



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

**Monday, December 1, 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. Annual Re-organization and Appointments - 2025.12.01.01
  - D. Appointment of Part-time Temporary Administration Staff – Kathy Barlow – 2025.12.01.02
  - E. 2025 Annual Report of Township Roadways – 2025.12.01.03
- 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. 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



**Administrator's Report to the Trustees  
December 1, 2025**

The following represents a brief update of the activities, information, and issues which the Administration is currently working on:

- The pickleball court construction is on hold for the winter months. Temperatures will need to be higher before the painting of the surface can be performed. I would anticipate a March time frame for work to restart and an opening of the courts in April.
- Attended the ribbon cutting and opening of the Gene Fisher Justice Center.
- Attended a discussion with area communities regarding Group Homes in the region, the issues that they may present, and thoughts on potential solutions moving forward to address those issues either locally or through legislation at the Statehouse.
- Magnolia Trace continues to remain closed due to the street failure. Removal of a section of the surface has taken place along with attempts to compact the base for the roadway. Plans now are to temporarily place gravel and tar and chip to open the roadway to traffic during the winter months. We will continue to monitor the level of the surface until late spring and then assess what next steps will be taken, if necessary, before milling and paving the entire area.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written over a horizontal line.

Barry P. Tiffany  
Township Administrator



## **Staff Report for the Sugarcreek Township Board of Trustees November 18, 2025 to November 25, 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**

- **November 20, 2025 BZA Meeting Follow-up:**
  - **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 Sugarcreek 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.
    - ***The BZA approved the applicant's request.***
- **December 18, 2025 BZA Meeting:**
  - **BZA10-2025:** Applicant, McCON Building Corporation, is requesting a Variance from Section 9.04 of the Sugarcreek Township Zoning Resolution for permission to exceed the maximum permitted number of parking spaces in conjunction with a proposed Culver's. The subject property is 6242 Wilmington Pike, parcel L32000100030026300, owned by MD Restaurant Group, containing 1.694 acres and located in the B-2/WPAC-OD (General Business/Wilmington Pike Area Corridor Overlay) District.
  - **BZA11-2025:** Applicant, Fred Rau, is requesting a Variance from Sections 4.12 G. Table 4-4 and 4.16 to allow for the creation of one conforming parcel (5.3 acres proposed) and one nonconforming parcel (1.4 acres proposed) from two existing nonconforming parcels (3.45 acres and 3.27 acres). The subject properties are 4315 Social Row Road and Social Row Road, parcels L34000100071002700 and

- Working with Prosecutor's Office on IPS contract review (access system)



## **Sugarcreek Township Trustees Report For December 1st, 2025**

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 12.01.2025 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)**

- SCBA Emergency Operations
- Red, Yellow, and Green Probationary Modules (New Hires)
- Blue Card Incident Command Training at Kettering Fire Department
- District Familiarization

### **Information:**

- Working with MagneGrip on new diesel exhaust system at Station 71
- Horton Ambulance reported new Medic 72 will be delivered in March of 2026
- 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
- UTV is ready for pick up at Clinton County Motorsports
- MES completed NFPA required functional testing on all SCBA

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

- E71 is back in service. Brakes and DEF system repaired
- FM70 2017 Tahoe needs transmission service
- Station 72 bay door #2 should be replaced this week by DC Door
- Reserve E72 needs several ER lights and running lights repaired

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

- Montgomery County Fire Chiefs Meeting
- Cabela's Christmas Parade
- Bellbrook Light Up The City Parade December 13<sup>th</sup>
- Merry Ferry Christmas Parade December 21st

**Fiscal:**

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

**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	=	<b>1429</b>
Fire Calls	=	331 (23.2%)
EMS Calls	=	1094 (76.6%)
Invalid/Admin Calls	=	4 (0.2 %)
MVC's	=	173 (12.1%)
Cornerstone	=	180 (12.6%)

**Mutual Aid Requested (total number of incidents) = 137**

Incidents with M/A Fire requested = 92

Incidents with M/A EMS requested = 45

**Requested by Bellbrook – 71 (5 of the 71 BFD incidents were handled by STFD completely)**

**Mutual Aid Received (total number of incidents) = 65**

Incidents with M/A Fire received = 38

Incidents with M/A EMS received = 27

**Received from Bellbrook – 41**

**Runs by Quadrant:**

711 – 132  
712 – 104  
713 – 25  
714 – 10  
721 – 930  
722 – 85  
723 – 2  
M/A – 137  
N/A - 4

Report generated on December 1st, 2025, at 1000 hours.

