



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, October 6, 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 Sugar Creek Parks and Schools Meeting - November 17, 2025
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. Transfers of Appropriations – 2025.10.6.01
 - D. Declaring property a Nuisance – 2025.10.06.02
- 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 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



Staff Report for the Sugarcreek Township Board of Trustees September 16, 2025 to October 3, 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:

- **September 25, 2025 BZA Meeting Follow-up:**
 - **BZA07-2025:** Applicants, Andy and Courtney Wade, are requesting a Variance from Section 4.14 D. 3. b. of the Sugarcreek Township Zoning Resolution to allow for the construction of a 50' x 80' barn (with a 10' x 50' porch) in excess of the 2,500 SF permitted cumulative maximum size for all detached accessory structures on the lot. The subject property is 3441 Waynesville Road, parcel L32000100090005100, owned by Andy and Courtney Wade, containing 5 acres and located in the A-1 (Agricultural) District.
 - *The BZA approved the applicant's request.*
- **October 23, 2025 BZA Meeting:**
 - **BZA08-2025:** Applicant, Marilyn Palmer, is requesting a Variance from Section 4.14 C. 6. Table 4-6 of the Sugarcreek Township Zoning Resolution to allow for the construction of a pergola in the front yard. The subject property is 3120 Washington Mill Road, parcel L32000200170004000, owned by Marilyn Palmer, containing 2.77 acres and located in the A-1 (Agricultural) District.

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.

- **September 9, 2025 Zoning Commission Meeting Follow-up:**
Continued Zoning Resolution review with Articles 1-5.
- **Next meeting scheduled for October 14, 2025 to continue with the review of the Zoning Resolution (Article 6).**

Meetings/Accomplishments:

- Met with land owner representatives to discuss land in the township on September 17, 2025
- Met onsite in the Landings to discuss the closure of Magnolia Trace Drive on September 18, 2025
- Met with business owner representatives to discuss land in the township on September 18, 2025
- Met with resident for preapplication meeting for variance request on September 19, 2025
- Met with business owner to discuss land in the township on September 22, 2025
- Met with residents for preapplication meeting for variance request on September 23, 2025
- Attended BZA Meeting on September 25, 2025
- Attended meeting hosted by the MVRPC to discuss group housing on September 30, 2025
- Met with Tech Advisors to discuss technology planning on September 26, 2025
- Met with land owner representatives and the County Engineer's Office to discuss land in the township on September 29, 2025
- Met onsite with the developer, contractors, the GCEO, Sanitary Engineering and a geotechnical engineer to open up Magnolia Trace Drive on October 1, 2025
- Attended Chamber of Commerce Meeting on October 2, 2025
- Met with legal counsel on October 3, 2025 to discuss ongoing litigation
- We did receive a cyber grant (just over \$12,000)-waiting on release of funds
- We did not receive supplemental funding for our pedestrian bridge from ODOT (Feedwire Road at Sugar Ridge/Waterford)
- 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



Sugarcreek Township Trustees Report For October 6th, 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 10.06.2025 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)
- Pump Operations

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
- Interviewed four (4) candidates for part-time positions
- 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
- Requested Bone Dry Roofing to provide estimate for new roof at 71

Status of Issues the Fire Department is Addressing:

- Medic 72 had multiple repairs completed at Beau Townsend Ford
- E71 received new rear brakes at ACME Spring
- Brush 71 scheduled for service at Beau Townsend. Issue with AC
- Engine 71 had DEF fluid replaced Bob Jones due to poor quality

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:

As of Oct 3rd, 2025	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,440,974.49	\$296,796.14	\$2,595,973.41	\$564,797.31	75.081%
EMS	\$290,300.00	\$51,027.15	\$201,282.80	\$39,362.82	69.010%
Cell Tower Fund	\$27,068.58	\$0.00	\$27,068.58	\$0.00	100%
Department Total	\$3,758,343.07	\$347,823.29	\$2,824,324.79	\$604,160.13	74.791%

Projected Capital Needs:

- 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)

