



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

**Monday, March 6, 2022, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Approval of Minutes
  - C. Resignation of Fire Department Staff - Ken Collier- 2023.03.06.01
  - D. Resignation of Police Department Staff - Anthony Mountjoy - 2023.03.06.02
  - E. Resignation of Administrative Staff - Madeleine Rogg - 2023.03.06.03
  - F. Appointment of Police Department Staff - Adam Klark - 2023.03.06.04
  - G. Appointment of Fire Department Staff - Kaitlyn Holbrook, Julia Chubner and Cameron Bybee - 2023.03.06.05
  - H. Resignation of Roads and Services Department Staff - Michael Ward - 2023.03.06.06
  - I. Authorizing Contract with Jordan Concrete Services, LLC - 2023.03.06.07
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



## MEETING CONDUCT AND GUIDELINES

As Trustees of Sugarcreek Township, we encourage residents to attend our Township Meetings. We appreciate you taking time out of your busy schedules to be a part of your Government in action. To help meetings move along in a positive manner, we have established the following guidelines for our meetings:

This is a Township Business meeting and is to be conducted in a professional, business-like manner. It is not our intention to embarrass or demean each other or any members of the audience. We will treat each other with courtesy and respect and we ask for the same courtesy and respect from the audience. No one will get special treatment. These guidelines are for all of us.

As a professional meeting should not go longer than an hour to an hour and a half, it is our intention to stay within a reasonable time limit and follow the agenda.

There will be an Open Discussion at the end of the agenda for the audience to give comments on Township issues. When you have a question or comment, please go to the microphone, state your name and address and direct your question to the Trustees. Please try to limit your comments to 3-5 minutes so as to allow everyone an opportunity to speak.

We appreciate your input. We will not allow any personal attacks or any type of outbursts or profanity from the audience.

If you have any personal comments that you would like to make to us as individuals, please feel free to call the Township Administrative offices or allow us to set up a time to speak with you individually.

It is our goal that meetings are productive and positive. We will do our best to conduct effective, professional meetings.

Thank you.

Sugarcreek Township Trustees



**Administrator's Report to the Trustees  
March 6, 2023**

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

- Meetings continue regarding the I-675/Wilmington Pike study for future improvements. The Preferred Design is now scheduled to be determined in June of 2023. Public input meetings are tentatively scheduled for early spring. Local projects plan is being developed at this time also.
- The deeds are complete for the memorial property and at the County. They have requested copies of the legal descriptions which are recorded at the Greene County Recorder's office. Those are being provided today.
- We are awaiting a survey to be completed by the Trust for the Martin property. I am told that survey should be done this week and we will be able to move forward with the sale of the property.
- We are continuing to review and draft updates of the Township Policies and Procedures Manual. A team of individuals from each of the departments will be working with Sara to provide proposed changes for consideration.
- Our risk management team has reviewed all facilities and identified possible risk issues. Those issues have been discussed with the department Heads and are being addressed.

Respectfully Submitted,

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

Barry P. Tiffany  
Township Administrator



## Staff Report for the Sugarcreek Township Board of Trustees February 7, 2023 to March 6, 2023

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 apprised of their Planning and Zoning Department. If further information or explanation is needed, please contact Cara Tilford at 937-848-8426.

### Board of Zoning Appeals Activities:

- **February 23, 2023 Meeting Follow-up:**
  - **BZA01-2023:** Applicant, Adam Moeller, is requesting an Area/Dimensional Variance from Section 4.12 G. of the Sugarcreek Township Zoning Resolution to allow for the construction of an addition at a front yard setback of 63'-8.5" (75' required). The subject property is 1205 S. Alpha Bellbrook Road, owned by Adam C. Moeller, further identifiable by parcel number L320002001600063900, containing 1.2390 acres and located in the E (Estate Residential) District.  
*The BZA approved the applicant's request, as submitted.*
  - **BZA02-2023:** Applicant, Eric Evans, is requesting an Area/Dimensional Variance from Section 4.14 C. 6 Table 4-6 of the Sugarcreek Township Zoning Resolution to allow for the construction of an inground pool in the side yard of the subject property. The subject property is 2821 Upper Bellbrook Road, owned by Eric and Kristina Evans, further identifiable by parcel number L32000200220004600, containing 2.767 acres and located in the A-1 (Agricultural) District.  
*The BZA approved the applicant's request, as submitted.*
  - **BZA03-2023:** Applicants, Michael and Renee McPeck, are requesting an Area/Dimensional Variance from Section 4.14 C. 6 Table 4-6 of the Sugarcreek Township Zoning Resolution to allow for the construction of a 1260 SF detached garage in the front yard of the subject parcel. The subject property is 2776 Wilmington Dayton Road, owned by Michael and Renee McPeck, further identifiable by parcel number L32000100050001700, containing 2.0 acres and located in the E (Estate Residential) District.  
*The BZA approved the applicant's request, as submitted.*

- **March 23, 2023 Meeting:**
  - **BZA04-2023:** Applicant, Douglas J. Bolton, is requesting an Area/Dimensional Variance from Section 4.14 C. 6 Table 4-6 of the Sugarcreek Township Zoning Resolution to allow for the construction of an inground pool in the side yard of the subject property. The subject property is 2817 Ferry Road, owned by Douglas J. and Kateri E. Bolton Trustees, further identifiable by parcel number L32000100100001300, containing 4.0 acres and located in the E (Estate Residential) District.
  - **BZA05-2023:** Applicants, Timothy and Arnitra Reid, are requesting an Area/Dimensional Variance from Section 4.14 C. 6 Table 4-6 and Section 4.12 C. 10. of the Sugarcreek Township Zoning Resolution to allow for the construction of a 120 SF shed in the side yard of the subject parcel. The subject property is 437 Kilkenny Court, owned by Timothy and Arnitra Reid, further identifiable by parcel number L32000100011007500, containing 0.338 acres and located in the R-1B (Suburban Residential-Moderate) District.
  - **BZA06-2023:** Applicant, Amanda Crawford, is requesting Area/Dimensional Variances from Section 4.14 C. 6 Table 4-6 and 4.14 D. 3. b. of the Sugarcreek Township Zoning Resolution to allow for the construction of a 2560 SF pole barn the front yard of the subject parcel. The subject property is 4800 Brown Road, owned by Amanda M. Crawford, further identifiable by parcel number L32000100010007600, containing 9.7279 acres and located in the A-1 (Agricultural) District.

**Zoning Commission Activities:**

- **March 7, 2023 Meeting Cancelled**
- **Next meeting scheduled for April 4, 2023**

**Meetings/Accomplishments:**

- Attended site visit with Building Department and Health District on a compliant on February 6, 2023
- Attended Department Head Meeting on February 8, 2023
- Attended Greene County Commissioners Meeting on February 9, 2023
- Attended Risk Management Committee Meeting on February 13, 2023
- Met with group benefits group out on Cleveland on February 13, 2023
- Attended Policy Updates Committee Meeting on February 14, 2023
- Attended preapplication meeting for BZA application on February 17, 2023
- Attended Department Head Meeting on February 22, 2023
- Attended BZA Meeting on February 23, 2023
- Attended OBC Renewal Meeting on February 27, 2023
- Attended Department Head Meeting on March 1, 2023

- Attended audit review meeting on March 1, 2023
- Met with residents to discuss agricultural exemption on March 1, 2023
- Met with resident to discuss construction of a detached garage on March 2, 2023



## Sugarcreek Township Trustees Report For March 6, 2023

The following information is a snapshot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report was generated on 03.03.23 to keep the Board of Trustees informed of their Fire Department. If further information is needed, please contact Chief Buffenbarger at 937-848-7344.

