



**Administrator's Report to the Trustees
July 15, 2013**

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

- Transition meetings continue to take place with the Cities of Bellbrook and Xenia regarding the dispatching services. There are several operational and technical issues to resolve with Fire Station Alerting appearing to be the biggest hurdle.
- The park district has closed on the Dille property and the family has retained a portion as a buffer along I-675.
- Meetings continue on an update to the Comprehensive Development Plan. We have worked through the bulk of the document and are finding that some of the concepts discussed may be major changes.
- Cara and I have met with a candidate who would like to serve as an alternate on the BZC. If the Trustees desire we will schedule an interview with the BZC chair and/or the Trustees.
- Cara and I have met with the representative for the Spears property regarding the overall concept plan and a potential user. The representative will be discussing the plan with the owner and then get back to us.

Fiscal:	
Budget:	\$ 512,775.00
Expenditures as of April 30, 2013:	\$ 325,183.92
% of Budget Used:	63 %
% of Budget Year Target:	50 %
Remaining % of Budget Remaining:	37 %
Cash Balance as of June 12, 2013:	\$ 243,521.20

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugar creek Township Trustees June 28 thru July 11, 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:

Difficult Airway Lab
Ground ladders, Hose lays and Fire Monitors

Statistics:

Fire Responses-16
EMS Responses-16

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 attended Special Haz.-Mat. Board Meeting
- Chief Pavlak attended CAD and Run Card Meeting with Xenia Fire
- Chief Pavlak attended Communication Center Review of Location at Loveland-Symes FD.
- Energy Cost Rate evaluation completed.
- FD continues to working on staffing solutions due to ACA rules and guidelines
- Chief Pavlak attended work session.
- A/C Zimmerman attended Employee Manual meeting
- 4 Firefighter became CPR/BLS Instructors for our EMS training program
- Received \$2500.00 grant from Ohio Division of EMS for EMS Equipment
- New hires: 1 Volunteer PALS, 1 Volunteer FF/EMT and 2 Part Time FF/EMT's
- Monthly Officers meeting held

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Converting Dispatching to Xenia/GC Communications
- Radio equipment changes
- Fire Levy for future funding of FD

SCHEDULED EVENTS FOR REMAINDER OF July:

- A.) EMS Medic coverage for Greene County Fair July 29th and August 3rd
- B.) Touch a Truck at the Farmers Market July 26th
- C.) Community Outreach Trailer for Cross View Church back to school event

Budgetary Awareness Items:

- A.) Engine 71 repairs: \$4800.00
- B.) Payment to Xenia/GC Communications-\$50,000.00
- C.) Need of lease for Motorola Radios for MARCS Systems
- D.) LGIF Funding for Radios-\$50,000.00

FISCAL:

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

Expenditures as of July 2, 2013:

Fire: \$1,146,188.41 EMS: \$110,037.39

% of Budget Used:

Fire: 47.195% EMS: 46.865.987%

% of Budget Year Target:

Fire: 50.00% EMS: 50.00%

Remaining % OF Budget Remaining

Fire: 52.805% EMS: 53.135%

Cash Balance as of June 12, 2013 :

Fire: \$825,834.33 EMS: \$102,815.41

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

July 15, 2013

Training

- On July 23rd, Officer Joseph Dooley, our new officer, will be attending the FBI/LEOKA Officer Safety Awareness Training at Southview Medical Center.
- On July 10th, Officer Dooley attended the Single Officer Response to Active Shooter Training.
- In August, Officer Ron Gudgell will be attending the SRO Certification School.

Public Appearances

- On July 4th, Lowes invited our officers to stop by for a luncheon.
- Chief Brown visited the Farmer's Market on July 5th. They are doing a great job.
- On July 10th, Chief Brown and Detective Sergeant Williams attended the Dispatch Transition Meeting.
- Chief Brown attended the Personnel Manual Committee Meeting.

Future Events

- On July 20th, the police department will be participating in the National Night Out at the Greene from 11:00 – 3:00 p.m.
- The police department will have the Community Outreach Trailer at the Farmer's Market on Friday, July 26th.
- On August 6th, the police department will be at the National Night Out at Target from 6:00 – 8:00 p.m.

Statistics

The following statistics are submitted for the Police Department for the period of June 25, 2013 through July 8, 2013:

Calls For Service:		
	Citizen-Generated	248
	Officer-Generated	1111
	Administrative	9
	Total	1368
Offense Reports		10
Incident Reports		14
Crashes		10
Business Checks		251
Neighborhood Checks		669
Places Found Open (PFO)		6
Vacation House Checks		20
Arrests		17
Traffic Citations		13
Traffic Warnings		35

Fiscal

Budget (Final Appropriation)	\$2,415,281.00
Expenditures as of July 12, 2013	\$1,244,012.04
% of Budget Used	51%
% of Budget Year Target for the end of July	58%
% of Budget Remaining	49%
Cash Balance as of July 12, 2013	\$792,216.30

Overtime Hours for Trustee Report

JUNE		<u>HOURS</u>
COMMUNICATIONS		191.75
MANDATED (COURT, TRAINING, ETC.)		4
OPERATIONAL		323
TOTALS		518.75

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

Monday June 24, 2013

- Investigated a complaint on McBee Road
- Theft Report was taken from a resident on Eagle Stone Ct
- Individual was arrested at a Wilmington Pike business
- Property Damage crash was investigated on Feedwire & Little Sugarcreek Roads
- Property Damage crash was investigated on St. Rt. 725.
- Individual was arrested at a Wilmington Pike business
- Theft report was taken for a theft offense at a Wilmington Pike business

Tuesday June 25, 2013

- Domestic Violence was investigated on Valais Ct.

