



**Administrator's Report to the Trustees
August 19, 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. The fire chiefs are beginning to narrow down the balance of action items. The police chiefs are working on their remaining issues also. It appears things should transition on or about 9/15 as expected. There will be additional action items to complete prior to the MARCS activation in late November.
- Paving is completed and the chip/seal and micro-surfacing is continuing this week. Curb repairs are being completed in Brown's Run in anticipation of the chip/seal/micro-surfacing
- Meetings continue on an update to the Comprehensive Development Plan. Last week's meeting concentrated on connectivity in the township through pathways and bikeways.
- Cara and the candidate for the BZC are working to schedule an interview with the Chair and Vice Chair.
- 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 July 31, 2013:	\$ 361,582.73
% of Budget Used:	70 %
% of Budget Year Target:	58.33 %
Remaining % of Budget Remaining:	30 %
Cash Balance as of July 15, 2013:	\$ 223,314.23

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugarcreek Township Trustees August 1 thru August 15, 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:

Sports Medicine
Basic Fire Investigations
Pharmacology

Statistics:

Fire Responses-18
EMS Responses-31

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
- FD continues to working on staffing solutions due to ACA rules and guidelines
- Chief Pavlak attended Bellbrook-Sugarcreek Chamber Golf Outing Luncheon
- FM Trapanier attended Centerville TRC meetings
- Monthly Officers meeting held
- Part time FF/EMS interviews held
- Continue to work on Communication Transition to Xenia.
- FD attended Kable Mills block party

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Converting Dispatching to Xenia/GC Communications
- Radio equipment changes
- Staffing levels

SCHEDULED EVENTS FOR REMAINDER OF August:

- A.) School resumes August 21st
- B.) Back School Bash at Crossview Community Church
- C.) Browns Run Neighbor Hood Watch Meeting

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: \$2,566,263.00 EMS Budget: \$ 251,067

Expenditures as of August 12, 2013

Fire: \$1,373,011.32 EMS: \$126,564.98

% of Budget Used:

Fire: 53.246% EMS: 50.249%

% of Budget Year Target:

Fire: 58.33% EMS: 58.33%

Remaining % OF Budget Remaining

Fire: 46.754% EMS: 49.751%

Cash Balance as of June 12, 2013 :

Fire: \$652,275.27 EMS: \$101,268.28

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

August 19, 2013

Training

- Officer Ron Gudgell has completed the SRO Certification School.
- Sergeant John Marlatt and Officer Ron Gudgell will be attending the Less Lethal Class on August 27, 2013.
- On September 9th, Chief Brown and Sergeant Williams will be attending the Montgomery County Prosecutor's Conference at Sinclair Community College.
- On September 15, 2013, Detective Coltrane will be attending the "Weapons of Mass Destruction; Incident Response to Terrorist Bombings" Course. The course will be paid by the U.S. Department of Homeland Security. The course will prepare and help respond to future terrorist attacks in the U.S. involving WMD's.

Public Appearances

- On August 6th, Chief Brown, Sergeant Mark White and Records Clerk Karen Smith attended the National Night Out with the Community Outreach Trailer.
- On August 8th, Chief Brown attended the Ministerial Meeting.
- On August 9th, Chief Brown and Sergeant John Marlatt collected food from the Farmer Market to take to the Domestic Violence Shelter. Next collection day is September 6, 2013.
- On August 15th, Chief Brown visited the Chamber of Commerce Golf Outing at the Sugar Valley Golf Club.
- On August 16th, Chief Brown attended the Bellbrook/Sugarcreek Consolidation Meeting in Xenia.
- On August 17th, Chief Brown rode in the Lions Club Parade.

Community Outreach

- On August 18th, we participated in the *Back to School Bash* at Crossview Christian Church.

