



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING
Monday, November 17, 2025, 7:00 P.M.

REGULAR SESSION:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
 - A. Administrator
 - B. Assistant Administrator/Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
- 6. Old Business**
 - A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting - November 17, 2025
- 7. Consent Agenda Items**
 - A. Payment of Bills
 - B. Minutes
 - C. Transfer of Appropriations for Fire Department Funds – 2025.11.17.01
 - D. Transfer of Appropriations for Police Department Funds – 2025.11.17.02
 - E. Transfer of Appropriations for Roads and Services Department Fund – 2025.11.17.03
 - F. Transfer of Appropriations for EMS Fund– 2025.11.17.04
 - G. Transfer of Appropriations for General Fund– 2025.11.17.05
 - H. Increase Appropriations for Fire Department Funds - 2025.11.17.06
 - I. Increase Appropriations for Police Department Funds - 2025.11.17.07
 - J. Increase Appropriations for Roads and Services Department Fund - 2025.11.17.08
 - K. Increase Appropriations for EMS Fund - 2025.11.17.09
 - L. Increase Appropriations for General Fund - 2025.11.17.010
 - M. Resignation of Fire Department Staff – John Coppock, Kevin Messer
- 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



Staff Report for the Sugar Creek Township Board of Trustees October 21, 2025 to November 17, 2025

The following is a snapshot of the activities and areas of responsibility for the Sugar Creek 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

- **October 23, 2025 BZA Meeting Follow-up:**
 - **BZA08-2025:** Applicant, Marilyn Palmer, is requesting a Variance from Section 4.14 C. 6. Table 4-6 of the Sugar Creek 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.
 - *The BZA approved the applicant's request.*
 - **BZA09-2025:** Applicants, Pradeep Gujja and Prakruti Jambula, are requesting a Variance from Section 4.14 D. 3. c. of the Sugar Creek Township Zoning Resolution to allow for the construction of a 7,680 SF tennis court with a 1,800 SF storage barn area. The subject property is 702 Conifer Trail, parcel L32000100140008000, owned by Pradeep Gujja and Prakruti Jambula, containing 5.273 and located in the A-1 (Agricultural) District.
 - *The BZA tabled the case at the request of the applicant.*
- **November 20, 2025 BZA Meeting:**
 - **BZA09-2025:** Applicants, Pradeep Gujja and Prakruti Jambula, are requesting Variances from Sections 4.14 D. 3. c. and 4.12 G Table 4-4 of the Sugar Creek Township Zoning Resolution to allow for the construction of a 7,680 SF tennis court with an adjacent 600 SF storage barn. The subject property is 702 Conifer Trail, parcel L32000100140008000, owned by Pradeep Gujja and Prakruti Jambula, containing 5.273 and located in the A-1 (Agricultural) District.

Zoning Commission Activities:

- **November Zoning Commission Meeting: canceled**
- **December 9, 2025 Zoning Commission:**
 - **ZC Case 04-2025:** Applicant, Oberer Land Developers LTD, is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 42.74 acres from E (Estate Residential) District to PUD=R (Residential Planned Unit Development) District. The subject parcel is part of 2745 Wilmington Dayton, can be further identified by parcel numbers L32-0001-0005-0-0142 and L32-0001-0005-0-0027 and owned by Peter Rammel. The applicant is also requesting preliminary development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for approval of the preliminary plan for a single-family residential subdivision containing 43 lots.
 - **ZC05-2024:** Feedwire Farm JV, LLC is requesting approval of their subdivision entry sign via the minor modification to a PUD process outlined in Article 5.12 of the Sugarcreek Township Zoning Resolution.
 - The Zoning Commission will continue their review of the Zoning Resolution.

