



**AGENDA**  
**SUGARCREEK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Monday, March 20, 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. Authorizing Township Administrator to act as Signatory on SRO Memorandum of Understanding - 2023.03.20.01
- 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



## Sugarcreek Township Trustees Report For March 20, 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
- Standing orders Skills
- Water Calculations
- Inspection

### Statistics:

#### 2023 Totals

- EMS Responses: 191                      11.3% or 28 calls have been to Cornerstone.
- Vehicle Crashes: 22
- Fire Responses: 55  
246

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

- Fire = 10
- EMS = 3

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

- Fire = 7
- EMS = 4

### Information:

- Station 71 bay floor replacement close to completion (R&A Concrete)
- Station 72 interior walls scheduled to be painted are close to completion.
- 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 are starting to come in.
- Collins Lodge basketball event

**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
- Sugar Maple
- 5K run/walk staffing.

**Fiscal:**

<b>As of February 28, 2023</b>	<b>Final Appropriation</b>	<b>Current Reserve for Encumbrance</b>	<b>YTD Expenditures</b>	<b>Unencumbered Balance</b>	<b>YTD % Expenditures</b>
Fire	\$3,406,672.00	\$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 20, 2023

### Training

- On March 30<sup>th</sup> & 31<sup>st</sup>, Officer Liggett will be attending the Applied Suicide Intervention Skills Training (ASIST) in Xenia. ASIST is a two-day interactive workshop in suicide first aid.
- No other classes scheduled for March.

### Fiscal

Budget 2023 (Final Appropriation)	\$3,051,100.00
Expenditures as of February 28, 2023	\$467,527.35
% of Budget Used	15%
% of Budget Year Target for the end of February	16.6%
% of Budget Remaining	85%
Cash Balance as of February 28, 2023	\$432,153.35

*No new figures*

## **EVENTS/APPEARANCES**

- On February 9<sup>th</sup>, Chief Brown attended the Ministerial Luncheon.
- On March 13<sup>th</sup>, Chief Brown attended the Eagle Rise HOA Meeting.
- On March 16<sup>th</sup>, Chief Brown attended the Cost of Poverty Experience at the Fearless Church.
- Chief Brown also attended that day the Annual Future Chefs at the elementary school.

Respectfully submitted,

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

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

March 1, 2023

- Business and house checks
- Community policing
- Crash report on Feedwire Road
- Criminal damaging on Waynesville Road
- Theft arrest on Wilmington Pike

March 2, 2023

- Traffic stops
- Crash report on Feedwire Road

March 3, 2023

- Nothing to Report

March 4, 2023

- Welfare check on Waynesville Road
- Juvenile complaint on Catalpa View Way
- Criminal damaging on Sonoma Court
- Theft arrest on Wilmington Pike

March 5, 2023

- Nothing to Report

March 6, 2023

- Community policing
- Welfare check on Brookdale Lane
- An animal complaint on N. Bickett Road

March 7, 2023

- Domestic dispute on Talon Ridge Court
- Crash report on Wilmington Pike
- Community policing
- Business checks

March 8, 2023

- Domestic dispute on Ferry Road
- Traffic stops

March 9, 2023

- 911 Hang up on Bayberry Cove Drive
- Welfare check on N. Church Drive
- Crash report on Wilmington Pike

March 10, 2023

- Welfare check on Surrey Trail
- Community policing
- Theft arrest on Wilmington Pike

March 11, 2023

- Theft arrest on Wilmington Pike
- Suspicious vehicle on Brown Road
- Crash report on Cloy Road

March 12, 2023

- Nothing to Report

March 13, 2023

- Intoxicated subject on N. Lakeman Drive
- Disturbance/theft report on Wilmington Pike

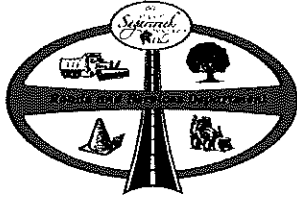
March 14, 2023

- Crash report on Social Row Road
- Fraud report taken on Toll Gate Lane
- Robbery report on Wilmington Pike

March 15, 2023

- Crash report on Conifer Trail
- Traffic stops
- Theft arrest on Wilmington Pike





**Staff Report for  
Sugar Creek Township Trustees  
March 20, 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 one call out for salting during this time period

