



**Administrator's Report to the Trustees
June 3, 2013**

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

- Discussions with leadership at the City of Xenia and City of Bellbrook continue on dispatch consolidation contract language for consideration. Although we have attempted to meet with representatives from the unions, scheduling conflicts for the union have prevented those meetings from taking place to date. Details of the contract, transition plan, potential hiring processes and other operational items are still being worked through.
- Cara and I attended the I-70/75 Economic Development Annual Summit at Sinclair Community College. Although attendance was down this year, some of the sessions provided good information on successes regionally, statewide and nationally.
- Sally continues to work on planned activities for the Farmers' Market. Attendance has been high for early season and the number of vendors appears to be on a record pace this year.
- I will be attending the CLOUT meeting in Blacklick Township on June 10th. Although the number one priority on paper for CLOUT and the OTA is annexation reform, I am not aware of any efforts for changed language since last year. This will be a discussion I will be pushing on the 10th.
- The Temporary Authorization to Review Information (AC-3) form has been filled out to see if we might qualify for reduced costs in Workers' Compensation under a program other than the OTA.

Fiscal:	
Budget:	\$ 467,775.00
Expenditures as of April 30, 2013:	\$ 214,087.31
% of Budget Used:	45 %
% of Budget Year Target:	33 %
Remaining % of Budget Remaining:	55 %
Cash Balance as of April 30, 2013:	\$ 313,774.86

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugarcreek Township Trustees May 16 thru May 30, 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:

Geriatrics
Water Rescue Operations

Statistics:

Fire Responses-15
EMS Responses-27

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 Work Session and Public Hearing on Communications Center
- L-72 is at Ohio Cat for repairs.
- Chief Pavlak and AC Zimmerman held interviews with applicants
- Chief Pavlak and Chris Zappanti meet with P/R Communications about Fire Station Alerting options along with Xenia City Fire Department. Hoping to have solutions/answer in the next 10 days.
- Chief Pavlak met with representative from DP and L Energy.
- FD working on staffing solutions due to ACA rules and guidelines
- Lt. Johnson attended GMVEMS council meeting
- A/C Zimmerman and Lt. Johnson attended Greene County EMS council meeting
- FF Brandon Rentz and his wife Andrea are proud new parents of a baby boy. Colten Rentz. Congratulation Brandon and Andrea!

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Dispatching for the township
- Radio equipment changes
- Fire Levy for November 2013

SCHEDULED EVENTS FOR REMAINDER OF June:

A.)

Budgetary Awareness Items:

A.)

B.)

FISCAL:

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

Expenditures as of May 7, 2013:

Fire: \$816,905.11 EMS: \$83,279.06

% of Budget Used:

Fire: 33.636% EMS: 33.583 %

% of Budget Year Target:

Fire: 33.33% EMS: 33.583%

Remaining % OF Budget Remaining

Fire: 66.634% EMS: 66.417%

Cash Balance as of April 30, 2013 :

Fire: \$1,128,958.23 EMS: \$114,279.75

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

June 3, 2013

Training

- Sergeant Mark White and Officer Drew Pyles completed the A.R.I.D.E. (Advanced Roadside Impaired Driving Enforcement) Class.
- No other classes scheduled for June or July.

Public Appearances

- On May 17th, Chief Brown and Detective Sergeant Williams attended the Christ's Church Italian Dinner Fundraiser.
- Chief Brown visited the Farmers Market.
- On May 21st, Chief Brown attended the ACE Task Force Board of Directors Meeting.
- Officer Shiloh Colon participated in the kick-off at Xenia High School. The "Click It or Ticket" Program is from May 20th through June 2, 2013.
- On May 31st, Chief Brown attended the Regional Dispatch Group Meeting.
- The GUIDE had an appreciation lunch to give a special "thanks" to the volunteers.

Grants

- The police department received \$1,198.54 for the 2012-2013 Drug Use Prevention Grant.

Future Events

- On Saturday, June 8, 2013, Sergeant John Marlatt will be working the Community Outreach Trailer at the Appreciation Picnic for the 2013 Little Miami River Clean Sweep.