Meetings/Accomplishments:

- Attended BZA Meeting on October 23, 2025
- Met with real estate agents to discuss land in the township on October 27, 2025
- Met with real estate agents to discuss land in the township on November 4, 2025
- Attended Special Meeting on November 5, 2025
- Attended meeting to discuss Magnolia Trace on November 7, 2025
- Held multiple preapplication meetings held with BZA applicants
- Prepared and sent Agenda and Staff Reports for BZA Meeting (October 23 meeting)
- Sent Notice of Declaration of Nuisance and Abatement Order to property on Lower Bellbrook Road-mowed
- 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; comments received back from Prosecutor's Office-will discuss with Trustees at next meeting
- Certified ZC04-2025 to the RPCC for recommendation
- Prepared and sent Apples to Apples mailer



Sugarcreek Township Trustees Report For November 17th, 2025

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 11.17.2025 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)
- Blue Card Incident Command Training at Kettering Fire Department
- District Familiarization

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
- UTV is ready for pick up at Clinton County Motorsports

Status of Issues the Fire Department is Addressing:

- E71 is still out of service with an undiagnosed steering/brake problem
- 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
- Cabela's Christmas Parade

Fiscal:

As of Nov 12, 2025	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,440,974.49	\$191,861.81	\$3,007,524.19	\$258,180.86	86.984%
EMS	\$290,300.00	\$27,615.56	\$241,718.91	\$22,338.30	82.873%
Cell Tower Fund	\$27,068.58	\$0.00	\$27,068.58	\$0.00	100%
Department Total	\$3,758,343.07	\$219,477.37	\$3,276,311.68	\$280,519.16	86.760%

Projected Capital Needs:

- Bay Doors Station 71 \$18,000
- Bay Doors Station 72 \$24,000
- 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	=	1350
Fire Calls	=	319 (23.6%)
EMS Calls	=	1027 (76.1%)
Invalid/Admin Calls	=	4 (0.3 %)
MVC's	=	168 (12.4%)
Cornerstone	=	166 (12.3%)

Mutual Aid Requested (total number of incidents) = 128

Incidents with M/A Fire requested = 87

Incidents with M/A EMS requested = 41

Requested by Bellbrook – 67 (5 of the 67 BFD incidents were handled by STFD completely)

Mutual Aid Received (total number of incidents) = 60

Incidents with M/A Fire received = 37

Incidents with M/A EMS received = 23

Received from Bellbrook – 37

Runs by Quadrant:

711 – 124
712 – 101
713 – 23
714 – 10
721 – 876
722 – 82
723 – 2
M/A – 128
N/A - 4

Report generated on November 13th, 2025, at 0930 hours.

Respectfully submitted By,



Jordan Ewing
Fire Marshal



Michael A. Brown
Chief of Police

Trustee Report November 17, 2025

Training

- On November 3rd, Officer Liggett will be attending the Police Rifle-Carbine Instructor course.
- On November 14th & 15th, our officers will be having pistol proficiency drills at the range.
- No other classes are scheduled for November.

Fiscal

Budget 2025 (Final Appropriation)	\$3,343,500.00
Expenditures as of November 14, 2025	\$2,791,918.78
% of Budget Used	83%
% of Budget Year Target for the end of November	91.3%
% of Budget Remaining	17%
Cash Balance as of November 14, 2025	\$2,344,539.78

Public Appearances

- On October 22nd, Chief Brown attended the Montgomery County Chief's Luncheon.
- On October 24th, our officers gave out candy for *Halloween in the Park* event.
- On October 25th, our police department participated in the Drug Drop Off.
- On October 31st, our officers handed out *Trick or Treat* candy in the township.
- On November 7th, Chief Brown attended the Chambers Luncheon.
- On November 13th, Chief Brown attended the Ministerial Luncheon and a meeting for Collin's Lodge.

Respectfully submitted,

A handwritten signature in blue ink that reads "MA Brown". The signature is written in a cursive, flowing style.

