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

**Monday, February 2, 2026, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Promotion of Officer Craig Black to Sergeant – 2026.02.02.01**
- 5. Reports**
  - A. Administrator
  - B. Assistant Administrator/Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 6. Public Comments - Limited to five minutes per person. Agenda related business only.**  
(Time cannot be yielded to another person.)
- 7. Old Business**
  - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - TBD
- 8. Consent Agenda Items**
  - A. Payment of Bills
  - B. Minutes
  - C. Resignation of Fire Department Staff – Caleb Johnson – 2026.02.02.02
  - D. Authorizing the Township Administrator to Enter into Agreements for the Purchase of 2026 Ford Explorer Police Interceptor for the Police Department – 2026.02.02.03
  - E. Declaration of Excess Property – Administration Department – 2026.02.02.04
  - F. Transfer of Appropriations – Roads and Service Department - 2026.02.02.05
- 9. Discussion Agenda Items**
  - A. Update personnel Manual - Compensatory Time Accumulation Policy – 2026.02.02.06
  - B. Authorizing the Township Administrator to Enter into Agreements for the Purchase of a Salt Truck for the Roads and Services Department – 2026.02.02.07
- 10. Public Comments - Limited to five minutes per person. Township related business only.**  
(Time cannot be yielded to another person.)

**11. Trustee/Staff Discussion**

**12. 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  
RESOLUTION NO. 2026.02.02.01**

IN RE: Promotion to Full-time Police Sergeant – Craig Black

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

WHEREAS, a vacancy exists within the classification of full-time Police Sergeant; and,

WHEREAS, the vacancy was posted internally for applicants in accordance with Township policy and the current labor contract; and

WHEREAS, an assessment center was conducted with these applicants, which included testing in basic exercises and a review board; and,

WHEREAS, all applicants tested, interviewed and scored well during the process, and Chief Michael Brown has recommended the appointment of this candidate; and

WHEREAS, Officer Craig Black was appointed a full-time police officer with Sugarcreek Township on July 12, 2006; and,

WHEREAS, Officer Black has shown himself to be a dedicated employee; and,

WHEREAS, Officer Black meets all the requirements for this promotion and accepts full responsibility for the position;

NOW THEREFORE, BE IT RESOLVED, that full-time Police Officer Craig Black shall be promoted to full-time Police Sergeant for the Police Department effective February 2, 2026, at a rate of \$47.67 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending February 2, 2027.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Jodi Puterbaugh, Trustee

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Richard J. Demko, Fiscal Officer



**Administrator's Report to the Trustees  
February 2, 2026**

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

- Met with a developer regarding a potential development at the corner of Feedwire and Clyo Road.
- Chief Brown and I met with school officials regarding the proposed additional resource officer at the Middle School.
- Met with a representative of Choice One Engineering regarding Possum Run Court and a proposed medical office user on the adjoining property.
- Attended a meeting at Greene County Ledbetter location regarding the possible countywide dispatch center. A countywide center is not moving forward due to lack of participation by Fairborn and Beavercreek. The end result will be the continued provision of services by the City of Xenia, and a reduced cost to Sugarcreek in the short term.
- Attended the annual HOA meeting for River Ridge II subdivision at Bellbrook Brewery. The meeting was well attended and the Township representatives answered several questions, and received no complaints.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany".

Barry P. Tiffany  
Township Administrator



## **Staff Report for the Sugarcreek Township Board of Trustees January 6, 2026 to January 30, 2026**

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**

- **January 22, 2026 BZA Meeting:** Cancelled, no applications received prior to the meeting's closing date.
- **February 26, 2026 BZA Meeting**
  - **BZA01-2026:** Applicant, Jason May, is requesting an area/dimensional variance from Section 4.14 D. 3. a. of the Sugarcreek Township Zoning Resolution to allow for the construction of an addition to an existing detached garage that would increase the footprint of the detached garage to 1305 SF, larger than the 442 SF permitted. The subject parcel is 6741 Little Sugarcreek Road, can be further identified by parcel numbers L32-0001-0012-0-0024-00 and L32-001-0012-00-0082-00, and is owned by Jerry Miracle and Lori Faust.

### **Zoning Commission Activities:**

- **February 10, 2026 Zoning Commission Meeting:**
  - **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.

- *This case was tabled by the RPCC during their November meeting cycle and the applicant has requested that the case be tabled at the December 9, 2025 Zoning Commission meeting (the Zoning Commission must consider the RPCC's recommendation prior to issuing their recommendation to the Board of Trustees).*
- The Zoning Commission will continue their review of the Zoning Resolution.

**Meetings/Accomplishments:**

- Attended economic development meeting with Greene County and the City of Bellbrook on January 6, 2026
- Met with resident to discuss fire study on January 6, 2026
- Attended Feedwire/Clyo roundabout stakeholder meeting on January 7, 2026
- Met with Roads Department Director to discuss staffing on January 12, 2026
- Attended Dunkin Donuts Grand Reopening on January 14, 2026
- Attended I70/75 Development Association's meeting on the I675/Wilmington Pike project on January 16, 2026
- Met with developer to discuss land in the township on January 22, 2026
- Met with engineer to discuss curb on Possum Run Court on January 23, 2026
- Attended central dispatch meeting on January 27, 2026
- Met with resident to discuss agricultural barn construction on January 30, 2026
- Processed request for zoning verification letter (assisted living facility)
- Attending SLCGP Grant Award Orientation this week (Cyber Ohio Grant-\$12,900)
- Culvers' building plans should be complete soon and we will expedite review (site plan and landscaping plan have been received)
- Documentation sent for Capital Budget Grant, awaiting reimbursement
- Attended webinar on legal aspects of sign codes
- Work has commenced on the Lifetime Fitness conversion of Five Seasons
- Plans approved for Orange Theory Fitness in Plaza 1
- 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-second February meeting for discussion



## Sugarcreek Township Trustees Report For February 2nd, 2026

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was published on 02.02.2026 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)**

- BD EZ IO Intraosseous Access System
- Fire Code Update
- Chimney Fires

### **Information:**

- New diesel exhaust system for Station 71 is scheduled to be installed in February.
- New Medic 72 is currently being built at Horton in Columbus. Delivery scheduled for March.
- Sutphen Fire Apparatus reported new Engine 71 on schedule for late 2026.
- The new Polaris UTV will be placed in service after department training.
- Received resignation from Firefighter/EMT Caleb Johnson.
- EMS only EMT Katlyn Erbaugh earned her Paramedic Certification.

