



Administrator's Report to the Trustees
June 17, 2013

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

- The City of Xenia approved the contract to provide dispatching services for our community at their June 13th meeting. Should the trustees and Bellbrook council approve the contract, we will take the next steps on transition.
- Trustee Pittman and I attended the Greene County Township Association meeting on June 11th. Although the meeting was not well attended, there was an excellent presentation by the Career Center Superintendent, Dan Schroer. Our career center is currently ranked #1 in the State of Ohio.

There was also considerable discussion on funding and the cost of the transition to MARCS, and the casino money at the county level. I requested that the association come together and formulate a plan to take to the commissioners to allocate the casino money to the communities through a shared project or some formula. Steve Ross made a motion to have me put together a committee with representatives from each of the townships to create the plan. I asked that we also reach out to the municipalities in the county as they should be considered also. The motion passed unanimously.

In addition, Trustee Pittman was very assertive in stating that the County Commissioners should start providing leadership on issues such as countywide dispatching and others. His words were well received by the attendees from the various township and county offices.

- Meetings continue on an update to the Comprehensive Development Plan. Cara has done an excellent job providing the committee with language examples, recommendations and trends for our consideration. The committee hopes to finalize its recommendations later this summer for consideration by the trustees.
- I attended the CLOUT meeting on the 10th. There are several legislative items that I will discuss during my report. Additionally, I have requested that the OTA draft legislation clarifying the language relevant to our ongoing litigation with Centerville. The Court has stated that it needs clarity, yet nothing has been done to date. I will be drafting language to provide to the OTA for inclusion. There is pending annexation legislation language that is more comprehensive and too broad in my opinion.

Fiscal:	
Budget:	\$ 512,775.00
Expenditures as of April 30, 2013:	\$ 296,613.89
% of Budget Used:	57 %
% of Budget Year Target:	46 %
Remaining % of Budget Remaining:	43 %
Cash Balance as of June 12, 2013:	\$ 266,336.89

Respectfully Submitted,



Barry P. Tiffany
Township Administrator

Staff Report for Sugarcreek Township Trustees May 31 thru June 12, 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:

Delivering Good Customer Service presented by Dr. Augustin.
Large Diameter Supply Lines

Statistics:

Fire Responses-15
EMS Responses-23

PERSONNEL:

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

Accomplishments/Information:

- Chief Pavlak attended Department Head Meeting
- Chief Pavlak, Sgt. Marlatt, Chaplin Messer, Lt. Johnson and Safety Officer Knopp attend Rivers Cleaners gathering at Bellbrock Park with our Community Outreach Trailer.
- Chief Pavlak and AC Zimmerman held interviews with applicants
- .Chief Pavlak administered the National EVT test.
- Chief Pavlak talked with representative from DP and L Energy. Sent request for quote to Aspen and First Energy for our next 3 year electric rates.
- FD continues to working on staffing solutions due to ACA rules and guidelines
- Chief Pavlak attended work session.
- Fire Prevention Bureau has been very busy with plan review, inspections and public education.

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Dispatching for the township
- Radio equipment changes
- Fire Levy for November 2013
- Addressing staffing challenges created by the ACA

SCHEDULED EVENTS FOR REMAINDER OF June:

A.) **BARC field day will be held June 22-23 at Sacket Wright Field.**

Budgetary Awareness Items:

- A.) Need service body for Support 70. The current body is rusted out. \$5000.00
- B.) Working on replacing Multi Gas detectors (2) Units failed.

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: 43.552% EMS: 41.987%

% of Budget Year Target:

Fire: 42.00% EMS: 42.00%

Remaining % OF Budget Remaining

Fire: 58% EMS: 58%

Cash Balance as of June 12, 2013 :

Fire: \$911,502.33 EMS: \$99,454.36

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

June 17, 2013

Training

- No classes scheduled for June or July.
- Welcome Joseph Dooley as he starts our FTO Program.
- Officer Ron Gudgell was appointed SRO Officer. We have him on a list for SRO Schooling.

Public Appearances

- On June 8th, Sergeant John Marlatt worked the Community Outreach Trailer at the Appreciation Picnic at the 2013 Little Miami River Clean Sweep. We gave out bags, Frisbees, items to some of the kids and talked to the volunteers.
- Sergeant Mark White participated at the Safetyville Program for the Bellbrook-Sugarcreek School District. The program is for kindergarteners to teach them bike and bus safety. He also talked about 911 calls.
- The Police Department sent a card to Pastor Heck to wish her the best for her retirement.