### Trainings: (Note: Trainings are conducted via Zoom between fire stations whenever possible)

- Protocol Review
- Blue Card Command Training
- Ladder Truck Tactics
- Sepsis
- Geriatric Trauma

### Statistics:

#### 2023 Totals

- EMS Responses: 143                      11.9% or 22 calls have been to Cornerstone
- Vehicle Crashes: 15
- Fire Responses: 41  
184

#### **Mutual Aid Given (number of incidents)**

- Fire = 7
- EMS = 3

#### **Mutual Aid Received (number of incidents)**

- Fire = 6
- EMS = 4

### Information:

- Station 71 bay floor replacement scheduled for 03.13.2022 (R&A Concrete)
- Station 72 interior walls scheduled to be painted 03.11.2023
- Car 70 graphics replaced at Danco
- Fire Apparatus replaced ball valves and radiator hose on E72
- Annual ladder testing scheduled for 04.03.2023 (Ohio Cat)
- Changed EMS supplies provider (Henry Schein)
- Signed contract for new Sutphen Engine (Heritage Fire equipment)
- New uniform shirts ordered for all full-time and part-time firefighters
- A1 Able treated Station 72 bunkrooms
- Hired three part-time paramedics
- Four firefighters obtaining CPR Instructor certification

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

- Currently accepting applications for two full-time positions
- Lieutenant assessment center 04.01.2023
- Internal job posting for vacant Captain position. Testing dates TBD

**Fire Department Scheduled Events Attended:**

- Chamber meeting
- Lion Club Breakfast
- Michael E. Pittman Fundraising Walk

**Fiscal:**

As of February 28, 2023	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$3,406,672.00	\$737,985.32	\$491,527.14	\$2,202,573.65	14.322%
EMS	\$198,120.00	\$67,132.91	\$30,165.02	\$103,118.84	15.051%
Cell Tower Fund	\$26,076.00	\$0.00	\$0.00	\$151,914.78	0.000%
Department Total	\$3,630,868.00	\$143,301.73	\$3,782,035.08	\$2,457,607.27	29.373%

**Projected Capital Needs:**

- Positive Pressure Fans for E71 and E72      **\$5,000**
- Radio Batteries      **\$2,500**
- Nozzles      **\$3,500**
- Bay Doors      **\$30,000**
- Replace carpet at Station 71      **\$7,000**
- Relocate flagpole at 71 and install lights      **\$2,500**

**Total: \$50,500**

Respectfully Submitted,

Chief Buffenbarger



Michael A. Brown  
Chief of Police

## Trustee Report March 6, 2023

### Training

- No classes scheduled for March.

### Fiscal

Budget 2023 (Final Appropriation)	\$3,051,100.00
Expenditures as of February 27, 2023	\$465,699.78
% of Budget Used	15%
% of Budget Year Target for the end of February	16.6%
% of Budget Remaining	85%
Cash Balance as of February 27, 2023	\$433,980.92

## EVENTS/APPEARANCES

- On February 9<sup>th</sup>, Chief Brown attended the Ministerial Luncheon.
- On February 23<sup>rd</sup>, Chief Brown attended the PSISN Board Meeting.
- On February 25<sup>th</sup>, Chief Brown attended the Lions Pancake Breakfast.
- On March 2<sup>nd</sup>, Chief Brown attended the Chambers Meeting.
- Chief Brown also attended the School Armed Safety Meeting.

Respectfully submitted,

A handwritten signature in black ink that reads "M. Brown". The signature is written in a cursive style with a large, stylized initial "M".

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

February 1, 2023

- Business and house checks
- Community policing
- Theft report on Cloyo Road

February 2, 2023

- Suspicious person on Wilmington Pike
- Theft arrest on Wilmington Pike
- Welfare check on N. Lakeman Drive

February 3, 2023

- Traffic stops
- Criminal damaging on E. Briggs Road

February 4, 2023

- Juvenile complaint on Wilmington Pike
- Community policing
- Crash report on Little Sugarcreek Road
- Welfare check on Mead Road

February 5, 2023

- Nothing to Report

February 6, 2023

- An animal complaint on Nature Court
- Disturbance reported on Wilmington Pike
- Community policing
- Business checks

February 7, 2023

- Nothing to Report

February 8, 2023

- Nothing to Report

February 9, 2023

- Noise complaint on Timberly Drive
- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike

February 10, 2023

- Business and house checks
- Community policing
- Suspicious person on Belfast Drive

February 11, 2023

- Theft arrest on Wilmington Pike
- Business checks
- Bike patrol
- Juvenile complaint on Wilmington Pike

February 12, 2023

- Domestic violence reported on Bayberry Cove Drive
- Juvenile complaint on Wilmington Pike
- Traffic stops

February 13, 2023

- Crash report on Wilmington Pike
- Welfare check on Alex Trail

February 14, 2023

- Theft arrest on Wilmington Pike
- Juvenile complaint on Brown Road
- An animal complaint on Stewart Road

February 15, 2023

- Crash report on Feedwire Road
- Theft arrest on Wilmington Pike
- An animal complaint on Pepperwell Circle

February 16, 2023

- Crash report on Wilmington-Dayton Road
- Welfare check on Conference Road
- Neighbor problem on Surrey Trail

February 17, 2023

- Nothing to Report

February 18, 2023

- Domestic violence report on Stutsman Road
- Welfare check on Wilmington Pike
- 911 Hang up on Cloy Road
- Community policing
- Theft arrest on Wilmington Pike

February 19, 2023

- Crash report on Wilmington-Dayton Road
- Theft report on Feedwire Road

February 20, 2023

- Theft report on Lower Bellbrook Road
- Juvenile complaint on Feedwire Road

February 21, 2023

- Business and house checks
- Theft report on Heritage Trace Drive W
- Community policing

February 22, 2023

- Nothing to Report

February 23, 2023

- Traffic stops
- Welfare check on Surrey Trail
- Request of an officer on Wilmington Pike
- Noise complaint on Bayberry Cove Drive
- Suspicious vehicle on Little Sugarcreek Road

February 24, 2023

- Crash report on Wilmington Pike
- Community policing
- Welfare check on Wilmington Pike

February 25, 2023

- Domestic violence report on Surrey Trail
- Assault report on Wilmington Pike
- Noise complaint on Washington Mill Road
- Business checks

February 26, 2023

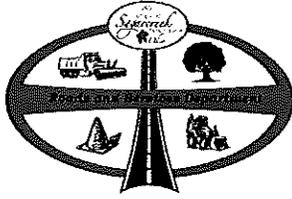
- Theft arrest on Wilmington Pike
- Community policing

February 27, 2023

- Crash report on Wilmington Pike
- An animal complaint on N. Lakeman Drive
- Request of an officer on Belfast Drive
- Welfare check on Surrey Trail

February 28, 2023

- Juvenile complaint on Hillcrest Drive
- Community policing
- Disabled vehicle on Wilmington-Dayton Road



**Staff Report for  
Sugar Creek Township Trustees  
March 6, 2023**

The following information is a snapshot of the activities and areas of responsibilities for the Sugar Creek Township Roads and Services Department.

