

Staff Report for Sugar Creek Township Trustees August 30 thru September 12, 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:

Hose Appliances and Testing
Pediatric Training

Statistics:

Fire Responses-20
EMS Responses-32

PERSONNEL:

We are in the process of hiring part time Firefighter/EMT's. Physical Agility Testing is now being held every Saturday. Overtime: Full Time coverage of Lieutenant off on sick leave 240 hours, 23.25 hours covering paid time off and ACA shifts.

Accomplishments/Information:

- Chief Pavlak attended Department Head Meeting
- FD continues to working on staffing solutions due to ACA rules and guidelines
- Chief Pavlak attended Greene County Consolidation Meeting
- FM Trapanier attended Centerville TRC meetings
- Chief Pavlak attended Communications meeting with Bellbrook and Xenia.
- Continue to work on Communication Transition to Xenia.
- Chief Pavlak and Chris Zappanti continue to work on a affordable solution to Fire Station Alerting Solutions
- Chief Pavlak working with P/R Communications on the MARCS transition for radio's
- FD attended 9-11 remembrance ceremony at Bellbrook High School.
- Chief Pavlak attended the Bellbrook-Sugarcreek Chamber Meeting
- Chief Pavlak held Fire Department meeting to review the transition to Xenia/Greene Central Communications dispatching.
- Monthly Fire Department Officers meeting held

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:

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
- D.) Engine 73 repairs, annual inspection and test: \$7100.00

FISCAL:

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

Expenditures as of September 10, 2013

Fire: \$1,557,668.33 EMS: \$139,130.03

% of Budget Used:

Fire: 60.407% EMS: 55.238%

% of Budget Year Target:

Fire: 66.67% EMS: 66.67%

Remaining % OF Budget Remaining

Fire: 39.593% EMS: 44.762%

Cash Balance as of September 10,2013:

Fire: \$1,386,363.06 EMS: \$99,788.06

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

September 16, 2013

Training

- Chief Brown and Sergeant Williams completed the Montgomery County Prosecutor's Conference at Sinclair Community College on September 9, 2013.
- On September 10th and 11th, Officer Gabe Plummer attended the *Commercial Vehicle Reconstruction Course* at West Chester Police Department.
- On September 15, 2013, Detective Coltrane will be attending the "Weapons of Mass Destruction; Incident Response to Terrorist Bombings" Course.
- On October 20-25th, Detective Sergeant Williams will be attending the Great Lakes Leadership Seminar to discuss leadership issues designed for small LE Agencies.

Public Appearances

- On September 5, 2013, Chief Brown attended the Chamber of Commerce Luncheon.
- On September 10th, Chief Brown attended the Dispatch Meeting in Xenia.
- On September 11, 2013, the Police Department attended the 9/11 remembrance ceremony at the High School.
- Chief Brown also attended the "Remembering 9/11" at the Memorial Park in Beavercreek.
- Chief Brown attended the Ministerial Meeting on September 12, 2013.
- Chief Brown took the new car to the Farmer's Market on Friday, September 13, 2013.

Community Outreach

- Sergeant Mark White talked to the BSA Troop 375 at Hope United Methodist Church about the dangers of drugs and alcohol.
- On September 6th, Chief Brown and Sergeant Marlatt helped to collect food at the Farmer's Market for the Domestic Violence Shelter. Next collection date is October 4, 2013.
- On September 21st, the Outreach Trailer will be at the block party in East of Eden.

Statistics

The following statistics are submitted for the Police Department for the period of August 27, 2013 through September 9, 2013:

Calls For Service:		
	Citizen-Generated	227
	Officer-Generated	1188
	Administrative	22
	Total	1437
Offense Reports		17
Incident Reports		6
Crashes		17
Business Checks		167
Neighborhood Checks		777
Places Found Open (PFO)		18
Vacation House Checks		20
Arrests		15
Traffic Citations		14
Traffic Warnings		29

Fiscal

Budget (Final Appropriation)	\$2,415,281.00
Expenditures as of September 10, 2013	\$1,572,141.38
% of Budget Used	64.5%
% of Budget Year Target for the end of September	74.7%
% of Budget Remaining	35.5%
Cash Balance as of September 10, 2013	\$1,390,530.86

**OVERTIME FOR TRUSTEE
REPORT**

AUGUST		<u>HOURS</u>
COMMUNICATIONS		170.5
MANDATED (COURT, TRAINING, ETC.)		33
OPERATIONAL		253
TOTALS		456.5

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

Monday August 26, 2013

- Property Damage crash was investigated on Upper Bellbrook Road and Indian Wells Trail.
- Property Damage crash was investigated on St. Rt. 725 at Lakeman Drive.