**Accomplishments:**

- Remove signs from ROW (x5)
- Completed sweeping cycle
- Remove fallen trees- Shepherd, Memorial Ln
- Installed new fuel hose at Service diesel pump
- Removed air tank system from station 71-temp storage in Quonset hut
- Patched potholes- Center Point, Ferry Rds
- Changed radar batteries-(x2)
- Fabricated bracket and install-Station 71
- Preconstruction meeting for Carpenter Rd
- Repaired berm- 3367 Ferry Rd
- Replace ceiling tiles- Stations 71,72
- Removed tires from Sugarhill Ln
- Fabricated metal for Admin door lock
- Removed dead deer- Centerville Rd
- Replaced light switch and cover-shooting range
- Unclogged culvert pipe-Spahr Rd
- Prepared landscaping for summer-Clyo Rd
- Serviced service car
- Replaced stop sign and posts- Panama Pl
- Replaced overhead and spreader lights- 705
- Remove debris- Ferry Rd @ Waynesville Rd
- Secured catch basin riser to catch basin- LSC
- Empty and wash trucks
- Remove alternator-702

Respectfully,

Dale Owens  
Director of Roads and Services

## Payment Listing

3/6/2023 to 3/31/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
450-2023	03/13/2023	03/13/2023	CH	BUREAU OF WORKERS' COMPENSATION	\$4,333.77	O
	Purpose:	MONTHLY PAYMENT				
451-2023	03/13/2023	03/13/2023	CH	HUNTINGTON NATIONAL BANK	\$474.63	O
	Purpose:	CREDIT CARD PURCHASES				
90642	03/07/2023	03/07/2023	AW	MEYERS PRINTING & DESIGN, INC.	\$49.00	O
	Purpose:	BUSINESS CARDS				
90643	03/07/2023	03/07/2023	AW	CIVIC PLUS	\$4,009.43	O
	Purpose:	ANNUAL FEE				
90644	03/07/2023	03/07/2023	AW	MUFFLER BROTHERS	\$59.78	O
	Purpose:	CAR 112				
90645	03/07/2023	03/07/2023	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$91.00	O
	Purpose:	SEARCHES				
90646	03/07/2023	03/07/2023	AW	BELLBROOK-SUGARCREEK COMMUNITY S	\$1,500.00	O
	Purpose:	GALA PLEDGE				
90647	03/07/2023	03/07/2023	AW	KATHERINE T. PLATONI, PSYD	\$385.00	O
	Purpose:	EXAM - GUDGELL				
90648	03/07/2023	03/07/2023	AW	PARR PUBLIC SAFETY EQUIPMENT	\$360.00	O
	Purpose:	LIDAR TEST CERTIFICATION				
90649	03/07/2023	03/07/2023	AW	BRIDGEWIRED LLC	\$182,730.69	O
	Purpose:	FIBER BUILD PROJECT				
90650	03/07/2023	03/07/2023	AW	CARDMEMBER SERVICE	\$653.21	O
	Purpose:	MISC PURCHASES				
90651	03/07/2023	03/07/2023	AW	LOWE'S COMPANIES INC.	\$332.96	O
	Purpose:	MISC PURHCASES				
90652	03/07/2023	03/07/2023	AW	DANCO LETTERING	\$1,106.21	O
	Purpose:	GRAPHICS C70 TAHOE				
90653	03/07/2023	03/07/2023	AW	BOUND TREE MEDICAL, LLC	\$688.53	O
	Purpose:	EMS SUPPLIES				
90654	03/07/2023	03/07/2023	AW	DUNCAN OIL COMPANY	\$2,195.55	O
	Purpose:	FUEL				
90655	03/07/2023	03/07/2023	AW	GRAINGER	\$364.34	O
	Purpose:	REPLACEMENT SENSOR				
90656	03/07/2023	03/07/2023	AW	CENTERPOINT ENERGY	\$370.23	O
	Purpose:	NATURAL GAS				
90657	03/07/2023	03/07/2023	AW	JOHN DEERE FINANCIAL	\$359.60	O
	Purpose:	DIESEL EXHAUST FLUID				
90658	03/07/2023	03/07/2023	AW	NAPA AUTO PARTS	\$226.18	O
	Purpose:	HOSE AND HOSE END				
90659	03/07/2023	03/07/2023	AW	CENTERVILLE GRAVELY	\$12.41	O
	Purpose:	NEEDLE CAGE				
90660	03/07/2023	03/07/2023	AW	ODP BUSINESS SOLUTIONS,LLC	\$55.33	O
	Purpose:	SUPPLIES				
90661	03/07/2023	03/07/2023	AW	GREENE COUNTY LAW ENFORCEMENT A	\$15.00	O
	Purpose:	REIMB FOR BANK FEE				
90662	03/07/2023	03/07/2023	AW	BELLBROOK FUEL CENTER	\$500.00	O
	Purpose:	CAR WASHES				