Wednesday June 26, 2013

- Crash with injuries was investigated on Upper Bellbrook Road
- Two individuals were arrested on Surrey Trail for Domestic Violence
- Individual was arrested at a Wilmington Pike business

Thursday June 27, 2013

- Individual was arrested at the Lebanon Correctional Institute on a warrant out of Sugarcreek P.D.
- Theft report was taken from a resident on Surrey Trail
- Theft report was taken from a Wilmington Pike business
- Property Damage crash was reported on Center Point Drive
- Menacing complaint was taken from resident on Kables Mill Drive

Friday June 28, 2013

- Hit/Skip crash was reported at a Wilmington Pike business
- Two juveniles were arrested from a Wilmington Pike business

Saturday June 29, 2013

- Citizen was transported to the hospital for health concerns
- Menacing complaint was filed by an employee of a Wilmington Pike business

Sunday June 30, 2013

- Citizen complaint was investigated on Statehouse Court

Monday July 01, 2013

- Fraud complaint was taken from a Wilmington Pike business
- Theft offender was arrested at a Wilmington Pike business
- Theft offender was arrested at a Wilmington Pike business

Tuesday July 02, 2013 – Nothing to Report

Wednesday July 03, 2013

- Driver was arrested for a traffic offense on Wilmington Pike and Brown Road
- Hit/Skip crash was reported at a Wilmington Pike business
- Criminal Damaging complaint was taken on Galway Ct.
- Individual was arrested at a Wilmington Pike business for huffing intoxicants
- Property Damage crash was reported on Wagner and Wayside Drive
- Breaking and Entering complaint was taken from a business on Wilmington Dayton Road
- Individual was arrested on a warrant out of Sugarcreek P.D. at the Montgomery County Jail

Thursday July 04, 2013

- Individual was arrested on a warrant out of Sugarcreek P.D. at a North Lakeman address
- Property Damage crash was reported on Wilmington Pike and Clio Roads

Friday July 05, 2013- Nothing to Report

Saturday July 06, 2013

- Suspicious person was reported at a Wilmington Pike business

Sunday July 07, 2013

- Domestic Dispute was investigated on Kables Mill Drive
- Theft complaint was investigated at a Wilmington Pike business



**Staff Report for
Sugar Creek Township Trustees
July 15, 2013**

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

Accomplishments:

- Mowing cycle
- Marked curb and sidewalk for repair in Browns Run
- Mowed 2090 Ferry Road and plaza area
- Erected fence at Farmers Market
- Patched potholes
- Eradicate and patched areas in Browns Run
- Picked up trash on Cloy Road

Fiscal

End of Year Totals	
Budget	\$ 1,567,923.00
Expenditures as of June 30, 2013	\$ 467,350.83
% of Budget Used	30%
% of Budget Year Target	50%
% of Budget Remaining	70%
Cash Balance as of June 30, 2013	\$ 698,978.61

To Do:

July 8 – 12, 2013: Repair pump in meter pit, Mow 2090 Ferry road and plaza area, Spray weeds in plats, Trim trees in Browns Run.

July 15 – 19, 2013: Finish spraying plats, Eradicate Middle run road, Start curb and sidewalk repairs

Respectfully,

Anthony W. Lamb
Roads and Services Director



Staff Report for the Sugarcreek Township Board of Trustees July 2, 2013 through July 10, 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 **July 25, 2013 Meeting:**
 - o **BZA05-2013:** Applicant, Marvin Most is requesting an area/dimensional variance from Article 4.11 H. of the Sugarcreek Township Zoning Resolution, to reduce the required side yard setback from 20' to 12.8' to accommodate the construction of a deck. The subject parcel is 502 South Alpha Bellbrook Road, parcel L32000200150012500, owned Marvin C. Most, located in the E (Estate Residential) District.
 - o **BZA06-2013:** Applicants, Edward and Astrid Kapfhammer, are requesting an area/dimensional variance, to reduce the rear yard setback from 35' to 26' to accommodate the construction of a deck. The subject parcel is 1280 Settlers Bay Court, parcel L32000200160047600, owned by Edward S. and Astrid S. Kapfhammer, located in the R-PUD (Residential Planned Unit Development) District.