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

- New HVAC RTU over office areas is not functioning properly. Viking is working on a solution.
- Viking Heating & Air serviced Battalion Bay tube heater.
- DC Door repaired door #5 at Station 72.
- New UTV scheduled for graphics next week.
- Waiting on approval to purchase One Scope Video Laryngoscopes.

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

- Greene County Dispatch Meeting
- Cloy/Swigart Water Supply Transfer
- PSISN Meeting at Greene County SO
- Lions Club February 4th

**Fiscal:**

<b>As of January 28, 2026</b>	<b>Final Appropriation</b>	<b>Current Reserve for Encumbrance</b>	<b>YTD Expenditures</b>	<b>Unencumbered Balance</b>	<b>YTD % Expenditures</b>
Fire	\$3,799,900.00	\$985,641.72	\$277,772.67	\$2,554,773.69	7.275%
EMS	\$321,800.00	\$152,437.21	\$27,500.19	\$143,374.76	8.506%
Cell Tower Fund	\$0.00	\$0.00	\$0.00	\$0.00	0%
Department Total	\$4,121,700.00	\$1,138,078.93	\$305,272.86	\$2,698,148.45	7.371%

**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**

**Run Stats for 2026**

Total Call Volume	=	<b>118</b>
Fire Calls	=	27 (22.9%)
EMS Calls	=	91 (77.1%)
Invalid/Admin Calls	=	0 (0.0 %)
MVC's	=	18 (15.2%)
Cornerstone	=	16 (13.6%)

**Mutual Aid Requested (total number of incidents) = 8**

Incidents with M/A Fire requested = 6

Incidents with M/A EMS requested = 2

Requested by Bellbrook – 5

**Mutual Aid Received (total number of incidents) = 5**

Incidents with M/A Fire received = 4

Incidents with M/A EMS received = 1

Received from Bellbrook – 4

**Runs by Quadrant:**

711 – 7

712 – 9

713 – 3

714 – 0

721 – 80

722 – 11

723 – 0

M/A – 8

N/A - 0

Report generated on January 30th, 2026, at 0830 hours.

Respectfully submitted By,



Jordan Ewing  
Fire Marshal



**Michael A. Brown**  
Chief of Police

## **Trustee Report**

### **February 2, 2026**

#### **Training**

- On February 10<sup>th</sup>, Detective Stayer and Detective Mantia will be attending the Introduction to CyberTip Investigations class through TCSU.
- During the week of February 20<sup>th</sup>, our officers will be having firearms training.
- No other classes scheduled.

#### **Fiscal**

Budget 2026 (Final Appropriation)	\$3,795,600.00
Expenditures as of January 23, 2026	\$272,670.51
% of Budget Used	7%
% of Budget Year Target for the end of January	8.3%
% of Budget Remaining	93%
Cash Balance as of January 23, 2026	\$1,698,473.59

## **Public Appearances**

- On January 8<sup>th</sup>, Chief Brown attended the PSISN Board Meeting.
- On January 14<sup>th</sup>, Chief Brown attended the Dunkin Donuts Re-opening.
- On January 15<sup>th</sup>, Chief Brown attended the GCLEA Luncheon.
- On January 27<sup>th</sup>, Chief Brown had a Regional Dispatch Meeting.
- On January 28<sup>th</sup>, Chief Brown attended the River Ridge HOA Meeting.

### ***Congratulations to Sergeant Craig Black***

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "M. A. Brown".

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

### December 27, 2025

- Business and house checks
- Welfare check on Cloy Road
- Noise complaint on Surrey Trail
- Crash report on Wilmington Pike

### December 28, 2025

- Community policing
- An animal complaint on Ferry Road
- Suspicious Vehicle on Wilmington-Dayton Road

### December 29, 2025

- Crash report on Little Sugar Creek Road
- Traffic stops
- Welfare check on Centerville Road
- Theft arrest on Wilmington Pike

### December 30, 2025

- Nothing to Report

### December 31, 2025

- Noise complaint on Surrey Trail
- Weapons/shots fired on Wilmington Pike
- Noise complaint on Bayberry Cove Drive
- Traffic stops

### January 1, 2026

- Business and house checks
- Crash report on Upper Bellbrook Road
- Traffic stops

### January 2, 2026

- Community policing
- Crash report on Wilmington-Dayton Road
- Unwanted subject on Wilmington Pike
- Crash report on Wilmington Pike

**January 3, 2026**

- Disturbance on Wilmington Pike
- An animal complaint on Washington Mill Road
- Request of an officer on Seema Drive

**January 4, 2026**

- Noise complaint on Surrey Trail
- Traffic stops

**January 5, 2026**

- Nothing to Report

**January 6, 2026**

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

**January 7, 2026**

- Crash report on Wilmington Pike
- Traffic stops
- Business checks

**January 8, 2026**

- Crash report on Upper Bellbrook Road
- Community policing

**January 9, 2026**

- Peace officer needed on Surrey Trail
- Traffic stops

**January 10, 2026**

- Welfare check on Waynesville Road
- Noise complaint on Sweet Maple Lane

**January 11, 2026**

- Request of an officer on Lower Bellbrook Road
- Juvenile complaint on Wilmington Pike
- Suspicious vehicle on Feedwire Road

**January 12, 2026**

- Nothing to Report

**January 13, 2026**

- Business and house checks
- Traffic stops
- Theft report on Surrey Trail
- Crash on Feedwire Road

**January 14, 2026**

- Community policing
- Request of an officer on Wilmington Pike

**January 15, 2026**

- Crash report on Wilmington Pike
- Intoxicated subject on Wilmington Pike
- Traffic stops

**January 16, 2026**

- Theft arrest on Wilmington Pike
- Noise complaint on Feedwire Road
- Disturbance on Wilmington Pike
- Fraud report taken on Apache Trail

**January 17, 2026**

- Theft report on Feedwire Road
- Crash report on Little Sugarcreek Road

**January 18, 2026**

- Welfare check on Bayberry Cove Drive
- Suspicious vehicle on Conifer Trail
- Crash report on Washington Mill Road
- Missing person on Spahr Road

**January 19, 2026**

- Nothing to Report

**January 20, 2026**

- Crash report on Clio Road
- Crash on Centerville Road
- Juvenile complaint on Ridgeway Road

**January 21, 2026**

- Neighbor problem on Surrey Trail
- Traffic stops
- Crash report on Wilmington-Dayton Road
- Peace Officer needed on Clio Road

