



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING

Wednesday, November 5, 2025, 9:00 A.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. Resignation of Police Department Staff – 2025.11.05.01
 - D. Probationary release Fire Department Staff – 2025.11.05.02
 - E. Appointment of Fire Department Staff – 2025.11.05.03
 - F. Approval of IPS Access Control System and Authorizing Township Administrator to Enter into Contract -2025.11.05.04
 - G. Amend Agreement with TechAdvisors and Authorizing Township Administrator to Enter into Amended contract – 2025.11.05.05
 - H. Amend Resolution 2025.10.20.03 Resignation of Fire Department Staff – Bryan Deis, Shawn Smith
- 8. Discussion Agenda Items**
 - A. Potential update to leave donation section of the personnel policies
- 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. 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



Sugarcreek Township Trustees Report For November 3rd, 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 11.03.2025 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)

- ACLS Recertification AHA
- 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
- New printers installed
- Received an estimate from Bone Dry Roofing for a new roof at 71
- MDTs and computers updated to Windows 11 by Tech Advisors
- FM70 and BN70 received new tires at Detroit Tire

Status of Issues the Fire Department is Addressing:

- E71 is back at ACME Spring for warranty work on brakes
- E71 DEF tank may need replaced due to bad sensors
- Station 72 bay door #2 out of service due to accident. Replacement door ordered

Fire Department Scheduled Events Attended

- Passed out candy on Beggars Night in area neighborhoods
- School Safety Committee Meeting
- Sinclair Safety Services Advisory Board

Fiscal:

As of Oct 31st, 2025	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,440,974.49	\$245,374.69	\$2,842,002.11	\$370,190.06	82.197%
EMS	\$290,300.00	\$29,698.06	\$233,280.73	\$28,693.98	79.980%
Cell Tower Fund	\$27,068.58	\$0.00	\$27,068.58	\$0.00	100%
Department Total	\$3,758,343.07	\$275,072.75	\$3,102,351.42	\$398,884.04	82.153%

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	=	1285
Fire Calls	=	308 (24%)
EMS Calls	=	973 (75.7%)
Invalid/Admin Calls	=	4 (0.3 %)
MVC's	=	153 (11.9%)
Cornerstone	=	153 (11.9%)

Mutual Aid Requested (total number of incidents) = 125

Incidents with M/A Fire requested = 85

Incidents with M/A EMS requested = 40

Requested by Bellbrook – 66 (5 of the 66 BFD incidents were handled by STFD completely)

Mutual Aid Received (total number of incidents) = 57

Incidents with M/A Fire received = 35

Incidents with M/A EMS received = 22

Received from Bellbrook – 35

Runs by Quadrant:

711 – 116

712 – 93

713 – 23

714 – 10

721 – 835

722 – 77

723 – 2

M/A – 125

N/A - 4

Report generated on October 30th, 2025, at 1300 hours.

Respectfully submitted By,



Jordan Ewing
Fire Marshal



**Staff Report for
Sugar Creek Township Trustees
NOVEMBER 3, 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:

- Wild Wood- trim trees
- Replace radar batteries
- Wash trucks
- Middle Run- patch berm
- Willow Creek- trim trees
- Shop- build landscape wall
Cleaned shop floor
- Soaring Heights- fix ADA pad
- Sugar Hill- Dura Patch
- Glory- trim trees
- Mcbee- cold patch
- Serviced vehicles
- Carpenter, Conifer- Berm intersection
- Beach Hill- replace TWP sign
- Gerhart, Winding Brooke Way- fill potholes
- Afton Path- replace stop sign
- Washington Mill- finish replacing culvert pipe
- Mowed shop, Graveyard, Clio, Center Point, Memorial and bike path
- Rhine Way- made a grate for culvert pipe erosion
- Pick up culvert pipe at New Burlington
- Picked up 4 dead deer

