



**Administrator's Report to the Trustees  
April 1, 2013**

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

- The Roads and Services Director opening has been re-advertised on multiple sites
- Countywide dispatch meetings continue. The commissioners will be discussing funding options in the coming weeks as this appears to be the last piece of the puzzle to identify and create a plan.
- Batavia Township has instituted their first TIF in the community. Recently the Village of Batavia filed an annexation that utilized township and state right-of-way to take 3.5 miles of roadway to get to the high school complex. The high school, the state and the township were not considered "owners" under current law and no permission was required to do so. The parcel of land that created the opportunity to annex the rest is 5/10ths of an acre located at the village boundary at the beginning of the 3.5 mile stretch. This is similar to the annexation that took place in Washington Township last year and does not meet the intent of the legislature and Type II law. CLOUT and the OTA are working on changes to the language of the law to remedy this flaw. Getting the legislators on board for the change seems to be the biggest obstacle at this point.
- The department heads met with Trustee Daugherty last week to review the proposed changes of the first three chapters of the personnel policies and manual. Additional changes were proposed and should be incorporated. Karen will be forwarding out the next three chapters in the coming weeks for review and the group will be meeting again.
- 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 again this Thursday at 6:30 pm with the Bellbrook City Council members to discuss options. We are currently seeking pricing from the City of Beavercreek for hosting.

<b>Fiscal:</b>	
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 March 1, 2013:	\$193,429.25

Respectfully Submitted,

Barry P. Tiffany  
Township Administrator

## **Staff Report for Sugarcreek Township Trustees March 14 thru March 28, 2013**

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:**

Mass Casualty/Triage  
Pet Rescue/Pet Saver CPR

### **Statistics:**

Fire Response-28  
EMS Response-35

### **PERSONNEL:**

We are in the process of hiring part time Firefighter/EMT's. Physical Agility Testing is now being held every Saturday.

### **Accomplishments:**

- Chief Pavlak attended the Greene County Fire Advisory Council meeting
- Chief Pavlak attended the Work Session
- Chief Pavlak attended Dept. Head meeting
- AC Zimmerman held Officer Meeting
- Chief Pavlak attended radio meetings
- Dayton Regional Haz Mat Board meeting was held at Station 72
- Annual ladder testing was done on Ladder Truck and all ground ladders. Ladder truck has items to repair and several gorund ladders failed. More information to follow.
- Chief Pavlak attended Greene County Radio Tech meeting
- Chief Pavlak held interviews of applicants
- Chief Pavlak attended joint communications meeting with Bellbrook
- Received Wal-Mart Community grant for Fire Prevention request for Fire Dog. Grant amount was \$2000.00 Dollars.

**STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:**

- Dispatching for the township
- Radio equipment changes

**SCHEDULED EVENTS FOR REMAINDER OF APRIL:**

- A.) Sugar Maple Festival 20<sup>th</sup> and 21<sup>st</sup>
- B.) Dam Safety Seminar 3<sup>rd</sup>
- C.) Chamber Breakfast at Five Season 11<sup>th</sup> at 0700 hours
- D.) Eagle Rise Homeowners Association meeting at PSB 1800 hours- 11th

**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**

### **April 1, 2013**

#### **Training**

- On April 9, 2013, Sergeant John Marlatt will be attending the Ohio Taser Use of Force, Risk Management & Legal Strategies Seminar.
- No other classes scheduled for April.
- On May 28, 2013, Sergeant Mark White and Officer Drew Pyles will be attending a two-day training class on Advanced Roadside Impaired Driving Enforcement (A.R.I.D.E.). The class will be held at Wright State University. The program was developed by the National Highway Traffic Safety Administration. The A.R.I.D.E. program stresses the importance of securing the most appropriate biological sample in order to identify substances likely causing impairments.
- No other classes scheduled for May.

#### **Public Appearances**

- On March 18<sup>th</sup>, Chief Brown attended a radio review meeting.
- On March 19<sup>th</sup>, Chief Brown and Sergeant Williams attended the ACE Task Force Board of Directors Meeting.
- On March 20<sup>th</sup>, Chief Brown and Sergeant Williams attended an exploratory meeting in Beavercreek with Chief Evers and Captain Grile.
- Chief Brown attended the Montgomery County Chief's Luncheon.
- Chief Brown attended a radio meeting in Greene County.
- Chief Brown and Sergeant Williams attended a New World Meeting.
- On March 20<sup>th</sup>, Sergeant Mark White and Officer Shiloh Colon attended a presentation by Mrs. Smoots at the Middle School. This was a very moving presentation.
- On March 21<sup>st</sup>, Chief Brown and Sergeant Williams attend the GCLEA luncheon at the Greene County Career Academy.

