



**Administrator's Report to the Trustees
January 22, 2013**

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

- Right of Way acquisition has begun for Clyo Road, Phase II. I have met with representatives for the Wal-Mart plaza and contacting/scheduling meetings with the other property owners in the coming weeks. We have the legal descriptions in hand and are awaiting the final easement documents.
- Working with the Chamber and Greene County Economic Development to schedule the business breakfast event in the coming weeks/months.
- Hosted the quarterly Economic Development Expansion and Retention Committee meeting on the 17th. The meeting was the most productive to date with updates from the State of Ohio and discussion of programs that may be beneficial moving forward.
- Attended the Work Session for the Fire Department Five Year Plan on the 17th. The next Work Session for discussion of the plan with the trustees is set for Thursday, January 24th, at 6:30 pm.
- OTA Conference is coming up from January 30th to February 1st. The Legislative Breakfast for CLOUT will be on the 30th. I will be attending for the Township.

Fiscal:	
Budget:	\$708,750.78
Expenditures as of December 31, 2012:	\$689,805.20
% of Budget Used:	97.3 %
% of Budget Year Target:	100 %
Remaining % of Budget Remaining:	2.7 %
Cash Balance as of December 31, 2012:	\$211,497.53

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugar creek Township Trustees January 3 thru January 16, 2013

The following information is a snap shot of the activities and areas of responsibilities for Sugar creek 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:

- Maps & Districts
- Firefighter Fitness
- Standing Orders, Practical Skills Check-Off(s)

Statistics:

Fire Calls-25
EMS Calls-35

PERSONNEL:

Rick Wetzel's step son passed away January 5.
We are in the process of hiring part time Firefighter/EMT's. Physical Agility Testing is now being held every Saturday.

Accomplishments:

- Fire Department annual appreciation dinner was held, sponsored by the Sugar creek Fire and EMS Association
- Chief Pavlak attended the Greene Co. Radio Tech meetings
- Chief Pavlak has met multiple times with Capt. Bee Williams concerning the 5 year Strategic Plan
- Chief Pavlak attended the Fire Station Alerting meeting in Beaver creek
- Chief Pavlak attended SW Ohio Fire Chiefs meeting
- AC Zimmerman attended Personnel Manual meeting
- Chief Pavlak and AC Zimmerman conducted applicant interviews
- Chief Pavlak and AC Zimmerman conducted testing for Dispatch applicants
- Chief Pavlak met with Col. Longo (ret.) concerning the 5 year Strategic Plan
- Chief Pavlak met with Mike Wolf of WS Electronics concerning radio changes
- Chief Pavlak met with Jim Simpson of P&R Communications concerning radio changes
- A standpipe broke in the bay at Station 72 requiring an emergency plumbing repair
- AC Zimmerman met with Captain Heath Williams concerning changes to training program

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Doors in the fire bays at Station 72 are going to be serviced to improve latching and sealing for heat and air quality efficiency(continued from 2012)
- Determining best means of staffing stations under new ACA-Health Care law requirement

SCHEDULED EVENTS FOR REMAINDER OF JANUARY:

A.)

Budgetary Awareness Items:

A.)

B.)

FISCAL:

Fire Budget: \$2,416,263 EMS Budget: \$ 251,067

Expenditures as of January 22, 2013:

Fire: \$ NA EMS: \$ NA

% of Budget Used:

Fire: NA % EMS: NA %

% of Budget Year Target:

Fire: 4% EMS: 4%

Remaining % OF Budget Remaining

Fire: NA % EMS: NA %

Cash Balance as of January 22, 2013 :

Fire: \$ NA EMS: \$NA

Respectfully submitted,

Randy Pavlak, Fire Chief



Trustee Report January 22, 2013

Training

- Detective Coltrane and Detective Black completed the Interview & Interrogation Class.
- On February 19, 2013, Officer Hawley will be attending the Conductive Energy Device Instructor Class to become a certified instructor in the above topic and provide training to fellow employees.
- Dispatcher Aaron Woodall will be teaching Diversity Training for the fire department.
- No other classes scheduled for January.

Public Appearances

- On January 8th, Chief Flick and Detective Sergeant Williams attended the ACE Task Force Board of Directors Meeting.
- On January 10th, Chief Flick and Detective Sergeant Williams attended the Ministerial Meeting and had a meeting with Police Chief Helling in Bellbrook.
- Chief Flick and Sergeant Deckard attended a Communication Project Status Update Meeting in Xenia.
- The Police Department is still in the process of interviewing police and dispatch applicants.
- On January 17th, Chief Flick and Detective Sergeant Williams attended the Chief's Luncheon.