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3/6/2023 to 3/31/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
90663	03/07/2023	03/07/2023	AW	GREENE COUNTY LAW ENFORCEMENT A	\$15.00	V
				Purpose: REFUND OF BANK CHARGES		
90663	03/07/2023	03/07/2023	AW	GREENE COUNTY LAW ENFORCEMENT A	-\$15.00	V
90664	03/07/2023	03/07/2023	AW	GREENE COUNTY SANITARY ENGINEER	\$613.79	O
				Purpose: WATER AND SEWER		
90665	03/07/2023	03/07/2023	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
				Purpose: POSTAGE		
90666	03/07/2023	03/07/2023	AW	QUADIENT, INC.	\$140.85	O
				Purpose: POSTAGE MACHINE		
90667	03/07/2023	03/07/2023	AW	US BANK EQUIPMENT FINANCE	\$929.68	O
				Purpose: COPIER FEES		
90668	03/07/2023	03/07/2023	AW	CENTERPOINT ENERGY	\$1,396.06	O
				Purpose: NATURAL GAS		
90670	03/13/2023	03/13/2023	AW	RUMPKE CONSOLIDATED	\$265.79	O
				Purpose: TRASH REMOVAL		
90671	03/13/2023	03/13/2023	AW	AIM MEDIA MIDWEST	\$246.24	O
				Purpose: ZONING AD		
90672	03/13/2023	03/13/2023	AW	BREATHING AIR SYSTEMS	\$1,552.17	O
				Purpose: AIR PAK MAINTENANCE		
90673	03/13/2023	03/13/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$146.00	O
				Purpose: DRUG TESTING/PHYSICAL		
90674	03/13/2023	03/13/2023	AW	CHARTER COMMUNICATIONS	\$123.68	O
				Purpose: TV AND VOICE		
90675	03/13/2023	03/13/2023	AW	AIRGAS USA, LLC	\$25.25	O
				Purpose: OXYGEN		
90676	03/13/2023	03/13/2023	AW	PRO ONCALL TECHNOLOGIES	\$225.89	O
				Purpose: PHONE		
90677	03/13/2023	03/13/2023	AW	DELL FINANCIAL SERVICES	\$892.83	O
				Purpose: COMPUTER RENTALS		
90678	03/13/2023	03/13/2023	AW	AES OHIO	\$424.64	O
				Purpose: ELECTRIC		
90679	03/13/2023	03/13/2023	AW	TREASURER OF STATE	\$1,410.00	O
				Purpose: MARCS RADIOS - SERVICE AND FIRE		
90680	03/13/2023	03/13/2023	AW	OCCUPATIONAL HEALTH CENTERS OF OH	\$146.00	O
90681	03/13/2023	03/13/2023	AW	PHOENIX SAFETY OUTFITTERS	\$3,552.90	O
				Purpose: UNIFORMS		
90682	03/13/2023	03/13/2023	AW	KELLI SHARP	\$110.00	O
				Purpose: CAR SEAT TECH CLASS		
90683	03/13/2023	03/13/2023	AW	AES OHIO	\$217.83	O
				Purpose: ELECTRIC		
90684	03/13/2023	03/13/2023	AW	TREASURER OF STATE	\$990.00	O
				Purpose: MARCS RADIOS - POLICE		
90685	03/13/2023	03/13/2023	AW	A-1 SPRINKLER CO., INC.	\$315.00	O
				Purpose: ANNUAL SPRINKLER INSPECTION		
90686	03/13/2023	03/13/2023	AW	CHARTER COMMUNICATIONS	\$1,235.00	O
				Purpose: INTERNET, ETC		

**Payment Listing**

3/6/2023 to 3/31/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
90687	03/13/2023	03/13/2023	AW	CHARTER COMMUNICATIONS	\$116.67	O
	Purpose:	TV AND VOICE				
90688	03/13/2023	03/13/2023	AW	ADVANCE AUTO PARTS	\$326.24	O
	Purpose:	CAR 119				
90689	03/13/2023	03/13/2023	AW	VERIZON WIRELESS	\$570.23	O
	Purpose:	MDTs				
Total Payments:					\$216,995.59	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$216,995.59	

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.



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2023.03.20.01**

IN RE: Authorizing the Township Administrator to Act as Signatory on the Memorandum of Understanding Between Sugarcreek Township and Bellbrook Sugarcreek Local School District, Greene County, Ohio

WHEREAS, the Sugarcreek Local School District, Greene County, Ohio has expressed a desire to have a School Resource Officer on assignment at the Bellbrook Sugarcreek Schools; and,

WHEREAS, the Board of Trustees of Sugarcreek Township has previously authorized the additional position of School Resource Officer; and,

WHEREAS, Chief Michael A. Brown believes the attached Agreement for School Resource Officer is in the best interest of the community and recommends that the Board of Trustees enter into said Agreement; and,

WHEREAS, the Sugarcreek Local School District and the Sugarcreek Township Trustees desire to enter into an Agreement for the School Resource Officer services (see attached agreement).

NOW THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby authorizes Barry P. Tiffany to act as signatory and enter into this Agreement for the School Resource Officer services as written within the Memorandum of Understanding.

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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