



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

**Monday, October 20, 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. Increase of Appropriations – 2025.10.20.01
  - D. Appointment of Part-Time Police Officer – William Sheldon – 2025.10.20.02
  - E. Resignation of Fire Department Staff – Bryan Deis, Shawn Smith – 2025.10.20.03
  - F. Appointment of Fire Department Staff – Taylor Creech, Jonathon Patterson III, Ryan Parker, Lucia Pett – 2025.10.20.04
  - G. Retirement notice for Roads and Services Staff – Richard Cipriano – 2025.10.20.05
- 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    Adjourn**



## **MEETING CONDUCT AND GUIDELINES**

As Trustees of Sugar Creek 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.

Sugar Creek Township Trustees



## **Sugarcreek Township Trustees Report For October 20, 2025**

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 10.20.2025 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)**

- National Fire Incident Reporting System
- Terrorism and WMD
- Red, Yellow, and Green Probationary Modules (New Hires)
- CPR

### **Information:**

- Received 61K grant award from AFG for new diesel exhaust system at Station 71
- Received estimate from MagneGrip for a new diesel exhaust system at Station 71
- Horton Ambulance reported new Medic 72 production will start on 10/16/2025
- Sutphen Fire Apparatus reported new Engine 71 on schedule for late 2026
- Received estimates to replace carpet at Station 71
- Medic 73 and fitness equipment sold on GovDeals
- Received an estimate from Bone Dry Roofing for a new roof at 71
- On boarding 4 part-time firefighter FF2/EMT-B

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

- Medic 72 had multiple repairs completed at Beau Townsend Ford
- E71 received new front and rear brakes at ACME Spring
- Brush 71 is currently at Beau Townsend. Issue with AC
- Engine 71 O/S due to ABS system

### **Fire Department Scheduled Events Attended**

- Chamber Meeting at Bone Dry Roofing
- Ohio Fire Chiefs Fire District Meeting October 13th
- Greene County Fire Chiefs Meeting
- Happy Child Preschool tour of Station 71
- Miami Valley Fire Alliance Meeting

**Fiscal:**

| <b>As of<br/>Oct 17th, 2025</b> | <b>Final<br/>Appropriation</b> | <b>Current<br/>Reserve for<br/>Encumbrance</b> | <b>YTD<br/>Expenditures</b> | <b>Unencumbered<br/>Balance</b> | <b>YTD %<br/>Expenditures</b> |
|---------------------------------|--------------------------------|--|-----------------------------|---------------------------------|-------------------------------|
| Fire                            | \$3,440,974.49                 | \$246,887.44                                   | \$2,756,891.49              | \$453,787.93                    | <b>79.735%</b>                |
| EMS                             | \$290,300.00                   | \$29,062.24                                    | \$229,602.78                | \$33,007.75                     | <b>78.719%</b>                |
| Cell Tower Fund                 | \$27,068.58                    | \$0.00   | \$27,068.58                 | \$0.00                          | <b>100%</b>                   |
| Department Total                | \$3,758,343.07                 | \$275,949.68                                   | \$3,013,562.85              | \$486,795.68                    | <b>79.463%</b>                |

**Projected Capital Needs:**

- Bay Doors Station 71 \$18,000
- Bay Doors Station 72 \$30,000
- Training Prop \$79,000
- Portable Radios \$120,000
- Replace Roof at 71 \$22,000

Respectfully Submitted,

Doug Buffenbarger  
Fire Chief

**Sugarcreek Township Fire Department**

**YTD Run Stats for 2025**

|                     |   |             |
|---------------------|---|-------------|
| Total Call Volume   | = | <b>1208</b> |
| Fire Calls          | = | 287 (23.8%) |
| EMS Calls           | = | 917 (75.9%) |
| Invalid/Admin Calls | = | 4 (0.3 %)   |
| MVC's               | = | 143 (11.8%) |
| Cornerstone         | = | 148 (12.3%) |

**Mutual Aid Requested (total number of incidents) = 117**

Incidents with M/A Fire requested = 80

Incidents with M/A EMS requested = 37

**Mutual Aid Received (total number of incidents) = 52**

Incidents with M/A Fire received = 32

Incidents with M/A EMS received = 20

**Runs by Quadrant:**

711 – 103

712 – 86

713 – 23

714 – 9

721 – 791

722 – 73

723 – 2

M/A – 117

N/A - 4

Report generated on October 16th, 2025, at 0800 hours.