**Calls for Service:**

- We had two call outs for high water and downed trees

**Accomplishments:**

- Trimmed brush and trees- LSC, Carpenter Roads, Snyder Ct
- Removed crushed end of culvert pipe- Erickman Lane
- Attended Personnel Manual meeting, Risk Management meeting.
- Monthly sign inspection, emergency light inspection
- Troubleshoot street sweeper- made hydraulic, accelerator repairs, begin sweeping cycle
- Patched potholes-numerous places in TWP
- Repaired catch basins-Roscommon, Paxon
- Remove dead animals-LSC, Spring Valley Alpha, Swigert, Conference, Upper Bellbrook
- Cut and removed old metal posts-Station 72
- Changed radar batteries-(x4)
- Fabricated new storm drain cover, remove large rock, install cover- River Edge Circle
- Installed two delineators Ferry South
- Repaired yard damage- Winding Brook, Erickman, Willow Creek, Silverado, Lac Lamien,, Callaway Hills, Admin driveway, River Ridge II
- Remove large rock from ROW-W Salinas
- Assisted with traffic control-wreck on Feedwire
- Closed Conference Road- Police issue
- Marked pavement for milling-McBee, marked curb for replacement-Eric's Place
- Repaired water valve riser and cold patch-Timberwilde
- Repaired garage door frame-door 8, rehung insulation in Quonset hut
- Submitted form for pavement to Greene County
- Borrowed Bellbrook bucket truck, trimmed trees, met with home owner-Shepherd

Respectfully,

Dale Owens  
Director of Roads and Services



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## Payment Listing

2/6/2023 to 2/28/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
263-2023	02/06/2023	02/06/2023	CH	TREASURER OF STATE	\$205.00	O
				Purpose: AUDIT FEES		
266-2023	02/14/2023	02/14/2023	CH	BUREAU OF WORKERS' COMPENSATION	\$4,132.77	O
				Purpose: MONTHLY PAYMENT		
269-2023	02/14/2023	02/14/2023	CH	NAVIA BENEFIT SOLUTIONS, INC.	\$9,954.76	O
				Purpose: JAN HRA CONTRIBUTIONS AND FEES		
358-2023	02/28/2023	02/28/2023	CH	HUNTINGTON NATIONAL BANK	\$900.95	O
				Purpose: MISC PURCHASES		
359-2023	02/28/2023	02/28/2023	CH	HUNTINGTON NATIONAL BANK	\$1,110.81	O
				Purpose: EXTRA CREDIT CARD PAYMENT TO HUNTINGTON		
90516	02/06/2023	02/06/2023	AW	SARA CONTRERAS	\$100.00	O
				Purpose: CUSTOMER SERVICE AWARD		
90517	02/06/2023	02/06/2023	AW	TREASURER OF STATE	\$100.00	O
				Purpose: MONTHLY ACCESS		
90518	02/06/2023	02/06/2023	AW	VIKING HEATING	\$104.00	O
				Purpose: FURNACE SERVICE CALL		
90519	02/06/2023	02/06/2023	AW	JEFFERSON HEALTH PLAN	\$63,231.68	O
				Purpose: JAN HEALTH INS		
90520	02/07/2023	02/07/2023	AW	KIMBALL MIDWEST	\$354.00	O
				Purpose: PAPER TOWELS		
90521	02/07/2023	02/07/2023	AW	KENWOOD DEALER GROUP	\$409.91	V
				Purpose: TRUCK REPAIRS		
90521	02/21/2023	02/21/2023	AW	KENWOOD DEALER GROUP	-\$409.91	V
90522	02/07/2023	02/07/2023	AW	WASH IT DEAN	\$60.00	O
				Purpose: CAR WASHES		
90523	02/07/2023	02/07/2023	AW	TYLER MANTIA	\$21.34	O
				Purpose: REIMB FOR COMPUTER CORD		
90524	02/07/2023	02/07/2023	AW	DnD UNIFORMS, INC.	\$170.00	O
				Purpose: UNIFORMS		
90525	02/07/2023	02/07/2023	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$75.00	O
				Purpose: SEARCHES		
90526	02/07/2023	02/07/2023	AW	THE CENTER FOR RESILIENCE AND WELL	\$550.00	O
				Purpose: PRE-EMPLOYMENT EVALUTION		
90527	02/07/2023	02/07/2023	AW	MOTOROLA SOLUTIONS, INC.	\$4,023.75	O
				Purpose: RADIOS		
90528	02/07/2023	02/07/2023	AW	CAPITAL TIRE, INC.	\$420.12	O
				Purpose: TIRES		
90529	02/07/2023	02/07/2023	AW	MEDICOUNT MANAGEMENT, INC.	\$908.10	O
				Purpose: DECEMBER EMS BILLING		
90530	02/07/2023	02/07/2023	AW	DC DOOR COMPANY	\$2,220.00	O
				Purpose: BAY DOOR REPAIR		
90531	02/07/2023	02/07/2023	AW	INTERSTATE FORD	\$774.44	O
				Purpose: MEDIC REPAIR		
90532	02/07/2023	02/07/2023	AW	C.T. BROWNS'S SANITATION SERVICE, LL	\$2,475.00	O
				Purpose: NEW SEPTIC PUMP AND CLEAN OUT		
90533	02/07/2023	02/07/2023	AW	FLOCK SAFETY	\$2,750.00	O

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Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
90534	02/07/2023	02/07/2023	AW	PETTY CASH	\$100.00	O
				Purpose: PETTY CASH		
90535	02/07/2023	02/07/2023	AW	GATEWAY AUTO CLINIC	\$76.39	O
				Purpose: B-70 OIL FILTER		
90536	02/07/2023	02/07/2023	AW	PHOENIX SAFETY OUTFITTERS	\$871.77	O
				Purpose: CHIEF'S HELMET AND BRASS		
90537	02/07/2023	02/07/2023	AW	LOWE'S COMPANIES INC.	\$1,561.96	O
				Purpose: ADMIN FRIDGE, MISC PURHCASES		
90538	02/07/2023	02/07/2023	AW	MUFFLER BROTHERS	\$962.50	O
				Purpose: FORD FUSION AND CAR 108		
90539	02/07/2023	02/07/2023	AW	DUNCAN OIL COMPANY	\$1,700.37	O
				Purpose: FUEL		
90540	02/07/2023	02/07/2023	AW	GREENE COUNTY SANITARY ENGINEER	\$609.17	O
				Purpose: WATER AND SEWER		
90541	02/07/2023	02/07/2023	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: POSTAGE		
90542	02/07/2023	02/07/2023	AW	CAPITAL TIRE, INC.	\$637.68	O
				Purpose: CAR 108 TIRES		
90543	02/07/2023	02/07/2023	AW	AES OHIO	\$1,132.95	O
				Purpose: ELECTRIC		
90544	02/07/2023	02/07/2023	AW	PRO ONCALL TECHNOLOGIES	\$271.25	O
				Purpose: DISPATCH REPAIRS		
90545	02/07/2023	02/07/2023	AW	PHOENIX SAFETY OUTFITTERS	\$233.45	O
				Purpose: UNIFORMS		
90546	02/07/2023	02/07/2023	AW	VOSS	\$4,208.24	O
				Purpose: CHEVY TAHOE REPAIRS		
90547	02/07/2023	02/07/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$146.00	O
				Purpose: DRUG TESTING/PHYSICAL		
90548	02/07/2023	02/07/2023	AW	CHARTER COMMUNICATIONS	\$123.68	O
				Purpose: TV AND VOICE		
90549	02/07/2023	02/07/2023	AW	CAROLYN L. DESTEFANI	\$160.27	O
				Purpose: OTA MILEAGE REIMB AND PARKING		
90551	02/14/2023	02/14/2023	AW	BARRY TIFFANY	\$760.13	O
				Purpose: CELL PHONE, CAR ALLOWANCE, REIMB FOR BATTERY		
90552	02/14/2023	02/14/2023	AW	RUMPKE CONSOLIDATED	\$260.18	O
				Purpose: TRASH REMOVAL		
90553	02/14/2023	02/14/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$51.45	O
				Purpose: SUPPLIES		
90554	02/14/2023	02/14/2023	AW	AES OHIO	\$454.74	O
				Purpose: ELECTRIC		
90555	02/14/2023	02/14/2023	AW	INTERSTATE BILLING SERVICE, INC.	\$115.03	O
				Purpose: TRUCK REPAIRS		
90556	02/14/2023	02/14/2023	AW	CHARTER COMMUNICATIONS	\$610.64	O
				Purpose: MONTHLY CHARGES		
90557	02/14/2023	02/14/2023	AW	K. E. ROSE COMPANY	\$190.00	O
				Purpose: CAR 109		