**January 22, 2026**

- Juvenile complaint on Surrey Trail
- Crash report on Cypress Pointe Drive

**January 23, 2026**

- **Theft arrest on Wilmington Pike**
- **Juvenile complaint on Eagle Stone Drive**
- **Request of an officer on Clys Road**

**January 24, 2026**

- **Crash report on Feedwire Road**
- **An animal complaint on N. Lakeman Drive**
- **Suspicious person on Pepperwell Circle**



**Staff Report for  
Sugar Creek Township Trustees  
FEBRUARY 2, 2026**

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 5 call outs for snow removal

**Accomplishments:**

- Snow removal several days
- Replace radar batteries
- Wash trucks
- Install bricks at Memorial
- Fill potholes throughout TWP
- Cleaned shop floor
- Washington Mill- picked up horses from road closure
- Fixed flat tire on 704
- Trim trees- LSC, Winding Brook, Shepherd, Sugar brook
- Magnolia- Fixed down stop sign
- Received skid steer bucket
- Picked up old copy machines from safety building
- Ferry- picked up road closed signs from parade
- Fixed cover on exhaust hose at shop
- Polaris- added PTO switch
- Picked up hydraulic oil at O'Reilly's
- Replaced hydraulic line on 702
- Cleaned up down tree Conference and Sparh
- Picked up hydraulic fittings from parker
- Replace mailbox we hit
- Picked up 3 deer and one coyote

Respectfully,  
Justin Windsor  
Director of Roads and Services

## Payment Listing

January 2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
100-2026	01/13/2026	01/13/2026	CH	BUREAU OF WORKERS' COMPENSATION	\$4,012.81	0
				Purpose: All Depts - BWC installment payment		
101-2026	01/13/2026	01/13/2026	CH	HUNTINGTON NATIONAL BANK	\$2,992.22	0
				Purpose: Admin/Roads/Police - rocket law, qbooks, bolts, mail box, running gear assembly		
103-2026	01/15/2026	01/15/2026	CH	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$2,240.94	0
				Purpose: employer contribution to OPERS. was not deducted from longevity payouts.		
105-2026	01/16/2026	01/16/2026	CH	OHIO POLICE & FIRE PENSION FUND	\$1,668.31	0
				Purpose: employer contributions to OP&F. waas not deducted from longevity payouts.		
106-2026	01/16/2026	01/16/2026	CH	BUREAU OF WORKERS' COMPENSATION	\$4,431.00	0
95133	01/07/2026	01/07/2026	AW	DAYTON DEVELOPMENT COALITION	\$1,000.00	0
				Purpose: Admin - 2026 annual new business development		
95134	01/07/2026	01/07/2026	AW	OHIO FIRE CHIEF'S ASSOCIATION	\$12,631.50	0
				Purpose: Admin - bellbrook/sugarcreek joint fire district study		
95135	01/07/2026	01/07/2026	AW	JEFFERSON HEALTH PLAN	\$73,300.73	0
				Purpose: All Depts - employee/employer Medical Insurance		
95138	01/07/2026	01/07/2026	AW	STANDARD INSURANCE COMPANY	\$652.37	0
				Purpose: All Depts - employer contributions life insurance		
95140	01/09/2026	01/09/2026	AW	Medical Mutual	\$2,265.56	0
				Purpose: All Depts - employer contributions Dental Insurance		
95141	01/09/2026	01/09/2026	AW	CENTERPOINT ENERGY	\$2,548.56	0
				Purpose: Police/Fire - natural gas		
95142	01/09/2026	01/09/2026	AW	O'REILLY AUTOMOTIVE, INC.	\$41.97	0
				Purpose: Police/Fire - wiper blades, oil		
95143	01/09/2026	01/09/2026	AW	MUFFLER BROTHERS	\$1,647.08	0
				Purpose: Police - repair on cars 103/113/112/100/104		
95144	01/09/2026	01/09/2026	AW	AES OHIO	\$40.17	0
				Purpose: Police - electric range		
95145	01/09/2026	01/09/2026	AW	CHARTER COMMUNICATIONS	\$263.40	0
				Purpose: Police/Fire - did block, cable psb, cable station 71		
95146	01/09/2026	01/09/2026	AW	DUNCAN OIL COMPANY	\$3,370.34	0
				Purpose: Police/Fire - fuel		
95147	01/09/2026	01/09/2026	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$2,864.60	0
				Purpose: Fire - repairs E71		
95148	01/09/2026	01/09/2026	AW	MES Service Company LLC	\$463.95	0
				Purpose: Fire - sensor replacement		
95149	01/09/2026	01/09/2026	AW	FITNESS MACHINE TECHNICIANS	\$400.00	0
				Purpose: Police/Fire - maintenance contract		
95150	01/09/2026	01/09/2026	AW	AT&T MOBILITY	\$796.39	0
				Purpose: Fire - mdt/laptop connections		
95151	01/09/2026	01/09/2026	AW	GATEWAY AUTO CLINIC	\$207.78	0
				Purpose: Fire - lube oil filter staff car		
95152	01/09/2026	01/09/2026	AW	DAYTON REGIONAL HAZ MAT RESPONSE	\$943.88	0
				Purpose: Fire - dues		
95153	01/09/2026	01/09/2026	AW	DnD UNIFORMS, INC.	\$420.00	0
				Purpose: Police - new officer pant/shirt		
95154	01/09/2026	01/09/2026	AW	PRO TECH SECURITY SALES	\$270.00	0