Respectfully,
Justin Windsor
Director of Roads and Services

Payment Listing

10/20/2025 to 10/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
2045-2025	10/31/2025	11/03/2025	CH	NAVIA BENEFIT SOLUTIONS, INC.	\$18,799.11	0
2046-2025	10/31/2025	11/03/2025	CH	HUNTINGTON NATIONAL BANK	\$239.93	0
94796	10/21/2025	10/21/2025	AW	CITI CARDS	\$390.04	0
94797	10/21/2025	10/21/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$4.15	0
94798	10/21/2025	10/21/2025	AW	STEVE MYERS SERVICE INC	\$19.98	0
94799	10/21/2025	10/21/2025	AW	ROXANNA MULCH AND TOPSOIL	\$481.00	0
94800	10/21/2025	10/21/2025	AW	ENERGY OPTIMIZERS, USA	\$959.01	0
94801	10/21/2025	10/21/2025	AW	PREMIER HEALTH	\$651.02	0
94802	10/21/2025	10/21/2025	AW	WAYNESVILLE URGENT CARE	\$105.00	0
94803	10/21/2025	10/21/2025	AW	PHOENIX SAFETY OUTFITTERS	\$4,151.70	0
94804	10/21/2025	10/21/2025	AW	DUNCAN OIL COMPANY	\$2,092.98	0
94805	10/21/2025	10/21/2025	AW	BEAU TOWNSEND FORD LINCOLN, INC.	\$2,253.24	0
94806	10/21/2025	10/21/2025	AW	VERIZON WIRELESS	\$447.01	0
94807	10/21/2025	10/21/2025	AW	TACTICAL CRIME SUPPRESSION UNIT	\$100.00	0
94808	10/21/2025	10/21/2025	AW	DnD UNIFORMS, INC.	\$538.00	0
94809	10/21/2025	10/21/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$99.26	0
94810	10/21/2025	10/21/2025	AW	QUADIENT FINANCE USA, INC.	\$150.00	0
94811	10/21/2025	10/21/2025	AW	TREASURER OF STATE	\$790.00	0
94816	10/27/2025	10/27/2025	AW	BARRY TIFFANY	\$760.00	0
94817	10/27/2025	10/27/2025	AW	CARA TILFORD	\$460.00	0
94818	10/27/2025	10/27/2025	AW	CAROLYN L. DESTEFANI	\$40.00	0
94819	10/27/2025	10/27/2025	AW	FRED CRAMER	\$40.00	0
94820	10/27/2025	10/27/2025	AW	MARVIN MOELLER	\$40.00	0
94821	10/27/2025	10/27/2025	AW	RICH DEMKO	\$40.00	0
94822	10/27/2025	10/27/2025	AW	CHASE MORGAN	\$40.00	0
94823	10/27/2025	10/27/2025	AW	IAN TAMPLIN	\$40.00	0
94824	10/27/2025	10/27/2025	AW	JOSHUA DARNELL	\$40.00	0
94825	10/27/2025	10/27/2025	AW	Justin Windsor	\$60.00	0
94826	10/27/2025	10/27/2025	AW	TAYLOR STINSON	\$40.00	0
94827	10/27/2025	10/27/2025	AW	MICHAEL BROWN	\$60.00	0
94828	10/27/2025	10/27/2025	AW	DOUG EVANS	\$40.00	0
94829	10/27/2025	10/27/2025	AW	BRIAN DECKARD	\$40.00	0
94830	10/27/2025	10/27/2025	AW	CRAIG BLACK	\$40.00	0
94831	10/27/2025	10/27/2025	AW	TYLER MANTIA	\$40.00	0
94832	10/27/2025	10/27/2025	AW	LESLEY STAYER	\$40.00	0
94833	10/27/2025	10/27/2025	AW	Paul Guerrero	\$40.00	0
94834	10/27/2025	10/27/2025	AW	MARK WHITE	\$40.00	0
94836	10/28/2025	10/28/2025	AW	A & A SAFETY	\$17,374.91	0
94837	10/28/2025	10/28/2025	AW	DnD UNIFORMS, INC.	\$678.00	0
94838	10/28/2025	10/28/2025	AW	TREASURER OF STATE	\$495.00	0
94839	10/28/2025	10/28/2025	AW	POLLACK LAW, LLC	\$273.00	0
94840	10/28/2025	10/28/2025	AW	DUNCAN OIL COMPANY	\$715.58	0
94841	10/28/2025	10/28/2025	AW	PHOENIX SAFETY OUTFITTERS	\$1,957.09	0
94842	10/28/2025	10/28/2025	AW	AT&T MOBILITY	\$738.70	0
94843	10/28/2025	10/28/2025	AW	HENRY SCHEIN, INC.	\$424.45	0
94844	10/28/2025	10/28/2025	AW	EVOLUTION CREATIVE SOLUTIONS	\$70.36	0

