

Staff Report for Sugar Creek Township Trustees February 14 thru February 27, 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:

Standing Orders written testing
Standing Orders Skills Check-offs (as needed)
Forcible Entry
JEMS Webcast: Capnography: When, how and why to use it

Statistics:

Fire Calls-25
EMS Calls-18

PERSONNEL:

Hiring 3 part time Firefighter/EMS and 2 Volunteer Firefighters.

Accomplishments:

- Chief Pavlak and AC Zimmerman conducted an Officer's Meeting
- Chief Pavlak and AC Zimmerman have been conducting interviews of applicants for part-time and volunteer Firefighter positions
- Chief Pavlak attended Greene County Radio Template meeting
- Chief Pavlak attended the Ohio Fire Chiefs Winter Symposium
- Chief Pavlak attended the Ohio Legislative Committee Breakfast Meeting
- Chief Pavlak conducted written testing for full-time and officer promotions
- Chief Pavlak and AC Zimmerman attended a meeting with dispatchers and police administration
- Chief Pavlak attended the Centerville TRC meeting
- AC Zimmerman and Lt. Johnson attended the Greene County EMA tabletop exercises
- Chief Pavlak and AC Zimmerman attended a Labor/Management meeting
- Chief Pavlak attended the Centerville Business Appreciation breakfast
- Chief Pavlak attended the Department Head meeting
- E-74 is out of service due to electrical and/or transmission problem. E-74 is at Ohio Cat for evaluation and repair

- ❑ M-72 is Out of service due to engine/turbo problems. Currently at Interstate Ford for repair.

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- ❑ Continue to work on determining best means of staffing stations under new Health Care law requirement. Collecting data and cost to comply with ACA and its impact on our ability to maintain our current staffing of the fire stations.
- ❑ 800 Radio system template development and console evaluation

SCHEDULED EVENTS FOR REMAINDER OF FEBRUARY:

A.)

Budgetary Awareness Items:

- A.) Fire Gear: 5 Sets-\$9500.00 Budgeted purchase
- B.) Station 72 bathroom repairs of tile and wall structure: \$2600.00
- C.) Station 71 dayroom Chairs: \$2200.00. Budgeted purchase

FISCAL:

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

Expenditures as of February 13, 2013:

Fire: \$ 232,850.70 EMS: \$ 20,016.40

% of Budget Used:

Fire: 9.6% EMS: 7.9 %

% of Budget Year Target:

Fire: 12% EMS: 12%

Remaining % OF Budget Remaining

Fire: 90.4% EMS: 72.1%

Cash Balance as of January 31, 2013 :

Fire: \$ 616,193.15 EMS: \$138,860.59

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

March 4, 2013

Training

- During the next few weeks, our officers will be attending an eight (8) hours course on *Solo Officer Response to Active Shooter* at the Simon Kenton Elementary School in Xenia. This course is designed to give a single officer the tactics and techniques necessary to quickly and safely engage and defeat an active shooter. This is the same program being taught by OPOTA regionally across the state.
- No other classes scheduled for March.

Public Appearances

- On February 20th, Chief Flick, and Sergeant Williams attended a radio status update meeting.
- Chief Flick and Sergeant Williams attend a Central Dispatch Meeting in Greene County.
- On February 21st, Chief Flick and Sergeant attended the Chiefs Luncheon (GCLEA).
- On February 25th, Chief Brown was introduced to Susan Lopez of the Family Resource Center.
- On February 26th, Chief Brown was introduced to Dr. St. Pierre, Superintendent of the Bellbrook-Sugarcreek Schools.
- On February 28th, Chief Brown, Chief Flick, and Sergeant Williams attended an Optimist Club Meeting. The Ministerial Association was also invited. Chief Brown was introduced to all attendees.

Fiscal

- Budget: \$2,535,763.00
- Expenditures as of February 26, 2013: \$401,633.95
- Cash on hand: \$610,584.87
- Our goal is to remain under budget each month.

Statistics

The following statistics are submitted for the Police Department for the period of February 12, 2013 through February 25, 2013:

Calls For Service:		
	Citizen-Generated	244
	Officer-Generated	1536
	Administrative	190
	Total	1970
Offense Reports		15
Incident Reports		10
Crashes		10
Business Checks		332
Neighborhood Checks		1186
Places Found Open (PFO)		1
Vacation House Checks		73
Arrests		17
Traffic Citations		19
Traffic Warnings		11

Respectfully submitted,

Michael A. Brown.
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

Monday February 11, 2013

- Crash with injuries was investigated on McBee Road, which resulted in the arrest of the driver for OVI and Possession of drugs.

Tuesday February 12, 2013

- Hit/skip crash was investigated on Lower Bellbrook Road.
- Theft investigation was initiated at a Wilmington Pike business.

