2025

- Nothing to Report

August 5, 2025

- Crash report on Cloy Road
- Harassment on Wilmington Pike
- Traffic stops

August 6, 2025

- Domestic dispute on Nature Court
- Crash report on Centerville Road
- Welfare check on Ferry Road
- Theft arrest on Wilmington Pike

August 7, 2025

- Nothing to Report

August 8, 2025

- Request of an officer on Oak Creek Drive
- Theft report on Silverado Drive
- Juvenile complaint on Wilmington Pike

August 9, 2025

- Disturbance on Possum Run Road
- Crash report on Feedwire Road
- Traffic stops
- Juvenile complaint on Sonoma Court

August 10, 2025

- Crash report on Feedwire Road
- Request of an officer on Upper Bellbrook Road
- Theft arrest on Wilmington Pike

August 11, 2025

- Juvenile complaint on Catalpa View Way
- Community policing
- Crash on Heritage Drive
- Intoxicated subject on Wilmington Pike

August 12, 2025

- Domestic dispute on Pepperwell Circle
- Request of an officer on Wilmington Pike
- Community policing



**Staff Report for  
Sugarcreek Township Trustees  
August 18, 2025**

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

**Calls for Service:**

- There were 2 call outs

**Accomplishments:**

- Added several bricks to memorial
- Load chairs and prep for memorial
- Push mow memorial and mowed field, fix washout
- Lowes- pick up tools for bricks, plywood
- Roadside trimming – Mcbee, carpenter
- Mcbee- cut and clean up tree
- Cleaned shop floor
- Planted tree at Memorial
- Ferry Rd- put radar signs up
- Picked up road closed and horse signs
- Middle Run- filled pothole
- Spot sprayed Statehouse, white fence and Sugarcreek Dr
- Home Depot- pick up supplies
- Mow back of shop
- Slice seed Memorial
- Set up sprinklers at Memorial
- Dura Patch- Conference, Haines
- Mowed shop, Graveyard, Cloy, Center Point, Memorial and bike path
- Harbor Freight- pick up tools
- Dropped off signs for big wheel race
- Picked up 2 dead deer

Respectfully,  
Justin Windsor  
Director of Roads and Services

## Payment Listing

8/1/2025 to 8/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status	
1488-2025	08/05/2025	08/05/2025	CH	BUREAU OF WORKERS' COMPENSATION	\$3,617.30	O	
1491-2025	08/11/2025	08/11/2025	CH	HUNTINGTON NATIONAL BANK	\$1,519.40	O	
	Purpose:	Admin/Roads/Police - steamer, air pods pro2, webcam, bissell cleaner, dab-n-seal, hotel scent diffuser oil, 300pc cellophane bags, triclopyr prosolution MSO, greass seed, mineral stater, polysweep sand, pesticide applicator lisense renewal, flexible coupler, solenoid valve cover, tools, boots, toaster, chair, postage, flowers					
94483	08/01/2025	08/01/2025	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$725.25	O	
	Purpose:	employer contributions - vision					
94484	08/01/2025	08/01/2025	AW	Englefield Oil Company	\$63.70	O	
	Purpose:	Fire - floor dry					
94485	08/01/2025	08/01/2025	AW	PHOENIX SAFETY OUTFITTERS	\$6,938.00	O	
	Purpose:	Fire - gear					
94486	08/01/2025	08/01/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$777.02	O	
	Purpose:	Fire - repaires medic 71					
94487	08/01/2025	08/01/2025	AW	Carelon	\$112.43	O	
	Purpose:	Fire - reimbursement of overpayment EMS					
94489	08/04/2025	08/04/2025	AW	Thor Works Industries	\$373.45	O	
	Purpose:	Roads - gator pave - pail					
94490	08/04/2025	08/04/2025	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$101.40	O	
	Purpose:	Police - searches					
94491	08/04/2025	08/04/2025	AW	NORTHCOAST PRODUCTS	\$957.60	O	
	Purpose:	Roads - rapid set emulsion					
94492	08/04/2025	08/04/2025	AW	CHARTER COMMUNICATIONS	\$260.38	O	
	Purpose:	Police/Fire - cable & DID block					
94493	08/04/2025	08/04/2025	AW	TROPHY SPORTS CENTER	\$862.00	O	
	Purpose:	Fire - uniform shirts					
94494	08/04/2025	08/04/2025	AW	CITI CARDS	\$1,131.62	O	
	Purpose:	Fire - hot stick, monitor, postage, operating supplies					
94495	08/04/2025	08/04/2025	AW	MELVIN STONE COMPANY	\$146.02	O	
	Purpose:	Roads - #9 limestone					
94496	08/06/2025	08/06/2025	AW	KOSINS PARTY & TENT RENTAL	\$519.50	O	
	Purpose:	Admin - chair rental					
94497	08/06/2025	08/06/2025	AW	STEVE MYERS SERVICE INC	\$36.98	O	
	Purpose:	Roads - parts case of 48					
94498	08/06/2025	08/06/2025	AW	SUGARCREEK DIRECT FAMILY CARE	\$1,920.00	O	
	Purpose:	All Depts - direct family care					
94499	08/06/2025	08/06/2025	AW	SPECTRUM	\$15.79	O	
	Purpose:	Admin/Roads - cable services					
94500	08/06/2025	08/06/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$130.04	O	
	Purpose:	Admin/Roads - water/sewer					
94501	08/06/2025	08/06/2025	AW	DUNCAN OIL COMPANY	\$679.10	O	
	Purpose:	Roads - fuel					
94502	08/06/2025	08/06/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$45.30	O	
	Purpose:	Roads - switch					
94503	08/06/2025	08/06/2025	AW	US BANK EQUIPMENT FINANCE	\$1,219.50	O	
	Purpose:	All Depts - copier fees					
94504	08/06/2025	08/06/2025	AW	CENTERPOINT ENERGY	\$147.85	O	