Respectfully submitted By,



Jordan Ewing  
Fire Marshal



*Michael A. Brown*  
Chief of Police

## Trustee Report October 20, 2025

### Training

- On October 31<sup>st</sup>, Officer Klark and Officer Rogers will be attending the Taser Instructor Class.
- No other classes are scheduled for October.

### Fiscal

|  |                |
|--|----------------|
| Budget 2025 (Final Appropriation)              | \$3,343,500.00 |
| Expenditures as of October 17, 2025            | \$2,540,527.54 |
| % of Budget Used                               | 75%            |
| % of Budget Year Target for the end of October | 83%            |
| % of Budget Remaining                          | 25%            |
| Cash Balance as of October 17, 2025            | \$2,571,539.54 |

## **Public Appearances**

- On October 7<sup>th</sup>, the police department set up a table for the Second Annual Greater Miami Valley Job and Career Fair at the Fearless Church.
- On October 9<sup>th</sup>, Chief Brown attended the Ministerial Luncheon.
- On October 14<sup>th</sup>, Chief Brown had a meeting at the school with SRO Officer Black.
- On October 16<sup>th</sup>, Chief Brown attended the Greene County Law Enforcement Luncheon.
- On October 19<sup>th</sup>, our officers stopped by the Hope Church for their annual "Trunk or Treat" event.

Respectfully submitted,



Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

### October 1, 2025

- Business and house checks
- Theft arrest on Wilmington Pike
- Welfare check on Surrey Trail
- Crash report on Wilmington-Dayton Road
- Crash report on Clio Road

### October 2, 2025

- Traffic stops
- Crash on Erickman Lane
- Welfare check on Wilmington-Dayton Road

### October 3, 2025

- Request of an officer on Clio Road
- Crash report on Wilmington Pike
- Criminal damaging on Surrey Trail

### October 4, 2025

- Juvenile complaint on E. Briggs Road
- Community policing
- Welfare check on Clio Road

### October 5, 2025

- Nothing to Report

### October 6, 2025

- Domestic dispute on Cedar Ridge Drive
- Fraud report on Wilmington Pike
- Crash report on Wilmington Pike
- Menacing on Surrey Trail

### October 7, 2025

- Crash report on Wilmington Pike
- Welfare check on Feedwire Road

**October 8, 2025**

- Juvenile complaint on Glenwood Way
- Crash report on Center Point Drive

**October 9, 2025**

- Nothing to Report

**October 10, 2025**

- Crash report on Centerville Road
- Traffic stops
- Request of an officer on Bellbrook Ave
- Welfare check on Country Wood Drive

**October 11, 2025**

- Crash report on Centerville Road
- Community policing
- Peace officer requested on Wilmington Pike
- Domestic violence on State Route 725

**October 12, 2025**

- Crash on N. Lakeman Drive
- Crash on Wagner Road

**October 13, 2025**

- Welfare check on Surrey Trail
- Crash report on Upper Bellbrook Road
- Request of an officer on E. Briggs Road

**October 14, 2025**

- Request of an officer on Waynesville Road
- Parking violation on Wilmington Pike
- Disturbance on Bayberry Cove Drive
- Crash report on Feedwire Road