Statistics

The following statistics are submitted for the Police Department for the period of July 30, 2013 through August 12, 2013:

Calls For Service:		
	Citizen-Generated	240
	Officer-Generated	1078
	Administrative	18
	Total	1336
Offense Reports		16
Incident Reports		6
Crashes		8
Business Checks		204
Neighborhood Checks		613
Places Found Open (PFO)		6
Vacation House Checks		57
Arrests		27
Traffic Citations		13
Traffic Warnings		45

Fiscal

Budget (Final Appropriation)	\$2,415,281.00
Expenditures as of August 12, 2013	\$1,402,130.22
% of Budget Used	57.5%
% of Budget Year Target for the end of August	66.4%
% of Budget Remaining	42.5%
Cash Balance as of August 12, 2013	\$636,198.17

OVERTIME FOR TRUSTEE REPORT

JULY

HOURS

COMMUNICATIONS		160
MANDATED (COURT, TRAINING, ETC.)		12.5
OPERATIONAL		210.25
TOTALS		382.75

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

Monday July 29, 2013

- Property Damage crash was investigated on Wagner and Wayside Roads.
- Domestic Dispute was investigated on Surrey Trail.

Tuesday July 30, 2013

- Individual was arrested on a warrant out of Sugarcreek P.D.
- Theft report was taken from a Wilmington Pike business, investigation is pending.
- Two individuals were arrested at a Wilmington Pike business for Criminal Trespassing.
- Three theft offenders were arrested at a Wilmington Pike business.

Wednesday July 31, 2013

- Domestic Dispute incident was investigated on Surrey Trail.
- Assisted other agency for support for critical incident.

Thursday August 01, 2013

- Three individuals were arrested for a theft offense at a Wilmington Pike business.

Friday August 02, 2013

- Assault complaint was investigated at a N. Lakeman business.
- Theft, drug offender was arrested at a Wilmington Pike business.
- Property Damage crash was investigated at a Wilmington Pike business.
- Theft report was taken from a resident on Edelwiess Dr.
- Theft offender was arrested at a Wilmington Pike business.
- Theft offender was arrested at a Wilmington Pike business.

Saturday August 03, 2013

- Nothing to report

Sunday August 04, 2013

- Two theft offenders were arrested for theft/criminal trespassing from a Wilmington Pike business.
- Property Damage crash was investigated on Wilmington Dayton Road, driver was arrested for OVI.

Monday August 05, 2013

- Property Damage crash was investigated on in the 4400 block of Cloy Road.
- Property Damage crash was investigated at a Wilmington Pike business.

Tuesday August 06, 2013

- Criminal Mischief complaint was investigated at a Feedwire Road governmental entity.
- Theft report was taken from a resident on Arwa Drive, investigation is pending.

Wednesday August 07, 2013

- Traffic stop on Wilmington Pike and Cloy Roads yielded an arrest for OVI, Possession of Drugs and Paraphernalia.
- Theft complaint was taken from a Wilmington Pike business, investigation is pending.
- Theft complaint was taken from a citizen on Carpenter Road.
- Individual was arrested on a warrant out of a neighboring agency on Wilmington Pike.

Thursday August 08, 2013

- Individual was arrested on a warrant out of Sugarcreek PD at the Noble County Correctional Institution.
- Individual was arrested on a warrant out of a neighboring agency on Wagner Road.
- Theft complaint was taken from an individual on Mead Road.
- Theft complaint was taken from a Wilmington Pike business.
- Individual was arrested on a warrant out of a neighboring agency on Wilmington Pike.
- Individual was arrested on a warrant out of a neighboring agency on Wilmington Pike.

Friday August 09, 2013

- Domestic Dispute was investigated on Soaring Heights Drive
- Domestic Dispute was investigated on Surrey Trail; two individuals were arrested for Criminal Mischief/Public Intoxication.
- Individual was arrested on a warrant out of Sugarcreek PD at the Warren County Jail.

Saturday August 10, 2013

- Menacing complaint was taken from a resident on Rose Lake Drive.
- Property Damage crash was investigated at Wilmington Pike and St. Rt. 725.

Sunday August 11, 2013

- Property Damage crash was investigated at a Wilmington Pike business.
- Several individuals were arrested at a Revelle Court address for Criminal Trespassing.



**Staff Report for
Sugar Creek Township Trustees
August 19, 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

- 8-6 brush dumped on Carpenter road
- 8-11 Stop sign and deer crossing signs missing

Accomplishments:

- Completed paving program
- Completed mowing cycle
- Patched pot holes
- Cut weeds around guardrails
- Mowed 2090 and plaza area
- Trimmed trees

Budgetary Awareness Items:

- 8 hours overtime

Fiscal

End of Year Totals	
Budget	\$ 1,567,923.00
Expenditures as of June 30, 2013	\$ 515,943.22
% of Budget Used	33%
% of Budget Year Target	58%
% of Budget Remaining	67%
Cash Balance as of 8/12/13	\$ 669,396.24

8-12 through 8-18 chip seal and micro surface The Bend, River RidgeII, Fox Run.

