



**Administrator's Report to the Trustees
August 5, 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.
- Residential development interest has picked-up and we are talking with several parties about possible future developments.
- Meetings continue on an update to the Comprehensive Development Plan. We hope to have the process completed in the coming weeks.
- 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 had a subsequent meeting with representatives for the Spears property and a prospective buyer/user. The buyer/user appears to have a very strong interest in purchasing the property and locating here. Those parties have more negotiating and design work to do before further discussion with the township will take place.

Fiscal:	
Budget:	\$ 512,775.00
Expenditures as of June 30, 2013:	\$ 325,183.92
% of Budget Used:	63 %
% of Budget Year Target:	50 %
Remaining % of Budget Remaining:	37 %
Cash Balance as of July 15, 2013:	\$ 243,521.20

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugarcreek Township Trustees July 11 thru August 1, 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:

Power Saws
Drafting Operations
New Trends for Paramedics

Statistics:

Fire Responses-28
EMS Responses-39

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 Consolidation meeting on Communication Center
- Chief Pavlak attended CAD and Run Card Meeting with Xenia Fire
- FD continues to working on staffing solutions due to ACA rules and guidelines
- A/C Zimmerman attended Employee Manual meeting
- FD participated in Farmers Market Touch a Truck day
- Chief Pavlak attended Microwave Tower meeting
- Chief Pavlak attended MARCS radio transition meeting
- Chief Pavlak met with Greene County Sanitary Engineers Office and Greene County Health Department about better communication and procedure for water line breaks and boil advisories
- Chief Pavlak attended Ohio Fire Chiefs conference. Chief Pavlak was elected Vice President of Southwest Ohio Fire Chiefs Association
- Chief Pavlak attended Fire Station alerting meeting
- Chief Pavlak attended Bellbrook-Sugarcreek Chamber meeting
- All paper work is filed with Greene County Board of Elections for Fire Renewal Levy
- Congratulation to FF Kirby for obtaining his Paramedic certification
- FM Trepanier attended Centerville TRC meetings

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
- Staffing levels

SCHEDULED EVENTS FOR REMAINDER OF August:

- A.) Lions Club Festival August 15th,16th,and 17th
- B.) School resumes August 21st

Budgetary Awareness Items:

- A.) Payment to Xenia/GC Communications-\$50,000.00
- B.) Need of lease for Motorola Radios for MARCS Systems
- C.) 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

August 5, 2013

Training

- This week, Officer Ron Gudgell is attending the SRO Certification School.
- Officer Ron Gudgell will be attending the Less Lethal Class on August 27, 2013.
- No other classes scheduled for August.

Public Appearances

- Chief Brown and Sergeant John Marlatt collected food from the Farmers Market on July 12th to take to the Domestic Violence Shelter in Xenia. Next collection day is August 9, 2013.
- On July 16th, Chief Brown attended the ACE Task Force Board of Directors Meeting.
- On July 19th, Chief Brown attended a meeting at the Greene County Sanitary Engineer's Office to discuss communication regarding water problems.
- On July 20th, Sergeant John Marlatt and Sergeant Mark White attended the National Night Out at the Greene.
- Chief Brown attended a meeting in Xenia on consolidation.
- Chief Brown attended the Chambers Luncheon.

Community Outreach

- On July 26th, Chief Brown and Sergeant John Marlatt worked the outreach trailer at the Farmer's Market. We had free snow cones for everyone.
- On August 3rd, the outreach trailer attended the Kable's Mill Block Party.
- A special "Thanks" to Gary Branstetter for getting the lights and all the extra work he did on the outreach trailer.

Grants

- The Police Department received \$1,381.80 for the Drug Use Prevention Program Grant for 2013-2014. The funds will be used for the 2013-2014 GUIDE Program.

Future Events

- On August 6th, the police department will be at the National Night Out at Target from 6:00 – 8:00 p.m.
- On August 17th, the police department will participate in the Lions Club Parade.