## Staff Report for Sugar Creek Township Trustees October 20, 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, crack seal
- Replace radar batteries
- Silverado, Briggs, Heritage Trace, Sugar Ridge and Seton Hill- Crack seal
- Memorial- Install bricks  
Remove election signs in ROW
- Middle Run- Trimmed tree in ROW  
Winding Brooke Way- trim trees
- Swigart- replace TWP sign
- Pick up emulsion from jasper
- Middle Run- road side mowing
- Melvin stone for washed 9's
- Winding Brooke Way – replace road name
- Kleem- pick up speed limit signs and stop ahead
- Replaced faucet at shop
- LSC, Little Miami Dr and Glory- Cleaned catch basins
- Recover old stop signs
- Alex Trail- Trimmed honey suckle
- Mowed shop, Memorial, bike path, Cloy, Center Point
- Cedar Ridge- filled in potholes
- Put new tires on Bobcat
- Picked up 1 dead deer, 2- racoons and a groundhog

Respectfully,  
Justin Windsor  
Director of Roads and Services

## Payment Listing

10/3/2025 to 10/31/2025

| Payment Advice # | Post Date  | Transaction Date | Type | Vendor / Payee  | Amount      | Status |
|------------------|------------|------------------|------|---|-------------|--------|
| 1849-2025        | 10/08/2025 | 10/08/2025       | CH   | HUNTINGTON NATIONAL BANK  | \$2,033.75  | O      |
|                  |            |                  |      | Purpose: Admin/Roads/Police - qbooks, rocket law, american planning, coffe pot cleaner and brush, notary seals, shoes, shirts, propane, emergency packages for officers |             |        |
| 1867-2025        | 10/10/2025 | 10/10/2025       | CH   | BUREAU OF WORKERS' COMPENSATION   | \$3,617.30  | O      |
|                  |            |                  |      | Purpose: All Depts - Worker's Comp monthly payment  |             |        |
| 94747            | 10/06/2025 | 10/06/2025       | AW   | FIDELITY SECURITY LIFE INSURANCE CO.  | \$736.05    | O      |
|                  |            |                  |      | Purpose: All Depts - vision insurance   |             |        |
| 94749            | 10/06/2025 | 10/06/2025       | AW   | STANDARD INSURANCE COMPANY  | \$194.90    | O      |
|                  |            |                  |      | Purpose: All Depts - life insurance   |             |        |
| 94750            | 10/06/2025 | 10/06/2025       | AW   | IMAGE TREND, INC.   | \$4,051.69  | O      |
|                  |            |                  |      | Purpose: Fire - reporting services June 2025 - June 2026  |             |        |
| 94751            | 10/06/2025 | 10/06/2025       | AW   | LOWE'S COMPANIES INC.   | \$151.77    | O      |
|                  |            |                  |      | Purpose: Roads/Fire - 4.5 in silicon carbide grinding wheel, 14 ft raichetx 4ct   |             |        |
| 94752            | 10/06/2025 | 10/06/2025       | AW   | DUNCAN OIL COMPANY  | \$1,011.97  | O      |
|                  |            |                  |      | Purpose: Police/Fire - fuel   |             |        |
| 94753            | 10/06/2025 | 10/06/2025       | AW   | TECH ADVISORS   | \$8,168.82  | O      |
|                  |            |                  |      | Purpose: All Depts - monthly subscription   |             |        |
| 94754            | 10/06/2025 | 10/06/2025       | AW   | ACME SPRING, INC.   | \$3,125.32  | O      |