Respectfully Submitted,

Doug Buffenbarger
Fire Chief

Sugarcreek Township Fire Department

YTD Run Stats for 2025

Total Call Volume	=	1138
Fire Calls	=	277 (24.3%)
EMS Calls	=	857 (75.3%)
Invalid/Admin Calls	=	4 (0.4 %)
MVC's	=	133 (11.7%)
Cornerstone	=	140 (12.3%)

Mutual Aid Requested (total number of incidents) = 114

Incidents with M/A Fire requested = 78

Incidents with M/A EMS requested = 36

Requested by Bellbrook – 63 (5 of the 63 BFD incidents were handled by STFD completely)

Mutual Aid Received (total number of incidents) = 48

Incidents with M/A Fire received = 29

Incidents with M/A EMS received = 19

Received from Bellbrook - 28

Runs by Quadrant:

711 – 94

712 – 82

713 – 19

714 – 9

721 – 744

722 – 70

723 – 2

M/A – 114

N/A - 4

Report generated on October 1st, 2025, at 0900 hours.

Respectfully submitted By,



Jordan Ewing
Fire Marshal



Michael A. Brown
Chief of Police

Trustee Report October 6, 2025

Training

- On October 7th, Officer Beavers will be attending the "Report Writing for Law Enforcement".
- On October 9th, Officer McKeever will be attending the Montgomery County Prosecutor's Law Enforcement Seminar.
- On October 13th, SRO Craig Black will be attending the School Transportation Active Threat Response Training.
- On October 31st, 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 3, 2025	\$2,370,380.63
% of Budget Used	70.4%
% of Budget Year Target for the end of October	83%
% of Budget Remaining	29.6%
Cash Balance as of October 3, 2025	\$2,604,765.28

Public Appearances

- On September 16th, Chief Brown attended the Greene County EOC Training/Exercise.
- On September 24th, Chief Brown attended the Xenia Drug Recovery Board.
- On October 2nd, Chief Brown attended the Chambers Luncheon.

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

September 10, 2025

- Business and house checks
- Criminal damaging on Social Row Road
- Theft arrest on Wilmington Pike
- Crash report on Wilmington-Dayton Road

September 11, 2025

- Request of an officer on Clio Road
- Traffic stops
- Crash report on State Route 725

September 12, 2025

- Nothing to Report

September 13, 2025

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

September 14, 2025

- Suspicious person on Wilmington Pike
- Request of an officer on Brookdale Lane
- Traffic stops

September 15, 2025

- Nothing to Report

September 16, 2025

- Welfare check on Clio Road
- Crash report on Centerville Road
- Theft report on Feedwire Road
- Criminal damaging on Country Wood Drive

September 17, 2025

- Menacing on Stewart Road
- 911 Hang up on Lower Bellbrook Road
- Community policing

September 18, 2025

- Nothing to Report

September 19, 2025

- Welfare check on Waynesville Road
- Crash report on Wilmington Pike
- Traffic stops

September 20, 2025

- Crash report on Wilmington Pike
- Request of an officer on Clio Road
- Crash report on Centerville Road

September 21, 2025

- Noise complaint on River Bend Drive
- Juvenile complaint on Sonoma Court
- Crash report on Wilmington-Dayton Road
- Domestic violence on Lower Bellbrook Road

September 22, 2025

- Business and house checks
- Crash report on Middle Run Road
- Crash report on Upper Bellbrook Road
- Request of an officer on Memorial Drive

September 23, 2025

- Traffic stops
- Request of an officer on Fox Trail
- Domestic violence report on Lower Bellbrook Road

September 24, 2025

- Crash report on Wilmington Pike
- Community policing
- Juvenile complaint on Murphys Crossing

September 25, 2025

- Crash report on Charles Drive
- Juvenile complaint on Napa Valley Drive
- 911 Hang up on N. Lakeman Drive

September 26, 2025

- Theft report on Timberly Drive
- Crash report on Whites Corner Drive
- Juvenile complaint on Brookwood Drive
- An animal complaint on Ferry Road

September 27, 2025

- Intoxicated subject on Bayberry Cove Drive
- Harassment report on Conifer Trail
- Traffic stops