Fiscal

- Budget for 2013: \$2,527,763.00
- Expenditures as of January 1- 16, 2013: \$47,625.25 (Bills only)
- We will have more figures by the end of January 31, 2013. The goal is to remain under budget each month.

Statistics

The following statistics are submitted for the period of January 01, 2013 through January 14, 2013:

Calls For Service:		
	Citizen-Generated	274
	Officer-Generated	1126
	Administrative	23
	Total	1423
Offense Reports		9
Incident Reports		3
Crashes		27
Business Checks		319
Neighborhood Checks		680
Places Found Open (PFO)		3
Vacation House Checks		30
Arrests		18
Traffic Citations		18
Traffic Warnings		19

Respectfully submitted,

Gilbert A. Flick
Chief of Police



Police Blotter

Monday December 31, 2012

- A property damage crash was investigated on Upper Bellbrook Road near Mead Road.
- A theft offender was arrested in the 6200 Block of Wilmington Pike.

Tuesday January 01, 2013

- A criminal damaging complaint was investigated on Washington Mill Road.
- A personal injury crash was investigated on Wilmington Pike and Feedwire Roads.

Wednesday January 02, 2013

- A property damage crash was investigated on I-675.
- A property damage crash was investigated on I-675.
- A personal injury crash was investigated on I-675 at Wilmington Pike.
- A fraud complaint was investigated at the Sugar Creek Township Public Safety Building.
- A theft complaint was investigated in the 6400 Block of Wilmington Pike resulting in the arrest of two offenders.
- A property damage crash was investigated on St. Rt. 725 and Lakeman Drive.

Thursday January 03, 2013

- A report of a Domestic Dispute was investigated at a Surrey Trail address with no arrests made.
- A property damage crash was reported on Centerville Road.
- A subject was arrested at the Clark County Jail on a warrant through this department.
- A property damage crash was investigated on Wilmington Pike.
- A personal injury crash was investigated on Wilmington Pike.

Friday January 04, 2012

- A theft was reported by a resident on Sugarhill Lane.
- A property damage crash was reported on E. Salinas Circle.
- A personal injury crash was reported on Penewit Road.

Saturday January 05, 2013

- A Personal Injury crash was reported on Upper Bellbrook Road.
- A Property Damage crash was reported on Clys Road.
- A Theft report was taken from a resident on Heritage Trace Dr.
- A Theft offender was arrested in the 6200 Block of Wilmington Pike.
- A driver was arrested for O.V.I. near the intersection of Clys Rd and Wilmington Pike

Sunday January 06, 2013

- A theft offender was arrested in the 6200 block of Wilmington Pike. The offender was also arrested on an outstanding warrant.

Monday January 07, 2013

- A personal Injury Crash was investigated on Wilmington Pike.
- A property damage crash was investigated on Little Sugarcreek and Feedwire Roads.
- A theft offense was reported by a business in the 2100 block of Ferry Road. A suspect has been identified and further legal action is pending.

Tuesday January 08, 2013

- A Grand Jury indictment was received and the offender arrested on multiple felony theft-related offenses which occurred at a business in the 2100 block of Ferry Rd.
- A probation violator was arrested on warrant and taken to Greene County Jail
- A personal injury crash was investigated on Little Sugarcreek Road.
- A purse was reported stolen from a business in the 6400 block of Wilmington Pike. The purse was later recovered with nothing missing.

Wednesday January 09, 2013

- An offender was arrested for failure to appear on a charge of Passing Bad Checks.
- A personal injury crash was investigated on Feedwire Road.
- A personal injury crash was investigated on I-675.
- Two offenders were arrested for a theft offense occurring in the 6200 block of Wilmington Pike
- A property damage crash was investigated on Little Sugarcreek and Feedwire Roads.

Thursday January 10, 2013

- No criminal or crash reports taken on this date

Friday January 11, 2013

- A property damage crash was investigated on Clys Road and Wilmington Pike.
- Three offenders were arrested at a business in the 6200 block of Wilmington Pike on multiple theft, criminal damaging and drug-related charges.
- A burglary report was taken from a residence on Napa Valley Dr. Person(s) unknown forced entry through a back door. The residents were not home at the time.

Saturday January 12, 2013

- A driver was arrested for O.V.I. on Brown Rd while a passenger was arrested for Open Container.
- A property damage crash was investigated at a Wilmington Pike business.
- A property damage hit and run crash was investigated on Winshire Terrace.

Sunday January 13, 2013

- An offender was arrested for driving with a suspended license on Wilmington-Dayton Road.
- A personal injury crash was investigated on Wilmington Pike and Centerville Station Road.

