



**Administrator's Report to the Trustees
October 7, 2013**

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

- The move to Greene Central Dispatching has been generally uneventful overall. There have been some unforeseen issues arise that were addressed by Xenia or internally here as they came to light. To date, we are very happy with the services being provided. The next challenge will be the move to the MARCS network in November.
- Paving is complete for the year. The culvert under the entrance to the Admin/R&S building has separated and will be replaced this fall. The drive will need to be closed during the construction so the crews have agreed to complete the project on a weekend to avoid interruption of business.
- Meetings continue on an update to the Comprehensive Development Plan. The BZC plans to discuss the changes at their meeting this month.
- Starbuck's and Orange Leaf are open and doing well. We continue to discuss other commercial and residential projects with interested parties.

Fiscal:	
Budget:	\$ 512,775.00
Expenditures as of September 16, 2013:	\$ 409,149.46
% of Budget Used:	79 %
% of Budget Year Target:	66 %
Remaining % of Budget Remaining:	21 %
Cash Balance as of August 15, 2013:	\$ 308,569.31

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugar Creek Township Trustees September 13 thru October 3, 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:

Maintenance of Small Tools and Appliances.
Careflight Safety Training and Trauma
Fire Pump Operations

Statistics:

Fire Responses-Not available
EMS Responses-Not available

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 Greene County Consolidation Meeting
- FM Trapanier attended Centerville TRC meetings
- Communication Transition to Xenia has occurred. A few challenges have occurred and have been addressed.
- 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
- Chief Pavlak attended the Bellbrook-Sugar Creek Chamber Meeting
- Chief Pavlak and A/C Zimmerman attended Safe Routes to School ground breaking
- Chief Pavlak attended MARCS migration meeting
- Chief Pavlak attended Crafters Lodge Ribbon Cutting
- Fire personnel and apparatus attended East of Eden Block Party
- Fire personnel and apparatus attended Crossview Christian Church Fall Harvest
- Chief Pavlak attended Communication Consolidation meeting update
- Fire personnel and apparatus attended Boy Scout meeting

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Radio equipment changes
- Staffing levels
- Filling Administrative Assistant Position

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.)

FISCAL:

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

Expenditures as of October 1, 2013

Fire: \$1,699,961 EMS: \$148,497.63

% of Budget Used:

Fire: 65.925% EMS: 58.957%

% of Budget Year Target:

Fire: 75% EMS: 75%

Remaining % OF Budget Remaining

Fire: 30.075% EMS: 41.043%

Cash Balance as of October 1, 2013:

Fire: \$1,356,723.08 EMS: \$101,024.09

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

October 7, 2013

Training

- On October 16, 2013, Sergeant Mark White and Sergeant Doug Evans will be attending the *Photography for Traffic Crash Investigators 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.
- On November 18, 2013, Detective Sergeant Williams and Officer Plummer will be attending the *Advanced Traffic Collision Reconstruction Course* to enhance basic reconstruction knowledge to improve the quality of reconstructions.

Public Appearances

- On September 17th, Chief Brown and Officer Ron Gudgell attended the Safe Street groundbreaking.
- On September 18th, Chief Brown attended the Montgomery County Chief's luncheon.
- On September 19th, Chief Brown and Sergeant Williams attended the GCLEA luncheon.
- On September 20th, Chief Brown attended the ribbon cutting for Crafter's Lodge.
- On September 21st, Chief Brown and Sergeant White attended the Block Party in East of Eden.
- On September 24th, Chief Brown attended the ACE Task Force Board of Director's Meeting.
- On September 26th, Chief Brown and Officer Gudgell attended the school safety meeting.
- Chief Brown also attended the dispatch meeting.
- On September 27th, the police department attended the range dedication ceremony for the new shelter built by volunteers from Lowes. Ernst Concrete donated the concrete. Check out the Sugarcreek Township website for more details.
- On October 3rd, Chief Brown attended the Chamber of Commerce breakfast.
- Also, Chief Brown attended the ribbon cutting for Orange Leaf Yogurt.
- Sergeant Mark White and Records Clerk Karen Smith attended the Vehicle Processing Procedures of Police Ordered Impound Towing Seminar sponsored by Sandy's Towing.
- On October 4th, we collected food at the Farmer's Market for the Domestic Shelter.

Community Outreach

- On October 19th, Halloween in the Park from 2:30-6:30.
- On October 26th, Wildwood Block Party.
- On October 27th, Hope Church from 12-2:00 p.m.

Statistics

- Note: Temporary unavailable due to dispatch transition.

Fiscal

Budget (Final Appropriation)	\$2,415,281.00
Expenditures as of October 4, 2013	\$1,688,217.38
% of Budget Used	69.3%
% of Budget Year Target for the end of September	74.7%
% of Budget Remaining	30.7%
Cash Balance as of October 4, 2013	\$1,387,426.59

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

Monday September 09, 2013

- Theft complaint was taken from a resident on Ravelle Ct.
- Individual was arrested for Criminal Trespassing at a Wilmington Pike business.
- Domestic Dispute was investigated on Bayberry Cove Road.

Tuesday September 10, 2013

- Nothing To Report

Wednesday September 11, 2013

- Nothing To Report

Thursday September 12, 2013

- Property Damage crash was investigated on Wilmington Dayton Road.
- Theft report was taken from a Wilmington Pike business.