Zoning Commission Activities:

- o **July 9, 2013 Meeting Follow-up:**
 - 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 made a number of changes to the initiated text and recommended approval of the text amendments as amended. The Trustee Public Hearing is scheduled for August 5, 2013.***
- o **ZC Case 02-2013:** On May 14, 2013, the Sugar creek Township Board of Zoning Commission initiated, by passage of a motion, a text amendment to the Sugar creek 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 recommended approval of the proposed text amendments. The Trustee Public Hearing is scheduled for August 5, 2013.***

Permits:

- o See attached spreadsheet

Violations:

- o See attached spreadsheet

Accomplishments:

- o Attended Comprehensive Development Plan meeting on July 2, 2013
- o Met with contractor on July 2, 2013 to discuss construction of new home
- o Met with potential BZA/BZC member on July 3, 2013
- o Met with gentleman on July 8, 2013 to discuss a number of parcels located in the township
- o Met with property owner representative on July 8, 2013 to discuss future development
- o Met with BZC member on July 9, 2013 to discuss PUD-R
- o Met with property owner on June 9, 2013 to discuss construction of shed
- o Attended BZC Meeting on July 9, 2013
- o Attended Department Head Meeting on July 10, 2013
- o Met with contractor on July 10, 2013 to process Agricultural Exemption
- o Plans for Orange Leaf pending approval (spoke with architect July 9, 2013- revised plans on their way to Fire Department)
- o Waiting on completion of Go Dog Go application
- o Completed research on residential planned development regulations and research on approved developments; prepared spreadsheet for BZC review
- o Completed BZC Minutes (June 11, 2013)
- o Updated Staff Report BZC02-2013 to incorporate RPCC recommendation

- o Updated PUD-R text for BZC review
- o Updated PUD-R text subsequent to BZC recommendation
- o Sent updated PUD-R text to RPCC and Prosecutor's Office for review
- o Completed and sent Legal Notices for Trustee Public Hearings on August 5, 2013 (BZC01-2013 and BZC02-2013)
- o Completed and sent BZA Legal and Public Notices for July 25, 2013 Meeting

Announcements/Upcoming Events:

- o MVRPC TAC Meeting scheduled for July 18, 2013
- o BZA Meeting scheduled for July 25, 2013
- o SRTS Project 1 sold to Barrett Paving (waiting on pre-construction meeting date)
- o Chamber of Commerce Meeting scheduled for August 1, 2013
- o Project Scope Meeting for SRTS Project 3 scheduled for August 15, 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	1	5
FEB	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	3
MARCH	5	0	3	0	0	1	1	0	0	0	1	1	0	0	0	0	0	1	12
APRIL	2	0	5	2	0	2	0	0	2	1	0	1	1	0	0	1	0	0	16
MAY	1	0	1	1	3	5	0	1	1	0	1	1	1	0	0	1	0	0	16
JUNE	1	0	1	1	3	2	0	1	1	0	0	0	0	0	0	0	0	0	10
JULY	1	0	2	0	2	0	0	0	2	0	0	0	2	1	0	0	0	1	11
AUGUST																			
SEPT																			
OCT																			
NOV																			
DEC																			
TOTALS	12	0	13	4	8	11	3	2	7	1	2	4	4	1	0	2	3	73	

73 ZCs issued ytd. vs. 66 ZCs issued same period 2012 (+10.6%). 12 ZCs for SFRs issued ytd vs. 9 ZCs for SFRs issued same period 2012 (+33.3%)

July 10, 2013

2013 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
3789 Ferry	junk cars/misc. junk	7/10/2013	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 on 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	Met with property owner-work contracted; abatement observed
4139 Middle Run	business in residential district	7/10/2013	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 GCFO, 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	7/3/2013	Abated
5131 Oleva	grass	7/3/2013	Abated
1895 N. Lakeman	junk, PMC Violations	7/3/2013	Spoke with property owner, some abatement action observed
1765 Silverado	grass	5/23/2013	Abated
Kandar 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	7/3/2013	Working with bank on abatement-sent Notices of Declaration of Nuisance to owners/lienholders
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

July 10, 2013

2013 Zoning/Property Maintenance Violations

1859 N. Lakeman	broken window	6/12/2013	Sent Violation Notice-returned unclaimed
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
1010 Little Sugarcreek	grass	7/3/2013	Working with bank on abatement
525 Oleva	parking in gravel	6/24/2013	No violation observed

July 10, 2013



**Staff Report for
Sugarcreek Township Trustees
July 11, 2013**

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

Items Completed:

- Engaged vendor Locution for review of 2 way Fire Station Alerting
- Attended review of Locution product install at Loveland Fire Dept.
- Attended Xenia, Bellbrook, and Sugarcreek Dispatch (Police) meeting
- Participated in Police Dept. review of procedural changes
- Participated in Bellbrook, Sugarcreek, Xenia dispatch consolidation meeting (Chiefs)

Respectfully,

Christopher A. Zappanti
Director of Information Technology

May 2013

Day	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
May 2013 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	28	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

Average daily visitors 66

June 2013

Day	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
June 2013 daily visitors	41	50	86	70	75	111	103	29	42	88	72	68	60	69	41	20	90	82	58	42	84	38	30	74	63	70	73	86	38	28	
% new	78	82	73	54	63	70	72	79	83	66	61	60	63	74	71	65	61	48	53	67	71	76	80	69	71	69	64	77	76	82	

Average daily visitors 63