



**Administrator's Report to the Trustees
March 18, 2013**

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

- Right of Way agreements have been corrected by Mr. Geyer's office and are in-hand to continue the process in the coming weeks.
- Countywide dispatch meetings continue. Cost and oversight seem to be the two most prominent factors to overcome in the process based on the history provided.
- I will attend a meeting in Batavia Township on March 20th to discuss TIFs and annexation concerns.
- Karen continues to attend educational opportunities from legal sources on Obamacare and the impact to our organization. Suggest the trustees schedule another work session in the near future and bring in legal counsel for discussion.
- A great deal of time is being spent with staff on possible dispatching changes/options and the costs/savings associated with them. The Trustees are scheduled to meet this Thursday at 6:00 pm with the Bellbrook City Council members to discuss options.

Fiscal:	
Budget:	\$439,775.00
Expenditures as of December 31, 2012:	\$ 97,665.27
% of Budget Used:	22.096 %
% of Budget Year Target:	16.66%
Remaining % of Budget Remaining:	77.904%
Cash Balance as of February 28, 2013:	\$193,429.25

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugar Creek Township Trustees February 28 thru March 13, 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:

Blood borne pathogens
Fire Extinguishers

Statistics:

12 Fire Calls
29 EMS Calls

PERSONNEL:

We are in the process of hiring part time Firefighter/EMT's. Physical Agility Testing is now being held every Saturday. Overtime: Full Time C shift opening. 216 hrs, 175.25 hours covering paid time off and ACA shifts.

Accomplishments:

- Chief Pavlak participated in Reading Program at Primrose Preschool
- Chief Pavlak attended the Work Sessions
- AC Zimmerman attended a Work Sessions
- Chief Pavlak attended the radio template meeting in Beaver Creek
- Chief Pavlak, AC Zimmerman and Lt. Johnson met with Chaplain Messer
- AC Zimmerman and Lt. Johnson went to Greene County Dam Safety meeting and learned it had been postponed
- Chief Pavlak and AC Zimmerman met with Greene Sanitary Engineering regarding fire hydrant maintenance
- Chief Pavlak met with Barry Tiffany, Chief Brown and Chris Zappanti regarding radio changes and dispatch issues
- AC Zimmerman attended a meeting at Greene County regarding functional needs of handicapped people in disaster situations
- Five new recruits are in orientation
- FM Trepanier presented a class on Home Escape Drill and Safety for "AuPairs". This is the 3rd year in a row. Program was designed specifically by FM Trepanier for this group.

- FM Trepanier attended the TRC Centerville TRC meeting regarding Cornerstone Development
- FM Trepanier attended a Fire Alarm Systems seminar.
- Chief Pavlak attended the Centerville's Mayors Breakfast

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Emergency Communication Dispatching for the township
- MARCS 800 Radio equipment changes and operations
- ACA staffing challenges

SCHEDULED EVENTS FOR REMAINDER OF MARCH:

A.)

Budgetary Awareness Items:

A.)

B.)

FISCAL:

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

Expenditures as of February 28, 2013:

Fire: \$ 401,668.17 EMS: \$ 30,576.49

% of Budget Used:

Fire: 16.54% EMS: 12.14 %

% of Budget Year Target:

Fire: 16% EMS: 16%

Remaining % OF Budget Remaining

Fire: 83.46% EMS: 87.9%

Cash Balance as of March 8, 2013 :

Fire: \$ 438,314.53 EMS: \$137,624.53

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

March 18, 2013

Training

- Our officers have completed the eight (8) hour course on *Solo Officer Response to Active Shooter*. They attended a short classroom session in the morning; the rest of the day was spent learning the tactics and techniques for engaging an active shooter.
- No other classes scheduled for March.
- On April 9, 2013, Sergeant John Marlatt will be attending the Ohio Taser Use of Force, Risk Management & Legal Strategies Seminar. Taser International, through the Taser Training Academy, and in conjunction with the FBI National Academy Association presents a one-day program specifically designed for law enforcement.
- No other classes scheduled for April.

Public Appearances

- Chief Brown attended the Consensus Evaluation Meeting for Countywide Dispatching in Xenia.
- On March 5th, Chief Brown attended the Countywide Dispatching Meeting at the Greene County Sheriff's Office.
- On March 7th, Chief Brown attended the Chamber of Commerce Luncheon at the Middle School.
- Chief Brown also attended a meeting on dispatch with the Trustees.
- On March 11th, Chief Brown attended a meeting on discussion of dispatch issues.
- Chief Brown has met with all the Sergeants and with Gary Branstetter regarding our patrol cars.
- Chief Brown and Sergeant Williams met with a resident concerning future community relations.
- On March 12th, Chief Brown attended the Focus Group Meeting on Countywide Dispatch.
- On March 14th, Chief Brown and Sergeant Williams attended the Ministerial Luncheon.
- Officer Stayer attended the monthly Child Advocacy Center Case Review Meeting.