|                  |            |                  |      | Purpose: Fire - rear brakes for engine 71   |             |        |
| 94755            | 10/06/2025 | 10/06/2025       | AW   | BEAU TOWNSEND FORD LINCOLN, INC.  | \$18,386.57 | O      |
|                  |            |                  |      | Purpose: Fire - replace front & rear brakes, repair power steering system, replace diesel particulate system  |             |        |
| 94756            | 10/06/2025 | 10/06/2025       | AW   | ODP BUSINESS SOLUTIONS,LLC  | \$112.46    | O      |
|                  |            |                  |      | Purpose: Police - calander, markers, copy paper, pens   |             |        |
| 94757            | 10/06/2025 | 10/06/2025       | AW   | MUFFLER BROTHERS  | \$139.00    | O      |
|                  |            |                  |      | Purpose: Police - car 115 & 103   |             |        |
| 94758            | 10/06/2025 | 10/06/2025       | AW   | TRANSUNION RISK & ALTERNATIVE DATA  | \$140.40    | O      |
|                  |            |                  |      | Purpose: Police - searches  |             |        |
| 94759            | 10/06/2025 | 10/06/2025       | AW   | CHOICE ONE ENGINEERING  | \$1,800.00  | O      |
|                  |            |                  |      | Purpose: Admin - layout stakking for Veterans Memorial pickelball courts  |             |        |
| 94760            | 10/06/2025 | 10/06/2025       | AW   | JULIA DEE MAIWALD   | \$23.80     | O      |
|                  |            |                  |      | Purpose: Admin - bank milage July 2025 - September 2025   |             |        |
| 94761            | 10/06/2025 | 10/06/2025       | AW   | GREENE COUNTY SANITARY ENGINEER   | \$154.79    | O      |
|                  |            |                  |      | Purpose: Admin/Roads - water/sewer  |             |        |
| 94762            | 10/06/2025 | 10/06/2025       | AW   | ODP BUSINESS SOLUTIONS,LLC  | \$84.26     | O      |
|                  |            |                  |      | Purpose: Admin - copy paper, envelopes  |             |        |
| 94763            | 10/06/2025 | 10/06/2025       | AW   | FLOCK SAFETY  | \$12,800.00 | O      |
|                  |            |                  |      | Purpose: Police - annual fee & repair camera  |             |        |
| 94764            | 10/08/2025 | 10/08/2025       | AW   | GREENE COUNTY SANITARY ENGINEER   | \$508.37    | O      |
|                  |            |                  |      | Purpose: Police/Fire - water/sewer  |             |        |
| 94765            | 10/08/2025 | 10/08/2025       | AW   | CENTERPOINT ENERGY  | \$145.52    | O      |
|                  |            |                  |      | Purpose: Police/Fire - natural gas  |             |        |
| 94766            | 10/08/2025 | 10/08/2025       | AW   | CHARTER COMMUNICATIONS  | \$718.21    | O      |
|                  |            |                  |      | Purpose: All Depts - network and phone services   |             |        |
| 94767            | 10/08/2025 | 10/08/2025       | AW   | DUNCAN OIL COMPANY  | \$1,073.90  | O      |
|                  |            |                  |      | Purpose: Police/Fire - fuel   |             |        |
| 94768            | 10/08/2025 | 10/08/2025       | AW   | US BANK EQUIPMENT FINANCE   | \$1,152.45  | O      |