## Payment Listing

8/1/2025 to 8/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: Police/Fire - natural gas				
94505	08/06/2025	08/06/2025	AW	PHOENIX SAFETY OUTFITTERS	\$799.90	O
		Purpose: Fire - helmets				
94506	08/06/2025	08/06/2025	AW	ATLANTIC EMERGENCY SOLUTIONS	\$398.40	O
		Purpose: Fire - transducer				
94507	08/06/2025	08/06/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$189.89	O
		Purpose: Police - dividers, kitchen items, cd sleeves, dvd discs				
94508	08/06/2025	08/06/2025	AW	OHIO SCHOOL RESOURCE OFFICERS ASS	\$55.00	O
		Purpose: Police - SRO Black, dues				
94509	08/06/2025	08/06/2025	AW	AIM MEDIA MIDWEST	\$159.40	O
		Purpose: Admin - legal notices				
94510	08/06/2025	08/06/2025	AW	TOM'S MULCH	\$116.85	O
		Purpose: Roads - landscaper blk gold				
94511	08/06/2025	08/06/2025	AW	TECH ADVISORS	\$7,007.00	O
		Purpose: All Depts - monthly subscription				
94512	08/06/2025	08/06/2025	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$320.00	O
		Purpose: Fire - physicals/drug screens for new hires				
94513	08/06/2025	08/06/2025	AW	CITY OF XENIA	\$67,500.00	O
		Purpose: Police/Fire - dispatch				
94514	08/11/2025	08/11/2025	AW	AES OHIO	\$660.86	O
		Purpose: Admin/Roads - traffic signal, quonset hut, main building				
94515	08/11/2025	08/11/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$520.50	O
		Purpose: Police/Fire - water/sewer				
94516	08/11/2025	08/11/2025	AW	Green & Green, Lawyers	\$4,787.50	O
		Purpose: Admin - legal fees				
94517	08/11/2025	08/11/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$9.09	O
		Purpose: Roads - mini bulb				
94518	08/11/2025	08/11/2025	AW	STEVE MYERS SERVICE INC	\$279.99	O
		Purpose: Fire - trimmer				
94519	08/11/2025	08/11/2025	AW	BATTERIES PLUS	\$99.95	O
		Purpose: Fire - replace battery				
94520	08/11/2025	08/11/2025	AW	DnD UNIFORMS, INC.	\$906.00	O
		Purpose: Police - pants/shirts				
94521	08/11/2025	08/11/2025	AW	OHIO FIRE CHIEF'S ASSOCIATION	\$275.00	O
		Purpose: Fire - dues and whinter symposium fee				
94522	08/11/2025	08/11/2025	AW	DC DOOR COMPANY	\$254.00	O
		Purpose: Fire - cable replacement on door at station 71				
94523	08/11/2025	08/11/2025	AW	DUNCAN OIL COMPANY	\$1,209.53	O
		Purpose: Police/Fire - fuel				
94524	08/11/2025	08/11/2025	AW	Crystal Rose Studios	\$400.00	O
		Purpose: Admin - Photographer/Videographer for Veterans Memorial				
94525	08/11/2025	08/11/2025	AW	RUMPKE CONSOLIDATED	\$367.13	O
		Purpose: All Depts - trash removal				
94526	08/11/2025	08/11/2025	AW	TECH ADVISORS	\$720.28	O
		Purpose: All Depts - cyber power replacement battery cartridge				
94527	08/11/2025	08/11/2025	AW	QUADIENT FINANCE USA, INC.	\$150.00	O