Grant Money

- The police department received \$397.50 from the Bulletproof Vest Program.
- The police department received a grant through the Local Community Contribution Program in the amount of \$2,000.00 from the Walmart Foundation. The foundation stated that our organization is doing important work to the community and they were proud to support our efforts.

Fiscal

Budget	\$2,535,763.00
Expenditures as of February 28, 2013	\$408,095.15
% of Budget Used	16.7%
% of Budget Year Target	16.6%
% of Budget Remaining	83.3%
Cash Balance	\$504,521.17

Note: Our goal is to remain under budget each month.

Overtime Hours

FEBRUARY	HOURS
COMMUNICATIONS	104
MANDATED (COURT, TRAINING, ETC.)	22.25
OPERATIONAL	269.25
TOTALS	395.5

Statistics

The following statistics are submitted for the Police Department for the period of February 26, 2013 through March 11, 2013:

Calls For Service:		
	Citizen-Generated	242
	Officer-Generated	2032
	Administrative	26
	Total	2300
Offense Reports		13
Incident Reports		3
Crashes		8
Business Checks		599
Neighborhood Checks		1223
Places Found Open (PFO)		1
Vacation House Checks		80
Arrests		13
Traffic Citations		18
Traffic Warnings		19

Future Events

- Sugar Maple Parade
- Drug Drop-off
- Police Applicant Testing

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotters

Monday February 25, 2013

- Misuse of credit card complaint was taken from a citizen at the Public Safety Building.
- Theft offender was arrested at a Wilmington Pike business.
- Individual was arrested on a warrant out of Sugarcreek P.D. from the Montgomery County Jail.

Tuesday February 26, 2013

- Assault complaint was investigated on Upper Bellbrook Road.

Wednesday February 27, 2013

- Crash with injuries was reported on Centerville and Penewit Roads.
- Individual was arrested on a warrant out of Sugarcreek P.D. from the Warren County Jail.
- Theft complaint was investigated as a walk in complaint at the Public Safety Building.

Thursday February 28, 2013

- Property Damage crash was investigated on Wagner Road.
- Theft offender was arrested at a Wilmington Pike business.

Friday March 01, 2013

- Individual was arrested on a warrant out of Sugarcreek P.D. from the Clark County Jail.
- Individual was arrested on a warrant out of Sugarcreek P.D. from the Greene County Jail.

Saturday March 02, 2013

- Medical assist was given to an individual on Rising Springs Ct.
- Driver of a suspicious vehicle was arrested for an OVI on Wilmington Pike.

Sunday March 03, 2013

- Theft was reported from a Wilmington Pike business.
- B&E suspect was apprehended for a neighboring agency at a Feedwire Road business.

Monday March 04, 2013

- Theft report was taken from citizen at a Wilmington Pike business
- An individual was arrested on warrant out of Sugarcreek Police Dept. at the Warren County Jail
- An assist was given to the U.S. Marshalls on Walden Way, searching for a suspect with an outstanding warrant
- Property Damage crash was investigated on Wilmington Pike and St. Rt. 725
- Property Damage crash was investigated on Feedwire and Little Sugarcreek Roads
- An unwanted subject was removed from an apartment in Bayberry Cove who was wanted on a warrant out of Montgomery County

Tuesday March 05, 2013

- Rape investigation ensued from an address on Social Row Road
- Burglary was reported on Sugarbrook Trail
- Crash with injuries was reported on SR-675 at 8mm

Wednesday March 06, 2013

- Crash with injuries was reported on SR-675 at 8mm
- Property Damage crash was reported on SR-675 at 9mm
- Property Damage crash was reported on Wilmington Dayton and Conference Roads
- Property Damage crash was reported on Social Row Road
- Property Damage crash was reported on Little Sugarcreek Road
- Property Damage crash was reported on Feedwire and Eden Meadows Way
- Property Damage crash was reported on SR-675 at 8mm
- Crash with injuries was investigated on Wilmington Pike and SR-675
- Property Damage crash was reported on S.Alpha-Bellbrook and Carpenter Roads
- Property Damage crash was reported on Middle Run Road
- Property Damage crash was investigated on St. Rt. 725 and Lakeman Drive
- Property Damage crash was investigated on SR-675 at 8mm
- An individual was arrested on a warrant out of Sugarcreek P.D. from the Warren County Jail

Thursday March 07, 2013

- Property Damage crash was reported at a Wilmington Pike business
- Property Damage crash was reported at Cloyo Road and Wilmington Pike
- Runaway juvenile complaint was taken from a resident in Bayberry Cove
- An intoxicated patron was investigated at a Wilmington Pike business

Friday March 08, 2013

- Crash with injuries was investigated at a Wilmington Pike business
- Theft complaint was investigated on Upper Bellbrook Road
- Hit and Run crash complaint was investigated at a Wilmington Pike business
- A complaint was investigated at a Feedwire Road business
- Property Damage crash was reported at a Wilmington Pike business
- An individual was arrested at a Wilmington Pike business

Saturday March 09, 2013

- Traffic stop resulted in locating an illegal narcotic from an occupant in the vehicle stopped

Sunday March 10, 2013

- Property Damage crash was reported on SR-675 at 9mm
- A disturbance was reported at an address on Rising Springs Ct