## Payment Listing

January 2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Police - molle vests		
95155	01/09/2026	01/09/2026	AW	ODP BUSINESS SOLUTIONS,LLC	\$661.18	O
				Purpose: Police - copy paper, pens, kitchen items, markers, usb, toner, post it notes, label tape, laser cartridge		
95156	01/09/2026	01/09/2026	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$100.00	O
				Purpose: Police - searches		
95157	01/09/2026	01/09/2026	AW	BUGS-OR-US PEST CONTROL	\$60.00	O
				Purpose: Police - rodent stations		
95158	01/09/2026	01/09/2026	AW	P & R COMMUNICATIONS SERVICE, INC.	\$3,600.24	O
				Purpose: Police - annual maintenance fee & earpieces		
95159	01/09/2026	01/09/2026	AW	TREASURER OF STATE	\$250.00	O
				Purpose: Police - access fee		
95160	01/09/2026	01/09/2026	AW	SAFEGUARD BUSINESS SYSTEMS	\$1,462.70	O
				Purpose: Police - citations		
95161	01/09/2026	01/09/2026	AW	MEYERS PRINTING & DESIGN, INC.	\$129.99	O
				Purpose: Police - trespass forms		
95162	01/12/2026	01/12/2026	AW	Miami Valley Power Equipment	\$86.22	O
				Purpose: Roads - kit; hdac maintenance - fire/clyo rd mower		
95163	01/12/2026	01/12/2026	AW	LOWE'S COMPANIES INC.	\$18.79	O
				Purpose: Roads - contr bags		
95164	01/12/2026	01/12/2026	AW	BUCKEYE POWER SALES CO., INC.	\$1,115.86	O
				Purpose: Admin/Roads - generator service		
95165	01/12/2026	01/12/2026	AW	STEVE MYERS SERVICE INC	\$287.99	O
				Purpose: Roads - 18" hedge trimmer		
95166	01/12/2026	01/12/2026	AW	MIAMI VALLEY FIRE/EMS ALLIANCE	\$2,288.16	O
				Purpose: Fire - dues		
95167	01/12/2026	01/12/2026	AW	QUADIANT FINANCE USA, INC.	\$0.15	O
				Purpose: Admin - postage		
95168	01/12/2026	01/12/2026	AW	DUNCAN OIL COMPANY	\$683.12	O
				Purpose: Roads - fuel		
95169	01/12/2026	01/12/2026	AW	AES OHIO	\$764.30	O
				Purpose: Admin/Roads - traffic light, quonset hut, main building, pine ct light		
95170	01/12/2026	01/12/2026	AW	SUPERIOR PLUS PROPANE	\$5,501.91	O
				Purpose: Admin/Roads - propane		
95171	01/12/2026	01/12/2026	AW	SPECTRUM	\$24.95	O
				Purpose: Admin/Roads - cable services		
95172	01/12/2026	01/12/2026	AW	GREENE COUNTY SANITARY ENGINEER	\$764.39	O
				Purpose: All Depts - water/sewer		
95173	01/12/2026	01/12/2026	AW	EVOLUTION CREATIVE SOLUTIONS	\$78.12	O
				Purpose: Admin - buisness cards - Jodi Puterbaugh		
95174	01/12/2026	01/12/2026	AW	CHARTER COMMUNICATIONS	\$123.89	O
				Purpose: Admin/Roads - cable services		
95175	01/12/2026	01/12/2026	AW	AIM MEDIA MIDWEST	\$207.66	O
				Purpose: Admin - legal notices		
95176	01/12/2026	01/12/2026	AW	JOHN DEERE FINANCIAL	\$119.14	O
				Purpose: Roads - lucas oil power steering fluid, gloves, scoop		
95177	01/12/2026	01/12/2026	AW	Richmond Lemos	\$2,000.00	O

## Payment Listing

January 2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				pay 10.1.25-12.31.25		
95178	01/12/2026	01/12/2026	AW	P & R COMMUNICATIONS SERVICE, INC.	\$4,463.00	O
				Purpose: Fire - 3 month medical director		
95179	01/12/2026	01/12/2026	AW	CITI CARDS	\$1,011.98	O
				Purpose: Fire - radio maintenance		
95180	01/12/2026	01/12/2026	AW	TIME CLOCK PLUS, LLC	\$1,130.92	O
				Purpose: Fire - arson investigator, zoom, food, operating supplies		
95181	01/12/2026	01/12/2026	AW	Doors Galore	\$1,400.00	O
				Purpose: Police - annual contract		
95182	01/13/2026	01/13/2026	AW	K-TECH SPECIALTY COATINGS, LLC	\$6,287.18	O
				Purpose: Fire - door repair		
95183	01/13/2026	01/13/2026	AW	Santander Bank, N.A.	\$39,572.54	O
				Purpose: Roads - beet heet		
95184	01/13/2026	01/13/2026	AW	OHIO PUBLIC WORKS COMMISSION	\$20,376.66	O
				Purpose: Police/Fire - Loan Payment, 2 Police Cars and Outfitting of One - ATV Loan Payment - EMS		
95185	01/13/2026	01/13/2026	AW	ODP BUSINESS SOLUTIONS,LLC	\$248.86	O
				Purpose: Roads - Brown Rd Improvement & Clyo Rd, Ph 2		
95186	01/13/2026	01/13/2026	AW	CHARTER COMMUNICATIONS	\$1,306.21	O
				Purpose: Admin/Police - file folders, copy paper, envelopes, coffe, batteries		
95187	01/13/2026	01/13/2026	AW	AIRGAS USA, LLC	\$779.61	O
				Purpose: Police/Fire - epl psb, fiber psb, epl station 71		
95188	01/13/2026	01/13/2026	AW	AES OHIO	\$341.11	O
				Purpose: Rodas/Fire - lease renewal, cylinder rental 02		
95189	01/13/2026	01/13/2026	AW	RUMPKE CONSOLIDATED	\$132.51	O
				Purpose: Fire - electric		
95190	01/13/2026	01/13/2026	AW	DOUG BUFFENBARGER	\$357.72	O
				Purpose: Admin/Roads - trash removal		
95191	01/13/2026	01/13/2026	AW	Bellbrook Utility Department	\$49.67	O
				Purpose: Fire - reimbursement for permit plate for ATV		
95192	01/13/2026	01/13/2026	AW	PHOENIX SAFETY OUTFITTERS	\$396.60	O
				Purpose: Fire - water		
95193	01/13/2026	01/13/2026	AW	MUFFLER BROTHERS	\$48.11	O
				Purpose: Fire - uniforms		
95194	01/13/2026	01/13/2026	AW	CARGILL, INC.	\$21,764.81	O
				Purpose: Police - car 119		
95195	01/13/2026	01/13/2026	AW	OHIO 811.ORG	\$1,481.42	O
				Purpose: Roads - deicer salt		
95196	01/13/2026	01/13/2026	AW	REGIONAL PLANNING & COORDINATING C	\$2,958.00	O
				Purpose: Roads - 2026 government assesment		
95197	01/16/2026	01/16/2026	AW	RUMPKE CONSOLIDATED	\$236.55	O
				Purpose: Admin - 2026 per capita fee		
95198	01/16/2026	01/16/2026	AW	AES OHIO	\$1,464.45	O
				Purpose: Police/Fire - trash removal		
95199	01/16/2026	01/16/2026	AW	CHARTER COMMUNICATIONS	\$719.04	O
				Purpose: Police/Fire - electric		
95200	01/16/2026	01/16/2026	AW	DUNCAN OIL COMPANY	\$850.48	O
				Purpose: All Depts - cable services		