Statistics

The following statistics are submitted for the Police Department for the period of May 14, 2013 through May 27, 2013:

Calls For Service:		
	Citizen-Generated	224
	Officer-Generated	1482
	Administrative	29
	Total	1735
Offense Reports		22
Incident Reports		11
Crashes		20
Business Checks		332
Neighborhood Checks		933
Places Found Open (PFO)		13
Vacation House Checks		17
Arrests		15
Traffic Citations		9
Traffic Warnings		12

Fiscal

Budget (Final Appropriation)	\$2,415,281.00
Expenditures as of May 31, 2013	\$952,826.41
% of Budget Used	39.1%
% of Budget Year Target for the end of May	41.5%
% of Budget Remaining	60.9%
Cash Balance as of May 31, 2013	\$1,060,562.87

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

Monday May 13, 2013

- Property Damage crash was investigated on Stewart Road
- Dumping complaint was investigated on Bayberry Cove Dr.
- An individual was arrested on a warrant out of Sugarcreek P.D. at the Montgomery County Jail
- Male Theft offender was arrested at a Wilmington Pike business
- Crash with injuries was investigated on Little Miami Drive

Tuesday May 14, 2013

- Property Damage crash was investigated at a Wilmington Pike business
- Trespassing complaint was investigated on Waynesville Road
- Theft complaint was taken from a situation out of a Wilmington Pike business

Wednesday May 15, 2013

- An Assault complaint was taken from an address on Upper Bellbrook Road
- A Fraud complaint was taken from a citizen at the Sugarcreek Township Public Safety Building
- Hit/Skip crash was investigated at an address on Upper Bellbrook Road
- Hit/Skip crash was investigated at a Wilmington Pike address

Thursday May 16, 2013

- Unruly Juvenile complaint was taken from an address on Feedwire Road
- Theft complaint was taken from a Wilmington Pike business
- Theft complaint was from a resident on N. Lakeman Dr.
- An individual was arrested on a warrant at an address on Surrey Trail

Friday May 17, 2013

- A driver was arrested for OVI after an investigation into a complaint
- Stolen vehicle complaint was investigated

Saturday May 18, 2013

- A citizen welfare check was investigated on Aaron Drive
- Loud noise complaint was investigated on Surrey Trail

Sunday May 19, 2013

- Property Damage crash was investigated at a Wilmington Pike business
- Property Damage crash was investigated at a Wilmington Pike business
- Domestic Violence incident was reported at a Wilmington Pike business

Monday May 20, 2013

- Property Damage crash was reported on Ferry Road
- Theft from a vehicle was reported on Surrey Trail
- Criminal Damaging complaint was investigated at an Upper Bellbrook Road
- Theft report was taken from a Wilmington Pike business

Tuesday May 21, 2013

- Menacing complaint was taken from a Surrey Trail address
- An individual was arrested on a warrant out of Sugarcreek P.D. at the Clark County Jail
- Property Damage crash was investigated at a Wilmington Pike business
- Property Damage crash was investigated on Little Sugarcreek Road
- Property Damage crash was reported on Winding Brookway
- Civil matter was investigated on Stutsman Road
- Criminal Damaging complaint was investigated on Penewit Road

Wednesday May 22, 2013

- Criminal Damaging was reported at an address on Upper Bellbrook Road
- Property Damage crash was investigated on Centerville Station Road
- Theft complaint was taken as a walk in at the Public Safety Building
- Crash with injuries was reported and investigated on Wilmington Pike and Feedwire Road
- An individual was arrested on a warrant out of Sugarcreek P.D. at the Franklin County Jail

Thursday May 23, 2013

- Property Damage crash was investigated on Wilmington Dayton and Conference Roads
- Theft investigation was taken at a Wilmington Pike business
- An individual was arrested on a warrant out of Sugarcreek P.D. at the Columbus City Jail
- Menacing complaint was investigated at a Feedwire Road business

Friday May 24, 2013

- Injury crash was investigated on SR-675 at the 9mm
- Criminal Mischief was reported on Winding Brookway (four incidents)
- Crash with injuries was investigated on Upper Bellbrook and Kables Mill
- Burglary was investigated on Indian Wells Trail
- Theft report and investigation was initiated at a Clyo Road business
- Theft offender was arrested at a Wilmington Pike business

Saturday May 25, 2013

- Theft report was taken from a Wilmington Pike business
- Personal Injury crash was investigated on Briggs and Service Drive

Sunday May 26, 2013

- Domestic Dispute was investigated on Surrey Trail
- An individual was arrested on a warrant out of Sugarcreek P.D. from the Fayette County Jail
- Neighbor Trouble was investigated on Willow Creek Circle



**Staff Report for
Sugarcreek Township Trustees
June 3, 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

- 5-16 township boundary marker down
- 5-23 stop sign down Conference road

Accomplishments:

- Mowed 2090 and plaza area
- Completed mowing cycle
- Met with the HOA at Eden Meadows about removal of the island at the entrance
- Hauled # 9 stone donated to the township by Pat Bracci
- Repaired line to air brakes 705
- Set up for circus at Middle School
- Built and erected signs for the Farmers' Market
- Completed the spray cycle around all guardrail and signs
- Dura patched Possum Run and Little Sugarcreek Road
- Trimmed trees on the corner of Fauber Road and Erickman Lane

Future Items:

- Continue dura patching
- Mulch trees on Wilmington Pike and Clyo Road

Budgetary Awareness Items:

- Used partime seasonal employees for traffic control. 14.5 hours

Fiscal

End of Year Totals	
Budget	\$1,567,922.00
Expenditures as of April 30, 2013	\$204,756.84
% of Budget Used	13%
% of Budget Year Target	33%
% of Budget Remaining	87%
Cash Balance as of April 30, 2013	\$1,225,101.59

Respectfully,

Anthony W. Lamb
Roads and Services Director



**Staff Report for the Sugarcreek Township Board of Trustees
May 21, 2013 through May 30, 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 **May 23, 2013 Meeting Follow-Up:**
 - o **BZA Case 03-2013:** Applicant, Maximum Investment Group, Inc., is requesting an area/dimensional variance from Article 4.11 H. of the Sugarcreek Township Zoning Resolution, to accommodate a lot split of the subject parcel containing 4.222 acres into two lots, one containing 0.7163 acres and the other containing 3.5149 acres. The new lot containing 3.5149 acres would then be combined with the lot to the east fronting on North Lakeman Drive. The subject parcel is 4378 State Route 725, parcel L32000100030000600, owned Maximum Investment Group, Inc., located in the B-2 (General Business) District. Pursuant to Article 4.11 H. of the Sugarcreek Township Zoning Resolution, the minimum lot size in the B-2 District is one acre.

The BZA approved the request subject to the following conditions:

 1. *The proposed 3.149 acre parcel be must combined with the adjacent lot to the east (that lot being lot 213A in the Carriage by the Lake 1 Replat) within 180 days from the date of approval of the variance or the variance is revoked.*
 2. *The proposed 3.149 acre lot may not be recorded until it is under contract to purchase with the property owner to the east (Liberty Nursing Properties of Bellbrook LLC).*
 - o **BZA Case 04-2013:** Applicant, Tim Stephens/Archdeck, is requesting an area/dimensional variance from Article 4.11 G. of the Sugarcreek Township Zoning Resolution, to allow the construction of a deck that will

infringe 8' into the required 40' front yard setback adjacent to Eagle Stone Court. The subject property is 1288 Talon Ridge Drive, parcel L32000100130005600, owned by Anil and Sunita Agarwal, located in the R-1A (Single Family Residential) District. Pursuant to Article 4.11 G. of the Sugarcreek Township Zoning Resolution, the required minimum front yard setback in the R-1A District is 40'.

The BZA approved the request as submitted.

- o **June 27, 2013 BZA Meeting (cancellation pending; no applications received prior to meeting's closing date)**

Zoning Commission Activities:

- o **June 11, 2013 Meeting:**
 - o **ZC Case 01-2013:** On April 15, 2013, the Sugarcreek Township Board of Trustees initiated, by passage of a resolution, text amendments to the Sugarcreek Township Zoning Resolution. The text amendments initiated include the addition of a PUD-R (Planned Residential District) and amendments to other sections of the Zoning Resolution impacted as a result of the addition of the new district. After the conclusion of the hearing the matter will be submitted to the Board of Township Trustees for its action.
 - o **ZC Case 02-2013:** On May 14, 2013, the Sugarcreek Township Board of Zoning Commission initiated, by passage of a motion, a text amendment to the Sugarcreek Township Zoning Resolution. The text amendment initiated impacts Table 4-6 Permitted Accessory Uses and Structures and Section 4.13 E. 11. Use Regulations for Wood Boiler Furnaces. After the conclusion of the hearing the matter will be submitted to the Board of Township Trustees for its action.