**Staff Report for
Sugarcreek Township Trustees
March 18, 2013**

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

- Snow-3-5-13
- Snow-3-6-13

Accomplishments:

- Remove 2 bulbs in all 4 bulb fixture to reduce energy costs
- New tires on 700
- Tire repair on Loader and 706
- Removed signs from right of way various roads
- Prepped and painted bed and side boards on 707
- Changed combination on doors shop and Quonset hut
- Salted roads
- Wash trucks and bays
- Change out old stop signs in various plats
- Reviewed 2 driveway permits
- Plow shoes replaced on 701 and 705
- Plow cutting edge repaired on 701, 706, 707
- Hydraulic hose replaced on 703
- Department head meeting

Budgetary Awareness Items:

- 1 hour overtime for snow removal
- 69.5 hours pay for seasonal

Fiscal

End of Year Totals	
Budget	\$1,567,922.00
Expenditures as of February 28, 2013	\$ 119,448.40
% of Budget Used	7.6%
% of Budget Year Target	16.66%
% of Budget Remaining	92.4%
Cash Balance as of February 28, 2013	\$ 913,939.02

Respectfully,

Anthony W. Lamb
Roads and Services Director

Project for spring 2013
Service Department

Established dates are subject to change due to weather conditions and material Availability

March 11, Finish repairs on vehicle, clear debris from ditches.

March 12, Patch Potholes, Sod and Mailbox repair

March 13, Prepping flower beds at 2090 Ferry Road and Briggs Roads

March 14, Mulch flower beds

March 15, Wash and wax trucks and wash bays clean shop

March 18 19 20, Work with American Forestry to remove dead trees from R.O.W.

March 21 22, Pick up trash on Feedwire Road, Little Sugarcreek Road, Conference Road, Ferry Road, Cloyo Road, Middle Run Road

March 25 26, Street Sweeping Cycle Prep Truck for Dura Patching

March 27 28 29, Dura Patch Little Sugarcreek Road

April 1 2, Dura Patch Sears Road

April 3 4, Dura Patch Possum Run Road

April 5, Wash Trucks and bays general cleaning

April 8, Patch areas in River Ridge II prior to overlay

April 9 10 11, Full depth repair on Middle Run Road Hill

April 12, Wash trucks and bays general cleaning



Staff Report for the Sugarcreek Township Board of Trustees March 4, 2013 through March 14, 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: Follow-up

- 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.

- The BZA approved the request as submitted by the applicant.**

- 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'.

- The BZA approved the request as submitted by the applicant subject to the Health Department finding the new lot suitable for a septic system.**

- o **March 28, 2013 Meeting: Canceled**

Zoning Commission Activities:

- o **March 12, 2013 Meeting: Canceled**
- 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.
 - o The BZC will review staff research on wood boiler furnaces.

Permits:

- o See attached spreadsheet

Violations:

- o See attached spreadsheet

Accomplishments:

- o Met with property owner on March 5, 2013 to discuss the construction of an accessory structure
- o Attended Chamber of Commerce Meeting on March 7, 2013
- o Attended Department Head Meeting on March 13, 2013
- o Prepared and sent Notices of Decision for BZA01-2013 and BZA02-2013
- o Prepared and sent RW and engineering reimbursement requests to ODOT for SRTS Infrastructure Project (\$16,125)
- o Provided information to business owner looking to relocate within Sugarcreek Township
- o Completed presentation for April 9, 2013 BZC Meeting
- o Serving on MVRPC's Safe Routes Regional Forum Planning Committee
- o Preparations for 2013 Farmers' Market season underway, Vendor Contracts should go out this week
- o Research on wood boiler furnaces continues

Announcements/Upcoming Events:

- o MVRPC TAC Meeting scheduled for March 21, 2013
- o Pre-Trial in violation case referred to Xenia Municipal Court scheduled for April 2, 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 Chamber of Commerce Business Breakfast scheduled for April 11, 2013 at 7:30 a.m.

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	5	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8
APRIL																						
MAY																						
JUNE																						
JULY																						
AUGUST																						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	7	0	3	0	0	0	1	3	0	1	0	0	0	0	0	0	0	0	0	0	1	16

16 ZCs issued ytd. vs. 15 ZCs issued same period 2012 (+6.7%). 7 ZCs for SFRs issued ytd vs. 2 ZCs for SFRs issued same period 2012 (+250%).

3/14/2013

2013 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
3789 Ferry	junk cars/misc. junk	3/14/2013	Updated citation sent in preparation for referral to XMC, abatement agreement entered into
4373 East Briggs	PMC Violations, junk car	3/14/2013	Case referred to Xenia Municipal Court
2853 Ferry Road	home occ. w/o approval	3/14/2013	Per realtor occupant (violator) 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	3/14/2013	Cease and desist order posted 2/14/2013, abated-note camper for sale
1823-1829 Lakeman	trash (left at rd. by tenants)	3/14/2013	Contacted property owner, abatement scheduled 3/14/2013

March 14, 2013