## Payment Listing

2/6/2023 to 2/28/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
90558	02/14/2023	02/14/2023	AW	SUGARCREEK DIRECT FAMILY CARE	\$6,880.00	O
				Purpose: SEP-DEC 2022 SERVICES		
90559	02/14/2023	02/14/2023	AW	MUNICIPAL EMERGENCY SERVICES	\$100.95	O
				Purpose: BATTERY RETAINER STRAP		
90560	02/14/2023	02/14/2023	AW	CENTERPOINT ENERGY	\$2,450.04	O
				Purpose: NATURAL GAS		
90561	02/14/2023	02/14/2023	AW	AIRGAS USA, LLC	\$24.41	O
				Purpose: OXYGEN		
90562	02/14/2023	02/14/2023	AW	HERITAGE FIRE EQUIPMENT	\$1,939.06	O
				Purpose: TRUCK REPAIRS		
90563	02/14/2023	02/14/2023	AW	PHOENIX SAFETY OUTFITTERS	\$1,089.54	O
				Purpose: UNIFORMS		
90564	02/14/2023	02/14/2023	AW	TIME WARNER CABLE	\$46.33	O
				Purpose: CABLE		
90565	02/14/2023	02/14/2023	AW	RED WING SHOE STORE	\$404.98	O
				Purpose: SERVICE BOOTS		
90566	02/14/2023	02/14/2023	AW	O'REILLY AUTOMOTIVE, INC.	\$25.74	O
				Purpose: TIRE GAUGE		
90567	02/14/2023	02/14/2023	AW	VERIZON WIRELESS	\$570.23	O
				Purpose: CELL PHONES - POLICE		
90568	02/14/2023	02/14/2023	AW	VIKING HEATING	\$1,300.00	O
				Purpose: AIR DUCT CLEANING		
90569	02/14/2023	02/14/2023	AW	GERMAIN FORD	\$316.43	O
				Purpose: BATTERY REPAIR		
90572	02/14/2023	02/14/2023	AW	DENTAL CARE PLUS, INC.	\$3,719.75	O
				Purpose: DEC/JAN DENTAL INS		
90574	02/14/2023	02/14/2023	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$632.95	O
				Purpose: VISION INS		
90577	02/14/2023	02/14/2023	AW	STANDARD INSURANCE COMPANY	\$463.39	O
				Purpose: DEC/JAN LIFE INS		
90578	02/14/2023	02/14/2023	AW	CARA TILFORD	\$450.00	O
				Purpose: CELL PHONE AND CAR ALLOWANCE		
90579	02/14/2023	02/14/2023	AW	CAROLYN L. DESTEFANI	\$20.00	O
				Purpose: CELL PHONE		
90580	02/14/2023	02/14/2023	AW	FRED CRAMER	\$20.00	O
				Purpose: CELL PHONE		
90581	02/14/2023	02/14/2023	AW	MARVIN MOELLER	\$20.00	O
				Purpose: CELL PHONE		
90582	02/14/2023	02/14/2023	AW	DALE OWENS	\$20.00	O
				Purpose: CELL PHONE		
90583	02/14/2023	02/14/2023	AW	RICHARD CIPRIANO	\$20.00	O
				Purpose: CELL PHONE		
90584	02/14/2023	02/14/2023	AW	CHASE MORGAN	\$20.00	O
				Purpose: CELL PHONE		
90585	02/14/2023	02/14/2023	AW	MICHAEL WARD	\$20.00	O
				Purpose: CELL PHONE		

## Payment Listing

2/6/2023 to 2/28/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
90586	02/14/2023	02/14/2023	AW	TAYLOR STINSON	\$20.00	O
				Purpose: CELL PHONE		
90587	02/14/2023	02/14/2023	AW	JOSHUA DARNELL	\$20.00	O
				Purpose: CELL PHONE		
90588	02/14/2023	02/14/2023	AW	DUNCAN OIL COMPANY	\$776.56	O
				Purpose: FUEL		
90589	02/14/2023	02/14/2023	AW	JOHNSON CONTROLS FIRE PROTECTION	\$743.60	O
				Purpose: FIRE ALARM TESTING		
90590	02/14/2023	02/14/2023	AW	INTEGRATED PROTECTION SERVICES	\$400.00	O
				Purpose: SOFTWARE RENEWAL		
90591	02/14/2023	02/14/2023	AW	TREASURER OF STATE	\$37.00	O
				Purpose: ALCOHOL ANALYSIS		
90592	02/14/2023	02/14/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$220.09	O
				Purpose: SUPPLIES		
90593	02/14/2023	02/14/2023	AW	OHIO POLICE & FIRE PENSION FUND	\$25.00	O
90594	02/21/2023	02/21/2023	AW	OHIO TOWNSHIP ASSOCIATION	\$20.00	O
				Purpose: FIRE CHIEF AD - REPLACES CHECK #90212		
90595	02/21/2023	02/21/2023	AW	FRED CRAMER	\$98.25	O
				Purpose: OTA MILEAGE REIMB		
90596	02/21/2023	02/21/2023	AW	O'REILLY AUTOMOTIVE, INC.	\$8.99	O
				Purpose: CAR WASH ITEM		
90597	02/21/2023	02/21/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$146.00	O
				Purpose: DRUG TEST/PHYSICAL		
90598	02/21/2023	02/21/2023	AW	MUNICIPAL EMERGENCY SERVICES	\$556.80	O
				Purpose: HYDRAULIC BATTERY		
90599	02/21/2023	02/21/2023	AW	DC DOOR COMPANY	\$700.00	O
				Purpose: REPLACE DOOR BUTTON OPENERS		
90600	02/21/2023	02/21/2023	AW	POLLACK LAW, LLC	\$87.50	O
				Purpose: LEGAL FEES		
90603	02/21/2023	02/21/2023	AW	MICHAEL BROWN	\$50.00	O
				Purpose: CELL PHONE		
90604	02/21/2023	02/21/2023	AW	DOUG EVANS	\$20.00	O
				Purpose: CELL PHONE		
90605	02/21/2023	02/21/2023	AW	MARK WHITE	\$20.00	O
				Purpose: CELL PHONE		
90606	02/21/2023	02/21/2023	AW	MUFFLER BROTHERS	\$84.37	O
				Purpose: CAR 104		
90607	02/21/2023	02/21/2023	AW	DUNCAN OIL COMPANY	\$2,658.59	O
				Purpose: FUEL		
90608	02/21/2023	02/21/2023	AW	WELLS FARGO EQUIPMENT FINANCE	\$51,631.68	O
				Purpose: MEDIC PAYMENT		
90609	02/21/2023	02/21/2023	AW	CITI CARDS	\$2,164.88	O
				Purpose: MISC CHARGES		
90610	02/21/2023	02/21/2023	AW	TECH ADVISORS	\$9,913.00	O
				Purpose: MONTHLY CHARGES (2MOS)		
90611	02/21/2023	02/21/2023	AW	MUNICIPAL EMERGENCY SERVICES	\$200.00	O