September 28, 2025

- Nothing to Report

September 29, 2025

- Crash report on Clio Road
- Harassment on Sugar Hill Lane
- Welfare check on Upper Bellbrook Road

September 30, 2025

- Welfare check on Wilmington Pike
- Community policing
- Juvenile complaint on Surrey Trail



Staff Report for Sugar Creek Township Trustees October 6, 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 was 1 call out

Accomplishments:

- Install ADA pads Soaring Heights, Deerfield, Heritage Trace
- Replace radar batteries
- Fill gaps in around ADA pads
- Trimmed trees- Afton, Ferry, State House, Toll Gate
Remove election signs in ROW
- Ferry-marked center line for painting
Cleaned shop floor
- Lowes- pick up material for ADA ramps
- Pick up emulsion from jasper
- Serviced equipment- oil changes, grease and check fluids
- Spray weeds- various locations
- Kil Kenny- fixed street sign
- Sparh-filled potholes
- Briggs- pulled weeds in island
- Middle Run- filled holes in berm
- Conference- filled potholes
- Dura Patch- Cedar Ridge, Conference
- Mowed shop, Memorial, bike path, Cloyo, Center Point
- Picked up 2's from Roxanna
- Land Dr- Tree Trimming
- Picked up 4 dead deer and 3 racoons

Respectfully,
Justin Windsor
Director of Roads and Services

Payment Listing

9/12/2025 to 10/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94658	09/15/2025	09/15/2025	AW	BREATHING AIR SYSTEMS	\$1,734.12	0
				Purpose: Fire - contracted preventative maintenance & preventative maintenance station 71 svba compressor/fill station		
94659	09/15/2025	09/15/2025	AW	Superior Uniform Sales, Inc.	\$89.85	0
				Purpose: Fire - uniforms		
94660	09/15/2025	09/15/2025	AW	K. E. ROSE COMPANY	\$239.66	0
				Purpose: Police - car 104		
94661	09/15/2025	09/15/2025	AW	PRO ONCALL TECHNOLOGIES	\$474.58	0
				Purpose: All Depts - August & September phone services		
94662	09/15/2025	09/15/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$129.48	0
				Purpose: Police - copy paper, pens, USB's, stamp, envelopes		
94669	09/16/2025	09/16/2025	AW	TREASURER OF STATE	\$1,275.00	0
				Purpose: Roads/Police/Fire - radios		
94670	09/16/2025	09/16/2025	AW	RUMPKE CONSOLIDATED	\$240.18	0
				Purpose: Police/Fire - trash removal		
94671	09/16/2025	09/16/2025	AW	CITI CARDS	\$589.15	0
				Purpose: Admin - chamber lunch meeting, kitchen supplies, tp, papertowels, flowers, replacement car title, postage - for veterians memorial ceremony, batteries, cookie, bags, lunch for workers, printed images and supplies for monument mocups		
94672	09/16/2025	09/16/2025	AW	AIRGAS USA, LLC	\$60.69	0
				Purpose: Fire - cylinder rental		
94673	09/16/2025	09/16/2025	AW	HENRY SCHEIN, INC.	\$129.92	0
				Purpose: Fire - ems supplies		
94674	09/16/2025	09/16/2025	AW	TROPHY SPORTS CENTER	\$363.00	0
				Purpose: Fire - uniforms		
94675	09/16/2025	09/16/2025	AW	GREENE COUNTY ENGINEER	\$620.00	0
				Purpose: Roads - recover road x3, horse sign x2, road closed x4, event parking x3		
94676	09/16/2025	09/16/2025	AW	MELVIN STONE COMPANY	\$276.24	0
				Purpose: Roads - #9 limestone		
94677	09/17/2025	09/17/2025	AW	DUNCAN OIL COMPANY	\$742.46	0
				Purpose: Police/Fire - fuel		
94678	09/17/2025	09/17/2025	AW	TECH ADVISORS	\$8,097.00	0
				Purpose: All Depts - monthly subscription		
94679	09/17/2025	09/17/2025	AW	OTARMA SERVICE CENTER	\$247.00	0
				Purpose: Admin - new copiers added to coverage		
94680	09/17/2025	09/17/2025	AW	K. E. ROSE COMPANY	\$21,743.43	0
				Purpose: Police - new car installation		
94681	09/17/2025	09/17/2025	AW	MUFFLER BROTHERS	\$599.57	0
				Purpose: Police - car service		
94682	09/17/2025	09/17/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$103.95	0
				Purpose: Police - kitchen supplies		
94683	09/17/2025	09/17/2025	AW	MEYERS PRINTING & DESIGN, INC.	\$107.99	0
				Purpose: Police - forms for records		
94684	09/17/2025	09/17/2025	AW	PESTER PLUMBING	\$2,429.00	0
				Purpose: Police/Fire - ibstall new pumps & valves for sanitation system		
94686	09/26/2025	09/26/2025	AW	MUFFLER BROTHERS	\$1,022.89	0
				Purpose: Police - Cars 106, 105 & 104		