Respectfully submitted By,



Jordan Ewing  
Fire Marshal



Michael A. Brown  
Chief of Police

## Trustee Report December 1, 2025

### Training

- No classes are scheduled for December.

### 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

*(No new figures)*

## Public Appearances

- On November 19th, Chief Brown attended the ribbon cutting for Gene Fisher Justice Center.
- On November 24th, Chief Brown attended a meeting at Cross View Church.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "MA Brown".

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

November 12, 2025

- Business and house checks
- Noise complaint on Bellasera Drive
- Disturbance on Surrey Trail
- Crash report on Wilmington-Dayton Road

November 13, 2025

- Peace officer needed on Alex Trail
- Burglary on Brookdale Lane
- Traffic stops

November 14, 2025

- Community policing
- Crash report on Wilmington Pike
- Juvenile complaint on Bayberry Cove Drive

November 15, 2025

- Nothing to Report

November 16, 2025

- Fraud report on Wilmington Pike
- Traffic stops

November 17, 2025

- Crash report on Wilmington Pike
- Request of an officer on Seema Drive
- Crash report on E. Briggs Road

November 18, 2025

- Criminal damaging on Feedwire Road
- Crash report on S. Alpha Bellbrook Road
- Request of an officer on Clio Road

**November 19, 2025**

- Welfare check on Surrey Trail
- Crash report on Lytle Ferry Road
- Crash report on Wagner Road

**November 20, 2025**

- Nothing to Report

**November 21, 2025**

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

**November 22, 2025**

- Community policing
- Theft arrest on Wilmington Pike
- An animal complaint on Little Sugarcreek Road

**November 23, 2025**

- Domestic violence on Rose Lake Drive
- Welfare check on Walden Way

**November 24, 2025**

- Welfare check on Gerbera Lane
- Community policing
- Theft report on Sweetbay Drive
- Crash on Wilmington Pike



## Staff Report for Sugarcreek Township Trustees December 1, 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 2 call outs. Tree down and salt roads

### **Accomplishments:**

- Work on plow lights
- Replace radar batteries
- Wash trucks
- Inventory shop  
Set muskrat traps
- Cleaned catch basins  
Cleaned shop floor
- Emptied scrap metal dumpster
- Filled potholes- Ferry, Middle Run, Winding Brooke, River Ridge
- Serviced mowers
- Crew- Pavement Management class
- Opened Magnolia Trace Road
- Cleaned up garden area
- Dura patch- Sparh
- Install bricks at Memorial
- Worked on heater for plow truck
- Replaced pressure valve at shop
- Mowed shop, Graveyard, Cloy, Center Point, Memorial and bike path
- Installed salt hoppers
- Worked on oil pump for the pole saw
- Weed and Fertilize Memorial
- Fill dirt for catch basin on Washington Mill
- Install bollards in front of fuel tanks
- Picked up 2 deer

Respectfully,  
Justin Windsor  
Director of Roads and Services



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.12.01.01**

IN RE: Annual Re-organization and Appointments

WHEREAS, it is necessary that the Sugarcreek Township Board of Trustees establish by resolution its intent to establish meeting dates, holidays, and appointments to boards, commissions, committees and other organizations with which the Township has cooperative working relationships; and,

WHEREAS, it is also necessary that the Board of Trustees establish an annual schedule of holidays to be observed by the Township, schedule of meeting dates, and authorize certain other operational policies of the Township,

NOW, THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn Destefani to the position of Chairperson, Sugarcreek Township Board of Trustees, for the term commencing January 1, 2026, through December 31, 2026.

BE IT FURTHER RESOLVED, this Sugarcreek Township Board of Trustees does hereby appoint Fred Cramer to the position of Vice Chairperson, Sugarcreek Township Board of Trustees for the term commencing January 1, 2026, through December 31, 2026.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn L. Destefani as representative, and Fred Cramer as alternate, to the Greene County Regional Planning & Coordinating Commission.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Jodi Puterbaugh as representative, and Carolyn L. Destefani as alternate, to the Greene County Combined Health District Advisory Council.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Fred Cramer as representative, and as Carolyn L. Destefani alternate, to the Greene County Water/Wastewater Advisory Council.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Carolyn L. Destefani as representative, and Fred Cramer as alternate, to the Miami Valley Regional Planning Commission.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Fred Cramer as representative, and Carolyn L. Destefani as alternate, to the Bellbrook Sugarcreek Chamber of Commerce.