Wednesday February 13, 2013

- Criminal Mischief complaint was investigated on Washington Mill Road in the form of graffiti on the bridge.
- Criminal Mischief complaint was investigated at Bayberry Cove in the form of graffiti on a wall.
- Property Damage crash was investigated on Wilmington Pike and St. Rt. 725.
- An individual was arrested on a warrant out of Sugarcreek P.D. at the Montgomery County Jail.

Thursday February 14, 2013

- Hit/skip crash was investigated at a Feedwire Road business.
- Warrant arrest was initiated on a subject who was wanted on a warrant out of Sugarcreek P.D.

Friday February 15, 2013

- Property Damage crash was investigated at a Wilmington Pike business.
- Property Damage crash was investigated at Wilmington Pike and Middle Run Road.
- Property Damage crash was investigated at Wilmington Pike and Clio Road.
- Property Damage crash was investigated at Wilmington Pike and IR-675.
- Theft offender was arrested at a Wilmington Pike business.
- Theft offender was arrested at a Wilmington Pike business.
- Theft offender was arrested at a Wilmington Pike business.
- An individual was arrested on a warrant out of Sugarcreek P.D. at the Montgomery County Jail.

Saturday February 16, 2013

- Property Damage crash was investigated at a Wilmington Pike business.
- Property Damage crash was investigated at Feedwire and Eden Meadows.
- Property Damage crash was investigated at Social Row and Elm Tree Roads.
- Criminal Mischief complaint (Vehicle driven through yards) was taken from a resident on Seton Hill.
- Theft offender was arrested at a Wilmington Pike business.
- Theft report was taken from a Wilmington Pike business.

Sunday February 17, 2013

- Individual was arrested at Cedar Trail Apartments for Receiving Stolen Property.
- Burglary investigation was reported on Ferry Road.
- Theft of a purse was reported from a Wilmington Pike business.

Monday February 18, 2013

- Property Damage crash was reported on Wilmington Dayton and Centerville Roads.
- Property Damage crash was reported at a Wilmington Pike business.
- An individual was arrested on a warrant out of Sugarcreek Township P.D. from the Montgomery County Jail.

Tuesday February 19, 2013

- Domestic Dispute was investigated at an address on Surrey Trail.
- Theft offender was arrested at a Wilmington Pike business.

Wednesday February 20, 2013

- Theft offender was arrested at a Wilmington Pike business.
- An individual was arrested on a warrant out of Sugarcreek Township P.D. from the Montgomery County Jail.
- An individual was arrested on a warrant out of Sugarcreek Township P.D. from the Montgomery County Jail.

Thursday February 21, 2013

- Theft offender was arrested at a Wilmington Pike business.
- Injury crash was investigated on IR-675.

Friday February 22, 2013

- Property Damage crash was investigated at a Wilmington Pike business.
- Domestic Dispute was investigated at an address on Rising Springs Ct.

Saturday February 23, 2013

- Property Damage crash was investigated and driver arrested for OVI on Wilmington Dayton and Social Row Roads.
- Criminal Mischief complaint was investigated on Mona Circle.
- Theft report was taken from a Wilmington Pike business, claiming items were stolen.
- Theft report was taken from the same Wilmington Pike business, claiming items were stolen.
- A report into a Violation of a Protection Order was taken from a Wilmington Pike business.

Sunday February 24, 2013

- Report was taken involving a vehicle being driven without the owner's consent.



**Staff Report for
Sugar Creek Township Trustees
March 4, 2013**

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

Calls for Service

- Street name sign missing Country wood dr. and West Salinas 2-11-13
- Winding brook complaint of pavement cut by utility co. 2-13-13
- Upper Bellbrook Road Childs play house in ditch near roadway 2-14-13
- Dead skunk on 725 2-19-13
- Snow removal 2-22-13

Accomplishments:

- Replace stop signs-various locations
- Sod repair-various locations
- Review prints for Green tree Ridge
- Department head meeting
- Personal manual meeting
- Meeting Greene County for The Greene Tree Ridge Development
- Vehicle maintenance
- Picked up trash on Brown Road
- Washed Equipment
- Road Review

Budgetary Awareness Items:

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Fiscal

End of Year Totals	
Budget	\$1,567,922.00
Expenditures	\$ 85,033.79
% of Budget Used	5.4%
% of Budget Year Target	8.3%
% of Budget Remaining	94.6%
Cash Balance	\$ 931,916.51

Respectfully,

Anthony W. Lamb
Roads and Services Director



Staff Report for the Sugarcreek Township Board of Trustees February 19, 2013 through February 28, 2013

