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

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

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Proclamations of Congratulations**
  - A. Sugarcreek Cares Black History Month Art Contest Winners
- 5. Reports**
  - B. Administrator
  - C. Assistant Administrator/Zoning
  - D. Fiscal Officer
  - E. Fire
  - F. Police
  - G. Roads and Services
  - H. Information Technology
  - I. 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 Sugarcreek Parks and Schools Meeting - TBD
- 8. Consent Agenda Items**
  - A. Payment of Bills
  - B. Minutes
  - C. Resignation of Fire Department Staff – Jessie Garcia – 2026.03.02.01
  - D. Resignation of Road Department Staff – Taylor Stinson – 2026.03.02.02
  - E. 2026 Collective Bid Agreement with Greene County Engineer – 2026.03.02.03
- 9. Discussion Agenda Items**
- 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



# Proclamation of Congratulations

*WHEREAS, each year Sugar Creek Cares sponsors a Black History Month Video and Art Contest for students 6-12 in the Bellbrook-Sugar Creek area; and,*

*WHEREAS, Sugar Creek Cares is a community-driven member organization focused on equity, social justice, and anti-racism based in Bellbrook-Sugar Creek; and,*

*WHEREAS, this year's first place winner is Lucy Volesky, a Sophomore at Bellbrook High School, for her work titled The March.*

*NOW THEREFORE, BE IT RESOLVED, that this Sugar Creek Township Board of Trustees recognizes and honors Lucy Volesky for her outstanding entry and wishes to congratulate her on her first place win.*

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*Carolyn L. Destefani, Chairperson*

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*Fred Cramer, Vice-Chairperson*

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*Jodi Puterbaugh, Trustee*



# Proclamation of Congratulations

***WHEREAS**, each year Sugar Creek Cares sponsors a Black History Month Video and Art Contest for students 6-12 in the Bellbrook-Sugar Creek area; and,*

***WHEREAS**, Sugar Creek Cares is a community-driven member organization focused on equity, social justice, and anti-racism based in Bellbrook-Sugar Creek; and,*

***WHEREAS**, this year's second place winner is Ember Day, a Sophomore at Bellbrook High School, for her work titled No Matter Where We Go They Will Always Stare.*

***NOW THEREFORE, BE IT RESOLVED**, that this Sugar Creek Township Board of Trustees recognizes and honors Ember Day for her outstanding entry and wishes to congratulate her on her second place win.*

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*Carolyn L. Destefani, Chairperson*

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*Fred Cramer, Vice-Chairperson*

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*Jodi Puterbaugh, Trustee*



## Staff Report for the Sugarcreek Township Board of Trustees February 2, 2026 to February 26, 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

- **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:

- **March 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 monthly meeting with Bellbrook and the Greene County Department of Development on February 3, 2026
- Attended OTA Conference in Columbus February 4-6, 2026
- Met with realtor to discuss land in the township on February 9, 2026
- Attended Zoning Commission Meeting on February 10, 2026
- Attended SLCGP Grant Award Orientation on February 10, 2026
- Met with resident to discuss land in the township on February 10, 2026
- Met with resident to garage project on February 17, 2026
- Attended I-70/75 Development Association meeting on February 20, 2026
- Met with resident to discuss land in the township on February 23, 2026
- Met with resident to discuss Feedwire Road improvements on February 24, 2026
- Met with Bellbrook to discuss fire department collaboration on February 25, 2026
- Sent request seeking modifications to development plan on Possum Run Court to address potential stormwater issues to civil engineer working on the project
- Submitted a request for \$2500 to support an America 250 event in conjunction with the Chamber of Commerce
- Culvers' submitted for a Zoning Certificate on February 25, 2026; we will look to expedite review (site plan and landscaping plan have been received)
- Reimbursement received for Capital Budget Grant (Veterans Memorial)
- Zoning Certificate for Demarest Coffee issued
- Zoning Certificate for Godfathers Pizza issued
- 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 (provided to Trustees for review at Work Session)



## **Sugarcreek Township Trustees Report For March 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 03.02.2026 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)**

- One Scope Video Guided Laryngoscopes
- Surgical Cricothyrotomy
- Mass Casualty Patient Tracking
- Gear Inspections
- SCBA Fit Testing

### **Information:**

- New diesel exhaust system for Station 71 90% complete.
- Inspected new Medic 72 at Horton Ambulance in Columbus.
- The new Polaris UTV can be used for emergency response. Still waiting for some EMS equipment.
- Greene County Sanitary will be increasing water pressure in the Wilmington Pk. corridor March 4<sup>th</sup>.
- New video guided laryngoscopes placed in service
- Medic 71, Engine 71, and Engine 72 received scheduled service from Fire Apparatus Inc.

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

- Battalion 70 was struck by a vehicle at the scene of an MVC. Driver's door and running board were damaged. Vehicle is still in service. Received a repair estimate from Spring Valley Body Shop.
- The Public Safety Building has an electrical issue causing the lights to flicker. AES identified the problem as a broken underground neutral wire between the transformer and main service entrance. Ready Electric has been notified.

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

- Lions Club February 4<sup>th</sup>
- White Fence Farm HOA
- Ministerial Association Meeting
- Greene County Fire Chiefs Meeting
- Montgomery County Fire Chiefs Meeting

**Fiscal:**

<b>As of February 23, 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	\$800,749.28	\$565,609.82	\$2,361,828.98	<b>14.814%</b>
EMS	\$321,800.00	\$146,315.95	\$44,290.33	\$132,705.88	<b>13.699%</b>
Cell Tower Fund	\$0.00	\$0.00	\$0.00	\$0.00	<b>0%</b>
<b>Department Total</b>	<b>\$4,121,700.00</b>	<b>\$947,065.23</b>	<b>\$609,900.15</b>	<b>\$2,494,534.86</b>	<b>14.797%</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**

**Run Stats for 2026**

Total Call Volume	=	<b>241</b>
Fire Calls	=	49 (20.3%)
EMS Calls	=	192 (79.7%)
Invalid/Admin Calls	=	0 (0.0 %)
MVC's	=	36 (14.9%)
Cornerstone	=	30 (12.4%)

**Mutual Aid Requested (total number of incidents) = 16**

Incidents with M/A Fire requested = 10

Incidents with M/A EMS requested = 6

Requested by Bellbrook – 6

**Mutual Aid Received (total number of incidents) = 16**

Incidents with M/A Fire received = 9

Incidents with M/A EMS received = 7

Received from Bellbrook – 13

**Runs by Quadrant:**

711 – 16  
712 – 17  
713 – 7  
714 – 1  
721 – 169  
722 – 14  
723 – 1  
M/A – 16  
N/A - 0

Report generated on February 27th, 2026, at 0600 hours.

Respectfully submitted By,



Jordan Ewing  
Fire Marshal



**Michael A. Brown**  
Chief of Police

## Trustee Report March 2, 2026

### Training

- On March 3-13<sup>th</sup>, Officer Michael Baugh will be attending the MVRCL Evidence Technician Class.
- No other classes scheduled.

### Fiscal

Budget 2026 (Final Appropriation)	\$3,795,600.00
Expenditures as of February 23, 2026	\$529,950.81
% of Budget Used	13.8%
% of Budget Year Target for the end of March	24.9%
% of Budget Remaining	86.2%
Cash Balance as of February 23, 2026	\$1,443,144.16

## **Public Appearances**

- On February 4<sup>th</sup>, Chief Brown attended the Lions Club Meeting.
- On February 5<sup>th</sup>, Chief Brown attended the White Fence HOA.
- On February 12<sup>th</sup>, Chief Brown attended the Ministerial Luncheon.
- On February 17<sup>th</sup>, Chief Brown attended the Crossview Church Active Shooter Training.
- On February 19<sup>th</sup>, Chief Brown attended the GCLEA Luncheon.
- On February 23<sup>rd</sup>, Chief Brown along with Sergeant Black, Officer Beavers, and SRO Officer Rogers attended the Colin's Lodge Basketball Game at the Middle School.
- On February 28<sup>th</sup>, Chief Brown and our officers attended the Lions Club Pancake Breakfast.

Respectfully submitted,



Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

### January 25, 2026

- Business and house checks
- Crash report on Centerville Road
- Community policing

### January 26, 2026

- Nothing to Report

### January 27, 2026

- Traffic stops
- Theft arrest on Wilmington Pike
- Welfare check on Wilmington Pike
- Crash report on Wilmington-Dayton Road

### January 28, 2026

- Crash report on Feedwire Road
- Juvenile complaint on Seton Hill Drive
- Domestic violence report on Valais Court

### January 29, 2026

- Nothing to Report

### January 30, 2026

- Crash report on Wilmington-Dayton Road
- Community policing
- Peace officer needed on Autumn Spice Place
- Fraud report taken on Clio Road

### January 31, 2026

- Noise complaint on N. Reserve Street
- Traffic stops
- Business and house checks

**February 1, 2026**

- Business and house checks
- Noise complaint on Bayberry Cove Drive
- Traffic stops
- Peace officer needed on Clio Road

**February 2, 2026**

- Nothing to Report

**February 3, 2026**

- Community policing
- Welfare check on Brookdale Lane
- Welfare check on Acorn Drive
- Crash report on Wilmington-Dayton Road
- Juvenile complaint on Wilmington Pike

**February 4, 2026**

- Welfare check on Surrey Trail
- Community policing
- Business and house checks

**February 5, 2026**

- Nothing to Report

**February 6, 2026**

- Community policing
- Suspicious vehicle on Upper Bellbrook road
- Crash report on Washington Mill Road
- Crash report on Wilmington-Dayton Road
- Crash report on Upper Bellbrook Road

**February 7, 2026**

- Theft on Feedwire Road
- Domestic dispute on Cheatham Way
- Crash on Surrey Trail

**February 8, 2026**

- Crash on Centerville Road
- Traffic stops

**February 9, 2026**

- Noise complaint on Surrey Trail
- Suspicious person on Sienna Trail
- Crash on Washington Mill Road
- Welfare check on Surrey Trail

**February 10, 2026**

- **Nothing to Report**

**February 11, 2026**

- **Crash report on Wilmington Pike**
- **Domestic violence reported on N. Lakeman Drive**
- **Crash report on Centerville Road**

**February 12, 2026**

- **Crash report on Feedwire Road**
- **Solicitor on Surrey Trail**
- **Community policing**



**Staff Report for  
Sugar Creek Township Trustees  
March 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 4 call outs for snow removal

**Accomplishments:**

- Snow removal several days
- Replace radar batteries
- Wash trucks
- Replaced blades plow blades on 704-702
- Fill potholes throughout TWP
- Cleaned shop floor
- Replaced shoes on plows
- Fixed mud flap on 703
- Cleared snow around several fire hydrants
- Feedwire trimmed branch for sight distance
- Picked up hydraulic drum from O'Reilly's
- Cleaned ice out of gutters
- Replaced spinner motor on 703
- Fixed mailbox on Lac Lamien
- Cut brush on Riverbend
- Picked up DEF and mapp gas
- Loaded Silvercreek with 42 tons of salt
- Built brace for leaking roof
- Cleared front of catch basins
- Picked up cold patch from valley asphalt
- Filled potholes on Ferry, Fauber, Winding Brook and Kables Mill

Respectfully,  
Justin Windsor  
Director of Roads and Services

**Payment Listing**

1/29/2026 to 2/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
275-2026	01/30/2026	02/02/2026	CH	NAVIA BENEFIT SOLUTIONS, INC.	\$10,565.56	C
	Purpose:	All Depts - Employee HRA Charges and Admin fees				
287-2026	02/04/2026	02/04/2026	CH	BUREAU OF WORKERS' COMPENSATION	\$4,012.81	O
	Purpose:	BWC installment payment				
290-2026	02/11/2026	02/11/2026	CH	HUNTINGTON NATIONAL BANK	\$1,100.16	O
382-2026	01/31/2026	02/24/2026	CH	HUNTINGTON NATIONAL BANK	\$248.71	C
	Purpose:	Admin - prior month's service charges				
383-2026	01/31/2026	02/24/2026	CH	Harland Clark	\$135.38	C
	Purpose:	Admin - deposit slip order				
95271	02/02/2026	02/02/2026	AW	White Cap, L.P.	\$1,845.00	O
	Purpose:	Roads - ADA pads for paved roads				
95272	02/02/2026	02/02/2026	AW	CHARTER COMMUNICATIONS	\$123.89	O
	Purpose:	Admin/Roads - cable services				
95273	02/02/2026	02/02/2026	AW	DC DOOR COMPANY	\$200.00	O
	Purpose:	Fire - door repair				
95274	02/02/2026	02/02/2026	AW	AMS SUPPLY	\$735.40	O
	Purpose:	Fire - supplies				
95275	02/02/2026	02/02/2026	AW	BUCKEYE ECO CARE	\$282.72	O
	Purpose:	Police/Fire - yearly treatment				
95276	02/02/2026	02/02/2026	AW	DUNCAN OIL COMPANY	\$957.70	O
	Purpose:	Police/Fire - fuel				
95277	02/03/2026	02/03/2026	AW	SHANNON MUELLER	\$100.00	O
	Purpose:	Admin - 2025 BZC Attendance				
95278	02/03/2026	02/03/2026	AW	MARK MATHEWS	\$175.00	O
	Purpose:	Admin - 2025 BZC Attendance				
95279	02/03/2026	02/03/2026	AW	DAVE SCHLEICH	\$125.00	O
	Purpose:	Admin - 2025 BZC Attendance				
95280	02/03/2026	02/03/2026	AW	DENISE MOORE	\$125.00	O
	Purpose:	Admin - 2025 BZC Attendance				
95281	02/03/2026	02/03/2026	AW	DOUG BETZ	\$175.00	O
	Purpose:	Admin - 2025 BZC Attendance				
95282	02/03/2026	02/03/2026	AW	JOHN BALDINO	\$175.00	O
	Purpose:	Admin - 2025 BZC Attendance				
95283	02/03/2026	02/03/2026	AW	DONNA HELLMAN	\$150.00	O
	Purpose:	Admin - 2025 BZC Attendance				
95284	02/03/2026	02/03/2026	AW	BRANDON MORRIS	\$25.00	O
	Purpose:	Admin - 2025 BZA Attendance				
95285	02/03/2026	02/03/2026	AW	Louis Schatzberg	\$125.00	O
	Purpose:	Admin - 2025 BZA Attendance				
95286	02/03/2026	02/03/2026	AW	SHANNA STATEN	\$100.00	O
	Purpose:	Admin - 2025 BZA Attendance				
95287	02/03/2026	02/03/2026	AW	CINDY VANTREASE	\$150.00	O
	Purpose:	Admin - 2025 BZA Attendance				
95288	02/03/2026	02/03/2026	AW	JIM FROELICH	\$100.00	O
	Purpose:	Admin - 2025 BZA Attendance				
95289	02/03/2026	02/03/2026	AW	DANIEL HAIBACH	\$100.00	O

**Payment Listing**

1/29/2026 to 2/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Admin - 2025 BZA Attenance		
95290	02/03/2026	02/03/2026	AW	ERIN MOORE	\$125.00	O
				Purpose: Admin - 2025 BZA Attenance		
95291	02/03/2026	02/03/2026	AW	O'REILLY AUTOMOTIVE, INC.	\$649.99	O
				Purpose: Roads - hydraulic oil		
95292	02/03/2026	02/03/2026	AW	ODP BUSINESS SOLUTIONS,LLC	\$95.96	O
				Purpose: Admin - banker box case		
95293	02/03/2026	02/03/2026	AW	DC DOOR COMPANY	\$310.00	O
				Purpose: Fire - Station 75 Door 5 Repair		
95294	02/03/2026	02/03/2026	AW	PHOENIX SAFETY OUTFITTERS	\$799.90	O
				Purpose: Fire - 2 fire helmets		
95295	02/03/2026	02/03/2026	AW	LOWE'S COMPANIES INC.	\$46.53	O
				Purpose: Fire - tru-fuel 4-cycle		
95296	02/03/2026	02/03/2026	AW	CHARTER COMMUNICATIONS	\$778.40	O
				Purpose: Police/Fire - cable PSB & Station 71, EPL PSB		
95297	02/03/2026	02/03/2026	AW	MUFFLER BROTHERS	\$91.85	O
				Purpose: Police - car 106		
95298	02/09/2026	02/09/2026	AW	SUPERIOR PLUS PROPANE	\$3,717.72	O
				Purpose: Admin/Roads - propane		
95299	02/09/2026	02/09/2026	AW	DUNCAN OIL COMPANY	\$1,327.90	O
				Purpose: Police/Fire - fuel		
95300	02/09/2026	02/09/2026	AW	GREENE COUNTY ANIMAL CONTROL	\$60.00	O
				Purpose: Admin - 4th quarter animal control services		
95301	02/09/2026	02/09/2026	AW	GREENE COUNTY SANITARY ENGINEER	\$226.70	O
				Purpose: Admin/Roads - water/sewer		
95302	02/09/2026	02/09/2026	AW	US BANK EQUIPMENT FINANCE	\$844.67	O
				Purpose: All Depts - copier fees		
95303	02/09/2026	02/09/2026	AW	MES Service Company LLC	\$377.84	O
				Purpose: Fire - CO monitor calibration gas		
95304	02/09/2026	02/09/2026	AW	BOUND TREE MEDICAL, LLC	\$4,460.51	O
				Purpose: Fire - video laryngoscopes		
95305	02/09/2026	02/09/2026	AW	FIRE CHIEF'S COUNCIL OF GREENE COUN	\$150.00	O
				Purpose: Fire - annual dues		
95306	02/09/2026	02/09/2026	AW	CITY OF XENIA	\$62,500.00	O
				Purpose: Police/Fire - dispatch		
95307	02/09/2026	02/09/2026	AW	CITI CARDS	\$834.41	O
				Purpose: Fire - repairs for saws, station supplies, fire code training, costco membership renewal		
95308	02/09/2026	02/09/2026	AW	AT&T MOBILITY	\$745.33	O
				Purpose: Fire - mdt's, lp35 modems, cell phones		
95309	02/09/2026	02/09/2026	AW	HENRY SCHEIN, INC.	\$289.50	O
				Purpose: Fire - ems supplies		
95310	02/09/2026	02/09/2026	AW	GREENE COUNTY SANITARY ENGINEER	\$25.53	O
				Purpose: Fire - water/sewer		
95311	02/09/2026	02/09/2026	AW	CENTERPOINT ENERGY	\$582.16	O
				Purpose: Fire - natural gas station 71		
95312	02/09/2026	02/09/2026	AW	PHOENIX SAFETY OUTFITTERS	\$331.81	O

**Payment Listing**

1/29/2026 to 2/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Fire - rubber fire boots and xxl fire gloves		
95313	02/09/2026	02/09/2026	AW	IMAGE TREND, INC.	\$3,000.00	O
				Purpose: Fire - image trend reporting annual fee		
95314	02/10/2026	02/10/2026	AW	MINUTEMAN PRESS	\$55.00	O
				Purpose: Admin - business cards, Carolyn Destefani		
95315	02/10/2026	02/10/2026	AW	SARA CONTRERAS	\$609.16	O
				Purpose: Admin - travel expenses for OTA conference and mileage		
95316	02/10/2026	02/10/2026	AW	JEFFERSON HEALTH PLAN	\$71,647.34	O
				Purpose: All Depts - employee/employer Medical Insurance		
95317	02/11/2026	02/11/2026	AW	CHARTER COMMUNICATIONS	\$1,306.21	O
				Purpose: Police/Fire - fiber at PSB and EPL at station 71, EPL at PSB		
95318	02/11/2026	02/11/2026	AW	DUNCAN OIL COMPANY	\$1,361.70	O
				Purpose: Roads - fuel		
95319	02/11/2026	02/11/2026	AW	ZORESCO EQUIPMENT COMPANY	\$444.84	O
				Purpose: Roads - replacement hydraulic 4-bolt s pinner motor for saltdogg		
95320	02/11/2026	02/11/2026	AW	O'REILLY AUTOMOTIVE, INC.	\$26.99	O
				Purpose: Roads - cataclean		
95321	02/11/2026	02/11/2026	AW	TECH ADVISORS	\$9,277.37	O
				Purpose: All Depts - monthly IT payment		
95322	02/11/2026	02/11/2026	AW	WASH IT DEAN	\$105.00	O
				Purpose: Police - car washes		
95323	02/11/2026	02/11/2026	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$124.35	O
				Purpose: Police - searches		
95324	02/11/2026	02/11/2026	AW	MUFFLER BROTHERS	\$248.38	O
				Purpose: Police - car 119 & 102		
95325	02/11/2026	02/11/2026	AW	JOHNSON CONTROLS FIRE PROTECTION	\$970.25	O
				Purpose: Police/Fire - alarm system contract st PSB		
95326	02/11/2026	02/11/2026	AW	ODP BUSINESS SOLUTIONS,LLC	\$5.13	O
				Purpose: Police - kitchen items		
95327	02/11/2026	02/11/2026	AW	PRO ONCALL TECHNOLOGIES	\$236.89	O
				Purpose: All Depts - phone servicves		
95328	02/11/2026	02/11/2026	AW	RUMPKE CONSOLIDATED	\$137.40	O
				Purpose: Police/Fire - trash removal		
95329	02/11/2026	02/11/2026	AW	INTEGRATED PROTECTION SERVICES	\$278.00	O
				Purpose: Police - service		
95332	02/11/2026	02/11/2026	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$1,461.25	O
				Purpose: All Depts - employer Vision Insurance jan & feb		
95333	02/11/2026	02/11/2026	AW	A & A SAFETY	\$534.00	O
				Purpose: Roads - traffix a-cade end		
95334	02/12/2026	02/12/2026	AW	RUMPKE CONSOLIDATED	\$234.90	O
				Purpose: Admin/Roads/Fire - trash removal		
95335	02/12/2026	02/12/2026	AW	DUNCAN OIL COMPANY	\$595.27	O
				Purpose: Police/Fire - fuel		
95336	02/12/2026	02/12/2026	AW	AES OHIO	\$320.13	O
				Purpose: Fire - electric, station 71		
95337	02/12/2026	02/12/2026	AW	CHARTER COMMUNICATIONS	\$719.04	O

**Payment Listing**

1/29/2026 to 2/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: All Depts - cable services		
95338	02/12/2026	02/12/2026	AW	GREENE COUNTY SANITARY ENGINEER	\$490.92	O
				Purpose: Police/Fire - water/sewer		
95339	02/12/2026	02/12/2026	AW	CENTERPOINT ENERGY	\$2,595.97	O
				Purpose: Police/Fire - natural gas		
95340	02/12/2026	02/12/2026	AW	MES Service Company LLC	\$837.86	O
				Purpose: Fire - battery for hurst rescue tools		
95341	02/12/2026	02/12/2026	AW	HENRY SCHEIN, INC.	\$22.16	O
				Purpose: Fire - ems supplies		
95342	02/12/2026	02/12/2026	AW	SUPERIOR PLUS PROPANE	\$2,815.14	O
				Purpose: Admin/Roads - propane		
95343	02/17/2026	02/17/2026	AW	CHASE MORGAN	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
95344	02/17/2026	02/17/2026	AW	IAN TAMPLIN	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
95345	02/17/2026	02/17/2026	AW	JOSHUA DARNELL	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
95346	02/17/2026	02/17/2026	AW	Justin Windsor	\$60.00	O
				Purpose: Roads - cell phone reimbursement		
95347	02/17/2026	02/17/2026	AW	TAYLOR STINSON	\$40.00	O
				Purpose: Roads - cell phone reimbursement		
95348	02/17/2026	02/17/2026	AW	CARA TILFORD	\$460.00	O
				Purpose: Admin - cell phone reimbursement & car allowance		
95349	02/17/2026	02/17/2026	AW	BARRY TIFFANY	\$760.00	O
				Purpose: Admin - cell phone reimbursement & car allowance		
95350	02/17/2026	02/17/2026	AW	CAROLYN L. DESTEFANI	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
95351	02/17/2026	02/17/2026	AW	JULIA DEE MAIWALD	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
95352	02/17/2026	02/17/2026	AW	FRED CRAMER	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
95353	02/17/2026	02/17/2026	AW	Jodi Puterbaugh	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
95354	02/17/2026	02/17/2026	AW	RICH DEMKO	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
95355	02/17/2026	02/17/2026	AW	SARA CONTRERAS	\$40.00	O
				Purpose: Admin - cell phone reimbursement		
95357	02/17/2026	02/17/2026	AW	STANDARD INSURANCE COMPANY	\$330.16	O
				Purpose: All Depts - employer contributions, life insurance		
95358	02/17/2026	02/17/2026	AW	AES OHIO	\$838.29	O
				Purpose: Admin/Roads - quanset hut, traffice light, main building, pine court lights		
95365	02/18/2026	02/18/2026	AW	QUADIENT, INC.	\$149.85	O
				Purpose: All Depts - lease payment		
95366	02/18/2026	02/18/2026	AW	IAPE	\$425.00	O
				Purpose: Police - training Sgt. Plummer		
95367	02/18/2026	02/18/2026	AW	Public Safety Services of the Oaks	\$700.00	O

**Payment Listing**

1/29/2026 to 2/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
				Purpose: Fire - fire inspection course, Mike Neal		
95368	02/18/2026	02/18/2026	AW	K. E. ROSE COMPANY	\$175.00	O
				Purpose: Police - repair car 111		
95369	02/18/2026	02/18/2026	AW	AES OHIO	\$1,662.82	O
				Purpose: Police/Fire - electric		
95370	02/18/2026	02/18/2026	AW	FLOCK SAFETY	\$850.00	O
				Purpose: Police - relocation		
95371	02/18/2026	02/18/2026	AW	MUFFLER BROTHERS	\$751.48	O
				Purpose: Police - car 113/112		
95372	02/18/2026	02/18/2026	AW	O'REILLY AUTOMOTIVE, INC.	\$65.07	O
				Purpose: Roads - oil filter		
95373	02/18/2026	02/18/2026	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: All Depts - postage		
95374	02/18/2026	02/18/2026	AW	BOUND TREE MEDICAL, LLC	\$106.90	O
				Purpose: Fire - intubation tube stylets		
95375	02/18/2026	02/18/2026	AW	AIRGAS USA, LLC	\$65.45	O
				Purpose: Fire - oxygen cylinder rental		
95376	02/18/2026	02/18/2026	AW	SUPERIOR PLUS PROPANE	\$967.06	O
				Purpose: Admin/Roads - propane		
95377	02/18/2026	02/18/2026	AW	PHOENIX SAFETY OUTFITTERS	\$70.78	O
				Purpose: Fire - uniform hats		
95378	02/18/2026	02/18/2026	AW	DUNCAN OIL COMPANY	\$1,304.52	O
				Purpose: Police/Fire - fuel		
95379	02/18/2026	02/18/2026	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
				Purpose: All Depts - energy service agreement		
95380	02/18/2026	02/18/2026	AW	ODP BUSINESS SOLUTIONS,LLC	\$156.98	O
				Purpose: Admin/Police - kitchen items, copy paper, candy		
95381	02/20/2026	02/20/2026	AW	VERIZON WIRELESS	\$462.34	O
				Purpose: Police - MDT's		
95382	02/20/2026	02/20/2026	AW	MUFFLER BROTHERS	\$1,291.47	O
				Purpose: Police - car 101 & 108		
95383	02/20/2026	02/20/2026	AW	ODP BUSINESS SOLUTIONS,LLC	\$165.20	O
				Purpose: Police - mail envelopes, USB's		
95384	02/20/2026	02/20/2026	AW	CITI CARDS	\$4,905.38	O
				Purpose: All Depts - hotel and food OTA conference, coffee filters, paper towels, lunch meeting, eater bottles, transfers, minutes book, badge printer		
95385	02/20/2026	02/20/2026	AW	DANCO LETTERING	\$290.00	O
				Purpose: Fire - graphics for UTV		
95386	02/20/2026	02/20/2026	AW	FIRE APPARATUS SERVICE AND REPAIR, I	\$2,576.84	O
				Purpose: Fire - repairs & service on Medic 71, Engines 71 & 72		
95387	02/20/2026	02/20/2026	AW	Miami Valley Power Equipment	\$55.98	O
				Purpose: Roads - 14" chain		
95389	02/26/2026	02/26/2026	AW	MUFFLER BROTHERS	\$1,238.01	O
				Purpose: Police - car 101 & tire repair		
95390	02/26/2026	02/26/2026	AW	VALLEY ASPHALT CORPORATION	\$209.60	O
				Purpose: Roads - cold mix		

**Payment Listing**

1/29/2026 to 2/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
95391	02/26/2026	02/26/2026	AW	Vest Tree Services	\$3,800.00	O
				Purpose: Roads - tree and debris removal		
95392	02/26/2026	02/26/2026	AW	HENRY SCHEIN, INC.	\$396.01	O
				Purpose: Fire - etomidate: IV drug used to intubate a conscious patient & first-in bag for new UTV		
95393	02/26/2026	02/26/2026	AW	BOUND TREE MEDICAL, LLC	\$171.86	O
				Purpose: Fire - c-collar storage bag & CPR resuscitator mask		
95394	02/26/2026	02/26/2026	AW	JOHN DEERE FINANCIAL	\$27.96	O
				Purpose: Roads - diesel exhaust fluid x4		
95395	02/26/2026	02/26/2026	AW	CHARTER COMMUNICATIONS	\$129.61	O
				Purpose: Admin/Roads - cable services		
95396	02/26/2026	02/26/2026	AW	PRO TECH SECURITY SALES	\$270.00	O
				Purpose: Police - molle vest for new hire		
95397	02/26/2026	02/26/2026	AW	AES OHIO	\$32.71	O
				Purpose: Police - electric		
95398	02/26/2026	02/26/2026	AW	ODP BUSINESS SOLUTIONS,LLC	\$194.33	O
				Purpose: Police - toner, coffee, post it notes		
95399	02/26/2026	02/26/2026	AW	ESO SOLUTIONS, INC.	\$710.47	O
				Purpose: Fire - software for follow up patient care		
95400	02/26/2026	02/26/2026	AW	JORDAN R. EWING	\$362.79	O
				Purpose: Fire - Colin's Lodge basketball shirts		
95401	02/26/2026	02/26/2026	AW	DUNCAN OIL COMPANY	\$1,002.23	O
				Purpose: Police/Fire - fuel		
95402	02/26/2026	02/26/2026	AW	MICHAEL BROWN	\$60.00	O
				Purpose: Police - cell phone reimbursement		
95403	02/26/2026	02/26/2026	AW	MARK WHITE	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95404	02/26/2026	02/26/2026	AW	BRIAN DECKARD	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95405	02/26/2026	02/26/2026	AW	GABRIEL PLUMMER	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95406	02/26/2026	02/26/2026	AW	CRAIG BLACK	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95407	02/26/2026	02/26/2026	AW	TYLER MANTIA	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95408	02/26/2026	02/26/2026	AW	LESLEY STAYER	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95409	02/26/2026	02/26/2026	AW	Paul Guerrero	\$40.00	O
				Purpose: Police - cell phone reimbursement		
95410	02/26/2026	02/26/2026	AW	Daniel Rogers	\$40.00	O
				Purpose: Police - cell phone reimbursement		
Total Payments:					\$231,745.85	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$231,745.85	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM -

**Payment Listing**

1/29/2026 to 2/28/2026

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 February 2nd, 2026, at 7:00pm.**

- 3) **Mrs. Destefani called the session to order at 7:00pm.**
- 4) **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, Marvin Moeller, Louie Schatzberg, Mick Higgins, and Joe Horne.
- 5) **All in attendance stood for the Pledge of Allegiance.**
- 6) **Promotion of Officer Craig Black to Sergeant- 2026.02.02.01**
- 7) **Reports**

**a. Administration**

Mr. Tiffany had nothing to add to his report.

**b. Zoning**

Mrs. Tilford reports that the Oberer case will not be considered in February as they still await the results of the Traffic Impact Study.

**c. Fiscal Officer**

Mr. Demko reports that the books for 2025 have been closed out last week and that permanent appropriations are projected to be complete by the April due date.

Mrs. Destefani offers thanks to Mr. Demko for his offering of training sessions.

**d. Fire**

Chief Buffenbarger reported they are experiencing issue with one of the roof top units causing low internal building temperatures. He says that Viking is working to resolve the issue.

Mrs. Destefani read a letter from Detective Stayer that was sent to Chief Buffenbarger highlighting Mike Neal's above and beyond efforts with snow removal and recommends him for Township's Customer Service Award.

Mrs. Destefani made a motion to approve Mr. Neal for the Customer Service Award. Ms. Puterbaugh seconded the motion.

Mr. Cramer- yes

Mrs. Destefani- yes

Ms. Puterbaugh- yes

Mrs. Destefani recognized Mr. Tiffany's contributions to the snow removal process during the snow storm. Mr. Tiffany reported that he noted areas of improvement for future snow removal. He noted the importance of keeping the fire department entry clear and making sure all roads are cleared timely in the event of snow storms. Mr. Tiffany and the trustees note their appreciation for the 14 warming centers in Greene County.

**e. Police**

Chief Brown had nothing to add to his report.

Mrs. Destefani asked for an update and clarification regarding new SRO Daniel Rogers. Chief Brown reports that Officer Rogers will complete ongoing training (ALICE Training, 40hr SRO training class, school safety seminar).

**f. Roads and Service**

Mr. Windsor had nothing to add to his report.

Mrs. Destefani asked if the state of Ohio gives additional funds in the event of a major snow event. Mr. Tiffany responds that the state does not provide additional funding but is looking into the possibility of the state providing additional funds for overtime worked if a State of Emergency is declared.

Mr. Cramer asked Mr. Tiffany how many hours he put in doing snow removal. Mr. Tiffany replied a total of 22 hours in a two-day time period, noting that the roads crew put in far more hours than he did.

**g. Information Technology**

Mr. Tiffany reports that they have received the new access control system. He notes the improvement of the new system. Mr. Tiffany also reports that multi-factor authentication on network devices has begun at the administration building and will begin with roads, fire, and police in the coming weeks.

**h. Trustees**

Ms. Puterbaugh reported that she attended the Greene County Health Department board meeting on January 8 and the annual meeting will be held on March 17. She also attended the River Ridge II HOA meeting. She also notes that she has been studying the fire merger book to gain a better understanding. Mr. Cramer reported he attended the Play4Payne event on January 31 at Sugar Valley Golf Club and notes it is a charity event to raise funds for TBI survivors and their families. Mr. Cramer also reported that he attended the Greene County Regional Planning meeting.

Mrs. Destefani reported that she will be the representative for the Miami Valley Regional Planning Commission board. She also reports that the Greene County Regional Planning committee will be appointing a new executive director in the near future. Mrs. Destefani reports the select Sugarcreek Township Administration staff and trustees will attend the Ohio Township Association Conference this week in Columbus.

**8) Public Comments – Agenda Items**

Marvin Moeller (3614 Middle Run Rd.) explains that he sent a list and note of the history of the fire department with the trustees and hopes that they will review it. Mr. Moeller asks the trustees, “how much commitment do you have to making sure Sugarcreek starts running the fire department again?” Mrs. Destefani shared that individual city chairmen have shown interest in further discussing this initiative but Bellbrook City as a whole has not shown interest in further discussions. She further notes that data from the working meeting clearly shows that the Sugarcreek Fire Department is a larger entity and doing more for the community as a whole. Mr. Cramer adds that the numbers show that if Bellbrook ran the Sugarcreek Fire Department it would be the highest cost option and if the two fire departments merged it would be of the most benefit to the community due in part to sharing equipment. Mr. Tiffany clarifies that it would not be a merging of the two fire departments but rather Bellbrook would contract with Sugarcreek Township for provisions of service. Mr. Cramer continues that a third scenario preliminarily report suggests that if Bellbrook would contract with Sugarcreek Township each department could potentially save \$6 million over a 5-year period. Ms. Puterbaugh stated that she did not receive the emailed information from Mr. Moeller and therefore has no comment on the matter.

Jim McGinley (N. Point Ct.) expresses his appreciation for the roads crew efforts during the major snow event. Mr. McGinley points out that the Roads Department report is a repeat of last months. Mrs. Tilford notes that she will ensure the packet is updated and the correct report is uploaded to the website.

**9) Old Business**

- a. City of Bellbrook, Bellbrook Sugarcreek Parks and School Meeting-TBD

**10) Consent Agenda Items**

- A. Payment of Bills
- B. Minutes
- C. Promotion to Full-Time Police Sergeant: Craig Black-2026.02.02.01
- D. Resignation of Fire Department Staff: Caleb Johnson-2026.02.02.02
- E. Authorizing the Township Administrator to Enter into Agreements for the Purchase of a 2026 Ford Explorer Police Interceptor for the Police Department-2026.02.02.03
- F. Declaration of Excess Property - Admin Department-2026.02.02.04
- G. Update of Policy Manual-2026.02.02.05
- H. TRANSFER OF APPROPRIATIONS: Roads & Services Department-2026.02.02.06

- I. Authorizing the Township Administrator to Enter into Agreements for the Purchase of a Salt Truck for the Roads Department-2026.02.02.07

**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 Sugar creek 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 Sugar creek 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.

**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 Sugarcreek Township Trustees officially accepts the resignation of Caleb Johnson with an effective date of January 20, 2026.

**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.

**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.

**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

**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 workloads 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.

**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.

Mr. Demko reports that item D and F require no increase in appropriations. He explained that the funds for these items were already appropriated.

Mrs. Destefani makes a motion to accept all consented agenda items. Ms. Puterbaugh seconded.

Mr. Cramer- yes

Mrs. Destefani- yes

Ms. Puterbaugh- yes

#### **11) Discussion Agenda Items**

Mr. Tiffany clarified that contracted employees (union employees, police, fire) with the Township are allowed to accumulate up to 100 hours of compensatory time by contract. Non-contracted employees (roads, administration) are not permitted to accumulate more than 48 hours. Mr. Tiffany suggests that all Township employees be given the opportunity to accumulate up to 100 hours of compensatory time by contract.

Mr. Tiffany clarified that the agreement covers the ability to purchase a truck at the Ohio Township Conference, should one be available.

Mrs. Destefani makes a motion to accept the agenda items discussed. Ms. Puterbaugh seconded.

Mr. Cramer- yes

Mrs. Destefani- yes

Ms. Puterbaugh- yes

#### **12) Public Comments**

Donna Hellman (3981 Windy Bluff Ct.) stated that she will be sending an email to the Township trustees and staff about the Eagle Rise HOA meeting on March 18, 7:00pm at the Township building. Ms. Hellman expressed concern with an MI Homes advertisement involving Feedwire Rd. and Clys Rd. She requested MI Homes be contacted to correct the ad. She also asked for clarification on what a stakeholder is pertaining to the proposed Feedwire/Clys roundabout. Mrs. Tilford explained that stakeholders would be the township, police, and adjoining homeowners. Mrs. Destefani added that the county engineer recognizes the need to widen the Feedwire bridge that passes over I-675 but lack of funding will delay the proposed project and suggests that a Feedwire/Clys roundabout will help to promote traffic flow within the financial standings.

Jim McGinley (N. Point Ct.) expressed gratitude for the meetings being opened with the Pledge of Allegiance and prayer. He also recognized the upcoming 250th anniversary of the United States and suggests the township make available pocket-sized Constitution handbooks for residents. Mrs. Destefani encouraged residents to attend Greene County Sheriff Scott Angler's flag day ceremony (June 14). Mr. McGinley also encouraged the school to be involved in the 250<sup>th</sup> anniversary celebration and suggested booklets could be given to students.

Marvin Moeller (Middle Run Rd.) expressed concerns over suggested idea that residents may have limited communication opportunities to township trustees during meetings. Mr. Moeller also expressed concern involving a check being cashed. Mrs. Destefani responded that the township would have to examine the situation and get back with Mr. Moeller. She also acknowledged that all trustees received a copy of the mentioned check from Mr. Kevin Price at the time of the incident.