## Payment Listing

2/6/2023 to 2/28/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: SERVICE CALL				
90612	02/21/2023	02/21/2023	AW	PHOENIX SAFETY OUTFITTERS	\$89.95	O
		Purpose: UNIFORMS				
90613	02/21/2023	02/21/2023	AW	ENERGY OPTIMIZERS, USA	\$959.01	O
		Purpose: ENERGY CONTRACT				
90614	02/21/2023	02/21/2023	AW	A. E. DAVID COMPANY	\$159.80	O
		Purpose: UNIFORMS				
90615	02/21/2023	02/21/2023	AW	SUPERIOR PLUS PROPANE	\$2,306.89	O
		Purpose: PROPANE				
90616	02/21/2023	02/21/2023	AW	MINUTEMAN PRESS	\$340.58	O
		Purpose: MAGNETIC BUSINESS CARDS				
90618	02/27/2023	02/27/2023	AW	DC DOOR COMPANY	\$460.00	O
		Purpose: DOOR REPAIR - SERIVCE DEPT				
90619	02/27/2023	02/27/2023	AW	TIME WARNER CABLE	\$734.72	O
		Purpose: SERVICES				
90620	02/27/2023	02/27/2023	AW	CERTIFIED LABORATORIES	\$395.95	O
		Purpose: SUPPLIES				
90621	02/27/2023	02/27/2023	AW	JEFFERSON HEALTH PLAN	\$58,826.93	O
		Purpose: FEB HEALTH INS				
90623	02/27/2023	02/27/2023	AW	STANDARD INSURANCE COMPANY	\$236.08	O
		Purpose: FEB LIFE INS				
90624	02/27/2023	02/27/2023	AW	SWOP4G	\$35.00	O
		Purpose: ANNUAL MEMBERSHIP FEE				
90625	02/27/2023	02/27/2023	AW	EXTREME'S ONE HOUR HEATING & AIR CC	\$278.00	O
		Purpose: HVAC REPAIR				
90626	02/27/2023	02/27/2023	AW	HERITAGE FIRE EQUIPMENT	\$9,957.40	O
		Purpose: 2 GEAR WASHING MACHINES				
90627	02/27/2023	02/27/2023	AW	CITI CARDS	\$2,888.54	O
		Purpose: MISC PURCHASES				
90628	02/27/2023	02/27/2023	AW	AT&T MOBILITY	\$593.98	O
		Purpose: CELL PHONES - FIRE				
90629	02/27/2023	02/27/2023	AW	P & R COMMUNICATIONS SERVICE, INC.	\$120.00	O
		Purpose: BATTALION RADIO SERVICE				
90630	02/27/2023	02/27/2023	AW	AMS SUPPLY	\$266.75	O
		Purpose: CLEANING PRODUCTS				
90631	02/27/2023	02/27/2023	AW	PREMIER EMS CENTER OF EXCELLENCE	\$1,200.00	O
		Purpose: TRAINING-WIRTH, LISTON, GARTENMAN AND LEE				
90636	02/28/2023	02/28/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$405.02	O
		Purpose: SUPPLIES				
90637	02/28/2023	02/28/2023	AW	DUNCAN OIL COMPANY	\$1,398.85	O
		Purpose: FUEL				
90638	02/28/2023	02/28/2023	AW	MUFFLER BROTHERS	\$281.10	O
		Purpose: CARS 103 AND 105				
90639	02/28/2023	02/28/2023	AW	TREASURER OF STATE	\$100.00	O
		Purpose: MONTHLY ACCESS				
90640	02/28/2023	02/28/2023	AW	CAPITAL ONE	\$55.50	O

**Payment Listing**

2/6/2023 to 2/28/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
Purpose: MISC PURCHASES						
Total Payments:					\$283,275.73	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$283,275.73	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

\* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, March 6, 2022, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. **Approval of Minutes**
  - C. Resignation of Fire Department Staff - Ken Collier- 2023.03.06.01
  - D. Resignation of Police Department Staff - Anthony Mountjoy - 2023.03.06.02
  - E. Resignation of Administrative Staff - Madeleine Rogg - 2023.03.06.03
  - F. Appointment of Police Department Staff - Adam Klark - 2023.03.06.04
  - G. Appointment of Fire Department Staff - Kaitlyn Holbrook, Julia Chubner and Cameron Bybee - 2023.03.06.05
  - H. Resignation of Roads and Services Department Staff - Michael Ward - 2023.03.06.06
  - I. Authorizing Contract with Jordan Concrete Services, LLC - 2023.03.06.07
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on February 6<sup>th</sup>, 2023, at 6:00 PM.**

- 1) **Mrs. Destefani called the session to order at 6:00 pm.**
- 2) **Mr. Demko called the roll with Board Members,** Mrs. Destefani, Mr. Moeller, and Mr. Cramer were in attendance. Also, in attendance was Donna Hellmann, Louis Schatzberb, Jake Jagels, Jordan Rio, and Jodi Puterbaugh.
- 3) **All in attendance stood for the Pledge of Allegiance.**
- 4) **Jake Jagels – Congressman Turner’s Local Field Representative**

Mr. Jagels introduced himself. The trustees asked him to give updates on what Mr. Turner is doing for Greene County and that is why he is attending the meeting. He stated first are new committee assignments. Congressman Turner is now the chairman of the house permanent select committee on intelligence which will be very helpful with WPAFB. He added that he also now serves on house oversight and government reform which is a committee in which he previously served on but has not the last couple sessions of congress. He is also serving on the armed services committee as he has done in the past. He stated some of the major funding things that came from the bill that passed at the end of last year, Congressman Turner was able to secure \$3 million dollars for the preliminary engineering work at the I-675 and Wilmington Pike interchange to improve safety and relieve traffic congestion. He added that he was also able to bring back \$29 million for a school aged center on WPAFB totaling to \$53 million that will benefit the quality of life for younger people living/working on base. He stated he also wanted to provide an update for former governor, Bob Taft. He stated that he was appointed to he Afghan War Commission. He stated another major update is that the space force intel command has been moved to WPAFB. He thanked the trustees for allowing him to speak and stated if there is anything anyone needs from their office to reach out to him. Mrs. Tilford informed Mr. Jagels that the township is applying for the RAISE grant which will affect Greene County as well.

5) **Reports**

**Administration**

Mr. Tiffany had nothing to add to his report. Mrs. Destefani asked about the deeds for the memorial property. Mr. Tiffany stated he spoke with the prosecutor’s office, and they sent it to the park district who sent it to their attorneys, and they are currently working through it so hopefully they should see it soon.

**Zoning**

Mrs. Tilford had nothing to add to her report. She noted she spoke with a BZA board applicant and asked them to send their resume so she should hopefully be receiving that soon and there are currently two applicants.