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

October 15, 2025

- Business and house checks
- Crash report on Feedwire Road
- Theft arrest on Wilmington Pike

October 16, 2025

- Suspicious person on Surrey Trail
- Fraud report taken on Bayberry Cove Drive
- Crash report on Wilmington Pike

October 17, 2025

- Request of an officer on Surrey Trail
- Traffic stops
- Trespassing reported on Winshire Terrace

October 18, 2025

- Crash report on Upper Bellbrook Road
- Welfare check on Wilmington Pike
- Theft arrest on Wilmington Pike
- Community policing

October 19, 2025

- Nothing to Report

October 20, 2025

- Crash report on Upper Bellbrook Road
- Traffic stops

October 21, 2025

- Request of an officer on Kables Mill Drive
- Crash report on Wilmington Pike
- Welfare check on Feedwire Road

October 22, 2025

- Request of an officer on Surrey Trail
- Fraud report taken on Washington Mill Road
- Peace officer needed on N. Lakeman Drive

October 23, 2025

- Crash report on McBee Road
- An animal complaint on Carpenter Road
- Community policing

October 24, 2025

- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike
- Domestic dispute on Cedar Ridge Drive

October 25, 2025

- Theft arrest on Wilmington Pike
- Crash report on Waynesville Road
- Juvenile complaint on Wilmington Pike

October 26, 2025

- Crash report on Centerville Road
- Crash report on Social Row Road
- Traffic stops

October 27, 2025

- Business and house checks
- Noise complaint on Honey Tree Place
- Criminal damaging on Ferry Road

October 28, 2025

- Crash report on Clyo Road
- Request of an officer on Cedar Ridge Drive
- Traffic stops

October 29, 2025

- Theft arrest on Feedwire Road
- Request on a officer on Clyo Road
- Welfare check on Brookdale Lane
- Theft on Surrey Trail

October 30, 2025

- Community Policing
- Crash report on Wilmington Pike
- Menacing on Conifer Trail

October 31, 2025

- Community policing
- Criminal damaging on Cloy Road
- Welfare check on Twilight Lane

November 1, 2025

- Business and house checks
- Community policing
- Criminal damaging report on Wilmington Pike
- Crash on Lower Bellbrook Road

November 2, 2025

- Juvenile complaint on Possum Run Road
- Crash report on Wilmington Pike
- Welfare check on Bayberry Cove Drive
- Peace officer needed on Cedar Ridge Drive

November 3, 2025

- Nothing to Report

November 4, 2025

- Traffic stops
- Crash report on Centerville Road

November 5, 2025

- Crash report on Upper Bellbrook Road
- Request of an officer on Wilmington Pike
- Welfare check on Middle Run Road
- Crash report on Wilmington Pike

November 6, 2025

- Nothing to Report

November 7, 2025

- Crash report on Upper Bellbrook Road
- Traffic stops
- Crash report on Wilmington-Dayton Road
- Juvenile complaint on N. Lakeman Drive

November 8, 2025

- Nothing to Report

November 9, 2025

- Crash report on Eden Meadows Way
- Suspicious person on Surrey Trail
- Community policing

November 10, 2025

- Multiple crashes and slide-offs in the Township

November 11, 2025

- Theft arrest on Wilmington Pike
- Community policing
- Crash report on Wilmington Pike
- Domestic violence report on Alex Trail



Staff Report for Sugarcreek Township Trustees NOVEMBER 17, 2025

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

Calls for Service:

- There were 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, Cloyo, 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
- Salt roads
- Took down old barn and cleaned out lean 2