BE IT FURTHER RESOLVED that for the calendar year 2026, the Trustee Work Sessions and Regular Sessions will be held on the same day with the first meeting of the month Work Sessions being held from 5:30 p.m. to 6:45 p.m. and the Trustee Regular Session beginning at 7:00 p.m. on the following dates:

- **January 5, 2026**
- **February 2, 2026**
- **March 2, 2026**
- **April 6, 2026**
- **May 4, 2026**
- **June 1, 2026**
- **July 6, 2026**
- **August 3, 2026**
- **October 5, 2026**
- **November 2, 2026**
- **December 7, 2026**

BE IT FURTHER RESOLVED that for the calendar year 2026, the Trustee Work Sessions and Regular Sessions will be held on the same day with the second meeting of the month Work Sessions being held from 9:00 a.m. to 9:45 a.m. and the Trustee Regular Session beginning at 10:00 a.m. on the following dates:

- **March 16, 2026**
- **April 20, 2026**
- **May 18, 2026**
- **June 15, 2026**
- **July 20, 2026**
- **August 17, 2026**
- **September 21, 2026**
- **October 19, 2026**
- **November 16, 2026**
- **December 21, 2026**

Until further notice, all work sessions and regular Board of Township Trustees meetings will be held at the Sugarcreek Township Administration Building, 2090 Ferry Road, Sugarcreek Township, Ohio 45305. Work Sessions and Regular Sessions may be canceled on occasion by the Chairperson due to schedule conflicts, lack of agenda or other unforeseen circumstances after consulting with the other two Trustees, as available, and the Administrator.

In months containing only one (1) scheduled meeting, the Chairperson may schedule an additional meeting if necessary for continuity of operations. Such meetings shall be noticed properly in accordance with law as Special Meetings.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby resolve to retain/rehire all current Township employees.

BE IT FURTHER RESOLVED, that all Roads and Service Department temporary part-time service workers will be hired for a term not-to-exceed 180 days from the most recent date of employment in 2026. Temporary part-time service workers will be utilized as needed and must reapply for employment with the Township at the appropriately established time for the next season of work.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby adopt the following policy regarding hours of work for Part-time employees:

- 1) Part-time employees must average less than thirty (30) hours worked per week per calendar year.
  - a. No part-time employee may work in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month.
  - b. No part-time employee may work in excess of fifteen hundred (1500) hours in any given calendar year.
  - c. No employee may work in excess of their scheduled shifts unless authorized in advance by their respective Department Head, Supervisor, Sergeant or Captain.
  - d. Shift off-days and sick days do not count as scheduled hours for part-time employees. These hours can be made up only in the same calendar month and one does not exceed forty-eight (48) hours in any given calendar week.
- 2) It is the responsibility of the part-time employee to keep from working in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month, or 1500 hours in the calendar year.
- 3) It is the responsibility of the Department Head to ensure that part-time employees adhere to the confines of this order.
- 4) Any part-time employee (excluding employees whom work twelve (12) hours every sixth day) whose scheduled shifts begin on the 1<sup>st</sup> and end on the 31<sup>st</sup> of any given month must have a scheduled shift off to keep them under one hundred-thirty (130) hours worked in any given month. This will be identified as an “off-day” and shall be assigned by respective their Department Administration. “Off-days” do not count as scheduled hours and cannot be made up.
- 5) Failure to comply with or enforce the above-mentioned Administrative Order may result in the Department Head and/or employee being disciplined up to and including termination.
- 6) Should an employee work Fourteen Hundred, Ninety-Nine (1499) hours within a given calendar year, that employee will immediately be placed on unpaid Administrative leave until January 1 of the following year.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2026 schedule of paid holidays for all Sugarcreek Township non-bargaining unit employees:

<i>New Year's Day:</i>	<i>January 1</i>
<i>Martin Luther King Day:</i>	<i>January 19</i>
<i>President's Day:</i>	<i>February 16</i>
<i>Memorial Day:</i>	<i>May 25</i>
<i>Juneteenth:</i>	<i>June 19</i>

<i>Independence Day:</i>	<i>July 3</i>
<i>Labor Day:</i>	<i>September 7</i>
<i>Veterans Day:</i>	<i>November 11</i>
<i>Thanksgiving Day:</i>	<i>November 26</i>
<i>Day after Thanksgiving:</i>	<i>November 27</i>
<i>Christmas Day:</i>	<i>December 25</i>

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2026 schedule for the Sugarcreek Township Records Commission: Monday, April 6, 2026 and Monday, September 21, 2026. The Records Commission shall meet twice a year with both meetings starting at 6:45 p.m. at the Township Administrative Offices, 2090 Ferry Road, Sugarcreek Township, Ohio

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the following Operational Policies and Priorities for the Year 2026:

**AGENDA:** The agenda for regular and special meetings of the Board of Trustees is to be prepared by the Township Administrator with the review and consent of the Chairperson. All items for the agenda must be submitted to the Administrator on or before the Thursday preceding a regular meeting.

**ANNEXATION:** This Board of Sugarcreek Township Trustees adamantly opposes any annexation that is not in the best interest of the health, safety and general welfare of the Township and/or its Citizens and shall aggressively resist annexations from any source as appropriate.

**ATTENDANCE OF DEPARTMENT HEADS AT TRUSTEE MEETINGS:** Attendance is required at the second regular meeting of the Board of Township Trustees each month and other meetings as requested or unless otherwise excused by the Township Administrator.

**AUTHORIZATION TO BILL:** The Fiscal Officer shall, upon notification from the Administrator or appropriate Department Head, bill residents and others for damage to Township property and false alarms.

**AUTHORIZING TRAVEL/TRAINING REQUESTS:** All Travel/Training requests of less than \$1,000.00 may be authorized by the Township Administrator. The Chairperson of the Board of Trustees and the Township Administrator may authorize requested travel training of \$1,000.00 or more, not to exceed \$2,500 without the consent of the majority of the Board of Trustees.

**BLOCK PARTY REQUESTS:** Requests must be submitted to the Township Administrator, who is authorized to approve requests based on the availability of the Community Outreach group, Police, Fire and/or Roads and Services Departments.

**CATASTROPHIC EMERGENCIES:** Authorizing the Township Administrator or in the absence of the Township Administrator and a quorum of the Board of Trustees, any one Trustee to

represent Sugarcreek Township for the purpose of authorizing the use of Township resources in the event of a catastrophic emergency.

**COMPETITIVE BIDDING:** The Township Administrator and Department Heads are authorized to obtain competitive bids when legally required. All bids will be advertised when in the best interest of the Township or as required in accordance with law. Each bid shall be evaluated as to requirements and specifications contained therein. Demonstrations and/or references shall be provided as appropriate. The contract shall be reviewed in whole or in part by the Office of the Greene County Prosecuting Attorney. Awarding of bids will be determined by the Sugarcreek Township Board of Trustees in the overall best interest of Sugarcreek Township, not exclusively on the basis of the lowest cost. The Board reserves the right to reject any or all bids.

**CREATION OF BOARDS, COMMISSIONS and COMMITTEES:** The Township Trustees may by resolution create, eliminate, change, appoint alternates, and abolish boards and commissions in accordance with the Ohio Revised Code. Members of such boards and commissions shall be appointed by and responsible to the Trustees. These members may be removed by the Board of Trustees for malfeasance, misfeasance, or other violations of official Township resolutions and policies. All appointed board, commission, committee members or other appointed volunteers shall be responsible for signing and adhering to the official Sugarcreek Township Code of Ethics or be subject to removal.

All terms, number of members, procedures for appointment and replacement of members, duties, and powers of boards and commissions created by the Trustees shall be prescribed by resolution in accordance with the Ohio Revised Code except as established by the Ohio Revised Code. The Trustees may assign additional non-conflicting duties to the established boards and commissions. Each board or commission shall adopt its own rules of order and procedure in accordance with the Ohio Revised Code and shall annually elect its officers from its membership. The Trustees may authorize funds for the use by the boards and commissions in carrying out their designated responsibilities. It shall be the policy of this Board of Trustees to advertise all board and commission vacancies (including positions that become open by way of a term ending) and members subject to reappointment must submit a letter of interest and resume for reappointment consideration.