Tuesday August 27, 2013

- Theft complaint was taken from a resident on Upper Bellbrook Road.
- Property Damage crash was investigated on Sugarbrook Trail.
- Individual was arrested on a warrant out of Sugarcreek P.D. at the Montgomery County jail.
- Individual was arrested on a warrant out of Sugarcreek P.D. at a neighboring agency.

Wednesday August 28, 2013

- Trespassing complaint was taken from a resident on Indian Wells Trail.
- Individual was arrested on a warrant on charges from a neighboring agency.

Thursday August 29, 2013

- Burglary was reported on Middle Run Road.
- Theft complaint was investigated on Salinas Circle.
- Property Damage crash was reported at a Wilmington Pike business.
- Misuse of credit card complaint was investigated at a Feedwire Road business.
- Found license plate was found on Ferry Road.

Friday August 30, 2013

- Theft from a vehicle was reported on N. Church Drive.
- Property Damage crash was investigated at a Wilmington Pike business.
- Personal Injury crash was investigated on Waynesville Road.

Saturday August 31, 2013

- Individual was arrested at a Wilmington Pike business for an alcohol violation.
- Individual was arrested at a Wilmington Pike for Theft.
- Hit & Run crash was investigated at a Wilmington Pike business.
- Theft complaint was reported at a Conference Road parking lot.

Sunday September 01, 2013

- Individual was arrested for OVI on Upper Bellbrook Road.
- Individual was arrested on a warrant out of Sugarcreek P.D. from a neighboring agency.
- Injury crash was investigated on Waynesville and Middle Run Roads.

Monday September 02, 2013

- Property Damage crash was investigated at a Wilmington Pike business.

Tuesday September 03, 2013

- Traffic stop on Swigart and Brown Road resulted in the arrest of one individual for a drug offense.
- Burglary incident was reported at an address on Spahr Road.

Wednesday September 04, 2013

- Nothing to Report

Thursday September 05, 2013

- Property Damage crash was investigated on Feedwire and Little Sugarcreek Roads.
- Littering complaint was investigated on SR-675.

Friday September 06, 2013

- Property Damage crash was investigated on Wilmington Dayton and Centerville Roads.
- Theft offender was arrested at a Wilmington Pike business.
- Identity Theft complaint was investigated at a Wilmington Pike business.
- Traffic stop on Wilmington Dayton Road resulted in a driver being arrested for an OVI offense.
- Subject was arrested at a Wilmington Pike business for Disorderly Conduct.

Saturday September 07, 2013

- Dumping complaint was investigated on Waynesville and Middle Run Roads.
- Theft complaint was taken from a Wilmington Pike business.
- Misuse of credit card complaint was taken from a citizen
- Property Damage complaint was taken at a Feedwire Road business.
- Theft offender was arrested after a brief investigation at a Wilmington Pike business.
- Property Damage crash was investigated on Waynesville Road.
- Theft complaint was investigated on Lakeman Drive.
- Property Damage crash was investigated on Feedwire Road.

Sunday September 08, 2013

- Theft complaint was investigated on Winding Brook Way.
- Theft offender was arrested at a Feedwire Road business for two previous offenses.



**Staff Report for
Sugar Creek Township Trustees
September 16, 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

- 8/30 Met with resident about water in yard
- 9/3 Complaint of signs in row Wilmington Pike and 725

Accomplishments:

- Completed cape seal in Brown's Run
- Completed curb repair in Brown's Run
- Mowed 2090 Ferry and plaza area
- Pruned plants in landscape 2090
- Cleared debris from culvert 5015 Sycamore View ct
- Berm on Sears road
- Monthly checks (fire extinguishers, exit lights, mileage)

Budgetary Awareness Items:

Fiscal

End of Year Totals	
Budget	\$
Expenditures as of TBD	\$
% of Budget Used	%
% of Budget Year Target	%
% of Budget Remaining	%
Cash Balance as of TBD	\$