## Payment Listing

10/3/2025 to 10/31/2025

| Payment Advice # | Post Date  | Transaction Date | Type | Vendor / Payee   | Amount     | Status |
|------------------|------------|------------------|------|--|------------|--------|
|                  |            |                  |      | Purpose: All Depts - copier fees   |            |        |
| 94769            | 10/08/2025 | 10/08/2025       | AW   | MUFFLER BROTHERS   | \$16.04    | O      |
|                  |            |                  |      | Purpose: Police - car 107  |            |        |
| 94770            | 10/08/2025 | 10/08/2025       | AW   | ODP BUSINESS SOLUTIONS,LLC   | \$27.18    | O      |
|                  |            |                  |      | Purpose: Police - calender, kitchen items  |            |        |
| 94771            | 10/08/2025 | 10/08/2025       | AW   | SPECTRUM   | \$15.79    | O      |
|                  |            |                  |      | Purpose: Admin/Roads - cable services  |            |        |
| 94772            | 10/08/2025 | 10/08/2025       | AW   | O'REILLY AUTOMOTIVE, INC.  | \$88.95    | O      |
|                  |            |                  |      | Purpose: Roads - air filters x2  |            |        |
| 94773            | 10/08/2025 | 10/08/2025       | AW   | Bellbrook Utility Department   | \$48.54    | O      |
|                  |            |                  |      | Purpose: Fire - water  |            |        |
| 94774            | 10/08/2025 | 10/08/2025       | AW   | CITI CARDS   | \$919.83   | O      |
|                  |            |                  |      | Purpose: Fire - training books, blue card command training, office supplies      |            |        |
| 94775            | 10/08/2025 | 10/08/2025       | AW   | DnD UNIFORMS, INC.   | \$501.00   | O      |
|                  |            |                  |      | Purpose: Police - officer Rogers   |            |        |
| 94777            | 10/13/2025 | 10/13/2025       | AW   | RUMPKE CONSOLIDATED  | \$240.58   | O      |
|                  |            |                  |      | Purpose: Police/Fire - trash removal   |            |        |
| 94778            | 10/13/2025 | 10/13/2025       | AW   | CHARTER COMMUNICATIONS   | \$1,305.41 | O      |
|                  |            |                  |      | Purpose: Police/Fire - pab fiber internet & station 71 epl, psb epl              |            |        |
| 94779            | 10/13/2025 | 10/13/2025       | AW   | AES OHIO   | \$1,736.94 | O      |
|                  |            |                  |      | Purpose: Police/Fire - electric  |            |        |
| 94780            | 10/13/2025 | 10/13/2025       | AW   | ACME SPRING, INC.  | \$1,298.02 | O      |
|                  |            |                  |      | Purpose: Fire - engine 71 front brakes   |            |        |
| 94781            | 10/13/2025 | 10/13/2025       | AW   | RED WING SHOE STORE  | \$274.49   | O      |
|                  |            |                  |      | Purpose: Roads - shoes   |            |        |
| 94782            | 10/13/2025 | 10/13/2025       | AW   | STEVE MYERS SERVICE INC  | \$14.99    | O      |
|                  |            |                  |      | Purpose: Roads - air filter  |            |        |
| 94783            | 10/13/2025 | 10/13/2025       | AW   | MELVIN STONE COMPANY   | \$149.00   | O      |
|                  |            |                  |      | Purpose: Roads - #9 limestone  |            |        |
| 94784            | 10/13/2025 | 10/13/2025       | AW   | MUFFLER BROTHERS   | \$140.98   | O      |
|                  |            |                  |      | Purpose: Police - car 105  |            |        |
| 94785            | 10/13/2025 | 10/13/2025       | AW   | PHOENIX SAFETY OUTFITTERS  | \$385.95   | O      |
|                  |            |                  |      | Purpose: Fire - station boots for new full-time hire J. Veverka                  |            |        |
| 94786            | 10/13/2025 | 10/13/2025       | AW   | JACOB OSTERHUES  | \$348.65   | O      |
|                  |            |                  |      | Purpose: Fire - reimbursement for Oathkeepers Fire Conference                    |            |        |
| 94787            | 10/13/2025 | 10/13/2025       | AW   | AIRGAS USA, LLC  | \$59.58    | O      |
|                  |            |                  |      | Purpose: Fire - oxygen cylinder rental   |            |        |
| 94788            | 10/13/2025 | 10/13/2025       | AW   | PRO ONCALL TECHNOLOGIES  | \$237.99   | O      |
|                  |            |                  |      | Purpose: All Depts - phone services  |            |        |
| 94789            | 10/13/2025 | 10/13/2025       | AW   | P & R COMMUNICATIONS SERVICE, INC.   | \$850.12   | O      |
|                  |            |                  |      | Purpose: Police - battery/speaker mic  |            |        |
| 94790            | 10/15/2025 | 10/15/2025       | AW   | Green & Green, Lawyers   | \$1,335.00 | O      |
|                  |            |                  |      | Purpose: Admin - legal fees - vacation of thelroy drive                          |            |        |
| 94791            | 10/15/2025 | 10/15/2025       | AW   | AES OHIO   | \$696.69   | O      |
|                  |            |                  |      | Purpose: Admin/Roads - traffic signal, quonset hut. main building, pine ct light |            |        |
| 94792            | 10/15/2025 | 10/15/2025       | AW   | RUMPKE CONSOLIDATED  | \$125.36   | O      |