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:

o February 28, 2013 Meeting

- o **BZA Case 01-2013:** Applicant, K & A Architecture, is requesting an area/dimensional variance from Article 8.10 D. 5. of the Sugarcreek Township Zoning Resolution, to allow for the construction of two menu boards on the subject parcel. The subject parcel is 6252 Wilmington Pike, parcel L32000100030015400, owned Wil Dunn LLC, located in the B-2 (General Business) District. Pursuant to Article 8.10 D. 5. of the Sugarcreek Township Zoning Resolution, one menu board is permitted per parcel.
- o **BZA Case 02-2013:** Applicant, Chris Schwaberow, is requesting an area/dimensional variance from Article 4.13 D. 2. a. of the Sugarcreek Township Zoning Resolution, to accommodate a lot split where an existing barn on the remainder of the property after the split will not meet the maximum height permitted for an accessory structure on a lot of less than five acres. The subject property is 4120 Centerville Road, parcel L32000100050001100, owned by Chris Lee Schwaberow, located in the E (Estate Residential) District. Pursuant to Article 4.13 D. 2. a. of the Sugarcreek Township Zoning Resolution, the maximum height for an accessory structure on a lot of less than 5 acres is 18’.

Zoning Commission Activities:

o February 12, 2013 Meeting Follow-up:

- o **ZC Case 03-2012:** On December 11, 2012, the Sugarcreek Township Board of Zoning Commission initiated, by the passage of a motion, a text

amendment to the Sugarcreek 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 recommended approval of the proposed text amendment to the Board of Township Trustees.*

- o **Compensatory Storage Initiative:** The Prosecutor’s Office did complete their review and had no objections to the text as proposed.
- o **March 12, 2013 Meeting has been cancelled**
- o **April 9, 2013 Meeting:**
 - o The Chairman has asked that staff put together a presentation for the board that will evaluate the Comprehensive Development Plan Planning Areas and existing zoning.

Permits:

- o See attached spreadsheet

Violations:

- o See attached spreadsheet

Accomplishments:

- o Attended Stormwater Meeting at Greene County Department of Sanitary Engineering on February 25, 2013
- o Met with property owner on February 26, 2013 to discuss the construction of an accessory structure, discussed variance process with property owner
- o Met with SRTS Committee members (those unable to attend February 7, 2013 meeting) on February 27, 2013 to provide a status update on our SRTS Program
- o Attended hearing at Xenia Municipal Court on February 27, 2013 regarding outstanding Property Maintenance Code Violation
- o Attended Staff Meeting on February 27, 2013
- o Met with realtor on February 28, 2013 to discuss Greene Tree Ridge and other questions related to development in the township
- o Attended BZA Meeting on February 28, 2013
- o Prepared Staff Reports for BZA01-2013 and BZA02-2013
- o Prepared and delivered BZA packets for the February 28, 2013 Meeting
- o MVRPC endorsement of our proposed SRTS project received
- o MOU from School District for our proposed SRTS project received
- o SRTS Infrastructure Application submitted to ODOT
- o Certified right-of-way (SRTS Infrastructure Project #1) to ODOT

- o Researched court costs related to Kelsey's Way parcels, requested Entry Order from Prosecutor's Office for refund of majority of court costs paid
- o Completed BZC Notice of Decision for Case BZC03-2012
- o Completed BZA Minutes
- o Completed Legal Notice for March 4, 2013 Public Hearing
- o Prepared Trustee packets for March 4, 2013 Public Hearing
- o Winter Newsletter has been posted online; copies were delivered to the Chamber of Commerce

Announcements/Upcoming Events:

- o Chamber of Commerce Meeting scheduled for March 7, 2013
- o MVRPC TAC Meeting scheduled for March 21, 2013
- o BZA Meeting scheduled for March 28, 2013
- o Prosecutor's Office/RPCC Zoning Workshop scheduled for April 3, 2013 at 7:00 p.m. ***RSVP required by March 20, 2013.***
- o BZC Meeting scheduled for April 9, 2013
- o Joan Gallagher's BZC term ends March 31, 2013-letter received requesting reappointment copied to Trustees

2013 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
3789 Ferry	junk cars/misc. junk	2/28/2013	Updated citation sent in preparation for referral to XMC, abatement agreement entered into
4373 East Briggs	PMC Violations, junk car	2/26/2013	Case referred to Xenia Municipal Court
2853 Ferry Road	home occ. w/o approval	2/28/2013	Per realtor occupant (violation) is moving out of the house on 3-9-13
4395 Swigart	junk cars	2/5/2013	Abated
4353 East Briggs	grass/junk	1/16/2013	Abated
2300 Stewart Road	lighting complaint		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; spoke with electrician on 1/22/2013 to clarify standards, working with electrician on meeting standards-2/13/2013
2353 Ferry Road	occupancy of camper on site	2/28/2013	Cease and desist order posted 2/14/2013, abated-note camper for sale

February 28, 2013

Zoning Certificate Totals 2013

	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	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1	5
FEB	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	3
MARCH																						
APRIL																						
MAY																						
JUNE																						
JULY																						
AUGUST																						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	2	0	1	0	0	0	1	2	0	1	0	1	8									

8 ZCs issued ytd. vs.9 ZCs issued same period 2012 (-11%). 2 ZCs for SFR issued ytd vs. 1 ZCs for SFRs issued same period 2012.
2/28/2013