Payment Listing

10/20/2025 to 10/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94845	10/28/2025	10/28/2025	AW	GREENE COUNTY ENGINEER	\$540.00	O
94846	10/28/2025	10/28/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$33.67	O
94847	10/28/2025	10/28/2025	AW	DAYTON DAILY NEWS	\$170.97	O
94848	10/28/2025	10/28/2025	AW	XENIA TOOL RENTAL	\$154.00	O
94849	10/28/2025	10/28/2025	AW	JOHN DEERE FINANCIAL	\$5.99	O
94850	10/29/2025	10/29/2025	AW	CHARTER COMMUNICATIONS	\$263.39	O
94851	10/29/2025	10/29/2025	AW	Wal-Mart	\$268.90	O
94852	10/29/2025	10/29/2025	AW	PHOENIX SAFETY OUTFITTERS	\$74.95	O
94853	10/29/2025	10/29/2025	AW	Farmers & Merchants Bank	\$22,340.10	O
94854	10/31/2025	10/31/2025	AW	US BANK EQUIPMENT FINANCE	\$10,633.17	O
94857	10/31/2025	10/31/2025	AW	Medical Mutual	\$2,018.52	O
Total Payments:					\$93,442.18	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					<u>\$93,442.18</u>	

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 October 20th, 2025, at 7:00pm.

1) Mr. Cramer called the session to order at 7:01pm.

2) Mr. Demko called the roll with Board Members Mr. Moeller, Mrs. Destefani and Mr. Cramer in attendance. Also, in attendance were Barry Tiffany, Cara Tilford, Chief Mike Brown, Chief Buffenbarger, Justin Windsor, Louie Schatzberg, Denise Moore, Linda Nierneier, Glen Nierneier, Jodi Martin, Julija Vinckevicietel, Sean Murry, and Jan Tavalero.

3) All in attendance stood for the Pledge of Allegiance.

4) Swearing in of Full Time Firefighter/Paramedic – Justin Veverka

4) Reports

Administration

Mr. Tiffany had nothing to add to his report. Mrs. Destefani asked for an explanation of a tree city designation. Mr. Tiffany explained it recognizes communities that maintain and preserve trees along public roadways. Mr. Tiffany added that he is looking into whether a “tree community” designation is available since Sugarcreek is a township and not a city. Mr. Cramer inquired about the expected opening date for the Pickleball Courts. Mr. Tiffany expects them to open sometime in November.

Zoning

Mrs. Tilford had nothing to add to her report.

Fiscal Officer

Mr. Demko reported that appropriations in the general fund need to be increased to cover the payoff for the previous copier contract, with funds coming from a rebate on the new contract. Mr. Demko is reviewing equipment purchases for police, roads and fire. He is also reviewing year-to-date figures to prepare the 2026 budget.

Fire

Chief Buffenbarger had nothing to add to his report. Mr. Moeller inquired about repair costs to the Medic.

Police

Chief Brown had nothing to add to his report. Mrs. Destefani inquired about the TASER instructor training course.

Roads and Service

Mr. Windsor had nothing to add to his report.

Information Technology

Mr. Tiffany had nothing to add to his report. Mrs. Tilford noted that Spectrum is aware of the current outage. Mrs. Tilford added that most of the township applications are cloud-based, allowing her to continue reviewing and approving projects remotely if the outage lasts a few days.

Trustees

Mr. Moeller reported attending the regional planning meeting where efforts continue to move the township from ODOT District 8 to District 7. He noted ongoing sewer issues delaying road adoption in one subdivision and plans to address construction debris left in nearby woods by developers.

Mrs. Destefani reported attending the Greene County Township Association meeting and plans to attend the Centerville Mayor's Breakfast tomorrow, followed by regional planning in the afternoon. She also noted two upcoming events.