Chip seal Washington Mill road, Mow 2090 and plaza area, Level areas in Fox Run, Curb repair in Browns Run.

8-19 through 8-26 Berm along paved roads, Mow, chip seal and Micro surface in Browns Run

Respectfully,

Anthony W. Lamb
Roads and Services Director



**Staff Report for the Sugarcreek Township Board of Trustees
August 6 through August 15, 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 **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:

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

Permits:

- o See attached spreadsheet

Violations:

- o See attached spreadsheet

Accomplishments:

- o Completed Legal and Public Notices for the August 22, 2013 BZA Meeting
- o Completed Staff Report for BZA07-2013

- o Prepared and delivered packets for the August 22, 2013 BZA Meeting
- o Met with contractor on August 6, 2013 to discuss addition project
- o Met with HOA representatives on August 12, 2013 to discuss a number of topics
- o Met with couple interested in constructing a home in the township on August 14, 2013
- o Attended CDP Update Committee Meeting on August 14, 2013
- o Attended Project Scope meeting with ODOT (third SRTS project) on August 15, 2013
- o Attended Pre-construction Meeting (first SRTS project) with ODOT and contractor on August 15, 2013
- o Plans for Crafters Lodge approved
- o Plans for Staples approved
- o Provided information to consultant regarding future cell tower site
- o Compiling Parent Surveys and Student Tallies to send to UNC for processing (SRTS Evaluation)
- o Working on updating existing land use information for mapping (CDP Update)

Announcements/Upcoming Events:

- o BZA Meeting scheduled for August 22, 2013
- o CDP Update Committee Meeting scheduled for August 22, 2013
- o Chamber of Commerce Meeting scheduled for September 5, 2013
- o BZC Meeting scheduled for September 10, 2013
- o Meeting with Greene County GIS (CDP Update) scheduled for September 18, 2013
- o MVRPC TAC Meeting scheduled for September 19, 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	1	0	16
MAY	1	0	1	1	3	5	0	1	1	0	1	0	1	0	0	0	0	0	0	1	0	16
JUNE	1	0	1	1	3	2	0	1	1	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	1	0	0	0	1	2	22
AUGUST	6	0	0	0	0	1	0	0	1	0	0	0	1	0	0	0	0	0	0	2	1	12
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	20	0	13	5	11	13	3	2	8	1	4	5	5	1	0	0	0	0	0	5	5	96

96 ZCs issued ytd. vs. 77 ZCs issued same period 2012 (+25%). 20 ZCs for SFRs issued ytd vs. 12 ZCs for SFRs issued same period 2012 (+67%)

2013 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
3789 Ferry	junk cars/misc. junk	8/15/2013	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	8/14/2013	Abated
4139 Middle Run	business in residential district	8/15/2013	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	8/14/2013	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.	8/15/2013	Abated-grass, PMC-sent citations
Indian Wells Trail-4 lots	grass	5/28/2013	Abated
898 McBees Road	grass	8/14/2013	Abated-Advised Asset Management Co. to secure property
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	8/14/2013	Sent Advisory Notice; left message for follow-up, no action observed, Violation Notice pending
1859 N. Lakeman	broken window	8/14/2013	Sent Violation Notice-returned unclaimed, resent regular mail; work on property observed

August 15, 2013

2013 Zoning/Property Maintenance Violations

2785 Waynesville	grass	6/13/2013	Abated
6651 Possum Run Road	accessory struc. proximity to p.l.	6/12/2013	No violation
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	8/14/2013	Abated
Tom's Mulch	lighting complaint	8/5/2013	Property owner to install shields
727 Walden Way	garbage	8/15/2013	Notice of Violation to be sent
Smith Property-Feedwire	vegetation	8/15/2013	Working with property owner on abatement
Park District Property-Feedwire	vegetation	8/15/2013	Referred to BT
Township Property-Waynesville	vegetation	8/15/2013	Referred to BT
4481 Shannon	boat and trailer in driveway	8/15/2013	Notice of Violation to be sent
4378 State Route 725	vegetation	8/14/2013	Set to mow 8/23 per property owner

August 15, 2013