Payment Listing

9/12/2025 to 10/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94687	09/26/2025	09/26/2025	AW	VERIZON WIRELESS	\$623.60	0
				Purpose: Police - MDT's		
94688	09/26/2025	09/26/2025	AW	DnD UNIFORMS, INC.	\$72.00	0
				Purpose: Police - shirt		
94689	09/26/2025	09/26/2025	AW	CAPITAL TIRE, INC.	\$528.00	0
				Purpose: Police - tires		
94690	09/26/2025	09/26/2025	AW	Dexter's Polygraph	\$400.00	0
				Purpose: Police - W. Sheldon		
94691	09/26/2025	09/26/2025	AW	DUNCAN OIL COMPANY	\$2,483.82	0
				Purpose: Roads/Police/Fire - fuel		
94692	09/26/2025	09/26/2025	AW	ENERGY OPTIMIZERS, USA	\$959.01	0
				Purpose: All Depts - energy service agreement		
94693	09/26/2025	09/26/2025	AW	DOUG EVANS	\$40.00	0
				Purpose: Police - cell phone reimbursement		
94694	09/26/2025	09/26/2025	AW	BRIAN DECKARD	\$40.00	0
				Purpose: Police - cell phone reimbursement		
94695	09/26/2025	09/26/2025	AW	CRAIG BLACK	\$40.00	0
				Purpose: Police - cell phone reimbursement		
94696	09/26/2025	09/26/2025	AW	LESLEY STAYER	\$40.00	0
				Purpose: Police - cell phone reimbursement		
94697	09/26/2025	09/26/2025	AW	TYLER MANTIA	\$40.00	0
				Purpose: Police - cell phone reimbursement		
94698	09/26/2025	09/26/2025	AW	Paul Guerrero	\$40.00	0
				Purpose: Police - cell phone reimbursement		
94699	09/26/2025	09/26/2025	AW	MARK WHITE	\$40.00	0
				Purpose: Police - cell phone reimbursement		
94700	09/26/2025	09/26/2025	AW	MICHAEL BROWN	\$60.00	0
				Purpose: Police - cell phone reimbursement		
94701	09/26/2025	09/26/2025	AW	Justin Windsor	\$60.00	0
				Purpose: Roads - cell phone reimbursement		
94702	09/26/2025	09/26/2025	AW	JOSHUA DARNELL	\$40.00	0
				Purpose: Roads - cell phone reimbursement		
94703	09/26/2025	09/26/2025	AW	IAN TAMPLIN	\$40.00	0
				Purpose: Roads - cell phone reimbursement		
94704	09/26/2025	09/26/2025	AW	CHASE MORGAN	\$40.00	0
				Purpose: Roads - cell phone reimbursement		
94705	09/26/2025	09/26/2025	AW	TAYLOR STINSON	\$40.00	0
				Purpose: Roads - cell phone reimbursement		
94706	09/26/2025	09/26/2025	AW	RICH DEMKO	\$40.00	0
				Purpose: Admin - cell phone reimbursement		
94707	09/26/2025	09/26/2025	AW	MARVIN MOELLER	\$40.00	0
				Purpose: Admin - cell phone reimbursement		
94708	09/26/2025	09/26/2025	AW	FRED CRAMER	\$40.00	0
				Purpose: Admin - cell phone reimbursement		
94709	09/26/2025	09/26/2025	AW	CAROLYN L. DESTEFANI	\$40.00	0
				Purpose: Admin - cell phone reimbursement		