Overtime for Trustee Report

MAY	<u>HOURS</u>
COMMUNICATIONS	85
MANDATED (COURT, TRAINING, ETC.)	29
OPERATIONAL	145.25
TOTALS	259.25
GUIDE Camp Joy extra OT We have a grant to pay for camp OT	

Statistics

The following statistics are submitted for the Police Department for the period of May 28, 2013 through June 10, 2013:

Calls For Service:		
	Citizen-Generated	269
	Officer-Generated	1473
	Administrative	6
	Total	1748
Offense Reports		18
Incident Reports		8
Crashes		15
Business Checks		403
Neighborhood Checks		858
Places Found Open (PFO)		9
Vacation House Checks		15
Arrests		13
Traffic Citations		3
Traffic Warnings		21

Fiscal

Budget (Final Appropriation)	\$2,415,281.00
Expenditures as of June 14, 2013	\$1,073,997.86
% of Budget Used	44.1%
% of Budget Year Target for the end of June	49.8%
% of Budget Remaining	55.9%
Cash Balance as of June 14, 2013	\$944,980.98

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

Monday May 27, 2013

- An adult male theft offender was arrested at a Wilmington Pike business
- Theft investigation was handled at a Bayberry Cove address
- A citizen assist was given at an address on Statehouse Court
- Theft report was taken at a Wilmington Pike business

Tuesday May 28, 2013

- Menacing complaint was investigated on Baileys Trail
- Individual was arrested on a warrant out of Sugarcreek P.D. at the Greene County Jail
- Unruly juvenile complaint was investigated on Surrey Trail
- Theft of license plates were reported on Surrey Trail

Wednesday May 29, 2013

- Criminal Damaging was reported on Timberly Drive
- Assist was given to a neighboring agency for a warrant service
- Theft complaint was taken from a Wilmington Pike business
- Criminal Damaging complaint was taken from a resident on Timberly Drive
- Criminal Damaging complaint was taken from a resident on Little Sugarcreek Road
- Theft complaint was taken from a resident on Wilmington Pike
- Property Damage crash was investigated on Feedwire Road
- Theft, Criminal Trespassing, Forgery and Receiving Stolen Property charges were filed against a subject at a Wilmington Pike business

Thursday May 30, 2013

- Hit/Skip crash was investigated at a Wilmington Pike business
- Crash with injuries was investigated on Center Point Drive
- Property Damage crash was investigated at a Wilmington Pike business

Friday May 31, 2013

- Fire assist was given to the Sugarcreek Fire Department for storm related issues on Centerville Road
- Fire assist was given to the Sugarcreek Fire Department for storm related issues on McBee Road
- Fire assist was given to the Sugarcreek Fire Department for storm related issues at a Wilmington Pike business

Saturday June 01, 2013

- Criminal Mischief/Theft was investigated at an address in Bayberry Cove apartments

Sunday June 2, 2013

- Nothing reported

Monday June 03, 2013

- Theft complaint was taken from a Ferry Road business
- Theft complaint was taken from a resident on St. Rt. 725
- Theft offender was arrested from a Wilmington Pike business

Tuesday June 04, 2013

- An individual was arrested for Violation of a Protection Order
- Property Damage crash was investigated on Silverado Drive

Wednesday June 05, 2013

- Domestic Dispute reported on Napa Valley Drive
- Criminal Damaging was reported on Heritage Trace Drive

Thursday June 06, 2013

- An individual was arrested on a warrant out of Sugarcreek Township P.D. on behalf of Huber Heights P.D.

Friday June 07, 2013

- Domestic Dispute was investigated on Carpenter Road
- Fraud complaint was taken from a citizen who walked into the Public Safety Building
- Menacing complaint was taken from a resident on Waynesville Road
- Loud party complaint was investigated on Revelle Court

Saturday June 08, 2013

- Theft complaint was taken from a citizen as a walk in complaint at the Public Safety Building
- Property Damage crash was investigated on Alpha Bellbrook and Upper Bellbrook Roads

Sunday June 09, 2013

- Criminal Damaging/Theft report was taken from three residents on Winding Brook Way
- Found Property (Bicycles) were reported at Ron Kehl Park
- Property Damage crash was reported at a Wilmington Pike business
- Two Theft offenders were arrested at a Wilmington Pike business



**Staff Report for
Sugar Creek Township Trustees
June 17, 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

- 5-31 Tree down Mcbee road
- 6-5 2499 Washington Mill road washout around surface drain
- 6-6 997 Paxon dr. dirt and stone dumped in street

Accomplishments:

- Completed spray cycle around signs, guardrails
- Trim brush around signs and intersections
- Hauled 140 tons of lime stone donated to the Township
- Measured Ferry road for County striping program
- Inspected the proof roll of section 8 Kable's Mill
- Dura patched Little Sugar Creek road
- Mowed 2090 Ferry road and plaza area
- Mulch trees Clys, Wilmington pike and Whites Corner
- Brought down boxes for River Keepers

Budgetary Awareness Items:

- 4 hours overtime for tree down on Mcbee road

Fiscal

End of Year Totals	
Budget	\$ 1,567,923.00
Expenditures as May 31, 2013	\$ 447,117.64
% of Budget Used	29 %
% of Budget Year Target	45 %
% of Budget Remaining	71 %
Cash Balance as of May 31, 2013	\$ 1,011,003.83

6-9 through 6-13 Dura patch Little Sugar Creek road, Mow 2090 and plaza area, Middle Run full depth repair

6-16 through 6-20 Mill curb Possum Run road and mill butt joints on roads that are getting paved
Dura patch Brown's run