**Payment Listing**

8/1/2025 to 8/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: All Depts - postage		
94528	08/11/2025	08/11/2025	AW	AES OHIO	\$594.43	O
				Purpose: Fire - electric		
94529	08/12/2025	08/12/2025	AW	The Corner Copy Shop	\$615.50	O
				Purpose: Admin - booklets veterans memorial		
94530	08/12/2025	08/12/2025	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$160.00	O
				Purpose: Fire - new hire physical		
94531	08/12/2025	08/12/2025	AW	AES OHIO	\$1,720.44	O
				Purpose: Police/Fire - electric		
94532	08/12/2025	08/12/2025	AW	DUNCAN OIL COMPANY	\$872.65	O
				Purpose: Police/Fire - fuel		
94533	08/12/2025	08/12/2025	AW	GATEWAY AUTO CLINIC	\$78.25	O
				Purpose: Fire - car 70 lube/oil/filter		
94534	08/12/2025	08/12/2025	AW	AIRGAS USA, LLC	\$60.69	O
				Purpose: Fire - cylinder rental		
94535	08/14/2025	08/14/2025	AW	CHARTER COMMUNICATIONS	\$2,015.50	O
				Purpose: All Depts - network and phone services, network connections		
94536	08/14/2025	08/14/2025	AW	VERIZON WIRELESS	\$570.51	O
				Purpose: Police - MDT's		
94537	08/14/2025	08/14/2025	AW	DnD UNIFORMS, INC.	\$33.85	O
				Purpose: Police - buttons, tie tac		
94538	08/14/2025	08/14/2025	AW	The Happy Little Baker	\$450.00	O
				Purpose: Admin - cookies for Veterans Memorial		
Total Payments:					\$116,657.72	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$116,657.72	

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 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 16<sup>th</sup> 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 too 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 Mooller
- 
- 

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

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. Trustee Moeller seconded the motion and the roll being called upon its adoption the vote resulted as follows:  
Member name

<u>Trustee Cramer</u>	voted	<u>Aye</u>
<u>Trustee Dastefani</u>	voted	<u>Aye</u>
<u>Trustee Moeller</u>	voted	<u>Aye</u>
_____	voted	_____
_____	voted	_____
_____	voted	_____

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

Adopted August 4, 2025.  
Month and day Year

\_\_\_\_\_  
 Signature of Clerk or Fiscal Officer  
Sugarcreek Township  
Political subdivision  
**GREENE COUNTY, OHIO**

**FISCAL OFFICER CERTIFICATION**

I, Richard Demko 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 August 4, 2025.  
Month and day Year

**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 Koppp, 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

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Richard J Demko, Fiscal Officer



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

Approved:

\_\_\_\_\_  
Fred Cramer, Chairperson

\_\_\_\_\_  
Carolyn L. Destefani, Vice Chairperson

\_\_\_\_\_  
Marvin Moeller, Trustee

\_\_\_\_\_  
Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
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 Sugar Creek Township Fire Department; and,

WHEREAS, Chris DeHays was hired as a member of the Sugar Creek 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 Sugar Creek Township Trustees officially accepts the resignation of Chris DeHays with an effective date of August 7, 2025.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP**

**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 Sugar Creek 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 Sugar Creek 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 Sugar Creek 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.

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Fred Cramer, Chairperson

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Carolyn Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
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.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
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.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
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 Sugar Creek  
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).

\_\_\_\_\_  
Fred Cramer, Vice Chairperson

\_\_\_\_\_  
Carolyn L. Destefani, Chairperson

\_\_\_\_\_  
Marvin Moeller, Trustee

\_\_\_\_\_  
Richard J. Demko, Fiscal Officer