Mr. Crammer reported that Bellbrook-Sugarcreek Schools offers free lifetime passes to all home athletic events for residents aged 60+, excluding tournaments. He noted that a letter will soon go out to River Ridge 1, River Ridge 2, and Mead Road residents regarding a county water meeting. The township will also send a letter about the upcoming end of Greene County's end of electric aggregation rate.

5) Public Comments – Agenda Items

None.

6) Old Business

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

7) Consent Agenda Items

- A. Payment of Bills
- B. Minutes
- C. Increase of Appropriations - 2025.10.20.01
- D. Appointment of Part-Time Police Department Staff – 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
- H. Declaring Property a Nuisance – 2025.10.20.06

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:

<u>Fund Name</u>	<u>From</u>	<u>To</u>
Contracted Services 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.

RESOLUTION NO. 2025.10.20.02

IN RE: Appointment of Police Department Staff
William Shelton

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 Police Assistant; and,

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

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

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

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.

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.

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.

RESOLUTION NO. 2025.10.20.06

IN RE: Declaring a Nuisance Parcel L32-0001-0014-0-0065-00

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 L32-0001-0014-0-0065-00 (521 Conifer Trl.) 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 Sugarcreek Township Board of Trustees hereby determines that the condition of parcel L32-0001-0014-0-0065-00 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.

RESOLUTION NO. 2025.10.20.07

**IN RE: Authorizing the Township Administrator to Act as a Signatory for
Purchase of Polaris Ranger UTV for the Fire Department**

WHEREAS, a well-equipped Fire Department fleet is necessary for the safety of Fire Department Staff in Sugarcreek Township; and

WHEREAS, Fire Chief Doug Buffenbarger has determined it to be in the best interest of the Department to purchase a 2026 Polaris Ranger Crew XP 1000 Northstar for the Sugarcreek Township Fire Department; and

WHEREAS, Fire Chief Buffenbarger has received a quote from Clinton County Motorsports, a copy is attached; and,

WHEREAS, Township Administrator, Barry Tiffany has reviewed Chief Buffenbarger's request and supports the purchase with a recommendation to this Board of Trustees to approve.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby approve the purchase of a 2026 Polaris Ranger Crew XP 1000 Northstar at a cost of \$38,028.97, with additional accessories, to be financed as a lease purchase and authorizing the Township Administrator to act as signatory for the purchase and financing a total amount not to exceed \$60,000.00.

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

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

8) Discussion Agenda Items

None.

9) Public Comments

Denise Moore raised concerns about AT&T's work in neighborhoods, including damage to yards and a hit on a gas line. Residents had not received prior notice, only door hangers during the work. Ms. Moore asked about the extent of utility easements on private property. Mr. Tiffany clarified that a 10-foot utility easement behind the sidewalk exists on most Ohio lots, allowing utilities to install, repair, and replace lines. Ms. Moore asked if the township could require utilities to notify residents or get approval before work. Mr. Tiffany answered that no, by law, the easement gives utilities the right to enter and perform work without township approval.

Linda Niermeier voiced concerns about AT&T working on her lawn within what they said was a 10-foot easement, but their heavy equipment came almost to her front porch – well beyond the easement. She also noted that the crew left a large pile of dirt in her yard and an orange pipe sticking out of her yard. They have not replaced the soil, seeded the area, or restored anything.

Denise Moore inquired about previous discussions regarding the Kroger retention pond and potential collaboration, asking for an update on the project's status. Mr. Tiffany noted that the project to reduce the pond to the proper size is currently on hold due to cost.

Donna Hellmann reported unauthorized signs placed on weekends, including one by a realtor on private property and near intersections.

Julija Vinkevicietel asked about offering a renewable energy aggregation option. Mr. Tiffany explained the county manages aggregation for unincorporated areas. Ms. Vinkevicietel also asked how residents learn about public meetings and was directed to the township website.

10) Trustee/Staff Discussions

Mr. Tiffany reported that the Township has worked with IGS for several years. Following recent county rate changes, IGS provided a new 60-month rate quote of \$0.08045 per kilowatt hour for the Township. He requested trustee approval to enter into a 60-month agreement with IGS at this rate.

Mr. Cramer made a motion to accept the agreement with IGS for a 60-month term at a rate of \$0.08045cents per kilowatt hour. Mr. Moeller seconded.