**Payment Listing**

January 2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: Police/Fire - fuel				
95201	01/16/2026	01/16/2026	AW	VIKING HEATING	\$24,149.00	0
		Purpose: Police/Fire - heating units / filters				
95202	01/16/2026	01/16/2026	AW	WASH IT DEAN	\$40.00	0
		Purpose: Police - car washes				
95203	01/16/2026	01/16/2026	AW	PRO ONCALL TECHNOLOGIES	\$236.89	0
		Purpose: All Depts - phone services				
95204	01/16/2026	01/16/2026	AW	TECH ADVISORS	\$8,439.66	0
		Purpose: All Depts - monthly subscription				
95205	01/16/2026	01/16/2026	AW	US BANK EQUIPMENT FINANCE	\$790.30	0
		Purpose: All Depts - copier fees				
95206	01/16/2026	01/16/2026	AW	O'REILLY AUTOMOTIVE, INC.	\$30.55	0
		Purpose: Roads - brake cleaner, hydraulic fluid				
95207	01/16/2026	01/16/2026	AW	W S ELECTRONICS	\$12,250.80	0
		Purpose: Roads - 6 MARCS handhelds				
95208	01/16/2026	01/16/2026	AW	DAYTON DAILY NEWS	\$170.97	0
		Purpose: Admin - 13 week newspaper renewal				
95209	01/20/2026	01/20/2026	AW	BARRY TIFFANY	\$760.00	0
		Purpose: Admin - cell phone reimbursement & car allowance				
95210	01/20/2026	01/20/2026	AW	CARA TILFORD	\$460.00	0
		Purpose: Admin - cell phone reimbursement & car allowance				
95211	01/20/2026	01/20/2026	AW	CAROLYN L. DESTEFANI	\$40.00	0
		Purpose: Admin - cell phone reimbursement				
95212	01/20/2026	01/20/2026	AW	FRED CRAMER	\$40.00	0
		Purpose: Admin - cell phone reimbursement				
95213	01/20/2026	01/20/2026	AW	Jodi Puterbaugh	\$40.00	0
		Purpose: Admin - cell phone reimbursement				
95214	01/20/2026	01/20/2026	AW	RICH DEMKO	\$40.00	0
		Purpose: Admin - cell phone reimbursement				
95215	01/20/2026	01/20/2026	AW	SARA CONTRERAS	\$40.00	0
		Purpose: Admin - cell phone reimbursement				
95216	01/20/2026	01/20/2026	AW	JULIA DEE MAIWALD	\$49.52	0
		Purpose: Admin - cell phone reimbursement & milage reimbursement				
95217	01/20/2026	01/20/2026	AW	TAYLOR STINSON	\$40.00	0
		Purpose: Roads - cell phone reimbursement				
95218	01/20/2026	01/20/2026	AW	Justin Windsor	\$60.00	0
		Purpose: Roads - cell phone reimbursement				
95219	01/20/2026	01/20/2026	AW	JOSHUA DARNELL	\$40.00	0
		Purpose: Roads - cell phone reimbursement				
95220	01/20/2026	01/20/2026	AW	IAN TAMPLIN	\$40.00	0
		Purpose: Roads - cell phone reimbursement				
95221	01/20/2026	01/20/2026	AW	CHASE MORGAN	\$40.00	0
		Purpose: Roads - cell phone reimbursement				
95222	01/20/2026	01/20/2026	AW	Don Root	\$8.63	0
		Purpose: Police - reimburse for lowes purchase - garage door hinge				
95228	01/21/2026	01/21/2026	AW	JUST INK TEES	\$280.45	0

## Payment Listing

January 2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Roads - sreenprinting on 25 tees		
95229	01/21/2026	01/21/2026	AW	REDDY ELECTRIC	\$481.87	O
				Purpose: Police/Fire - roof repair		
95230	01/21/2026	01/21/2026	AW	VERIZON WIRELESS	\$69.37	O
				Purpose: Police - mdt's		
95231	01/21/2026	01/21/2026	AW	POLLACK LAW, LLC	\$127.50	O
				Purpose: Police - legal advice		
95232	01/21/2026	01/21/2026	AW	DC DOOR COMPANY	\$150.00	O
				Purpose: Fire - door repair		
95233	01/21/2026	01/21/2026	AW	HERITAGE FIRE EQUIPMENT	\$120.52	O
				Purpose: Fire - drain valve		
95234	01/21/2026	01/21/2026	AW	GATEWAY AUTO CLINIC	\$153.04	O
				Purpose: Fire - tahoe oil lube amd filter		
95235	01/21/2026	01/21/2026	AW	MIAMI VALLEY REGIONAL CRIME LABORA	\$7,415.00	O
				Purpose: Police - fee for 2026		
95236	01/23/2026	01/23/2026	AW	K. E. ROSE COMPANY	\$114.18	O
				Purpose: Police - switch		
95237	01/23/2026	01/23/2026	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$103.60	O
				Purpose: Admin/Roads - trash bags		
95238	01/23/2026	01/23/2026	AW	CITI CARDS	\$3,325.99	O
				Purpose: Admin/Roads - toner, cups, glass cleaner, water bottles, retirement party (Rick & Marvin), service plaque		
95239	01/23/2026	01/23/2026	AW	GREENE COUNTY ENGINEER	\$72.00	O
				Purpose: Roads - 24x48 single arrow sign x2		
95240	01/23/2026	01/23/2026	AW	LESLEY STAYER	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95241	01/23/2026	01/23/2026	AW	TYLER MANTIA	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95242	01/23/2026	01/23/2026	AW	MARK WHITE	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95243	01/23/2026	01/23/2026	AW	Paul Guerrero	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95244	01/23/2026	01/23/2026	AW	BRIAN DECKARD	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95245	01/23/2026	01/23/2026	AW	CRAIG BLACK	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95246	01/23/2026	01/23/2026	AW	MICHAEL BROWN	\$60.00	O
				Purpose: Police - cell phone reimbursement		
95247	01/23/2026	01/23/2026	AW	DnD UNIFORMS, INC.	\$199.00	O
				Purpose: Police - badge patches		
95248	01/23/2026	01/23/2026	AW	AES OHIO	\$31.67	O
				Purpose: Police - electric		
95249	01/28/2026	01/28/2026	AW	SWOP4G	\$35.00	O
				Purpose: Roads - 4/2/26-3/31/27 membership dues		
95250	01/28/2026	01/28/2026	AW	O'REILLY AUTOMOTIVE, INC.	\$22.90	O
				Purpose: Roads - 2.5 gal o'reilly def		
95251	01/28/2026	01/28/2026	AW	DETROIT TIRES SUPPLY	\$303.39	O