Respectfully,
Justin Windsor
Director of Roads and Services

Payment Listing

November 2025

<u>Payment Advice #</u>	<u>Post Date</u>	<u>Transaction Date</u>	<u>Type</u>	<u>Vendor / Payee</u>	<u>Amount</u>	<u>Status</u>
2146-2025	11/12/2025	11/12/2025	CH	BUREAU OF WORKERS' COMPENSATION	\$3,634.70	0
				Purpose: All Depts - Worker's Comp		
2147-2025	11/12/2025	11/12/2025	CH	HUNTINGTON NATIONAL BANK	\$2,380.72	0
				Purpose: Admin/Roads/Police - calculator, badge holders, rocket law, qbooks, bopbcat tire, safety bollards, masonry blade, orange twist line, level, driveway markers, seed		
94858	11/04/2025	11/04/2025	AW	DUNCAN OIL COMPANY	\$2,375.95	0
				Purpose: Roads, police, fire- fuel		
94859	11/04/2025	11/04/2025	AW	O'REILLY AUTOMOTIVE, INC.	\$188.23	0
				Purpose: Roads-Oil filter x4, motor oil, washer fluid, air filter x3		
94860	11/04/2025	11/04/2025	AW	SANDY'S TOWING SERVICE	\$290.00	0
				Purpose: Fire- towing		
94861	11/04/2025	11/04/2025	AW	PHOENIX SAFETY OUTFITTERS	\$399.95	0
				Purpose: Fire- uniforms		
94862	11/04/2025	11/04/2025	AW	HERITAGE FIRE EQUIPMENT	\$281.19	0
				Purpose: Fire- repair lens cover		
94863	11/04/2025	11/04/2025	AW	MIAMI TOWNSHIP FIRE DEPARTMENT	\$35.88	0
				Purpose: Fire- acs and bls training		
94864	11/04/2025	11/04/2025	AW	ADVANCE AUTO PARTS	\$35.88	0
				Purpose: Fire-wipers		
94865	11/04/2025	11/04/2025	AW	CHARTER COMMUNICATIONS	\$123.89	0
				Purpose: roads and admin- cable services		
94866	11/04/2025	11/04/2025	AW	GREENE COUNTY ANIMAL CONTROL	\$60.00	0
				Purpose: Admin- 3rd quarter animal control contract services		
94867	11/04/2025	11/04/2025	AW	MUFFLER BROTHERS	\$490.09	0
				Purpose: Police- car 112 & 105		
94868	11/04/2025	11/04/2025	AW	GERMAIN FORD	\$851.76	0
				Purpose: Police- lamp repair		
94869	11/04/2025	11/04/2025	AW	TREASURER OF STATE	\$250.00	0
				Purpose: Police-access fee		
94870	11/04/2025	11/04/2025	AW	ODP BUSINESS SOLUTIONS,LLC	\$258.27	0
				Purpose: Police- copy paper, USb, envelopes, kitchen items, tape, batteries		
94871	11/04/2025	11/04/2025	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$1,823.20	0
				Purpose: Fire- Fluid clean out, cab latch repair, bolt repair, pump test x2		
94872	11/04/2025	11/04/2025	AW	Superior Uniform Sales, Inc.	\$263.70	0
				Purpose: Fire- uniforms		
94873	11/04/2025	11/04/2025	AW	LEXIPOL,LLC	\$4,048.92	0
				Purpose: Fire- learning platform contract		
94874	11/04/2025	11/04/2025	AW	DETROIT TIRES SUPPLY	\$2,273.84	0
				Purpose: Fire- tires for FM70 and Batt70		
94875	11/04/2025	11/04/2025	AW	GATEWAY AUTO CLINIC	\$422.33	0
				Purpose: Fire-Oil filter x4, motor oil, washer fluid, air filter x3		
94876	11/04/2025	11/04/2025	AW	MES Service Company LLC	\$1,970.00	0
				Purpose: Fire- annual rescue tool service		
94877	11/04/2025	11/04/2025	AW	PHOENIX SAFETY OUTFITTERS	\$281.73	0
				Purpose: Fire- Uniforms		
94878	11/04/2025	11/04/2025	AW	CITI CARDS	\$2,596.45	0

