

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on September 15<sup>th</sup>, 2025, at 7:00pm.**

**1) Mr. Cramer called the session to order at 7:00pm.**

**2) Mr. Demko called the roll with Board Members Mr. Moeller, Mrs. Destefani and Mr. Cramer in attendance.** Also, in attendance were Barry Tiffany, Cara Tilford, Chief Doug Buffenbarger, Chief Mike Brown, Justin Windsor, Donna Hellmann, Jan Tavalero, Joe Horner, Cullen Demarest, Gwen Demarest, Brian Lampton, Denise Moore, and Doug Thoma.

**3) All in attendance stood for the 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 number L32000100130000300 and L32000200160001800. – 2025.09.15.05

Gwen Demarest spoke on behalf of the application, expressing excitement about repurposing the family's longtime property into a coffee shop. She thanked the Township and County for their coordination in bringing the project to fruition, noting that they agreed with all recommended conditions of approval.

Mr. Tiffany addressed the hours of operation, explaining that while there were no concerns with the current proposal, the Township wanted to ensure appropriate limits were in place for any potential future use. As a result, the trustees added an additional condition regulating hours of operation.

The board then invited public comments, no one spoke either in favor or opposition. The public hearing was subsequently closed. The trustees expressed enthusiasm for the project, and a motion was made and seconded to approve the resolution subject to all conditions, including the newly added restriction on hours of operation. All were in favor.

**7) Reports**

**Administration**

Mr. Tiffany had nothing to add to his report.

**Zoning**

Mrs. Tilford had nothing to add to her report.

**Fiscal Officer**

Mr. Demko provided a brief explanation of Resolution 2025.09.15.04, noting that it involved accepting the rates established by the Budget Commission and offered a short overview of what that entailed.

**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.

**Information Technology**

Mr. Tiffany had nothing to add to his report.

**Trustees**

None

**8) Public Comments – Agenda Items**

None

**9) Old Business**

- A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting – November 17, 2025

**10) Consent Agenda Items**

- A. Payment of Bills
- B. Minutes
- C. Appointment of Fire Department Staff – Isabella Beam, Austin Fivecoate – 2025.05.05.02
- D. Resignation of Fire Department Staff – Andrew Lake – 2025.05.05.03
- E. Authorizing the Township Administrator to Act as a Signatory for Choice One Agreement – 2025.05.05.04

**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.

**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.

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

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. 2025.09.15.03**

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.

**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 Sugarcreek 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.

**RESOLUTION NO. 2025.09.15.05**

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 Sugarcreek 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 Sugarcreek 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 with the additional condition that hours of operation will not exceed 11 pm and all outdoor music will cease at 11 pm.

**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 be 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.

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

Mr. Moeller – Yes

Mrs. Destefani - Yes

Mr. Cramer – Yes

**11) Discussion Agenda Items**

None.

**12) Public Comments**

None.

**13) Trustee/Staff Discussions**

None.

**14) Executive Session**

None.

**15) Adjourn**

Mr. Moeller made a motion to adjourn, which was seconded by Mr. Cramer. Upon call of the roll, the vote resulted in the following:

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

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Richard J Demko, Fiscal Officer