**Payment Listing**

January 2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
			Purpose: Roads - tire and installation			
95252	01/28/2026	01/28/2026	AW	KIMBALL MIDWEST	\$123.80	O
			Purpose: Roads - 7pc edge drill set			
95253	01/28/2026	01/28/2026	AW	DUNCAN OIL COMPANY	\$2,724.29	O
			Purpose: Roads/Police/Fire - fuel			
95254	01/28/2026	01/28/2026	AW	SUGARCREEK DIRECT FAMILY CARE	\$5,351.50	O
			Purpose: All Depts - family care (2 months)			
95255	01/28/2026	01/28/2026	AW	SUPERIOR PLUS PROPANE	\$1,106.05	O
			Purpose: Admin/Roads - propane			
95256	01/28/2026	01/28/2026	AW	SPECTRUM	\$34.62	O
			Purpose: Admin/Roads - cable service			
95257	01/28/2026	01/28/2026	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
			Purpose: All Depts - energy service agreement			
95258	01/28/2026	01/28/2026	AW	PREMIER HEALTH	\$651.02	O
			Purpose: All Depts - employee care quarterly per employee charge			
95259	01/28/2026	01/28/2026	AW	GREATER MONTGOMERY COUNTY FIRE C	\$70.00	O
			Purpose: Fire - 2026 membership			
95260	01/28/2026	01/28/2026	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$198.00	O
			Purpose: Fire - e-71 brake check			
95261	01/28/2026	01/28/2026	AW	PHOENIX SAFETY OUTFITTERS	\$1,271.98	O
			Purpose: Fire - fire gloves			
95262	01/28/2026	01/28/2026	AW	INTEGRATED PROTECTION SERVICES	\$4,000.00	O
			Purpose: All Depts - badge software installation			
95263	01/28/2026	01/28/2026	AW	JOHN DEERE FINANCIAL	\$59.96	O
			Purpose: Roads - scrub towels x4			
95264	01/28/2026	01/28/2026	AW	MEYERS PRINTING & DESIGN, INC.	\$61.99	O
			Purpose: Police - business cards			
95265	01/28/2026	01/28/2026	AW	ODP BUSINESS SOLUTIONS,LLC	\$326.81	O
			Purpose: Police - kitchen items, tape, dvd's, label tape, according file folders, batteries, steno pads			
95266	01/28/2026	01/28/2026	AW	TREASURER OF STATE	\$250.00	O
			Purpose: Police - access fee			
95267	01/28/2026	01/28/2026	AW	MUFFLER BROTHERS	\$232.79	O
			Purpose: Police - car repair service			
95268	01/28/2026	01/28/2026	AW	DnD UNIFORMS, INC.	\$62.00	O
			Purpose: Police - chevrons			
95269	01/28/2026	01/28/2026	AW	Superior Uniform Sales, Inc.	\$24.95	O
			Purpose: Police - nameplate			
Total Payments:					\$325,800.32	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$325,800.32	

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

**Payment Listing**

January 2026

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 January 5th, 2026, at 7:00pm.**

**1) Mr. Cramer called the session to order at 7:00pm.**

**2) Mr. Demko called the roll with Board Members Ms. Puterbaugh, Mrs. Destefani and Mr. Cramer in attendance.** Also, in attendance were Barry Tiffany, Cara Tilford, Chief Mike Brown, Chief Buffenbarger, Justin Windsor, Donna Hellmann, Jim McGinley, Denise Moore, Alison Pifer, Cris Barnett, Hope Taft, Bill Schieman, Marvin Moeller, Louie Schatzberg, Mick Higgins, Doug Day, Ember Day, and Jan Tavalero.

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

**4) Little Miami Watershed Network presentation by Alison Pifer, Cris Barnett, Hope Taft, Bill Schieman**

Ms. Pifer reports that the LMWN is seeking funds for an economic impact study. The study was first performed in 2021 (published in 2022) in partnership with OSU. Data was collected from 45 sites using 12-14 volunteers April- October to show the trends of economic benefits from the river corridor area. LMWN reports that with funding, they plan to repeat the study. The cost of the study is \$80,000 with \$60,000 funded by OSU. LMWN currently has \$17,000 and is seeking \$2,500.

Mr. Tiffany and the trustees discuss the benefit of the study for the area and also suggest adding sponsorship logos to the LMWN report pamphlet and surveys. LMWN agrees that sponsorship logos would benefit the report and surveys. Mr. Demko reports that the Township is in good standings financially to contribute funds to LMWN study.

Mrs. Destefani makes a motion to approve the \$2,500 donation to LMWN 2026 study. Mr. Cramer seconded.

Ms. Puterbaugh- yes

Mr. Cramer- yes

Mrs. Destefani- yes

**5) Mrs. Destefani recognizes new township trustee Ms. Jodi Puterbaugh.**

**6) Reports**

**Administration**

Mr. Tiffany had nothing to add to his report.

Mr. Cramer asks for update clarification on 675 project. Mr. Tiffany adds that new approval will be needed due to changes in the project plans and he adds that Greene County's lack of support will add more burden to Centerville and Sugarcreek Township. He offers the idea of gaining financial support from Kettering and Bellbrook. Mr. Tiffany informs the trustees that Pat Turnbull, Director of Public Works for the City of Centerville, will be resigning and no longer working on this project. The trustees express importance of attending the upcoming Centerville meeting to gather updates on the 675 project. Mrs. Destefani asks for clarification on Veterans Memorial lighting being completed by Choice One Engineering. Mr. Tiffany confirms that Choice One is contracted to complete the lighting.

**Zoning**

Mrs. Tilford had nothing to add to her report.

Mr. Cramer asks for update on Oberer Homes development. Mrs. Tilford reports that she spoke with Mr. Oberer and they do not have a completed and approved traffic impact study yet but sent a request for this to be revisited at the January zoning commission meeting. She also clarifies that the submitted proposal is for 43 homes on 43 acres.

Mrs. Destefani reports the Greene County Regional Planning Commission director, DeAndra Navratil, has submitted her resignation and GCRPC is in the process of hiring a new director.

