



**Administrator's Report to the Trustees
May 4, 2015**

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

- Met with OpenGov and Ohio Treasurer's Office representatives regarding additional services available from OpenGov. The Ohio Checkbook site will detail only the expenditures by vendor. OpenGov offers additional services that host a detailed look at the finances and budgeting of the organization. We are reviewing the application to see how it may be beneficial to our goal for transparency and the cost/benefit.
- Have spoken with members of federal and state legislators offices regarding a possible regional Township Association meeting. We are continuing to look at possible dates, locations and availability.
- We are looking to begin public input meetings in mid-May. Dates should be finalized by the 5th and we will begin the notification process. The purpose of the meeting will be to receive public input regarding the provision of Fire and EMS safety services in our community. We have contacted the Middle School and have dates available to consider.
- Have spoken with several townships regarding the creation of "springing" TIFs. Interest seems to be high across the state in using this as a development tool.

Fiscal:	
Budget:	\$ 443,692.00
Expenditures as of 3/3/2015:	\$ 136,800.66
% of Budget Used:	30%
% of Budget Year Target:	25%
Remaining % of Budget Remaining:	70%
Cash Balance as of 3/3/2015:	\$ 233,408.67

Respectfully Submitted,

Barry P. Tiffany
Township Administrator



Randall J. Pavlak
Fire Chief

Fire Administration: 937-848-7344
Fax: 937-848-5185

4398 Clyo Road
Dayton, Ohio 45459

Staff Report for Sugarcreek Township Trustees April 17, 2015 thru April 29, 2015

The following information is a snap shot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report is prepared to keep the Board of Trustees informed and the citizen apprised of their Fire Department. If further information is need or explained, please contact Chief Pavlak at 937-848-7344.

Trainings:

OB/GYN Medical
Maintenance Training on Vehicles, Tools and Appliances
Farm Medical Trauma

Statistics:

Fire Responses-35
EMS Responses-32

PERSONNEL:

We are in the process of hiring volunteer Firefighter/EMT's and Part time Firefighter/EMT's. Physical Agility Testing is now being held as needed.

Accomplishments/Information:

- A/C Zimmerman attended Trustee meeting
- Chief Pavlak attended Eagle Rise Home Owner Association Meeting
- Chief Pavlak attended Greene County Fire Chiefs Meeting
- New Volunteer recruit is on the agenda for May 4th.
- Monthly Officer meeting held
- Annual Sugar Maple Festival was held last weekend. Fire units participated in the parade.
- Chief Pavlak attended Department Head Meeting
- E72 (old 71) had extensive repair work done to the pump primer and MIV valve. Annual testing and pump certification also completed.
- April 30th is Fire Marshal Terry Trepanier last day at Sugarcreek Township FD. We want to thank Marshal Trepanier for his service to Sugarcreek Township for the last ten years. Marshal Trepanier career spanned over 42 years in the fire service. Congratulations Marshal Trepanier on your career and your retirement.
- We are working on the Hydrant maintenance program with Greene County Sanitary. We expect to begin this program May 11th and end around July 11th. More public information will be forthcoming.

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Fire Station Alerting Solutions. Exploring a new solution to this problem.
- Funding for 2016 and beyond

SCHEDULED EVENTS FOR May:

Hosting USCG Auxiliary training course on fire safety May 3rd.

National EMS Week May 17th-23rd Thank you to every emergency responder for all you care, hard work and sacrifices

Budgetary Awareness Items:

- A.) Fire Station Alerting funding-\$54,000.00
- B.) Purchase New Medic Unit for 2015-\$142,000.00 budget
- C.) Fire Hose replacement \$3000.00
- D.) Upgrade Medic 73 computer \$3100.00
- E.) Fire Gear Replacement Program annual purchase \$12,256.00

FISCAL: As of March 31, 2015

Fire Budget: \$2,364,846.00 EMS Budget: \$ 228,712.00

Expenditures as of March 31, 2015

Fire: \$ 595,523.73 EMS: \$33,848.09

% of Budget Used:

Fire: 25.026 % EMS: 14.751%

% of Budget Year Target:

Fire: 25% EMS: 25%

Remaining % OF Budget Remaining

Fire: 74.974% EMS: 85.249%

Cash Balance as of March, 2015

Fire: \$ 989,178.21 EMS: \$92,586.43

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

May 4, 2015

Training

- On April 28, 2015, Records Clerk Karen Smith and Property Room Clerk Julia Montgomery attended the Ohio Public Records Training at Centerville Police Department.
- The officers completed their Range Proficiency Phase I Training.
- No other classes scheduled.

Public Appearances

- Chief Brown attended the ACE Task Force Meeting on April 23, 2015.
- On April 25th, Chief Brown rode in the Sugar Maple Parade.
- On April 27th & 28th, SRO Officer Ron Gudgeon and Detective Nick Coltrane held the GUIDE Program at Camp Joy. Chief Brown attended the evening of April 27th, to speak to the students. We had 60 students to attend.
- On May 2nd, Sergeant John Marlatt took the Community Outreach Trailer to the Home Depot.

Statistics

- Available next meeting

Fiscal

Budget 2015 (Final Appropriation)	\$2,377,200.00
Expenditures as of May 1, 2015	\$737,957.03
% of Budget Used	30.8%
% of Budget Year Target for the end of May	41.5%
% of Budget Remaining	69.2%
Cash Balance as of May 1, 2015	\$1,206,102.77

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

April 15, 2015

- A warrant arrest was taken by an officer
- A shoplifting arrest on Wilmington Pike

April 16, 2015

- A domestic dispute arrest on Wilmington Pike
- An assault arrest on Feedwire Road
- A shoplifting arrest on Wilmington Pike
- A DUI arrest on Centerville Road

April 17, 2015

- A shoplifting arrest on Wilmington Pike
- A fraud report was taken of Ferry Road
- A disorderly/resisting arrest on State Route 725

April 18, 2015

- Nothing to Report

April 19, 2015

- An aided case was taken by an officer

April 20, 2015

- A burglary report on Little Miami Drive
- A shoplifting arrest on Wilmington Pike

April 21, 2015

- A warrant arrest was taken by an officer
- A citation for passing a school bus
- A shoplifting/resisting arrest on Wilmington Pike

April 22, 2015

- An arrest for domestic dispute on Surrey Trail

April 23, 2015

- A report of found property on Ferry Road
- A DUI/Drug arrest on Centerpoint Drive

April 24, 2015

- An arrest of possession of drugs on Wilmington Pike
- Causing harm report on Surrey Trail

April 25, 2015

- Two (2) shoplifting arrests on Wilmington Pike
- A fraud report was taken on Surrey Trail and River Ridge Drive
- An arrest of obstructing Official Business on Surrey Trail

April 26, 2015

- An aided case was taken by an officer on Wilmington Pike
- A DUI/Drug arrest on Wilmington Pike

April 27, 2015

- A theft report was taken on Wilmington Pike



**Staff Report for
Sugarcreek Township Trustees
May 4, 2015**

The following information is a snap shot of the activities and areas of responsibilities for the Sugarcreek Township Roads and Services Department.

Calls for Service

- 4-13 Hot tub dumped on Spring Valley Alpha Road
- 4-23 Curve sign missing on Shepherd Road

Accomplishments

- Repaired washout at culvert on Marshfield Road
- Repaired separation in culvert on Spahr Road
- Mowed 2090 Ferry Road, Fallis cemetery, island on Briggs Road and around pond.
- Swept streets
- Repaired section of curb in front of driveway 4283 Sarah's Way
- Started repairs of manhole at public safety building
- Dura patch Haines Road, Middle Run Road, Ferry Road north of Centerville Road
- Patched pothole Erica Court, Little Sugarcreek Road at Swigart Road