Respectfully,

Anthony W. Lamb
Roads and Services Director



**Staff Report for the Sugarcreek Township Board of Trustees
September 4, 2013 through September 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 **September 26, 2013 Meeting: Canceled**
- o **Next meeting scheduled for October 24, 2013**

Zoning Commission Activities:

- o **September 10, 2013 Meeting Follow-Up**
 - o **Updated BZC on Compensatory Storage Initiative, Comprehensive Development Plan Update and Trustee action on Case 01-2013 and 02-2013**
- o **Next meeting scheduled for October 8, 2013**

Permits:

- o See attached spreadsheet

Violations:

- o See attached spreadsheet

Accomplishments:

- o Attended Chamber Meeting on September 5, 2013
- o Attended Comprehensive Development Plan Update Committee Meeting on September 10, 2013

- o Attended BZC Meeting on September 10, 2013
- o Attended Staff Meeting on September 11, 2013
- o Met with contractor on September 11, 2013 to discuss residential addition
- o Met with prospective business owner on September 12, 2013
- o Met with Continue to work on updating existing land use information for mapping (CDP Update)
- o Received endorsement from Xenia Township on Compensatory Storage Initiative
- o Interview between BZC Chair, Vice-Chair and alternate candidate took place on September 12, 2013; recommendation received from Chair
- o Continue work on plans for Walk to School Day

Announcements/Upcoming Events:

- o Groundbreaking for the first phase of our SRTS Infrastructure projects rescheduled for September 17, 2013 at 9:30 a.m.
- o Meeting with Greene County GIS (CDP Update) scheduled for September 18, 2013
- o Greene County Zoning Inspector Meeting scheduled for September 19, 2013
- o MVRPC TAC Meeting scheduled for September 19, 2013
- o Groundbreaking for Crafters Lodge scheduled for September 20, 2013
- o Walk to School Day at Bell Creek Intermediate scheduled for October 9, 2013
- o Chamber Meeting scheduled for October 3, 2013

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 working with asset management company
Indian Wells Trail-4 lots	grass	5/28/2013	Abated
898 McBee 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

September 12, 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	9/5/2013	Notice of Violation sent
Smith Property-Feedwire	vegetation	9/5/2013	Working with property owner on abatement
Park District Property-Feedwire	vegetation	9/5/2013	Some abatement action observed
Township Property-Waynesville	vegetation	8/15/2013	Referred to BT
4481 Shannon	boat and trailer in driveway	8/15/2013	Contacted property owner, trailer is licensed and boat is not "put up for storage"
4378 State Route 725	vegetation	9/5/2013	Abatement action observed; contacted property owner
Kamdar Lot 725	vegetation	9/10/2013	Contacted property owner to mow
1157 McBee	cars parked potentially unlic.	9/5/2013	Contacted property owner
1128 McBee	chair at road and trailers	9/5/2013	Abated and given timeframe for trailers to be removed
Bridge at Washington Mill	sign on side of bridge	9/11/2013	Sign removed

September 12, 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	1	0	0	16
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	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	0	0	0	1	1	2	22
AUGUST	7	0	1	0	0	2	0	0	3	0	1	0	3	0	0	0	0	0	3	1	1	21
SEPT	1	0	2	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	5
OCT																						
NOV																						
DEC																						
TOTALS	22	0	16	5	11	14	4	2	11	1	5	7	1	0	0	6	5	110				

110 ZCs issued ytd. vs. 85 ZCs issued same period 2012 (+35%). 22 ZCs for SFRs issued ytd vs. 12 ZCs for SFRs issued same period 2012 (+83%)

September 12, 2013



**Staff Report for
Sugarcreek Township Trustees
September 12, 2013**

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

Items Completed:

- Met with Vendor and finalized Safety building phone system reprogramming
- Finalized after hours video / call box solution for Safety building
- Completed WAN testing and two way access to resources for PSISN across Microwave
- Obtained NWS software for install & testing
- Modified Safety Building access protocols for post – dispatch access
- Met with Fire and Police as needed regarding pending dispatch center closure
- Continued discussions with NWS and vendors on Fire Station Alerting paths

Respectfully,

Christopher A. Zappanti
Director of Information Technology