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

Mr. Tiffany reported that the Fire Department has been without an ATV for over a year. A bid from Clinton County Motorsports for a 2026 Polaris 1000cc, six-passenger ATV with a medic skid, lights, siren, and road licensing was received for \$58,326. Mr. Tiffany requested trustee approval to proceed with the purchase, not to exceed \$60,000.

Mrs. Destefani made a motion to approve the purchase, not to exceed \$60,000. Mr. Moeller seconded.

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

Mr. Tiffany reported that the Roads and Services Department needs to replace its 2008 Bobcat rubber-tire skid steer. A high-flow performance Caterpillar skid steer with rubber tracks has a list price of \$128,689, but with the State of Ohio and Sourcewell discounts and trade-in, the final cost is \$69,665. Mr. Tiffany requested a motion to approve the cash purchase.

Mr. Moeller made a motion to approve the purchase. Mrs. Destefani seconded.

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

11) Executive Session

None.

12) Adjourn

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

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



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.11.05.01**

IN RE: Resignation of Police Department Staff – Douglas Evans

WHEREAS, Full Time Police Officer, Douglas Evans has indicated his desire to resign from the Sugarcreek Township Police Department, effective October 29, 2025; and,

WHEREAS, Chief Michael Brown recommends we accept the resignation of Douglas Evans.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the above-mentioned resignation effective October 29, 2025.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.11.05.02**

IN RE: Probationary Release of Fire Department Staff – Shyann Bowman

WHEREAS, Part-time Fire Fighter II/EMT Shyann Bowman has been a member of the Sugarcreek Township Fire Department since June 10, 2025; and,

WHEREAS, during his probationary period, Ms. Bowman has not satisfied the requirements of his position,

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees does hereby authorize the probationary release of Shyann Bowman from her duties as Part-time Fire Fighter II/EMT effective October 27, 2025.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.06.16.03**

IN RE: Appointment of Fire Department Staff
Ryan Turnley

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 I/EMT; and,

WHEREAS, Ryan Turnley has the necessary qualifications to serve in those capacities for the Sugarcreek Township Fire Department; and,

NOW, THEREFORE, BE IT RESOLVED, that Ryan Turnley shall be appointed to the position of Part-Time Firefighter I/EMT within the Sugarcreek Fire Department at the rate of \$17.72 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Ryan Turnley will have an effective date of October 24, 2025, with a one (1) year probationary period ending on October 24 2026.

Fred Cramer, Chairperson

Carolyn Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.11.05.04**

IN RE: Authorizing the Township Administrator to Act as a Signatory to Enter into an Agreement with IPS for Access Control Systems

WHEREAS, well secured facilities are necessary for the safety of all Staff in Sugarcreek Township; and

WHEREAS, Township Administrator, Barry Tiffany has determined it to be necessary, due to the age of our current system ; and

WHEREAS, Township Administrator, Barry Tiffany has received a quote from Integrated Protection Services (IPS), a copy is attached; and,

WHEREAS, Township Administrator, Barry Tiffany has reviewed and supports the purchase with a recommendation to this Board of Trustees to approve.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby approve and authorize Township Administrator, Barry Tiffany to enter into an agreement with IPS to maintain the safety and security of Township buildings..

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.11.05.05**

IN RE: Authorizing the Township Administrator to Act as a Signatory to Enter into an Agreement with TechAdvisors to Implement Multifactor Authentication

WHEREAS, well secured computer systems are necessary for the safety of information housed with Sugarcreek Township; and

WHEREAS, Township Administrator, Barry Tiffany has determined it to be necessary, to enhance security on our current computer systems; and

WHEREAS, Township Administrator, Barry Tiffany has received a quote from TechAdvisors, a copy is attached; and,

WHEREAS, Township Administrator, Barry Tiffany has reviewed and supports the purchase with a recommendation to this Board of Trustees to approve.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby approve and authorize Township Administrator, Barry Tiffany to enter into an agreement to implement multifactor authentication with TechAdvisors to maintain the safety and security of Township computers.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer

This quote has not been approved. Please review the terms, and sign below.