- Chief Brown attended a dispatch meeting at the Administrative Building.
- Chief Brown attended the Good Friday Services in Bellbrook.
- Chief Brown met with all the Sergeants and Gary Branstetter regarding our patrol cars.
- Chief Brown and Sergeant Williams met with a resident concerning future community relations.

## Statistics

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

<b>Calls For Service:</b>	
	<b>Citizen-Generated</b> 222
	<b>Officer-Generated</b> 2075
	<b>Administrative</b> 21
	<b>Total</b> 2318
<b>Offense Reports</b>	19
<b>Incident Reports</b>	4
<b>Crashes</b>	22
<b>Business Checks</b>	545
<b>Neighborhood Checks</b>	1272
<b>Places Found Open (PFO)</b>	11
<b>Vacation House Checks</b>	34
<b>Arrests</b>	12
<b>Traffic Citations</b>	14
<b>Traffic Warnings</b>	32

## Fiscal

<b>Budget (Final Appropriation)</b>	<b>\$2,415,281.00</b>
<b>Expenditures as of March 31, 2013</b>	<b>\$573,277.44</b>
<b>% of Budget Used</b>	<b>23.5%</b>
<b>% of Budget Year Target</b>	<b>24.9%</b>
<b>% of Budget Remaining</b>	<b>76.5%</b>
<b>Cash Balance as of March 31, 2013</b>	<b>\$1,320,672.30</b>

## **Future Events**

- **April 27, 2013, Drug Drop-off at the Police Department from 10:00 a.m. – 2:00 p.m.**
- **Sugar Maple Parade**
- **Police Applicant Testing**

**Respectfully submitted,**

**Michael A. Brown  
Chief of Police**



**Michael A. Brown**  
Chief of Police

## **Police Blotter**

### **Monday March 11, 2013**

- Property Damage crash was investigated on Centerville Road.
- Theft offense was reported on Toll Gate Lane
- Domestic Dispute was investigated on Soaring Heights Dr.
- Theft offender was arrested at a Wilmington Pike business
- Domestic Violence was reported on Penewit Road
- Theft offense was reported from a Wilmington Pike business
- Theft was reported on N. Lakeman Dr.

### **Tuesday March 12, 2013**

- Theft offender was arrested at a Wilmington Pike business
- Crash with injuries was investigated on St. Rt. 725
- Theft offender was arrested at a Wilmington Pike business

### **Wednesday March 13, 2013**

- Property Damage crash was reported on Wilmington Dayton and Centerville Roads
- Theft report was taken from a Wilmington Pike business
- Citizen assist was given to a citizen on Soaring Heights

### **Thursday March 14, 2013**

- Crash with injuries was investigated on Waynesville and Middle Run Roads

### **Friday March 15, 2013**

- Hit Skip crash was reported at St. Rt. 725 and Lakeman Drive
- Theft report was taken from a resident on Heritage Trace
- Property Damage was reported in a non-criminal incident on Middle Run Road

### **Saturday March 16, 2013**

- An individual was arrested on a warrant out of Sugarcreek Township P.D. from the Montgomery County Jail
- Theft report was taken from a resident on N. Lakeman Dr.
- Theft report was taken from a Wilmington Pike business
- An individual was arrested for a Hit/skip at St. Rt. 725 and Lakeman Dr.
- Theft report was taken from a resident in Bayberry Cove
- Theft report was taken from a resident on Rose Lake Dr.
- Burglary investigation was taken on S. Alpha-Bellbrook Road

### **Sunday March 17, 2013**

- Theft report was taken from a Paxon Drive resident
- A traffic stop yielded an OVI and Drug possession arrest of two individuals

### **Monday March 18, 2013**

- Theft offense was investigated at a Wilmington Pike business
- Crash with injuries was investigated on Lower Bellbrook Road

### **Tuesday March 19, 2013**

- Crash with injuries was investigated on SR-675
- Traffic stop was initiated on Feedwire and Wilmington Pike, two adults were arrested for possession of alcohol under twenty one
- Property Damage crash was investigated in Sugarcreek Plaza II, as a result, a driver involved was arrested for OVI

### **Wednesday March 20, 2013**

- Theft complaint was taken from a citizen on Waynesville Road

### **Thursday March 21, 2013**

- Fraud complaint was taken from a citizen on Sarah's Way
- Unruly juvenile complaint was investigated at the Bellbrook Middle School
- Assault complaint was investigated in Bayberry Cove apartments
- Burglary was reported on Centerville Road
- Property Damage was reported on Wilmington Pike and Clys Road

### **Friday March 22, 2013**

- An assist was given to a neighboring agency to arrest a subject on a warrant
- A disturbance was investigated on Upper Bellbrook Road, two subjects were arrested for Disorderly Conduct and Criminal Mischief

**Saturday March 23, 2013**

- Property Damage crash was investigated on Ferry Road, the driver was arrested for OVI
- Accidental discharge of a weapon was investigated on Erickman Lane