Statistics

The following statistics are submitted for the Police Department for the period of July 9, 2013 through July 29, 2013:

Calls For Service:		
	Citizen-Generated	344
	Officer-Generated	1681
	Administrative	35
	Total	2060
Offense Reports		18
Incident Reports		8
Crashes		26
Business Checks		279
Neighborhood Checks		1019
Places Found Open (PFO)		18
Vacation House Checks		77
Arrests		30
Traffic Citations		17
Traffic Warnings		79

Fiscal

Budget (Final Appropriation)	\$2,415,281.00
Expenditures as of July 31, 2013	\$1,333,665.54
% of Budget Used	54.7%
% of Budget Year Target for the end of July	58%
% of Budget Remaining	45.3%
Cash Balance as of July 31, 2013	\$704,662.85

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

Monday July 08, 2013

- Criminal Mischief was reported on Pinebrook Ct.
- Burglary was reported on Lower Bellbrook Road.

Tuesday July 09, 2013

- Property Damage crash was investigated on Wilmington Pike

Wednesday July 10, 2013

- Nothing to Report

Thursday July 11, 2013

- Property Damage crash was reported on Salins Circle.
- Individual was arrested for Consumption of Alcohol under 21 on Salinas Circle.
- Two individuals were arrested at a Wilmington Pike business for theft.
- Theft complaint was reported from a Wilmington Pike business.

Friday July 12, 2013

- Domestic Violence/Violation of Protection order was investigated on Surrey Trail.

Saturday July 13, 2013

- Theft report was taken from a Wilmington Pike business.
- Theft offender was arrested at a Wilmington Pike business.

Sunday July 14, 2013

- Driver was stopped for a traffic violation on SR-675 and later arrested for OVI.

Monday July 15, 2013

- Burglary investigation was taken on Wayside Drive.
- Property Damage crash was reported on St. Rt. 725 and Wilmington Pike.
- Theft offender was arrested at a Wilmington Pike business.
- Individual was arrested at a Wilmington Pike business for Criminal Damaging.

Tuesday July 16, 2013

- Property Damage crash with injuries was investigated at a Wilmington Pike business.
- Individual was arrested for Felonious Assault at a Wilmington Pike business.
- Property Damage crash was investigated on SR-675.
- Found Property was reported on SR-675.

Wednesday July 17, 2013

- Individual was arrested at the Kettering Jail on a warrant out of Sugarcreek P.D.
- Theft complaint was taken from a Bayberry Cove Road.

Thursday July 18, 2013

- Property Damage crash was investigated on Wilmington Dayton Road.
- Theft was reported at a Wilmington Pike business.
- Theft was reported at a Wilmington Pike business.
- Menacing complaint was taken on Pinebrook Ct.

Friday July 19, 2013

- Fraud complaint was taken from a resident on Fauber Road.
- Property Damage crash was investigated on Feedwire and Little Sugarcreek Roads.
- Property Damage crash was investigated on Center Point Drive
- Property Damage crash was investigated on Swigart Road
- Burglary was reported on Killian Ct.
- Theft offender was arrested at a Wilmington Pike business.
- Burglary was reported on Statehouse Ct.

Saturday July 20, 2013

- Theft complaint was taken from a resident on Murphy's Crossing.
- Property Damage crash was investigated on Upper Bellbrook Road.
- Two theft offenders were arrested at a Wilmington Pike business.

Sunday July 21, 2013

- Menacing complaint was taken from a resident on Surrey Trail.

Monday July 22, 2013

- Complaint received from a Wilmington Pike business of an Intoxicated driver, who was later arrested for OVI.
- Criminal Damaging complaint was investigated on Surrey Trail.
- Property Damage crash was investigated on SR-675.
- Property Damage crash was investigated at a Wilmington Pike business.

Tuesday July 23, 2013

- Harassment complaint was investigated on N. Lakeman Dr.
- Burglary was reported on Wilmington Dayton.
- Two theft offenders were arrested at a Wilmington Pike business.