Respectfully,

Anthony W. Lamb
Roads and Services Director



Staff Report for the Sugarcreek Township Board of Trustees June 3, 2013 through June 12, 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 **June 27, 2013 BZA Meeting (canceled)**

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.
 - ***The BZC tabled the request, asking staff to provide additional information for consideration at the July 9, 2013 BZC Meeting.***
 - 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.
 - ***The BZC tabled the request in order to review the RPCC recommendation at the July 9, 2013 BZC Meeting.***

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Accomplishments:

- Attended CDP Review Committee Meeting on June 6, 2013
- Attended BZC Meeting on June 11, 2013
- Attended Department Head Meeting on June 12, 2013
- Prepared and delivered BZC packets
- Received endorsement from Beaver Creek Township on compensatory storage initiative
- Plans for Orange Leaf pending approval (spoke with architect June 10, 2013 revised plans on their way to Fire Department)
- Plans for Go Dog Go pending approval
- Working on acquiring mapping files for CDP Update
- Approved wall mounted light fixtures for Starbucks
- Researched manure complaint
- Researched easement issue for property owner
- Provided guidance to property owners on re-survey

Announcements/Upcoming Events:

- RPCC Executive Committee Meeting scheduled for June 18, 2013 (wood boiler furnace regulations)
- MVRPC TAC Meeting scheduled for June 20, 2013 (canceled)
- BZA Meeting scheduled for June 27, 2013 (canceled)
- CDP Review Committee Meeting scheduled for July 2, 2013
- BZC Meeting scheduled for July 9, 2013
- BZA Meeting scheduled for July 25, 2013
- Pre-construction meeting for SRTS Project 1 will be scheduled in the near future

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	6/12/2013	Notice of Violation sent--signed 5/20/2013--30 day follow-up
4139 Middle Run	business in residential district	5/21/2013	Some abatement action observed
4387 East Briggs	boat in driveway	5/12/2013	Abated
1784 Sonoma	truck parking in backyard	5/13/2013	No violation observed on two inspections
4292 Willow Creek Circle	grass adj. to Wilm. Dayton	6/12/2013	Ditch is in r-o-w-contacted GCEO, discussed triangle piece with property owner
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	6/13/2013	Advisory Notice sent--returned unclaimed
5131 Oleva	grass	5/14/2013	Notice of Violation sent
1895 N. Lakeman	junk, PMC Violations	6/12/2013	Advisory Notice sent; left notices for tenants to contact us
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	Abated
2025 Erickman	grass	N/A	Abated
4348 Roscommon	grass	5/23/2013	Abated
Indian Wells Trail-4 lots	grass	5/28/2013	Abated
898 McBee Road	grass	6/13/2013	Sent message to 53 Bank REO Dept; Property Preservation company will mow if property is vacant; Nuisance Declaration in case it is found to be occupied
2654 River Bluff	grass	6/13/2013	Abated
Cedar Trail adj. to White Fence	grass	6/12/2013	Abated
1839 N. Lakeman	accessory structure condition	6/12/2013	Sent Advisory Notice

June 13, 2013

2013 Zoning/Property Maintenance Violations

1859 N. Lakeman	broken window	6/12/2013	Sent Violation Notice
2785 Waynesville	grass	6/13/2013	Abated
6651 Possum Run Road	accessory struc. proximity to p.l.	6/12/2013	Contacted builder advised 15' minimum sysb required
1758 Sonoma	trash	6/5/2013	Abated

June 13, 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	1	0	0	0	0	0	0	0	0	15
MAY	1	0	1	1	3	5	0	1	1	0	1	0	1	0	0	0	0	0	1	0	0	16
JUNE	1	0	1	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
JULY																						
AUGUST																						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	11	0	11	3	5	10	3	1	4	1	2	2	2	0	0	0	0	0	1	2	2	56

56 ZCs issued ytd. vs. 54 ZCs issued same period 2012 (+4%). 11 ZCs for SFRs issued ytd vs. 6 ZCs for SFRs issued same period 2012 (+83%).



**Staff Report for
Sugar Creek Township Trustees
June 13, 2013**

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

Items Completed:

- Continued server migration and conversion into VMware environment
- Attended License Plate Reader training session with Police Dept. Sergeants at MCSO
- Ordered Tablet PC for Fire / Police review
- Updated web filter to accommodate mapping tools
- Updated VPN server software
- VMware performance testing

Respectfully,

Christopher A. Zappanti
Director of Information Technology



**Staff Report for
Sugar Creek Township Trustees
June 13, 2013**

www.sugarcreektownship.com statistics

May 2013

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Day																															
Daily visitors	72	68	12	48	55	118	89	74	78	66	34	40	79	74	77	88	116	37	36	91	63	64	76	85	26	36	86	83	83	88	
% new	81	66	92	90	79	61	64	66	69	65	82	80	71	68	65	58	73	78	67	59	67	69	88	72	63	88	72	63	72	63	78

Respectfully,

Christopher A. Zappanti
Director of Information Technology