**Fiscal Officer**

Mr. Demko stated he has started his meetings with the department heads to review the year end expenditures compared to the temporary appropriations in preparation for the permanent

appropriations due in April. Mrs. Destefani asked if in the work session in March they are still going to go over the audit. Mr. Demko stated yes.

### **Fire**

Mr. Buffenbarger stated he informed Cornerstone that after so many false alarm calls, they start billing them and as of now they have not received any additional false alarm calls. They have begun the Blue Card Training for the full-time employees and some have finished the course and are just awaiting the in person test. He stated he is actively trying to get one of the employees trained to administer CPR training as well as car seat installation training to offer those services to the community which they will advertise on the website and social media. On 2/15/23 they will have candidate testing for the vacant firefighter position. The vacant lieutenant position written testing is on 3/28/23 and on 4/1/23 there will be an assessment center test organized by several fire chiefs. Some discussion continued on the assessment center and what that entails. The final interviews will occur on 4/5/23. Mrs. Destefani asked why Mr. Straight was resigning. Chief Buffenbarger stated he is now a full-time firefighter for Fairborn and no longer has time to give to Sugarcreek.

### **Police**

Chief Brown had nothing to add to his report. Mrs. Destefani asked what Chief Brown asked for, for the Lyons club. Chief Brown stated their ballistic vests have a 5-year shelf life and this year 3 are due to expire, so they had a vendor come in to give a price for them. Their prices have increased to \$900. Chief Brown stated he applied for a grant that will cover 75% of the cost, and he submitted to the Lyons club to cover the remaining 25%. Mr. Cramer stated he was at the White Fence HOA meeting with both the police and fire chief and he was very impressed by both of their speeches. He also mentioned Chief Brown spoke on the police levy and the need for it, without asking people to vote yes or no, and he was very proud.

### **Roads and Service**

Mr. Owens was not present and had nothing to add to his report. Mrs. Destefani stated she noticed that they were driving training for snow routes with the new staff. Mrs. Tilford stated that the training is to show the new staff how to not run over yards and damage mailboxes. Some discussion followed on the fiber optics installations and how some residents have presented complaints about losing power, the installation tearing up their yards, etc.

### **Information Technology**

Mr. Tiffany had nothing to add.

### **Trustees**

Mr. Moeller stated he attended the OTA meeting, and he stated it was a good conference this year and he learned quite a bit. He added he attended the Ohio Fire Marshalls Conference that was also really interesting. He added one of the things they are going to introduce is NFPA standard for pump operators only. He stated it was a really good conference and he learned a lot. Mr. Moeller asked the other trustees if they saw that Governor DeWine signed a bill supporting regional dispatch centers and they are going to be giving credits to those combining departments together for regional dispatching.

Mrs. Destefani stated she attended the OTA meeting as well and thought the sessions were very informative. She stated she also attended the Greene County Regional Planning meeting and they decided that the Director of Greene County Regional Planning was underpaid, and was offered another position that paid \$20,000 more but she opted to not accept that position and the county is trying to get closer to the pay of what the other offer was. To do this, the pay will come from each of the townships they support in Greene County. There will be a slight increase in the budget for the township of \$476.60 for Sugarcreek Township specifically. She added they did very equitably distribute through all of the townships and the county took the bulk of paying the difference.

Mrs. Destefani asked Mr. Tiffany to speak about the 911 implementation that was spoken about at CLOUT. Mr. Tiffany stated they would put another fee on your cell phone bill to pay for 911 services because it is getting so expensive for dispatch. This is something they are looking at, at the state level as opposed to passing another property tax.

Mr. Cramer stated he also attended the OTA conference and he thought it was well attended. He stated he took some of the leadership classes with Mrs. Tilford and he really enjoyed the speakers. Some discussion followed on the speakers at the OTA conference. He stated one thing he learned was to never “No comment.” As soon as someone says “No comment” it assumes guilt. You instead may say, “This is not tolerated in Sugarcreek Township” or “We do not know all the pieces yet, but we are vigorously searching for answers.” By sending this message, it saves a lot of pain and heartache.

**6) Public Comments – Agenda Items**

Mr. Rio stated he is attending this meeting to express his interest in joining the BZA. He stated he brought a letter addressed to the township officers and trustees. Mr. Rio read the letter he presented to the trustees expressing his interest in the BZA position. Mr. Tiffany asked where Mr. Rio’s office is. Mr. Rio stated he practices out of his home. Mr. Tiffany stated they have a physician that Sugarcreek partners with and they pay him an annual fee and no insurance is involved, and it has really worked out for the township. He asked Mr. Rio if this were something he would consider. Mr. Rio stated he has never considered this but would be willing to discuss it. The trustees thanked Mr. Rio and stated it is nice to have a face to go along with the application.

**7) Old Business**

None.

**8) Consent Agenda Items**

**A. Payment of Bills**

**B. Approval of Minutes**

**C. Rescinding Resolution 2020.08.17.03 Acceptance of Dedicated Roadway for Maintenance of Streets and Storm Systems for Oak Brooke 3 - 2023.02.08.01**

WHEREAS, this Board of Sugarcreek Township Trustees has determined the need to rescind Resolution 2020.08.17.03 Acceptance of Dedicated Roadway for Maintenance of Streets and Storm Systems for Oak Brooke 3,

NOW THEREFORE, BE IT RESOLVED, that Resolution 2020.08.17.03 is hereby rescinded (copy attached and incorporated in this resolution).

**D. Acceptance of Dedicated Roadway for Maintenance of Streets and Storm Systems for Oak Brook, Section 4 - 2023.02.06.02**

WHEREAS, this Board of Township Trustees has received the name Oak Brooke, Section 3, from the Greene County Engineer which will become the responsibility of Sugarcreek Township per Ohio Revised Code (O.R.C.) 5553.31; and,

WHEREAS, the maintenance and responsibility for these roadways will belong to the Sugarcreek Township Trustees; and,

WHEREAS, the following roadways have met the specifications and inspection procedures of both the Greene County Engineer and the Sugarcreek Township Roads and Services Department:

Oak Brooke, Section 4

NOW THEREFORE, BE IT RESOLVED, that these subdivision roads are accepted as the responsibility of Sugarcreek Township and the speed limit in this residential area shall be set at 25 miles per hour.

**E. Acceptance of Dedicated Roadway for Maintenance of Streets and Storm Systems for Oak Brooke, Section 2 - 2023.02.06.03**

WHEREAS, this Board of Township Trustees has received the name Oak Brooke, Section 3, from the Greene County Engineer which will become the responsibility of Sugarcreek Township per Ohio Revised Code (O.R.C.) 5553.31; and,

WHEREAS, the maintenance and responsibility for these roadways will belong to the Sugarcreek Township Trustees; and,

WHEREAS, the following roadways have met the specifications and inspection procedures of both the Greene County Engineer and the Sugarcreek Township Roads and Services Department:

Oak Brooke, Section 2

NOW THEREFORE, BE IT RESOLVED, that these subdivision roads are accepted as the responsibility of Sugarcreek Township and the speed limit in this residential area shall be set at 25 miles per hour.

**F. Resignation of Fire Department Staff - Anthony Straight- 2023.02.06.04**

WHEREAS, Full-time Firefighter/Paramedic, Anthony Straight has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Anthony Straight was hired as a member of the Sugarcreek Township Fire Department on August 10, 2022; and,

WHEREAS, Chief Doug Buffenbarger recommends we accept the resignation of Anthony Straight

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the above-mentioned resignation effective January 31, 2023.