**Payment Listing**

10/3/2025 to 10/31/2025

| Payment Advice # | Post Date  | Transaction Date                               | Type | Vendor / Payee | Amount                          | Status      |  |
|------------------|------------|--|------|----------------|---------------------------------|-------------|--|
|                  | Purpose:   | Admin/Roads - trash removal                    |      |                |                                 |             |  |
| 94793            | 10/15/2025 | 10/15/2025                                     | AW   | KLEEM, INC.    | \$1,754.25                      | O           |  |
|                  | Purpose:   | Roads - 36" stop faces x25, 30" stop faces x25 |      |                |                                 |             |  |
|                  |            |  |      |                | Total Payments:                 | \$72,902.63 |  |
|                  |            |  |      |                | Total Conversion Vouchers:      | \$0.00      |  |
|                  |            |  |      |                | Total Less Conversion Vouchers: | \$72,902.63 |  |

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.



**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2025.10.20.01**  
IN RE: Increase Appropriations for General Fund

WHEREAS, the need exists to increase appropriations for the General 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:

| <b><u>Fund Name</u></b>             | <b><u>From</u></b> | <b><u>To</u></b> |
|-------------------------------------|--------------------|------------------|
| Contracted Services<br>1000-110-360 | \$137,200.00       | \$149,900.00     |

NOW THEREFORE BE IT RESOLVED, the increased appropriation shall be made in accordance with the law.

---

Fred Cramer, Chairperson

---

Carolyn L. Destefani, Vice-Chairperson

---

Marvin Moeller, Trustee

---

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.10.20.02**

IN RE: Appointment of Police Department Staff  
William Sheldon

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

WHEREAS, vacancies exist within the classification of Part-time Officer; and,

WHEREAS, William Sheldon has the necessary qualifications to serve in that capacity for the Sugarcreek Township Police Department; and,

NOW, THEREFORE, BE IT RESOLVED, that William Sheldon shall be appointed to the position of Part-Time Police Officer within the Sugarcreek Police Department at the rate of \$20.00 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for William Sheldon will have an effective date of October 13, 2025, with a one (1) year probationary period ending on October 13, 2026.

---

Fred Cramer, Chairperson

---

Carolyn Destefani, Vice Chairperson

---

Marvin Moeller, Trustee

---

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.10.20.03**

IN RE: Resignation of Fire Department Staff – Bryan Deis, Shawn Smith

WHEREAS, Part-time Firefighter/EMT, Bryan Deis, has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Mr. Deis was hired as a member of the Sugarcreek Township Fire Department on December 1, 2014 as a volunteer and moved to part-time January 4, 2017; and,

WHEREAS, Part-time Lieutenant, Shawn Smith, has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Mr. Smith was hired as a member of the Sugarcreek Township Fire Department on December 19, 2005 as a Firefighter and was promoted to part-time Lieutenant on January 9, 2013; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignations of Mr. Deis, and Mr. Smith.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Bryan Deis with an effective date of October 10, 2025, and Shawn Smith with an effective date of November 13, 2025.

---

Fred Cramer, Chairperson

---

Carolyn L. Destefani, Vice Chairperson

---

Marvin Moeller, Trustee

---

Richard J. Demko, Fiscal Officer

**Joann Zimmerman**

---

**From:** Doug Buffenbarger  
**Sent:** Friday, October 10, 2025 3:47 PM  
**To:** Joann Zimmerman  
**Subject:** Fw: Resignation

He stopped in this morning.

Sent via the Samsung Galaxy S25+, an AT&T 5G smartphone  
Get [Outlook for Android](#)

---

**From:** Bryan Deis <b...@gmail.com>  
**Sent:** Friday, October 10, 2025 3:42:31 PM  
**To:** Doug Buffenbarger <DBuffenbarger@sugarcreekoh.us>  
**Subject:** Resignation

You don't often get email from ...@gmail.com. [Learn why this is important](#)  
Chief Buffenbarger,

I am writing to formally resign from my position as Part-Time Firefighter/EMT with the Sugarcreek Township Fire Department, effective 10/10/2025.

This decision has not been made lightly, and I want to express my sincere gratitude for the opportunities I have had to serve with such a dedicated team of professionals.

The experience I gained at the Fire Department has been invaluable, and I am proud to have contributed to the safety and well-being of our community.