Wednesday July 24, 2013

- Two theft offenders were arrested at a Wilmington Pike business.
- Two theft offenders were arrested at a Wilmington Pike business.
- Property Damage crash was investigated on Feedwire and Roger Scott Dr.

Thursday July 25, 2013

- Property Damage crash was investigated on Wilmington Pike and Cloyo Road.
- Property Damage crash was investigated at a Wilmington Pike business.
- Property Damage crash was reported on Toll Gate Lane
- Domestic Dispute was investigated on Valais Ct.
- An adult male was arrested for Consumption of Alcohol under 21 on Middle Run Road.

Friday July 26, 2013

- Citizen assist was given to resident on Soaring Heights.
- Theft was reported on Winding Brookway.
- Theft offense was reported at a Wilmington Pike business.
- Theft offender was arrested at a Wilmington Pike business.

Saturday July 27, 2013

- Individual was arrested during a traffic stop for no driver's license on Wilmington Pike and SR675.
- Theft incident was investigated at Target and a driver will be wanted out of Sugarcreek P.D. for failing to comply with a signal or order of Police Officer.
- Personal Injury crash was investigated on Wilmington Pike and Center Point Dr.
- Three individuals were arrested at a Wilmington Pike business.

Sunday July 28, 2013

- Driver was stopped for a traffic violation at Wilmington Pike and Whipp Road and later arrested for no driver's license.
- Fraud complaint was taken for a citizen out of the area of an incident at a Wilmington Pike business.
- Property Damage crash was investigated on Wilmington Dayton and Centerville Roads.
- Theft offender was arrested from a Wilmington Pike business.



Staff Report for Sugar Creek Township Trustees August 5, 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

- 7-11 removed large rock from roadway after accident East Salinas
- 7-18 swept Sugar Ridge

Accomplishments:

- Chainsaw safety training for Fire Department
- Dura patched Lac Lamien
- Spray weeds in plats
- Trimmed trees in Brown's Run.
- Removed branches after storm
- Mowed 2090 Ferry Road and Plaza area
- Sprayed weeds on Sears Road
- Eradicated and patched Middle Run Road
- Butt joint on Possum Run Road
- Raised manhole on Possum Run Road

Budgetary Awareness Items:

- 4 hours overtime for tree down
- 10 hours overtime for touch a truck

To Do:

July 29th through August 2nd: Mowing 2090 Ferry Road and plaza paving, pave Little Sugar Creek, Possum Run, Sears, Middle Run Roads

August 5th through August 9th: Spray guardrails, mowing cycle, mow 2090 Ferry Road and plaza area, replace culvert under drive 2090 Ferry Road

Respectfully,

Anthony W. Lamb
Supervisor



**Staff Report for the Sugarcreek Township Board of Trustees
July 16, 2013 through August 1, 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 Follow-up:**

- 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.

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

- 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.

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

o **August 22, 2013 Meeting**

- o **BZA07-2013:** Applicant, Anthony Everidge, is requesting an area/dimensional variance from Section 7.04 B. 1. a. to allow for the construction of a 6' tall wood picket fence in the front yard adjacent to Wagner Road. The subject parcel is 561 N. Kelseys Way, parcel

L32000100010025200, owned by Anthony W. Everidge, located in the R-1 (Single-Family Residential) District.

Zoning Commission Activities:

- **August 13, 2013 Meeting: Canceled**
- **Next meeting scheduled for September 10, 2013**

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Accomplishments:

- In process of scheduling next CDP Committee Meeting
- Updated Available Properties Database; sent to Greene County for input into their system
- Working on HOA Contact Database; have made good headway on this project
- Completed BZA and BZC Minutes
- Completed Notices of Decision for BZC01-2013 and BZC02-2013
- Completed BZA Staff Reports on Cases BZA05-2013 and BZA06-2013
- Completed and delivered BZA Packets for July 25, 2013 Meeting
- Completed Notices of Decision for BZA05-2013 and BZA06-2013
- Completed Staff Reports and Trustee Packets for August 5, 2013 Public Hearings on text amendments (Cases BZC01-2013 and BZC02-2013)
- Received approval of updated PUD-R text from Prosecutor's Office
- Received comments from Regional Planning on updated PUD-R text
- Met with developer on July 16, 2013 to discuss land in the township
- Attended TAC Meeting on July 18, 2013
- Met with builder on July 22, 2013 to discuss construction of a new home
- Met with property owner on July 23, 2013 regarding area/dimensional variance request
- Attended BZA Meeting on July 25, 2013
- Met with property owner on July 29, 2013 to discuss the construction of a barn
- Attended Department Head Meeting on July 31, 2013
- Met with developer on July 31, 2013 to discuss land in the township
- Met with developer and property owner representative on July 31, 2013 to discuss land in the township
- Attended Chamber Meeting on August 1, 2013
- Plans for Orange Leaf approved
- Plans for Go Dog Go approved

- o Plans for Staples pending approval (waiting on letter for owner/occupant regarding signage)

Announcements/Upcoming Events:

- o MVRPC TAC Meeting scheduled for August 15, 2013
- o Project Scope Meeting for SRTS Project 3 scheduled for August 15, 2013
- o BZA Meeting scheduled for August 22, 2013
- o SRTS Project 1 sold to Barrett Paving (waiting on pre-construction meeting date)

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	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	0	3
MARCH	5	0	3	0	0	1	1	0	0	0	1	0	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	1	0	0	16
MAY	1	0	1	1	3	5	0	1	1	0	1	0	1	0	0	0	0	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	0	0	0	0	10
JULY	3	0	2	1	5	1	0	0	2	0	2	0	2	1	0	0	0	0	1	1	2	2	22
AUGUST	3	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	6
SEPT																							
OCT																							
NOV																							
DEC																							
TOTALS	17	0	13	5	11	13	3	2	7	1	4	4	5	1	0	0	0	0	4	4	4	4	90

90 ZCs issued ytd. vs. 73 ZCs issued same period 2012 (+23.3%). 17 ZCs for SFRs issued ytd vs. 13 ZCs for SFRs issued same period 2012 (+30.8%)

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 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	7/10/2013	PMC sent, met with property owner
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 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	7/3/2013	Abated
5131 Oleva	grass	7/3/2013	Abated
1895 N. Lakeman	junk, PMC Violations	7/30/2013	Spoke with property owner, some abatement action observed-6 weeks to abate PMC Viol.
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, PMC Viol.	7/24/2013	Abated-grass, PMC-sent citations
Indian Wells Trail-4 lots	grass	5/28/2013	Abated
898 McBee Road	grass	7/24/2013	Working with bank on abatement-sent Notices of Declaration of Nuisance to owners/lienholders; set to be mowed 8-2-2013
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	7/30/2013	Sent Advisory Notice; left message for follow-up, no action observed

August 5, 2013

2013 Zoning/Property Maintenance Violations

1859 N. Lakeman	broken window	7/30/2013	Sent Violation Notice-returned unclaimed, resent regular mail
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	7/20/2013	Abated
525 Oleva	parking in gravel	6/24/2013	No violation observed
Cedar Trail	grass	7/30/2013	Contacted manager-will mow this week and put on mowing cycle
Tom's Mulch	lighting complaint		to be inspected

August 5, 2013



**Staff Report for
Sugar Creek Township Trustees
August 5, 2013**

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

Items Completed:

- Attended Dept. Head meeting
- Attended Sugar Creek / Xenia dispatch consolidation meeting for Police, continued work on open list of items
- Went through Zetron Fire Station Alerting options meeting with Fire Dept. & WS Electronics
- Began export of dispatch consolidation-relevant information for Xenia from our CAD system
- Added 4 new employees for Fire Department to network
- Worked with Police to finalize in-car video quote selection and parts configuration

Respectfully,

Christopher A. Zappanti
Director of Information Technology