**Sunday March 24, 2013**

- Property Damage crash was reported on Feedwire Road
- Property Damage crash was reported on Feedwire Road



**Staff Report for  
Sugar Creek Township Trustees  
April 1, 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**

- Assist police department with tree crew on Middle Run road blocking road causing traffic to drive off the shoulder 3-15-13
- Trash in roadway 3-18-13
- Snow removal 3-24-13

**Accomplishments:**

- Opened culvert inlets blocked by debris
- Patch potholes various locations
- Mailbox and sod repair
- Salted roads
- Monthly checks of exit lights, fire extinguishers, mileage.
- Added aggregate behind guardrail on Little Sugar Creek road after settling
- Had Plumbing Solutions perform our backflow tests per Greene County
- Dumped trash at Farmers Market
- Met with resident about installing driveway culvert
- Wash trucks and bays
- Repaired blown hydraulic line on 703
- Worked with American Forestry to remove dead tree from right of way on Ferry Road, Middle Run road, Little Sugar Creek road.
- Cleaned up branches that had fall during high winds

**Budgetary Awareness Items:**

- None

**Fiscal**

<b>End of Year Totals</b>	
Budget	\$
Expenditures as of	\$
% of Budget Used	%
% of Budget Year Target	%
% of Budget Remaining	%
Cash Balance as of	\$

Respectfully,

Anthony W. Lamb



## **Staff Report for the Sugarcreek Township Board of Trustees March 18, 2013 through March 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 **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 representatives from East of Eden HOA to discuss SRTS and other issues
- o Attended MVRPC TAC Meeting on March 21, 2013
- o Processed lot split for 4120 Centerville Road on March 21, 2013

- o Met with developer on March 21, 2013 regarding land in the township
- o Conference call with MVRPC's Safe Routes Regional Forum Planning Committee held on March 25, 2013
- o Attended Department Head Meeting on March 27, 2013
- o Attended Personnel Policy Meeting on March 27, 2013
- o Completed presentation for April 9, 2013 BZC Meeting
- o Preparations for 2013 Farmers' Market season are underway, agreement with property owner reached, Vendor Contracts being accepted
- o Research on wood boiler furnaces completed
- o R-PUD District research underway
- o Work on Comprehensive Plan continues, talking with county about assistance with mapping

**Announcements/Upcoming Events:**

- 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.
- o BZC Meeting scheduled for April 9, 2013 at 7:00 p.m.
- o Chamber of Commerce Business Breakfast scheduled for April 11, 2013 at 7:30 a.m. - RSVP required for non-regular attendees.
- o Sugar Maple Festival scheduled for April 20-21 in downtown Bellbrook
- o BZA Meeting scheduled for April 25, 2013 at 7:00 p.m.
- o Greene County Report to the Community scheduled for April 26, 2013 at 7:30 a.m. - RSVP required.
- o National Day of Prayer Event scheduled for May 2, 2013 at Bell Hop Café at 9:00 a.m.
- o Chamber of Commerce Meeting scheduled for May 9, 2013 at Bellbrook Middle School at 12:00 p.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	3	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	12
APRIL																						
MAY																						
JUNE																						
JULY																						
AUGUST																						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	7	0	4	0	0	2	3	0	1	0	0	0	0	0	0	0	0	0	0	0	3	20

20 ZCs issued ytd. vs. 19 ZCs issued same period 2012 (+5.3%). 7 ZCs for SFRs issued ytd vs. 3 ZCs for SFRs issued same period 2012 (+133.3%).

## 2013 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
3789 Ferry	junk cars/misc. junk	3/28/2013	Updated citation sent in preparation for referral to XMC, abatement agreement entered into
4373 East Briggs	PMC Violations, junk car	3/28/2013	Case referred to Xenia Municipal Court; violation almost completely abated
2853 Ferry Road	home occ. w/o approval	3/28/2013	Per realtor occupant (violator) is moving out of the house on 3-9-13, monitoring-still there
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	3/28/2013	Cease and desist order posted 2/14/2013, abated-note camper for sale
1823-1829 Lakeman	trash (left at rd. by tenants)	3/28/2013	Abated

March 28, 2013



**Staff Report for  
Sugar Creek Township Trustees  
April 1, 2013**

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

**Items Completed:**

- Spent majority of available time with Vendors, Department Heads, Command Staff, and other agencies on MARCs / Dispatch technical and managerial reviews.
- Attended the Greene County / New World Systems Project status review.
- Attended the Dispatch exploratory meeting with the Beavercreek City Police Department.
- Arranged and attended OhioERC lunch meeting in Columbus (email subcommittee).
- Established six new employees on the network and in appropriate applications.
- Worked with Pro On Call and resolved on-going issue with phone management software.

Respectfully,

Christopher A. Zappanti  
Director of Information Technology