Fiscal

End of Year Totals	
Budget	\$ 1,144,194.00
Expenditures as of April 6, 2015	\$ 312,099.12
% of Budget Used	27%
% of Budget Year Target	25%
% of Budget Remaining	73%
Cash Balance as of April 6, 2015	\$ 521,542.71

Upcoming Projects

- April 27th – May 1st: Dura patch Little Sugarcreek Road, Eric's Place, spray weeds in garden areas, spray hill at public safety building.
- May 4th – 8th: Dura patch Walnut Hills, East of Eden, Pine Brook Court, Kable's Mill
- May 11th – 15th: Mowing cycle, spray cycle, mulch beds 2090 Ferry Road
- May 18th – 22nd: Start clearing dead trees from right-of-way, dura patch Brown Road (Swigart end)
- May 25th – 29th: Remove decorative concrete from streets in Deerfield Estates and replace with pavement.
Dura patch Timberly and Winshire
- June 1st: Start repairs to Washington Mill Road, Conference Road, Ferry Road (south of Centerville). These roads are scheduled to be paved/chip seal starting in late July. Conference Road has minor potholes to be patched, some berm work and possibly some realigning on the hill. Washington Mill Road has some pot holes to be repaired and some berm work. Ferry Road will need to be dura patched before chip seal

Respectfully,

Anthony W. Lamb
Roads and Services Supervisor



**Staff Report for the Sugar Creek Township Board of Trustees
April 21, 2015 through April 30, 2015**

The following is a snapshot of the activities and areas of responsibility for the Sugar Creek 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:

- **April 23, 2015 BZA Meeting: Follow-up**
 - **BZA04-2015:** Applicant, Sugar Valley Golf Club, is requesting Conditional Use Approval under Section 4.08 C. Table 4-3 to allow for the construction of an approximately 17,500 SF clubhouse to be located in the approximate location of the old clubhouse. The applicant is also requesting approval to allow for the construction of an approximately 10' x 22' addition to the 1840s house to accommodate the construction of handicapped accessible restrooms. The subject property is 1250 Mead Road, parcel L32000200300002500, owned by Sugar Valley Partners LLC, containing 124.62 acres, and located in the A-1 (Agricultural) District.
 - *The BZA approved the request, subject to conditions.*
- **May 28, 2015 BZA Meeting**
 - **BZA05-2015:** Applicant, Linda Black Kurek Living Trust, is requesting a Variance from Section 4.13 D. 3. a. of the Sugar Creek Township Zoning Resolution to allow for the construction of a 34' x 34' detached garage, approximately 155 SF larger than permitted. The subject property is 4336 SR 725, parcel L32000100030014700, owned by Linda Black Kurek Trustee, containing approximately 0.69 acres, and located in the R-PUCD (Residential Planned Conservation Development) District.

Zoning Commission Activities:

- **May 12, 2015 BZC Meeting: Canceled**
- **Next meeting scheduled for June 9, 2015**

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Meetings/Accomplishments:

- Attended BZA Meeting on April 23, 2015
- Met with property owner representative to discuss lot combination on April 20, 2015
- Met with resident to discuss construction of a detached garage on April 22, 2015
- Met with BZA applicant to review application and interior alteration request on April 23, 2015
- Attended Department Head Meeting on April 29, 2015
- Met with contractor to discuss interior alteration on April 30, 2015
- Completed Trustee Packets for the May 4th Meeting
- Completed BZA Minutes
- Completed BZC Minutes
- Completed BZA Notice of Decision
- Completed BZC Notices of Decision
- Completed Legal and Public Notices for the May 28th BZA Meeting
- Sent final Open Space Inventory updates to RPCC
- 2015 Farmers' Market Vendor Agreements coming in (21 received so far)
- Working on plans for bike helmet giveaway day/safety fair at Farmers' Market
- Walgreens submitted for small interior alteration, sent to Fire Department for review
- Plans approved for Liberty Health (moving their corporate headquarters here from Washington Township)