**CUSTOMER SERVICE AWARD:** This Board of Trustees encourages exemplary service and as such, an employee(s) who display(s) professional excellence in the performance of their work should be recognized for their achievement. If an unsolicited letter/email/phone call acknowledging exemplary service is received, the department head may submit a request for award in the amount of one hundred dollars to be paid to the employee(s).

**DEPARTMENT REPORTS:** Each Department Head shall submit a typed report of activities to the Township Administrator on the Thursday preceding the scheduled regular meetings of the Board of Township Trustees for presentation at that meeting.

**DRAINAGE:** Retain ground water at its source.

**NUISANCE FIRE ALARMS:** Nuisance fire alarms shall be subject to the penalties and provisions of the current adopted fire code(s).

**MILEAGE REIMBURSEMENT:** The Township shall reimburse all employees and elected officials in accordance with Internal Revenue Service (IRS) regulations at the current IRS standard mileage rates for business use when using their private vehicles in those instances where Township-owned vehicles cannot be utilized.

**OPEN SPACE PRESERVATION:** This Board of Trustees recognizes the high value of and strongly supports the preservation of the open spaces and vistas that help to make Sugarcreek Township a unique and highly desirable place to live, work and play.

**ORGANIZATIONAL CHART – CHAIN OF COMMAND:** This Board of Trustees formally adopts the attached Organizational Chart for the Township and recognizes a Chain of Command structure as a best practice for operations of the Township organization. The Trustees shall work with the Departments through the Township Administrator or the Assistant Township Administrator in the absence of the Township Administrator to maintain proper Chain of Command in the organization.

**REGIONALISM:** This Board of Trustees supports true regionalism and will strive to maintain Sugarcreek Township, Greene County and the Miami Valley as a viable and thriving region.

**SPECIAL SECURITY EVENTS:** The Police Department shall be reimbursed at the rate of Seventy-four dollars (\$74) per hour per person and equipment provided to private organizations for security services.

**WORK WITHIN THE ROAD RIGHTS-OF-WAY:** Landscaping, traffic signs, fire hydrants or mailboxes (except in conformance with all applicable United States Postal Service Standards) shall not be placed in the Sugarcreek Township road rights-of-way without prior written approval of the Director of Roads and Services, or in his/her absence the Township Administrator or his/her designee.

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Fred Cramer, Chairperson

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Carolyn Destefani, Vice-Chairperson

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Marvin Moeller, Trustee

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Richard J Demko, Fiscal Officer



Trustees

Fiscal Officer

Assistant to Fiscal Officer

Township Administrator

Assistant Township Administrator

Police Chief

Admin

Staff

Director of Planning and Zoning

Staff

Administration

Staff

Director of Roads and Services

Staff

Fire Chief

Admin

Staff



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.12.01.02**

IN RE: Appoint Temporary Part-Time Receptionist/Office Assistant – Kathy Barlow

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

WHEREAS, a vacancy exists within the position of Temporary Part-Time Receptionist/Office Assistant; and,

WHEREAS, after meeting with Ms. Barlow, it was determined that She met or exceeded all requirements,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees appoints Kathy Barlow at the entry level rate of \$25.00 per hour,

FURTHER BE IT FURTHER RESOLVED, that Ms. Barlow's employment shall have an effective date of October 28 ,2025, and is subject to a one (1) year probationary period ending J October 28 ,2026.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2025.12.01.03**

IN RE: 2025 Annual Report of Township Roadways

WHEREAS, the Board of Trustees has received the Annual Township Road Inventory Report from the Greene County Engineer; and,

WHEREAS, this Report has been reviewed by the Director of Roads and Services, Justin Windsor, and the Township Administrator, Barry P. Tiffany, and found to be accurate as presented; and,

WHEREAS, this Report indicates the road names, length in miles, their condition as well as work completed the past twelve (12) months,

NOW THEREFORE, BE IT RESOLVED, that this Report, as presented and reviewed, is accepted by this Board of Township Trustees.

FURTHER BE IT RESOLVED, a signed copy shall be returned to the Greene County Engineer.

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Fred Cramer, Chairperson

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Carolyn L. Destefani, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer