

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, Joe Horne, and John Stafford.

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 Reginal 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 Reginal 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 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.

**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 Sugarcreek Township Fire Department; and,

WHEREAS, Caleb Johnson was hired as a member of the Sugarcreek 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) sma11 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 Sugarcreek 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 Sugarcreek 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 250th 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 (Napa 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

Richard J Demko, Fiscal Officer