Payment Listing

November 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Fire- membership dues, squeegees, pens, printer paper, colored paper, tri fold towels, pest control supplies, deposit on utv, traffic cones, code reader, repair to sound system, candy for Halloween, station supplies		
94879	11/04/2025	11/04/2025	AW	SUGARCREEK DIRECT FAMILY CARE	\$2,618.00	O
				Purpose: All Depts - family care		
94880	11/04/2025	11/04/2025	AW	JEFFERSON HEALTH PLAN	\$73,300.73	O
				Purpose: All Depts - Medical/Hospitalization		
94882	11/04/2025	11/04/2025	AW	STANDARD INSURANCE COMPANY	\$316.71	O
				Purpose: All Depts - life insurance		
94884	11/04/2025	11/04/2025	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$727.41	O
				Purpose: All Depts - Vision Insurance		
94885	11/05/2025	11/05/2025	AW	MIAMI VALLEY COMMUNICATIONS COUNC	\$100.00	O
				Purpose: Police- report writing for law enforcement training on 10/07/25- Daniel Beavers		
94886	11/05/2025	11/05/2025	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$110.55	O
				Purpose: Police-Searches		
94887	11/05/2025	11/05/2025	AW	ULINE	\$310.36	O
				Purpose: Police- gloves		
94888	11/05/2025	11/05/2025	AW	TECH ADVISORS	\$5,550.96	O
				Purpose: Admin/roads/police/fire- remote support		
94889	11/05/2025	11/05/2025	AW	WASH IT DEAN	\$130.00	O
				Purpose: Police-car washes		
94890	11/05/2025	11/05/2025	AW	MUFFLER BROTHERS	\$382.86	O
				Purpose: Police-car 103		
94891	11/05/2025	11/05/2025	AW	AES OHIO	\$85.27	O
				Purpose: police-range		
94892	11/05/2025	11/05/2025	AW	OFFICE DEPOT	\$104.90	O
				Purpose: police- calendars		
94893	11/05/2025	11/05/2025	AW	MEYERS PRINTING & DESIGN, INC.	\$61.99	O
				Purpose: police-business cards		
94894	11/05/2025	11/05/2025	AW	LOWE'S COMPANIES INC.	\$259.22	O
				Purpose: police/fire- misc. items		
94895	11/05/2025	11/05/2025	AW	KIMBALL MIDWEST	\$446.26	O
				Purpose: Roads- 62 misc. drill bits		
94896	11/05/2025	11/05/2025	AW	CHOICE ONE ENGINEERING	\$875.00	O
				Purpose: Admin- veterans memorial/pickelball bidding		
94902	11/13/2025	11/13/2025	AW	Green & Green, Lawyers	\$800.00	O
				Purpose: Admin- legal fees for vacation of Thelroy Drive		
94903	11/13/2025	11/13/2025	AW	AES OHIO	\$649.53	O
				Purpose: Admin & Roads- traffic signal, quonset hut, main building, pine ct light		
94904	11/13/2025	11/13/2025	AW	TECH ADVISORS	\$8,318.82	O
				Purpose: Admin, Roads, Fire, Police- Monthly Subscription		
94905	11/13/2025	11/13/2025	AW	DUNCAN OIL COMPANY	\$1,195.31	O
				Purpose: Police, Fire- Fuel		
94906	11/13/2025	11/13/2025	AW	REMCO SYSTEMS, INC.	\$756.15	O
				Purpose: Police- printed folders for records		
94907	11/13/2025	11/13/2025	AW	BENJAMIN LIGGETT	\$72.19	O