Staff Report for Sugar Creek Township Trustees January 22, 2013

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

Calls for Service

- o Removal of dead tree overhanging Little Sugar Creek Road – 1.10.13
- o Removed dead groundhog on Upper Bellbrook Road – 1.15.13

Accomplishments:

- o Replacement of damaged mailboxes - various locations
- o Met with Metro Parks regarding removal of trees along Conference Road
- o Repaired sod in various locations – damage from plowing
- o Replaced damaged sign on Ferry Road in the turns
- o Removed dead and damaged trees overhanging shooting range
- o Pothole repairs in various locations
- o Various repairs and maintenance on vehicles
- o Washed trucks and salt equipment

Budgetary Awareness Items:

None

Fiscal: End of Year Totals	
Budget:	\$1,574,717.00
Expenditures as of December 31, 2012:	\$ 777,828.01
% of Budget Used:	49.3 % *
% of Budget Year Target:	100 %
% of Budget Remaining:	50.7 %
Cash Balance as of December 31, 2012:	\$1,000,962.84

* Note: Low percentage of Budget Used to date due to delay in Clyo Road project that was included in the budget and funded.



**Staff Report for the Sugar Creek Township Board of Trustees
January 8, 2013 through January 17, 2013**

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:

- **January 24, 2013 Meeting Canceled**
- **Next meeting scheduled for February 28, 2013 (no applications yet received)**

Zoning Commission Activities:

- **January 8, 2013 Meeting Follow-up:**
ZC Case 03-2012: On December 11, 2012, the Sugar Creek Township Board of Zoning Commission initiated, by the passage of a motion, a text amendment to the Sugar Creek Township Zoning Resolution. The text amendment impacts Section 5.07 A. and proposes the elimination of the words “maximum permitted” with respect to density. After the conclusion of the hearing the matter will be submitted to the Board of Township Trustees for its action.
 - The BZC tabled this case, as the RPCC Recommendation was not yet available. The case was continued until the February 12, 2013 BZC Meeting at which time the RPCC Recommendation will have been received.
- **February 12, 2013 Meeting:**
ZC Case 03-2012: On December 11, 2012, the Sugar Creek Township Board of Zoning Commission initiated, by the passage of a motion, a text amendment to the Sugar Creek Township Zoning Resolution. The text amendment impacts Section 5.07 A. and proposes the elimination of the words “maximum permitted” with respect to density. After the conclusion of the hearing the matter will be submitted to the Board of Township Trustees for its action.

- This case was tabled at the January 8, 2013 BZC Meeting.
Compensatory Storage Initiative: Discussion will take place pending receipt of the Prosecutor's Office opinion.

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Accomplishments:

- Attended SRTS All Network Meeting Webinar on January 8, 2013
- Attended BZC Meeting on January 8, 2013
- Attended Chamber Meeting on January 10, 2013
- Attended Department Head Meeting on January 16, 2013
- Attended MVRPC Technical Advisory Committee Meeting on January 17, 2013
- Met with consultant to discuss creating a vision for the Clyo Road corridor on January 17, 2013
- Updated Fire Department Review Request Form for 2013, posted online
- Updated Census Data based on the 2006-2010 American Community Survey Five-Year Estimates, posted information online (median home value \$297,800 and median household income \$105,139)
- Contacted Carillon Park for information on the Feedwire Road covered bridge for inclusion in our Winter Newsletter
- Received subdivision review request for property at the northwest corner of Little Sugarcreek and Possum Run Roads (5.041 acres, 0.557 acres to be dedicated as right-of-way, 4 residential lots proposed)
- Processed 2013 certification of Zoning Resolution to Recorder's Office
- Completed report on 2012 Goals
- Prepared 2013 Goals

Announcements/Upcoming Events:

- Zoning Inspectors Meeting scheduled for January 31, 2013
 - Chamber of Commerce Meeting scheduled for February 7, 2013
 - BZC Meeting scheduled for February 12, 2013
 - MVRPC TAC Meeting scheduled for February 21, 2013
 - BZA Meeting scheduled for February 28, 2013
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2013 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
3789 Ferry	junk cars/misc. junk	2/16/2013	Updated citation to reflect current conditions, preparing for referral to Xenia Municipal Court
4373 East Briggs	PMC Violations, junk car	2/16/2013	Sending to Xenia Municipal Court
2853 Ferry Road	home occ. w/o approval	2/17/2013	Appear to be meeting on site again, building case
4395 Swigart	junk cars	2/16/2013	Agreement by property owner to abate by 12/31/2013; violation sent
4353 East Briggs	grass/junk	2/16/2013	Abated
2300 Stewart Road	lighting complaint	to be inspect.	Per builder, different floods with shields have been received, scheduling electrician to change out advised homeowner not moved in yet; lights may have been inadvertently left on

January 17, 2013