Permits:

- o See attached spreadsheet

Violations:

- o See attached spreadsheet

Accomplishments:

- o Met with owner of Go Dog Go on May 22, 2013 regarding Zoning Certificate Application
- o Attended Zoning Inspectors Meeting at Regional Planning on May 23, 2013
- o Attended BZA Meeting on May 23, 2013

- o Met with property owner on May 28, 2013 regarding fence construction
- o Attended Regional Economic Development Summit on May 29, 2013
- o Met with resident on May 30 to discuss possible violation
- o Prepared endorsement for Beaver Creek Township on compensatory storage initiative
- o Prepared and sent BZC Legal Notice (June 11, 2013)
- o Received Award Letter for most recent SRTS Grant Application; received \$427,000
- o Approved plans for tenant finish for Starbucks
- o Plans for Orange Leaf pending approval

Announcements/Upcoming Events:

- o Comprehensive Plan Review Committee Meeting scheduled for June 6, 2013
- o Chamber of Commerce Meeting scheduled for June 6, 2013
- o Zoning Commission Meeting scheduled for June 11, 2013
- o RPCC Executive Committee Meeting scheduled for June 18, 2013 (wood boiler furnace regulations)
- o MVRPC TAC Meeting scheduled for June 20, 2013
- o BZA Meeting scheduled for June 27, 2013 (cancellation pending; no applications received prior to the meeting's closing date)

2013 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
3789 Ferry	junk cars/misc. junk	5/13/2013	Updated citation sent in preparation for referral to XMC, abatement agreement entered into
4373 East Briggs	PMC Violations, junk car	5/13/2013	Abated
2853 Ferry Road	home occ. w/o approval	4/30/2013	Abated
4395 Swigart	junk cars	2/5/2013	Abated
4353 East Briggs	grass/junk	1/16/2013	Abated
2300 Stewart Road	lighting complaint	4/3/2013	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; multiple inspections-no violation observed
2353 Ferry Road	occupancy of camper on site	4/10/2013	Abated
1823-1829 Lakeman	trash (left at rd. by tenants)	3/14/2013	Abated
5633 Little Sugarcreek	junk, garage door painting	5/13/2013	Notice of Violation sent
4139 Middle Run	business in residential district	5/21/2013	Some abatement action observed
4387 East Briggs	boat in driveway	5/13/2013	Advisory notice sent; property owner contacted-2 weeks provided
1784 Sonoma	truck parking in backyard	5/13/2013	No violation observed on two inspections
4292 Willow Creek Circle	grass adj. to Wilm. Dayton	5/28/2013	Some abatement action; ditch is in r-o-w
4301 Willow Creek Circle	grass adj. to Wilm. Dayton	5/28/2013	Abated
Sprint	illegal sign	5/13/2013	Abated
Authorized Wireless	sign in row	5/13/2013	Sign removed and returned
1758 Sonoma	grass and junk	5/14/2013	No violation observed on two inspections
844 Carpenter	grass	5/9/2013	Advisory Notice sent
5131 Oleva	grass	5/14/2013	Notice of Violation sent-signed 5/20/2013
1895 N. Lakeman	junk	5/14/2013	Advisory Notice sent
1765 Silverado	grass	5/23/2013	Abated
Kamdar Lot 725	grass	5/13/2013	Abated
3778 W. Salinas	grass	5/20/2013	Unsubstantiated-not 12"
3480 Wilmington Dayton	grass	5/28/2013	Called the property owners (previous contact)
2025 Erickman	grass	N/A	Called Wesbanco-will mow within 3 days
4348 Roscommon	grass	5/23/2013	Abated
Indian Wells Trail-4 lots	grass	5/28/2013	Notified property owners

May 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	5	0	3	0	0	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	12
APRIL	2	0	5	2	0	2	0	0	2	1	0	0	0	1	0	0	0	0	0	0	0	15
MAY	1	0	1	1	2	5	0	1	1	0	1	0	1	1	0	0	0	0	0	1	0	15
JUNE																						
JULY																						
AUGUST																						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	10	0	10	3	2	9	3	1	4	1	2	2	2	2	0	0	0	0	0	1	2	50

50 ZCs issued ytd. vs. 48 ZCs issued same period 2012 (+4%). 10 ZCs for SFRs issued ytd vs. 5 ZCs for SFRs issued same period 2012 (+100%).

May 30, 2013



**Staff Report for
Sugarcreek Township Trustees
May 31, 2013**

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

Items Completed:

- Worked with Fire Dept. AC Zimmerman and staff at area hospitals on Fire Dept. MDT performance, options, and staff training items.
- Met with Fire Dept, Xenia City Fire Dept, and P&R communication about Fire Station Alerting products. (Follow up meeting for Fire Station Alerting scheduled for 5/31/13 in Beavercreek).
- Attended OpenText / Rightfax product presentation by SMS Protech
- Deployed Synology device into network, began data migration
- Final review of Police mobile recording products completed
- Began public wireless setup and policy generation

Respectfully,

Christopher A. Zappanti
Director of Information Technology