Payment Listing

November 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Police- reimbursement of meals		
94908	11/13/2025	11/13/2025	AW	THE GALLERY COLLECTION	\$134.16	O
				Purpose: Police- Christmas cards		
94909	11/13/2025	11/13/2025	AW	VERIZON WIRELESS	\$563.49	O
				Purpose: Police- MDT's		
94910	11/13/2025	11/13/2025	AW	NORTHCOAST PRODUCTS	\$1,014.30	O
				Purpose: Roads- rapid set emulsion non regulated x322		
94911	11/13/2025	11/13/2025	AW	MINUTEMAN PRESS	\$2,964.76	O
				Purpose: Admin- 5350 postard mailers and mailing service		
94912	11/13/2025	11/13/2025	AW	AIM MEDIA MIDWEST	\$207.66	O
				Purpose: Admin- zoning legal fees		
94913	11/13/2025	11/13/2025	AW	TOM'S MULCH	\$8.00	O
				Purpose: Roads- baled straw		
94914	11/13/2025	11/13/2025	AW	GREATER MIAMI VALLEY EMERGENCY ME	\$400.00	O
				Purpose: Fire- drug bag fee		
94915	11/13/2025	11/13/2025	AW	TROPHY SPORTS CENTER	\$384.00	O
				Purpose: Fire- amount due for fire department shirts is \$384.00, the union is responsible for the remaining amount		
94916	11/13/2025	11/13/2025	AW	CITY OF XENIA	\$67,500.00	O
				Purpose: Fire & Police- dispatch 4th quarter fees		
94917	11/13/2025	11/13/2025	AW	US BANK EQUIPMENT FINANCE	\$1,239.26	O
				Purpose: Admin, Road, Fire, Police- copier fees		
94918	11/13/2025	11/13/2025	AW	GALLS, LLC	\$84.59	O
				Purpose: Police- raincoat for SRO		
94919	11/13/2025	11/13/2025	AW	AG-PRO OHIO LLC	\$119.20	O
				Purpose: Roads- plus-50ll oil 15w40 x2		
94920	11/13/2025	11/13/2025	AW	SPECTRUM	\$15.79	O
				Purpose: Admin & Roads- cable services		
94921	11/13/2025	11/13/2025	AW	TREASURER OF STATE	\$1,300.00	O
				Purpose: Roads, Fire, Police- Radios		
94922	11/13/2025	11/13/2025	AW	CENTERPOINT ENERGY	\$259.49	O
				Purpose: Fire- natrual gas station 71 Police- natural gas		
94923	11/13/2025	11/13/2025	AW	GREENE COUNTY SANITARY ENGINEER	\$621.11	O
				Purpose: Admin, Roads, Fire and Police- water and sewer		
94924	11/13/2025	11/13/2025	AW	RUMPKE CONSOLIDATED	\$227.29	O
				Purpose: Admin, Roads, & Fire- Trash Removal		
94925	11/13/2025	11/13/2025	AW	CHARTER COMMUNICATIONS	\$1,305.41	O
				Purpose: Fire and police- fiber and epl		
94926	11/13/2025	11/13/2025	AW	Arrowhead Forensics	\$72.87	O
				Purpose: Police-evidence items		
94927	11/13/2025	11/13/2025	AW	ODACS LLC	\$240.00	O
				Purpose: Fire- drug screen		
Total Payments:					\$201,170.28	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$201,170.28	

Payment Listing

November 2025

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 November 5th, 2025, at 9:00AM.

1) Mr. Cramer called the session to order at 9:00AM.

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, and Donna Hellmann.

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

4) Executive session at 9:02 A.M. Executive Session pursuant to ORC 121.22G.1. The purpose of this meeting is to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

Mr. Cramer- Yes

Mrs. Destefani - Yes

5) Returned from Executive session at 10:17 A.M.

6) 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 nothing to report

Fire

Chief Buffenbarger had nothing to add to his report.

Police

Chief Brown had nothing to add to his report.

Roads and Service

Mr. Windsor had nothing to add to his report.

Information Technology

Mr. Tiffany had nothing to add to his report.

Trustees

7) Public Comments – Agenda Items

None.

8) Old Business

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

Mr. Tiffany noted that an email was received on 11/04/25 from the parks department stating that they are terminating the MOU on the appointment of park board members.

9) Consent Agenda Items

- A.** Payment of Bills
- B.** Minutes
- C.** Resignation of Police Department Staff – 2025.11.05.01
- D.** Probationary Release of 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

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.

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.

RESOLUTION NO. 2025.11.05.03
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.

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..

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.