Mrs. Destefani made a motion to accept all agenda items as stated. Mr. Moeller seconded.

Mrs. Destefani-yes

Mr. Moeller-yes

Mr. Cramer - yes

**9. Discussion Agenda Items**

None.

**10. Public Comments**

Mrs. Hellman asked Mr. Tiffany regarding the local projects plan for the Wilmington Pike Study, if the local projects were referring to Feedwire, Upper Bellbrook, and other roadways. Mr. Tiffany stated yes. She stated she just wanted to know with a HOA meeting coming up. Some discussion followed on locations for the HOA meeting. Mr. Tiffany stated their intent, is to push the expansion of Feedwire to the north side. Mr. Tiffany stated as soon as they know how it will affect their neighborhood there will be a collective negotiation process. Some discussion followed on the fencing and materials that would replace the current fence.

**11. Trustee/Staff Discussions**

None.

**12. Executive Session**

None.

### **13. Adjourn**

Mrs. Destefani made a motion to adjourn, which was seconded by Mr. Moeller. Upon call of the roll, the vote resulted in the following:

Mrs. Destefani-yes

Mr. Moeller-yes

Mr. Cramer - yes

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Richard J Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, March 6, 2022, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Approval of Minutes
  - C. Resignation of Fire Department Staff - Ken Collier- 2023.03.06.01
  - D. Resignation of Police Department Staff - Anthony Mountjoy - 2023.03.06.02
  - E. Resignation of Administrative Staff - Madeleine Rogg - 2023.03.06.03
  - F. Appointment of Police Department Staff - Adam Klark - 2023.03.06.04
  - G. Appointment of Fire Department Staff - Kaitlyn Holbrook, Julia Chubner and Cameron Bybee - 2023.03.06.05
  - H. Resignation of Roads and Services Department Staff - Michael Ward - 2023.03.06.06
  - I. Authorizing Contract with Jordan Concrete Services, LLC - 2023.03.06.07
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2023.03.06.01**  
IN RE: Accepting Retirement of Ken Collier

WHEREAS, Ken Collier submitted his letter of retirement from the Sugarcreek Township Fire Department with an effective date of April 3, 2023; and,

WHEREAS, Barry P. Tiffany, Township Administrator, has stated that Mr. Collier, started his employment with Sugarcreek Township February 3, 2003 as a part-time firefighter/EMT. Mr. Collier has moved through the ranks within the Township, finishing his career with us serving as Captain of Fire Marshal office.

WHEREAS, the Board of Trustees and Township Administrator, Barry P. Tiffany, would like to publicly thank Mr. Collier for his dedication of service to this community for the past 20 years.

NOW THEREFORE, BE IT RESOLVED that this Board of Township Trustee officially accepts, with regret, the retirement of Ken Collier from the Sugarcreek Township Fire Department effective April 3, 2023; and,

FUTHER, BE IT RESOLVED, that this Board of Trustees wishes Mr. Collier the very best in endeavors.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Marvin Moeller, Trustee

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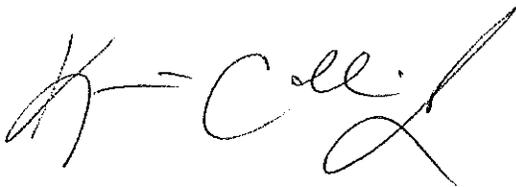
Richard J. Demko, Fiscal Officer

February 25, 2023

Chief Buffenbarger,

This letter is to inform you that I will be retiring from the fire service as well as the township. My last shift is scheduled on April 2<sup>nd</sup>, at 0700 hours on April 3<sup>rd</sup> will be the effective date.

Respectfully,

A handwritten signature in black ink, appearing to read "K. Collier, Jr." with a stylized flourish at the end.

Kenneth Collier, Jr.



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

**Monday, March 6, 2022, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Reports**
  - A. Administrator
  - B. Zoning
  - C. Fiscal Officer
  - D. Fire
  - E. Police
  - F. Roads and Services
  - G. Information Technology
  - H. Trustees
- 5. Public Comments** - Limited to five minutes per person. Agenda related business only.  
(Time cannot be yielded to another person.)
- 6. Old Business**
- 7. Consent Agenda Items**
  - A. Payment of Bills
  - B. Approval of Minutes
  - C. Resignation of Fire Department Staff - Ken Collier- 2023.03.06.01
  - D. **Resignation of Police Department Staff - Anthony Mountjoy - 2023.03.06.02**
  - E. Resignation of Administrative Staff - Madeleine Rogg - 2023.03.06.03
  - F. Appointment of Police Department Staff - Adam Klark - 2023.03.06.04
  - G. Appointment of Fire Department Staff - Kaitlyn Holbrook, Julia Chubner and Cameron Bybee - 2023.03.06.05
  - H. Resignation of Roads and Services Department Staff - Michael Ward - 2023.03.06.06
  - I. Authorizing Contract with Jordan Concrete Services, LLC - 2023.03.06.07
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
(Time cannot be yielded to another person.)
- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2023.03.06.02**

**IN RE:** Resignation of Full-Time Police Officer Anthony Mountjoy

WHEREAS, Police Officer Anthony Mountjoy has submitted his letter of resignation from the Sugar Creek Township Police Department; and,

WHEREAS, Mr. Mountjoy became a member of the Sugar Creek Township Police Department on May 21, 2019 through July 19, 2020 and was rehired on October 18, 2021; and,

WHEREAS, Chief Michael Brown recommends we accept the resignation of Anthony Mountjoy.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accepts the resignation of Anthony Mountjoy effective February 21, 2023.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer

Anthony Mountjoy

Office of the Chief of Police

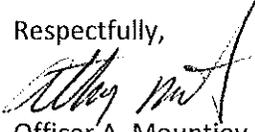
February 21, 2023

To the office of the Sugar creek Township Police Chief and the Sugar creek Township Trustees. I am writing this letter to inform you of my resignation, from the position of police officer, with the Sugar creek Township Police Department immediately effective on February 21, 2023. I have accepted another full-time position with another agency.

I want to say thank you to the men and women whom I was blessed to serve with. It was an honor and privilege to serve the community in which I grew up in. I really enjoyed being the face of the agency as the community engagement officer. I am grateful for the knowledge and experience I obtained during my tenure serving as a police officer with Sugar creek Township.

As I set sail with my ship and move on to my future endeavors, I wish the Sugar creek Township Police Department and the Sugar creek Township Trustees, the warmest and best regards moving forward. If I am able to assist in anyway, feel free to reach out to me.

Respectfully,

A handwritten signature in black ink, appearing to read 'Anthony Mountjoy', written in a cursive style.

Officer A. Mountjoy #230



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, March 6, 2022, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
- 2. Roll Call**
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  - F. Appointment of Police Department Staff - Adam Klark - 2023.03.06.04
  - G. Appointment of Fire Department Staff - Kaitlyn Holbrook, Julia Chubner and Cameron Bybee - 2023.03.06.05
  - H. Resignation of Roads and Services Department Staff - Michael Ward - 2023.03.06.06
  - I. Authorizing Contract with Jordan Concrete Services, LLC - 2023.03.06.07
- 8. Discussion Agenda Items**
- 9. Public Comments** - Limited to five minutes per person. Township related business only.  
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2023.03.06.03**

IN RE: Resignation of Administration Department Staff – Madeleine Rogg

WHEREAS, Full-time Administrative Assistant/Social Media and Marketing Coordinator, Madeleine Rogg has indicated her desire to resign from the Sugarcreek Township Administration Department; and,

WHEREAS, Miss Rogg was hired as a member of the Sugarcreek Township Administration Department on June 13, 2022; and,

WHEREAS, Township Administrator Barry Tiffany recommends we accept the resignation of Madeleine Rogg.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the resignation of Madeleine Rogg effective March 10, 2023.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer

Dear Sugarcreek Township Trustees,

I am writing to inform you of my decision to resign from Sugarcreek Township effective March 10, 2023. It has been a pleasure working for Sugarcreek Township. I would like to thank you for the opportunities for professional and personal development that you have provided me during my time here.