Denise Moore (Apple Valley Dr.) stated she sent the trustees an email regarding her concerns over prayer being a part of the township meetings. She noted her concern for excluding non-

Christian residents with this practice and suggested prayer be separate from government. The trustees discussed options for moving forward to ensure fair representation and will consider options.

Mick Higgins (645 Carpenter Rd.) noted the mention of God in the Pledge of Allegiance and freedom of religion within the Constitution and acknowledge the difficulty in fair representation of all religions at meetings. Further discussion followed about the Winter Olympics and a local bald eagle that has officially been named "Eddie the Eagle".

**13) Trustee/Staff Discussions**

Mr. Cramer noted that he is looking forward to OTA and specifically learning more about roundabouts and marketing. The trustees discussed that official photos will be taken at OTA.

**14) Adjourn**

Mrs. Destefani made a motion to adjourn at 8:13pm, 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

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Richard J Demko, Fiscal Officer



**SUGARCREEK TOWNSHIP**

**RESOLUTION NO. 2026.03.02.01**

IN RE: Resignation of Fire Department Staff – Jessie Garcia

WHEREAS, Part-time Firefighter/EMT, Jessie Garcia has indicated his desire to resign from the Sugar Creek Township Fire Department; and,

WHEREAS, Jessie Garcia was hired as a member of the Sugar Creek Township Fire Department on November 14, 2024; and,

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

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Jessie Garcia effective February 16, 2026.

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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

Dear Chief Buffenbarger and Members of the Sugarcreek Township Fire Department,

Please accept this letter as formal notice of my resignation from the Sugarcreek Township Fire Department. My final day of service will be February 16, 2026.

I am grateful for the opportunity to serve the community and to work alongside such dedicated members. The training, experience, and camaraderie I've gained during my time with the department have meant a great deal to me.

Between now and my last day, I will do everything I can to support a smooth transition and assist however needed.

Thank you again for the opportunity to serve.

Respectfully,

Jesse Garcia

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**SUGARCREEK TOWNSHIP**

**RESOLUTION NO. 2026.03.02.02**

IN RE: Resignation of Road Department Staff – Taylor Stinson

WHEREAS, Full Time Service Worker, Taylor Stinson has indicated his desire to resign from the Sugar Creek Township Road Department; and,

WHEREAS, Taylor Stinson was hired as a member of the Sugar Creek Township Road Department part time on June 17, 2019, and promoted to full time on June 1, 2020; and,

WHEREAS, Roads and Services Director, Justin Windsor recommends we accept the resignation of Mr. Stinson.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Taylor Stinson effective February 26, 2026.

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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

February 22, 2026

Sugarcreek Township  
2090 Ferry Rd.  
Bellbrook, OH, 45305

Dear Barry Tiffany,

Please accept this letter as formal notification of my resignation from my position as road service worker at Sugarcreek Township, effective 2/26/2026.

I have decided to pursue entrepreneurship at this time. My fence contracting business has been growing since 2022, and I have been given the opportunity to give it my full attention starting this season. I appreciate the opportunities, relationships, and skills Sugarcreek Township has given me. I wish you all the best, and hope you continue to make Sugarcreek Township a desirable place to reside.

Best regards,

A handwritten signature in blue ink, appearing to read 'Taylor Stinson', with a stylized flourish at the end.

Taylor Stinson



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2026.03.02.03**

IN RE: 2026 Collective Bid Agreement with Greene County Engineer

WHEREAS, this Board of Trustees has agreed to participate in the competitive bid contract for the Collective Paving Program for 2026 as bid by the Greene County Engineer; and,

WHEREAS, this opportunity enables Sugar Creek Township to participate in a competitive bidding contract that the Greene County Engineer offers to all government entities of Greene County; and,

WHEREAS, this cooperative Collective Bid Program affords significant savings to Sugar Creek Township through the economies of scale realized by group purchasing and unified contract administration,

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees, by executing the attached document, does hereby enter into said agreement and authorizes payment for the Township's proportional share of roadwork completed.

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Carolyn 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

**AGREEMENT BETWEEN THE GREENE COUNTY ENGINEER  
AND  
THE SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**

The Greene County Engineer and the Sugarcreek Township Board of Trustees (hereinafter referred to as the Engineer and the Trustees, respectively), agree to the following:

**WHEREAS**, the Trustees desire to participate with the Engineer in the competitive bid contract for the 2026 Collective Paving as bid by the Greene County Engineer; and

**WHEREAS**, all work within the Trustees' jurisdiction shall be inspected by the Trustees, and all questions which may arise as to quality and acceptability of materials furnished, work performed, the rate of progress, the interpretation of the specifications, and the acceptable fulfillment of the contract on the part of the Contractor will be decided by the Trustees; and

**WHEREAS**, the Contractor will invoice the Trustees directly for the actual quantities of work performed, all line-item extras, and/or negotiated extra work in accordance with ORC 5575.05; and

**WHEREAS**, the Engineer shall withhold all retainage for the total Collective Paving Bid for 2026 bidding contract from the County's share of the work, and the Engineer will ensure that the work has been performed in accordance with the Township's instructions prior to releasing the retainage. The Engineer will ensure the work has been performed in accordance with the Township's instructions.

**THEREFORE**, the acceptance of this agreement is indicated by the signatures below:

**GREENE COUNTY ENGINEER:**

*Stephanie Ann Goff*  
Digitally signed by  
Stephanie Ann Goff  
Date: 2026.02.09  
12:38:44 -05'00'

Witnessed by: \_\_\_\_\_

\_\_\_\_\_  
Stephanie Ann Goff, P.E., P.S.

**SUGARCREEK TOWNSHIP TRUSTEES:**

By Resolution No: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved as to form by:

*[Signature]*  
\_\_\_\_\_

Prosecuting Attorney's Office  
Counsel for County Engineer