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

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

10) Discussion Agenda Items

Mr. Tiffany shared concern with the outdated door entry FOB system and problems over recent years that have incurred additional costs for repairs. Looking into an upgrade to the system. Two proposed options for upgrades at \$4,000 and \$6,000 for initial costs with a \$278 monthly fee.

Mr. Tiffany also shares plans to implement a Multi-factor Authentication system through TechAdvisors on all computers. Cost \$4,170 initially, \$1000 annual charge split among all departments. Mrs. Destefani and Mr. Cramer support the door entry and muti-factor tech upgrades.

Mr. Tiffany shares the amendment of resignation resolution of Shawn Smith service with the Township. There is no monetary benefit to this amendment.

Mr. Tiffany adds clarifications on policy of leave donations to amend the current policy from an hour to hour donation to a value to value policy. This helps lesser paid employees who experience catastrophic leave at an improved rate. Mrs. Destefani and Mr. Tiffany point out that any balance of leave days that remain at the end of the year will disappear, saving the Township money.

Mrs. Destefani makes motion to approve the modification of the leave policy. Mr. Moeller seconded the motion.

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

11) Public Comments

None.

12) Trustee/Staff Discussions

Mr. Moeller asks if the city of Bellbrook has paid \$12,500 fee for the Ohio Fire Chiefs program? Mr. Tiffany informs that they have yet to be billed. Mr. Moeller expresses concern that the contract does not align with the initial intent and has concern regarding the proposed increase in staffing and loss of millage.

Mr. Moeller acknowledges his election loss and draws attention to his 50 years of service to the Township. He expresses concern with opponent's dishonest campaigning and potential negative outcomes.

Mr. Cramer shares that he received communication from Scott Miller about a meeting on Thursday November 6, 2025 at 6:00 located at the former GCCC (2960 W. Enon Rd.) to have discussion with congress persons about property taxes and roads funding ideation. Mr. Cramer plans to attend the meeting.

Mr. Tiffany shares that the positive outcomes of having the Township building be added as a voting precinct. He noted that many residents were visiting the building for the first time and it was a great engagement opportunity with residents. The Board discusses lack of communication from the Greene County Board of Elections on precinct location changes to Township residents causing confusion for voters on the day of elections.

13) Adjourn

Mr. Cramer made a motion to adjourn at 9:38am, 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

Richard J Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Fire Department

RESOLUTION #: 2025.11.17.01

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2112-760-740	Machine, Equipment, Furniture	2112-220-230	Worker's Comp	1,700.00
2112-760-740	Machine, Equipment, Furniture	2112-220-211	OPERS	500.00
2112-760-740	Machine, Equipment, Furniture	2112-220-341	Telephone	3,000.00
2112-760-740	Machine, Equipment, Furniture	2112-220-223	Dental	1,000.00
2112-760-740	Machine, Equipment, Furniture	2112-220-351	Electricity	2,000.00
2112-760-740	Machine, Equipment, Furniture	2112-220-353	Natural Gas	500.00
2112-760-740	Machine, Equipment, Furniture	2112.220.215	OP&F	7,000.00
2112-220-430	Small Tools	2112-220-215	OP&F	5,000.00
2112-220-315	Election Expenses	2112-220-215	OP&F	2,500.00
2112-220-360	Contracted Services	2112-220-215	OP&F	8,000.00

Explanation of Transfer(s): Increased costs and bills for the remainder of the year

Approved:

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Police Department

RESOLUTION #: 2025.11.17.02

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2081-210-229	Other Insurance. Benefits	2081-210-223	Dental	500.00
2081-210-229	Other Insurance. Benefits	2081-210-230	Worker's Comp	600.00
2081-210-229	Other Insurance. Benefits	2081-210-351	Electricity	300.00
2081-210-229	Other Insurance. Benefits	2081-210-353	Natural Gas	1500.00

Explanation of Transfer(s): Increased costs and bills for the remainder of the year

Approved:

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Roads & Services Department

RESOLUTION #: 2025.11.17.03

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2031-330-360	Contracted Services	2031-330-351	Electricity	500.00

Explanation of Transfer(s): Increased costs and bills for the remainder of the year

Approved:

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

EMS Fund

RESOLUTION #: 2025.11.17.04

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2281-230-420	Operating Supplies	2281-230-230	Worker's Comp	100.00

Explanation of Transfer(s): Increased costs and bills for the remainder of the year

Approved:

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

General Fund

RESOLUTION #: 2025.11.17.05

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
1000-190-370	Payment to Another Political Subdivision	1000-120-351	Electricity	500.00
1000-190-370	Payment to Another Political Subdivision	1000-110-360-0000	Contracted Services	17,000.00
1000-190-370	Payment to Another Political Subdivision	100-110-420	Operating Supplies – Propane	2,000.00
1000-190-370	Payment to Another Political Subdivision	1000-110-229	Other Insurance Benefits	10,000.00

Explanation of Transfer(s): Increased costs and bills for the remainder of the year

Approved:

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2025.11.17.06**

IN RE: Increase Appropriations for Fire Department

WHEREAS, the need exists to increase appropriations for the Fire Department Funds; 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>
Worker's Comp 2112-220-230	\$20,000.00	\$21,700.00
OPERS 2112-220-211	\$20,000.00	\$20,500.00
Telephone 2112-220-341	\$21,000.00	\$24,000.00
Dental 2112-220-223	\$10,500.00	\$11,500.00
Electricity 2112-220-351	\$12,500.00	\$14,500.00
Natural Gas 2112-220-353	\$8,000.00	\$8,500.00
Ohio Police & Fire Pension (OP&F) 2112-220-215	\$318,000.00	\$340,500.00

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. 2025.11.17.07**

IN RE: Increase Appropriations for Police Department

WHEREAS, the need exists to increase appropriations for the Police Department Funds; 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>
Dental 2081-210-213	\$12,000.00	\$12,500.00
Worker's Compensation 2081-210-230	\$20,000.00	\$20,600.00
Electricity 2081-210-351	\$5,500.00	\$5,800.00
Natural Gas 2081-210-353	\$3,000.00	\$4,500.00

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. 2025.11.17.08**

IN RE: Increase Appropriations for Roads and Services Department

WHEREAS, the need exists to increase appropriations for the Roads and Services Department Funds; 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>
Electricity 2031-330-351	\$4,500.00	\$5,000.00

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. 2025.11.17.09
IN RE: Increase Appropriations for EMS Fund

WHEREAS, the need exists to increase appropriations for the EMS Funds; 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>
Worker's Compensation 2281-230-230	\$1,000.00	\$1,100.00

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. 2025.11.17.10
IN RE: Increase Appropriations for General Fund

WHEREAS, the need exists to increase appropriations for the General Funds; 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>
Electricity 1000-120-351	\$2,500.00	\$3,000.00
Contracted Services 1000-110-360-0000 \$154,600.00	\$142,600.00	
Propane 1000-110-420	\$8,000.00	\$10,000.00
Other Insurance Benefits 1000-110-229	\$20,000.00	\$30,000.00

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. 2025.11.17.11**

IN RE: Resignation of Fire Department Staff – John Robert “Jay” Coppock, Kevin Messer

WHEREAS, Part-time Firefighter/Paramedic, Jay Coppock, has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Mr. Coppock was hired as a member of the Sugarcreek Township Fire Department on July 5, 2023; and,

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

WHEREAS, Mr. Messer was hired as a member of the Sugarcreek Township Fire Department on June 6, 2022; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignations of Mr. Coppock, and Mr. Messer.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Jay Coppock with an effective date of November 14, 2025, and Kevin Messer with an effective date of November 29, 2025.

Fred Cramer, Chairperson

Carolyn L. Destefani, Vice Chairperson

Marvin Moeller, Trustee

Richard J. Demko, Fiscal Officer