Announcements/Upcoming Events:

- Farmers Market begins weekly on May 15, 2015
- BZA Meeting scheduled for May 28, 2015

2015 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
727 Walden	junk, PMC Violations, flat tire	3/12/2015	Outside work done, property owner given list of items to complete inside
Edelweiss & Wilmington Dayton	condition of lot	4/16/2015	Property owner working on abatement
N. Lakeman (lot 191)	permanent sign w/o ZC-not perm.	4/16/2015	Partially abated (sign taken down, frame remains)
4311 Killian	shed constructed w/o ZC	9/30/2014	Owner had survey-shed on HOA land, approval by HOA, will apply to BZA
4361 Tollgate	condition of shed	4/16/2015	Abated
2120 Upper Bellbrook Road	inoperable vehicles	4/16/2015	Some abatement action observed
3878 Ferry Road	accessory structure w/o ZC	4/16/2015	Working with property owner on options, may apply to BZA
Five Seasons	Handicapped spaces blocked		PD made contact
4311 Kelsey's Court	Dogs kept in outdoor enclosure		Referred to Greene County Animal Control
Tollgate Lane	carpet pad in driveway	4/30/2015	Abated
3808 Wilmington Dayton	mattress at road	3/12/2015	Abated
2305 Sienna Court	rv parked in driveway		Contacted owner, understands our requirements, has storage arranged
784 S. Alpha Bellbrook	junk cars, condition of driveway	3/31/2015	Abated
4460 Erica Ct.	condition of shed	4/23/2015	Advisory Notice sent; applicant called will scrape and paint this weekend
Fox Trail	vacant lots-grass height	4/23/2015	Abated
3417 Upper Bellbrook Road	large wood pile	4/28/2015	Spoke with property owner; abatement being scheduled
1815 N Lakeman	large accumulation bagged rubbish	4/28/2015	Spoke with property owner; given three days to abate
6244 Wilmington Pike	vehicles for sale, donation bins	4/28/2015	Spoke with owners of cars, bins; removal of all scheduled (partially abated)
6140 Wilmington Pike	donation bins	4/28/2015	Spoke with owners of bins; removal scheduled (partially abated)
6254 Wilmington Pike	hot air balloon, streamers, etc.	4/28/2015	Spoke with manager of Staples, abatement scheduled

April 30, 2015

Zoning Certificate Totals 2015

	SFR	MFR	AcStrc	Bsmt	Deck	Fence	P/F	Pool	Add/R	COM	Tmp	U/S	Wall	Sign	Grd	Sign	Home	Oc	Ten	Fin	Other	TOTALS
JAN	2	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
FEB	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
MARCH	6	0	1	1	2	0	0	0	0	0	1	1	1	1	1	1	0	0	0	0	0	13
APRIL	8	0	3	0	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	15
MAY																						
JUNE																						
JULY																						
AUGUST																						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	18	0	8	1	3	1	0	0	0	1	1	1	1	1	1	1	0	0	0	0	1	37

37 ZCs issued ytd. vs. 38 ZCs issued same period 2014 (-3%; 1 pending approval-no change). 18 ZCs for SFRs issued ytd vs. 12 ZCs for SFRs issued same period 2014 (+50%; 1 pending approval +58%)



Staff Report for Sugar Creek Township Trustees April 30, 2015

The following information is a highlight of the activities and areas of responsibilities for the Sugar Creek Township Information Technology Department.

Items Completed:

- Worked with local vendor, Fire Department, and Microwave vendor to repair damaged conduit carrying telecommunications cables between Safety building & Communications tower. Project complete, cables in place, Summit will place microwave link shortly.
- Continued with Police and New World setup
- Continued network overhaul, resolved network failure (switch)
- Attended Department head meeting

Respectfully,

Christopher A. Zappanti
Director of Information Technology