Mr. Crammer asks for update on new Culver's location and Mrs. Tilford updates that Culver's has purchased the former Popeye's location with plans to demo and rebuild. She is currently awaiting their plans submission. Mrs. Tilford further clarifies that the parking easement between Culver's and adjacent parcel will be reauthorized by the BZA.

Mrs. Destefani asks for clarification on the EMA Cyber Ohio grant. Mrs. Tilford explains that with the guidance of TechAdvisor, the Township applied for a grant just under \$13,000 from Cyber Ohio and was approved.

Mrs. Tilford adds that further clarification and guidelines are needed for how to handle transient vendors (door-to-door solicitors). She reports that the township cannot prohibit transit vendors but only restrict the time, place, and manor. She recommends that the township mandate that transient vendors must register for a permit, be subjected to police background check, and adhere to a list of residents who select to not be contacted by transient vendors.

#### **Fiscal Officer**

Mr. Demko reports that the temporary appropriations have been submitted to the county and he will continue to work on year end closings over the coming weeks.

#### **Fire**

Chief Buffenbarger had nothing new to add to his report.

Mr. Cramer clarifies that fire had more calls this year than last, 65% of calls were to zone 721 (Wilmington Pike), and fire gave out twice as many mutual aid calls than what we receive mutual aid for (Bellbrook being the greatest recipient).

#### **Police**

Chief Brown reports an update that there are 4 candidates/offers for the sergeant position and the board will be meeting with each candidate on January 16<sup>th</sup>.

#### **Roads and Service**

Mr. Windsor had nothing to add to his report.

#### **Information Technology**

Mr. Tiffany reports that TechAdvisors recommended 4TB system is not enough and a backup is needed for the email system. Plans to move forward with an 8TB system.

Mr. Tiffany and Mrs. Tilford reiterate the townships efforts to comply with the new cyber security house bill security and report any cyber security attacks. No cyber security reports have needed to be reported at this time.

#### **Trustees**

Mr. Cramer reports that the township plans to work with the Greene County and Sugarcreek-Bellbrook parks district and Miami Valley Regional Planning to further the bike path plans after gaining little support at the state and federal level. The board recognizes the importance of the completion of the project.

Mrs. Destefani reports update on the ongoing efforts of the Safe Haven Baby Box at local safety building. She reports efforts to find correct placement for video cameras that comply with the baby box contract stipulations.

Ms. Puterbaugh had nothing new to report.

#### **6) Public Comments – Agenda Items**

Denise Moore (Napa Valley Dr.)- Ms. Moore expresses her concerns and frustrations with Greene County's lack of support for the 675 project. Mr. Crammer clarifies that Greene County Engineering is contributing \$295,000 that has been approved by the county commissioners. Mr. Tiffany adds that a divisive relationship

between the county commissioners and GC Engineers adds to the lack of support. He notes that the commissioners gain \$3-4 million per year in sales tax from the discussed area and it is his opinion that upkeep of the area should fall within the county's responsibilities. The trustees will attend the Greene County meeting on January 16<sup>th</sup> and provide Ms. Moore with an update on the project and make a best fit plan for advocating for the county's support of Sugarcreek Township/675 project moving forward.

Marvin Moeller (Middle Run Rd.)- Mr. Moeller expresses concern and frustrations for recently elected county commissioners lack of follow through on promises to support the 675 project and urges community to hold her accountable. Mr. Moeller requests that prayer before meeting be continued and Ms. Destefani clarifies that the prayer was scheduled but the pastor was unable to attend the meeting. He also asks for clarification on the fire study and Mrs. Destefani reports that there are plans for a future public meeting to discuss the study. Mr. Moeller expresses concerns with the new Dunkin' signage that reads "Bellbrook" and trustees report that the sign will be changed to "Sugarcreek". He also suggests new signage be added to north bound Wilmington Pike from 725 advertising Sugarcreek Township and the trustees added that they plan to discuss the matter with Mr. Windsor for possible service department options on signage.

**7) Old Business**

Mrs. Destefani reports the parks department plans to host the next community meeting. Date TBA.

**8) Consent Agenda Items**

- A. Payment of Bills
- B. Minutes
- C. Declaration of Excess Property: Fire Department- 2026.01.05.01
- D.

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2026.01.05.01**

IN RE: Declaration of Excess Property – Fire Department

WHEREAS, the Sugarcreek Township Fire Department has identified equipment, which is no longer needed for operations, and;

WHEREAS, the item listed has been declared obsolete and has been marked for disposition, or for bid on GovDeals.com.

2017 Chevy Tahoe  
VIN 1GNSKFKC7HR206184

NOW THEREFORE BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby declares this property to be excess and directs the appropriate disposition of this property.

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

Ms. Puterbaugh– Yes  
Mrs. Destefani - Yes  
Mr. Cramer – Yes

### **9) Discussion Agenda Items**

Mr. Demko reports a brief overview of year end budgets being all in good standing. Mr. Demko credits the township departments through oversight practices and communication.

### **10) Public Comments**

Donna Hellmann (Windy Bluff Ct.)- Ms. Hellmann expresses concern over moving meeting times and requirements and potential conflict of residents availability for a daytime meeting. Her preference is for an evening meeting. Mrs. Destefani explains that change in meeting times is on a trial bases in an effort to reach more community members who may have daytime availability. Mr. Cramer adds that research shows other townships

Jan Tavalero (McBee Rd.)- Ms. Tavalero expresses that she supports the daytime meeting option. She explains that many residents have busy evenings, some drivers don't prefer to drive at night, and evening meetings are later than some bedtimes. She suggests using social media (Facebook) polling option to get feedback from residents on preference. Ms. Puterbaugh shares about the benefit of recording and posting the trustee meetings for residents to view at their convenience.

Denise Moore (Napa Valley Rd.)- Ms. Moore suggests a link on the meeting packet that would direct residents to the meeting videos online. Ms. Destefani suggests a QR code could be added at the top of the meeting packet.

Marvin Moeller (Middle Run Rd.)- Mr. Moeller expresses that residents have concerns over Ms. Puterbaugh's campaign verbiage of "lifelong resident of Sugarcreek Township". Ms. Puterbaugh requests that if residents have questions or concerns they contact her directly.

### **11) Trustee/Staff Discussions**

Mr. Tiffany reports that the \$1,000 Dayton Development Coalition annual membership is due. He recommends the board approve the membership payment noting all of the positive impacts the DDC has on the area.