Payment Listing

9/12/2025 to 10/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94710	09/26/2025	09/26/2025	AW	CARA TILFORD	\$460.00	O
				Purpose: Admin - cell phone reimbursement & car allowance		
94711	09/26/2025	09/26/2025	AW	BARRY TIFFANY	\$760.00	O
				Purpose: Admin - cell phone reimbursement & car allowance		
94712	09/26/2025	09/26/2025	AW	DC DOOR COMPANY	\$400.00	O
				Purpose: Roads - repairs on 3 doors		
94713	09/26/2025	09/26/2025	AW	NORTHCOAST PRODUCTS	\$2,126.25	O
				Purpose: Roads - rapid set emulsion		
94714	09/26/2025	09/26/2025	AW	K. E. ROSE COMPANY	\$21,511.40	O
				Purpose: Police - outfit 2nd new car		
94715	09/26/2025	09/26/2025	AW	A & H Equipment	\$425.86	O
				Purpose: Roads - segment set x2		
94716	09/26/2025	09/26/2025	AW	AT&T MOBILITY	\$808.83	O
				Purpose: Fire - cell phones, MDT's & LP-35 modems		
94717	09/26/2025	09/26/2025	AW	Superior Uniform Sales, Inc.	\$55.95	O
				Purpose: Fire - uniform shirts for A. Fivecoat		
94718	09/26/2025	09/26/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$851.94	O
				Purpose: Roads - motor oil, oil filters x8		
94721	09/26/2025	09/26/2025	AW	PHOENIX SAFETY OUTFITTERS	\$37.94	O
				Purpose: Fire - nameplate for Ewing's class A		
94722	09/26/2025	09/26/2025	AW	Richmond Lemos	\$6,000.00	O
				Purpose: Fire - medical director compensation for quarters 1-3 2025		
94724	09/29/2025	09/29/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$280.42	O
				Purpose: Roads/Police - filters		
94725	09/29/2025	09/29/2025	AW	CHARTER COMMUNICATIONS	\$123.89	O
				Purpose: Admin/Roads - cable services		
94726	09/29/2025	09/29/2025	AW	CAPITAL ONE	\$16.00	O
				Purpose: Police - detective section		
94727	09/29/2025	09/29/2025	AW	TREASURER OF STATE	\$250.00	O
				Purpose: Police - access fee		
94728	09/29/2025	09/29/2025	AW	SIRCHIE FINGER PRINT LABORATORIES, I	\$46.42	O
				Purpose: Police - towelettes for cleaning hands		
94729	09/29/2025	09/29/2025	AW	MUFFLER BROTHERS	\$285.77	O
				Purpose: Police - car 111		
94730	09/29/2025	09/29/2025	AW	WASH IT DEAN	\$130.00	O
				Purpose: Police - car washes		
94731	09/29/2025	09/29/2025	AW	ROXANNA MULCH AND TOPSOIL	\$43.00	O
				Purpose: Roads - #2 Limestone		
94733	09/30/2025	09/30/2025	AW	SUGARCREEK DIRECT FAMILY CARE	\$3,840.00	O
				Purpose: All Depts - family care		
94734	10/01/2025	10/01/2025	AW	Medical Mutual	\$2,193.90	O
				Purpose: All Depts - Dental Insurance		
94735	10/01/2025	10/01/2025	AW	JEFFERSON HEALTH PLAN	\$71,568.60	O
				Purpose: All Depts - Medical Insurance		
94736	10/01/2025	10/01/2025	AW	CHARTER COMMUNICATIONS	\$260.38	O
				Purpose: Police/Fire - cable services station 71, DID block & PSB cable services		