Prepared For

Sugarcreek Township
Barry Tiffany
4398 Clyo Rd
Dayton, OH 45459

Prepared By

Nate Freytag
Purchasing Specialist & Inside Sales
Direct: (937) 528-2460
nfreytag@techadvisors.us

Download your PDF

Download and review your PDF document



Review and Select Your Options

Your Available Options

Qty	Description	Price	Total Price
30	Labor, Technical Services, Hourly - Not To Exceed Without Approval	\$139.00	\$4,170.00
Subtotal			\$4,170.00

Monthly Services / Month to Month

Service Name	Description	Qty	Monthly Price	Total Monthly
<input type="radio"/> Duo Essentials MFA	Duo Essentials	113	\$3.00	\$339.00
<input checked="" type="radio"/> Duo Advantage	Duo Advantage	113	\$6.00	\$678.00
Monthly Subtotal				\$1,017.00

Category	Amount	One-Time
Services Subtotal	\$0.00	\$4,170.00
Monthly Services / Month to Month Subtotal	\$1,017.00	\$0.00
Subtotal	\$1,017.00	\$4,170.00
Total Amount	\$1,017.00	\$4,170.00

Update Options

Your Active Quotes

008149 DUO MFA Quote

Comments or questions

If you have any comments or questions regarding this quote, please enter them here and submit. Your feedback will be logged and emailed to nfreytag@techadvisors.us

Submit Question / Comment

Approval

Acceptance and Incorporation by Reference

This Order together with the Master Services Agreement and Service Attachments and other terms and conditions identified on Exhibit A, all of which are incorporated herein by reference (collectively, the "Agreement") is between TechAdvisors (sometimes referred to as "we," "us," "our," or "Provider"), and the customer identified on the Order (sometimes referred to as "you," "your," or "Client"). This Agreement is effective as of the date the Client accepts the Order (the "Effective Date").

By signing or accepting this Order, Client acknowledges, represents, and warrants that it has read and agrees to the terms and conditions identified on Exhibit A to this Order which are incorporated as if fully set forth herein.

The parties hereby agree that electronic signatures to this Order shall be relied upon and will bind them to the obligations stated herein. Each party hereby warrants and represents that it has the express authority to execute this Agreement(s).

Provider may make changes to the Agreement at any time. If there are changes, Provider will revise the date at the top of the document. Provider may or may not provide Client with additional notice regarding such changes. Client should review the terms and conditions regularly. Unless otherwise noted, the amended terms and conditions will be effective immediately, and your continued use of the Services thereafter constitutes your acceptance of the changes. If you do not agree to the amended terms and conditions, you must stop using the Services immediately. Please note, you may incur a termination fee or other third-party fees, if applicable.

The parties, acting through their authorized officers, hereby execute this Agreement.

By signing below or clicking, Client acknowledges, represents and warrants that it has read and agrees to the terms and conditions in the following documents, which are incorporated herein by reference and can be found on Exhibit A in the PDF Version of the proposal

above.

E-Signature

Your Initials:

 ⓘ

Your Email Address:

 ⓘ

Purchase Order Number:

Sign Here ⓘ :

X _____

CLEAR SIGNATURE

Please fill out the required fields above and check 'By signing below or clicking, Client acknowledges, represents and warrants that it has read and agrees to the terms and conditions in the following documents, which are incorporated herein by reference and can be found on Exhibit A in the PDF Version of the proposal above.'

ACCEPT ORDER

Exhibit A

- Master Services Agreement
- Service Attachment for Managed Services
- Service Attachment for Compliance Services
- Schedule of Services
- Data Processing Agreement
- Service Level Objectives
- Schedule of Third-Party Services



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.10.20.03 *Amended

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 Sugar Creek Township Fire Department; and,

WHEREAS, Mr. Deis was hired as a member of the Sugar Creek 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 Sugar Creek Township Fire Department; and,

WHEREAS, Mr. Smith was hired as a member of the Sugar Creek 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 Sugar Creek 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 December 20, 2025.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer

Chief,

This letter is to inform you that I am requesting to change my resignation date from Nov 13th to Dec. 20th 2025. I have thoroughly enjoyed my time with the department the honor of serving the citizens of Sugarcreek Township. It will be with great heartbreak that I leave but also joy for the opportunity to serve with and lead the men and women of the department.

Respectfully Submitted

Lt Shawn M Smith