If I can be of any help during this transition, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "MRogg". The letters are cursive and connected, with a stylized flourish at the end of the "g".

Madeleine Rogg



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, March 6, 2022, 7:00 P.M.**

**REGULAR SESSION:**

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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2023.03.06.04**

IN RE: Appointment of Full-Time Police Officer Adam Klark

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 Officer; and,

WHEREAS, the vacancy has been posted for application in accordance with township policy and the current labor contract; and,

WHEREAS, an assessment center was conducted which included testing in basic exercises, review board and personal interviews with the Chief of Police; and,

WHEREAS, after a review of all the candidates, Police Chief Michael A. Brown recommends this appointment, and confirms that there are funds available for this position in the 2023 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Adam Klark is hereby appointed as full-time Police Officer effective February 27, 2023, at a pay rate of \$32.95 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending February 27, 2024.

NOW THEREFORE, BE IT FURTHER RESOLVED, that Mr. Klark will transfer in accordance with Section 25.10 of the police contract and section 6.12.4 of the Township Personnel Policies and Procedures Manual, his sick leave balance of 149.88 hours.

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Marvin Moeller, Trustee

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Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, March 6, 2022, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2023.03.06.05**

IN RE: Appointment of Fire Department Staff  
Kaitlyn Holbrook, Julia Chubner and Cameron Bybee

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

WHEREAS, vacancies exist within the classification of Part-time EMS Only, Firefighter/Paramedic and Firefighter EMT; and,

WHEREAS, Kaitlyn Holbrook, Julia Chubner and Cameron Bybee have the necessary qualifications to serve in those capacities for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2023 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Kaitlyn Hollbrook shall be appointed to Part-time EMS Only within the Sugarcreek Fire Department at the rate of \$17.01 per hour, and that Julia Chubner shall be appointed to Part-time Firefighter I/Paramedic within the Sugarcreek Fire Department at the rate of \$18.81 per hour, and that Cameron Bybee shall be appointed to Part-time Firefighter I/EMT within the Sugarcreek Fire Department at the rate of \$16.71 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Kaitlyn Holbrook will have an effective date of February 13, 2023 with a one (1) year probationary period ending on February 13, 2024 and Julia Chubner will have an effective date of February 22, 2023, with a one (1) year probationary period ending on February 22, 2024, and Cameron Bybee will have an effective date of February 28, 2023, with a one (1) year probationary period ending on February 28, 2024 .

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Carolyn L. Destefani, Chairperson

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Fred Cramer, Vice Chairperson

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Marvin Meoller, Trustee

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Richard J. Demko, Fiscal Officer



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, March 6, 2022, 7:00 P.M.**

**REGULAR SESSION:**

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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2023.03.06.06**

IN RE: Resignation of Roads and Services Department Staff – Michael Ward

WHEREAS, Full-time Roads and Services Service Worker I, Michael Ward has indicated his desire to resign from the Sugar Creek Township Roads and Services Department; and,

WHEREAS, Mr. Ward was hired as a member of the Sugar Creek Township Roads and Services Department on May 16, 2022; and,

WHEREAS, Township Administrator Barry Tiffany recommends we accept the resignation of Michael Ward.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugar Creek Township Trustees officially accept the resignation of Michael Ward effective March 17, 2023.

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

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

\_\_\_\_\_  
Marvin Moeller, Trustee

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

Michael Ward

3-6-23

this is to inform you that this  
is my two week notice as of 3-17-23

Michael Ward



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, March 6, 2022, 7:00 P.M.**

**REGULAR SESSION:**

- 1. Call to Order**
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- 10. Trustee/Staff Discussion**
- 11. Adjourn**



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2023.03.06.07**

IN RE: Authorizing Contract with Jordan Concrete Services, LLC

WHEREAS, the Roads and Services Department has identified a need to make improvements to the curbs and catch basins in Eric's Place; and,

WHEREAS, the Trustees recognize this need and seek to improve the quality of the curbs and catch basins for the residents; and,

WHEREAS, Barry P. Tiffany, Township Administrator, has recommended to the Board of Trustees that they enter into a contract with Jordan Concrete Services, LLC to perform this work for a total of Forty-One Thousand Six Hundred Seventy-Three dollars and Twenty-Eight cents (\$41,673.28) in curb and catch basin work; and,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby authorize Barry P. Tiffany to enter into contract for curb and catch basin repairs in the Eric's Place development with Jordan Concrete Services, LLC.

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

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

\_\_\_\_\_  
Marvin Moeller, Trustee

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



February 27, 2023

Sugarcreek Township  
2090 Ferry Road  
Bellbrook OH 45305

Dear Sugarcreek Township,

Thank you for allowing my company to bid your concrete project.

This bid is for approximately 143' of curb and catch basins which need to be sealed unless otherwise noted; ADA ramps listed will be rebuilt to current specs.

Eric's Place:

- Seal all CB
- Erica Ct – 4451 - 3', (3) ADA ramps
- Aaron Dr – 4463 - 5' (2) ADA ramps
- Timberwilde Dr – ADA ramp
- Rachel Ct – 4486 – 3', (2) ADA ramps
- 647 – 7'
- Shannon Ct – 689 – 5', 5', (2) ADA ramps
- Walden Way – 3' (@ pond)
- Across from Rachel Ct – ADA ramp
- Across from Erica Ct – ADA ramp
- 747 – CB
- @ Erica – (2) ADA ramps
- @ Swigert Rd – (2) ADA ramps
- 

Removal

- Tear out existing curb
- Repair / Rebuild Catch Basins (Will seal insides of catch basins and repair framing around top where needed)
- Sidewalk / Ramp

Base

- Inspect gravel base to allow for 4" of compacted gravel as needed

- Provide expansion joint where concrete abuts existing slabs, building or other fixed objects

- 

#### Concrete

- Install minimum 24" below grade or existing depth (4500 PSI commercial strength), case in place, fiber mesh reinforcement, air entrained concrete
- Install minimum 4" thick concrete in city walk
- Broom finish surface
- Slope surface of concrete at a rate of ¼" per foot away from building faces where possible.
- Control joints on curb not to exceed 10' or township specs and will be 1" deep (city walk control joints not to exceed 4' and will be 1" deep)
- Round all joints ¼" radius

#### Sealant

- All concrete will be sealed with a cure and seal compound after concrete is poured and finished

#### Clean-up

- Remove all forms and repair surrounding yard that was disturbed when installing concrete

Total Cost: \$41,673.28

If you have any questions, please contact me at 937-532-4835.

Sincerely,  
Rob Jordan  
Owner

If Bid is awarded, request 25% of estimated total be paid before work is to begin. Balance due upon completion of project. This estimate is good for 30 days.

Signature: Rob Jordan Date: February 26, 2022