Mrs. Destefani made a motion to approve the annual membership payment. Ms. Puterbaugh seconded.

Mr. Cramer- yes  
Ms. Puterbaugh- yes  
Mrs. Destefani- yes

### **12) Adjourn**

Mrs. Destefani made a motion to adjourn at 8:46pm, which was seconded by Ms. Puterbaugh. Upon call of the roll, the vote resulted in the following:

Ms. Puterbaugh– Yes  
Mrs. Destefani - Yes  
Mr. Cramer – Yes



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2026.02.02.02**

IN RE: Resignation of Fire Department Staff – Caleb Johnson

WHEREAS, Part-time Fire fighter/EMT, Caleb Johnson, has indicated his desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Caleb Johnson was hired as a member of the Sugar Creek Township Fire Department on March 14, 2025; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Mr. Johnson.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Caleb Johnson with an effective date of January 20, 2026.

\_\_\_\_\_  
Carolyn L. Destefani, Chairperson

\_\_\_\_\_  
Fred Cramer, Vice Chairperson

\_\_\_\_\_  
Jodi Puterbaugh, Trustee

\_\_\_\_\_  
Richard J. Demko, Fiscal Officer

Assistant Chief Zimmerman

Sugarcreek Twp. Fire Department

A/C Zimmerman,

Please accept this as my formal notice of resignation from my position as a part-time FF-EMT-B. I am beyond grateful for the opportunity and wish you and the department the best moving forward. My decision to resign is solely based on the time I have available; I am unable to give the department the time it deserves. Please let me know what loose ends if any I can help tie up.

Respectfully,

Caleb Johnson



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2026.02.02.03**

IN RE: Authorizing the Township Administrator to Enter into Agreements for the Purchase of a 2026 Ford Explorer Police Interceptor for the Police Department

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

WHEREAS, Police Chief Mike Brown, has determined it to be in the best interest of the Department to purchase a 2026 Ford Explorer Police interceptor for the Sugarcreek Township Police Department; and

WHEREAS, Police Chief Brown has received a quote from Lebanon Ford, a copy of which is attached hereto; and,

WHEREAS, Township Administrator, Barry Tiffany has reviewed Chief Brown'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, one 2026 Ford Explorer Police Interceptor at a total cost not to exceed \$75,000.00, and authorizing the Township Administrator to act as signatory for the purchase.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice-Chairperson

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Jodi Puterbaugh, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2026.02.02.04**

IN RE: Declaration of Excess Property – Admin Department

WHEREAS, the Sugarcreek Township Administration Department has identified equipment, which is no longer needed for operations, and;

WHEREAS, the items listed have been declared obsolete and have been marked for disposition, or for bid on GovDeals.com.

Three (3) small, 2 drawer filing cabinets

NOW THEREFORE BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby declares this property to be excess and directs the appropriate disposition of this property.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Jodi Puterbaugh, Trustee

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Richard J. Demko, Fiscal Officer



TRANSFER OF APPROPRIATIONS

Roads & Services Department

RESOLUTION #: 2026.02.02.05

<u>Debt Fund Number</u>	<u>Account Name</u>	<u>Credit Fund Number</u>	<u>Account Name</u>	<u>Amount</u>
2231-330-360	Permissive Motor Vehicle Contracted Services	2231-760-740	Machinery and heavy equipment	250,000.00

Explanation of Transfer(s): Road Department Vehicle Purchase

Approved:

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Jodi Puterbaugh, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2026.02.02.06**  
IN RE: Update of Policy Manual

WHEREAS, it is the goal of the Board of Sugar Creek Township Trustees to maintain proactive policy and a fair and equitable work environment; and,

WHEREAS, to do so requires policy to be constantly reviewed and modified; and,

WHEREAS, this Board of Sugar Creek Township Trustees recognizes the benefits of long-term employees and their productivity for the benefit of the Township;

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

**5.1.3 Compensatory Time**

Any non-exempt full-time employee, working in excess of their normal regular hours on their assigned shift, will be compensated at the rate of one and one-half (1.5) times their base rate for all such excess time. Employees who work during their normal scheduled day off shall be compensated at the rate of one and one-half (1.5) times their straight time rate for all such time worked except where the parties agree that the employee will work such day in exchange for another day off provided that day off comes before the end of the pay period.

An employee may waive overtime pay and receive compensation in the form of compensatory time, which shall be calculated the same as overtime pay. Full-time employees may accrue a **maximum of one hundred (100) hours** of compensatory time. Bargaining unit employees engaged in police and fire protection work should reference their Collective Bargaining Agreement for the maximum number of hours they may accrue. Such time may be taken in a minimum of two (2) hours. Once an employee accumulates the maximum number of hours of compensatory time, any future overtime hours worked shall be compensated with overtime pay. For determining when the employee can use their compensatory time the following is considered:

1. Schedule of work;
2. Anticipated peak work loads based on past experience;
3. Emergency requirements for staff and services;
4. Availability of qualified substitute staff.

The Employer cannot require that an employee take compensatory time off rather than overtime pay for hours worked. However, the employer may require that an employee utilize accumulated compensatory time within a specified time frame. Unused compensatory time will be paid out prior to promotions and/or any increases in pay. To be considered, requests for compensatory time off must be submitted to their department head not less than forty-eight (48) hours in advance of the requested time off. Employees

will be notified by 4:00 pm the next business day whether they are approved for compensatory time off. Compensatory time will be paid out at the rate at which it was earned.

In the case of retirement or death of an employee, unpaid overtime and unused compensatory time (cash payment) shall be paid to the employee, their legal survivor or their estate.

This policy supersedes previous policy.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Jodi Puterbaugh, Trustee

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Richard J. Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2026.02.02.07**

IN RE: Authorizing the Township Administrator to Enter into Agreements for the Purchase of a Salt Truck for the Roads Department

WHEREAS, a well-equipped Roads and Services Department fleet is necessary for the safety of Road Department staff and residents in Sugarcreek Township; and

WHEREAS, it is in the best interest of the Department to purchase a salt truck for the Sugarcreek Township Roads and Services Department; and

WHEREAS, Township Administrator, Barry Tiffany 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, vendor to be determined, of one salt truck at a total cost not to exceed \$250,000.00, and authorizing the Township Administrator to act as signatory for the purchase.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice-Chairperson

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Jodi Puterbaugh, Trustee

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Richard J. Demko, Fiscal Officer