I would like to thank you and the entire department for the support and camaraderie throughout my time here. I have learned a great deal, and I will always cherish the relationships built and the important work we accomplished together.

I hope to stay in touch and remain supportive of the department in the future.

I would like to thank you and many others for 11 great years, I will not forget the valuable experience and knowledge I learned from so many. I've made many life long friends from Sugarcreek.

Sincerely,

Bryan A Deis

**CAUTION:** This message originated from outside Sugarcreek Township E-Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## Joann Zimmerman

---

**From:** Shawn Smith  
**Sent:** Tuesday, October 14, 2025 7:26 PM  
**To:** Doug Buffenbarger; Joann Zimmerman  
**Cc:** Drue Kinney  
**Subject:** notice of Resignation

Chief,

It is with a heavy heart that I must inform you that my last day will be Novemebr 13<sup>th</sup> 2025. I have enjoyed my time serving the community for the last almost 20 years and I tried my best to make it to December 15<sup>th</sup> however my body will not let me. I will everyone greatly and thank you and the Trustees for the time I was able to serve. While I will miss serving the Department and working with everyone I am more looking forward to finally being able to walk normal and pain free and start a new chapter in life. I thank you again sir

Respectfully  
Lt. Shawn M. Smith



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.10.20.04**

IN RE: Appointment of Fire Department Staff  
Taylor Creech, Jonathon Patterson III, Ryan Parker, Lucia Pett

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, Taylor Creech, Jonathon Patterson III, Ryan Parker, and Lucia Pett have the necessary qualifications to serve in that capacity for the Sugarcreek Township Fire Department; and,

NOW, THEREFORE, BE IT RESOLVED, that Taylor Creech, Jonathon Patterson III, Ryan Parker, and Lucia Pett 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 appointments will have an effective date of October 10, 2025, with a one (1) year probationary period ending on October 10, 2026.

---

Fred Cramer, Chairperson

---

Carolyn Destefani, Vice Chairperson

---

Marvin Moeller, Trustee

---

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.10.20.05**

IN RE: Accepting Retirement of Richard Cipriano

WHEREAS, Rick Cipriano submitted his letter of retirement from the Sugarcreek Township Roads and Services Department with an effective date of November 3, 2025; and,

WHEREAS, Barry P. Tiffany, Township Administrator, has stated that Mr. Cipriano, started his employment with Sugarcreek Township October 14, 2002 as a full-time service worker I. Over the next 23+ years at Sugarcreek Township, Rick has been a pivotal member of the Roads and Service department finishing out his service as the Supervisor of Roads and Services, and Mr. Tiffany recommends the Board of Trustees accept Mr. Cipriano's notice of retirement; and,

WHEREAS, the Board of Trustees and Township Administrator, Barry P. Tiffany, would like to publicly thank Mr. Cipriano for his dedication of service to this community for the past 23 years.

NOW THEREFORE, BE IT RESOLVED that this Board of Township Trustee officially accepts the retirement of Richard Cipriano from the Sugarcreek Township Roads and Services Department effective November 3, 2025; and,

FURTHER, BE IT RESOLVED, that this Board of Trustees wishes Mr. Cipriano the very best in retirement for many years to come.

---

Fred Cramer, Chairperson

---

Carolyn L. Destefani, Vice Chairperson

---

Marvin Moeller, Trustee

---

Richard J. Demko, Fiscal Officer

Notice of retirement

October 17, 2025

After much thought and reflection, I am writing to formally announce my retirement from the Sugar Creek Township Service Department, effective November 3, 2025.

Working here has been one of the most rewarding experiences of my career. I am deeply grateful for the opportunities I've had, the friendships I've made, and the support I've received over the years. Being part of this team has meant a great deal to me, both professionally and personally.

As I look forward to this next chapter, I want to thank everyone for making my time here so meaningful.

With sincere appreciation,

Richard Cipriano

A handwritten signature in cursive script that reads "Richard F. Cipriano". The signature is written in black ink and is positioned below the typed name.