Payment Listing

9/12/2025 to 10/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94737	10/01/2025	10/01/2025	AW	GREENE COUNTY AUDITOR	\$1,715.76	O
				Purpose: Police/Fire - allocation		
94738	10/01/2025	10/01/2025	AW	GREENE COUNTY EMERGENCY MANAGEM	\$1,134.09	O
				Purpose: All Depts - hyper-reach collaboration		
94739	10/01/2025	10/01/2025	AW	K. E. ROSE COMPANY	\$1,031.75	O
				Purpose: Police - car 104 & 108		
94740	10/01/2025	10/01/2025	AW	MPH INDUSTRIES, INC.	\$235.08	O
				Purpose: Police - parts		
94741	10/01/2025	10/01/2025	AW	MONTGOMERY COUNTY PROSECUTOR'S	\$50.00	O
				Purpose: Police - training Officer McKeever		
94742	10/01/2025	10/01/2025	AW	HERITAGE FIRE EQUIPMENT	\$63.00	O
				Purpose: Fire - amber LED lights for ladder 72 bumper		
94743	10/01/2025	10/01/2025	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$640.00	O
				Purpose: Fire - physicals for part-time hires		
94744	10/01/2025	10/01/2025	AW	SUPERIOR PRESS	\$281.62	O
				Purpose: Admin - check order		
94745	10/01/2025	10/01/2025	AW	Scale Cruisers	\$232.00	O
				Purpose: Police - scale cruisers		
Total Payments:					\$164,961.44	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$164,961.44	

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 September 15th, 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 Sugarcreek 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 Sugarcreek Township Trustees recognizes the benefits of long-term employees and their productivity for the benefit of the Township;

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

6.12.6 Annual Sell Back Payout

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

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

This policy supersedes previous policy.

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

Richard J Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Admin and Road Departments

RESOLUTION #: 2025.10.06.01

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
1000-110-360	Contracted Services	1000-110-221	Medical/Hospitalization	\$7,000.00
1000-110-360	Contracted Services	1000-110-223	Dental Insurance	\$300.00
2031-330-360	Contracted Services	2031-330-221	Medical/Hospitalization	\$19,000.00
2031-330-360	Contracted Services	2031-330-223	Dental Insurance	\$600.00
2031-330-360	Contracted Services	2031-330-224	Vision Insurance	\$200.00

Explanation of Transfer(s): To cover Benefits

Approved:

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.10.06.02**

IN RE: Declaring a Nuisance Parcel L32-0002-0026-0-0024-00

WHEREAS, the Ohio Revised Code (ORC) 505.87 provides for the abatement, control, or removal of vegetation, garbage, refuse, and other debris from land in the township, if the board determines that the owner's maintenance of that vegetation, garbage, refuse, or other debris constitutes a nuisance; and,

WHEREAS, the Director of Planning and Zoning has inspected parcel L32-0002-0026-0-0024-00 and has observed vegetation in excess of 12"; and,

WHEREAS, at least seven (7) days before providing for the abatement, control, or removal of any vegetation, the Board of Township Trustees shall notify the owner the land and any holders of liens of record upon the land that the owner is ordered to abate, control, or remove the vegetation, the owner's maintenance of which has been determined by the Board to be a nuisance; and,

WHEREAS, if such vegetation is not abated, controlled, or removed, or if provision for its abatement, control or removal is not made within seven (7) days, the Board shall provide for the abatement, control, or removal, and any expenses incurred by the township in performing that task shall be entered upon the tax duplicate and become a lien upon the land from the date of entry.

NOW THEREFORE, BE IT RESOLVED, that this Sugar Creek Township Board of Trustees hereby determines that the condition of parcel L32-0002-0026-0-0024-00 does constitute a nuisance in accordance with ORC 505.87 and orders the Director of Planning and Zoning to proceed with the removal of such vegetation and refuse in accordance with the provisions of ORC 505.87.

Fred Cramer, Chairperson

Carolyn Destefani, Vice Chairperson

Marvin Moeller, Trustee

Rich Demko, Fiscal Officer