Friday September 13, 2013

- Individual was arrested on a warrant out of Sugar Creek P.D. at the Montgomery County Jail.
- Theft report taken from a resident on Heritage Trace Drive.
- Theft report was taken from a Wilmington Pike business.
- Property Damage crash was investigated at a Wilmington Pike business.
- Burglary report was taken from a resident on Silverado Drive.

Saturday September 14, 2013

- Traffic stop on Upper Bellbrook and Seton Hill resulted in one person being arrested for OVI offense.
- Theft offender was arrested at a Wilmington Pike business.
- Found Property was recovered at a Wilmington Pike business.

Sunday September 15, 2013

- Three theft offenders were arrested at a Wilmington Pike business.

Monday September 16, 2013

- Property Damage crash was investigated at a Wilmington Pike business.
- Individual was arrested for an OVI violation on South Alpha Bellbrook Road.
- Animal complaint was investigated on South Alpha Bellbrook Road.

Tuesday September 17, 2013

- Individual was arrested by Sugarcreek P.D. on a warrant at the Montgomery County Jail.
- Theft report was taken from a Wilmington Pike business.

Wednesday September 18, 2013

- An assist was given to a neighboring agency.

Thursday September 19, 2013

- Nothing to report.

Friday September 20, 2013

- Nothing to report.

Saturday September 21, 2013

- A traffic stop on Wilmington Pike resulted in a driver arrested for OVI.

Sunday September 22, 2013

- Nothing to report

Monday September 23, 2013

- Individual was arrested on a warrant out of Sugarcreek P.D. at the Greene County Jail.
- 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 the Montgomery County Jail.
- Burglary was reported on Lac Lamén Drive.

Tuesday September 24, 2013

- A theft report was taken from a Wilmington Pike business.
- Individual was arrested for Fleeing and Eluding a Police Officer and Possession of Alcohol under twenty one on Middle Run Road.

Wednesday September 25, 2013

- Property Damage was reported on Wilmington Dayton Road.
- Theft report was taken from a Wilmington Pike business, investigation is pending.
- Theft report was taken from a Wilmington Pike business, investigation is pending.

Thursday September 26, 2013

- Domestic Violence was reported on Surrey Trail, one individual was arrested.

Friday September 27, 2013

- Theft report was taken from a Wilmington Pike business.
- Theft report was taken from a Feedwire Road business.

Saturday September 28, 2013

- Theft report was taken from a Wilmington Pike business.

Sunday September 29, 2013

- Individual was arrested on a warrant out of Sugarcreek P.D. at Kettering City Jail.



**Staff Report for
Sugarcreek Township Trustees
October 7, 2013**

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

Calls for Service

- Tree down Little Sugarcreek Road 9/20

Accomplishments:

- Berm Sears Road
- Berm Spahr Road
- Repaired damaged catch basins
- Removed island from Eden Meadows Way
- Removed pavement from Eden Meadows Way added base, paved
- Assisted police department with grading for shelter building
- Made repairs to berm box
- Attended work session

Budgetary Awareness Items:

- 4.5 hours overtime for inspecting paving of Eden Meadows Way
- 1.75 hours for attending work session
- 2 hours callout for tree down Little Sugarcreek
- .5 hours for garage door repair

Upcoming Items

Sept. 30th – Oct. 4th

Sweep streets, Driveway culvert 2090 Ferry Road, Berm Possum Run, Sears and Little Sugarcreek Roads, Mow plaza area and 2090 ferry Road.

Oct. 7th – Oct. 11th

Finish berm work and start crack seal program, dura patch various roads, start tree trimming along roads

Fiscal

End of Year Totals	
Budget	\$1,567,923.00
Expenditures as of September 16, 2013	\$ 764,395.14
% of Budget Used	48%
% of Budget Year Target	66%
% of Budget Remaining	52%
Cash Balance as of September 16, 2013	\$ 748,553.08

Respectfully,

Anthony W. Lamb
Service Supervisor



**Staff Report for the Sugarcreek Township Board of Trustees
September 16, 2013 through October 3, 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 **October 24, 2013 Meeting: Canceled**
- o **Next meeting scheduled for November 21, 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-planned discussion on the draft Comprehensive Development Plan**

Permits:

- o See attached spreadsheet

Violations:

- o See attached spreadsheet

Accomplishments:

- o Attended SRTS Groundbreaking on September 17, 2013

- o Met with Greene County GIS Office to discuss mapping for Comprehensive Development Plan Update on September 18, 2013
- o Attended MVRPC TAC Meeting on September 19, 2013
- o Met with company to finalize Walk to School Day order (sport bags and banner) on September 24, 2013
- o Met with member of CDP Update Committee on September 24, 2013
- o Attended CDP Update Committee Meeting on September 25, 2013
- o Met with representatives from the Islamic Society to discuss the mosque project
- o Met with new business owner on September 26, 2013
- o Met with resident to discuss barn conversion on September 30, 2013
- o Met with prospective business owner on October 1, 2013
- o Met with contractor to discuss construction of an accessory structure on October 1, 2013
- o Attended Department Head Meeting on October 2, 2013
- o Met with resident to discuss construction of a barn on October 2, 2013
- o Met with developer to discuss land in the township on October 2, 2013
- o Met with resident to discuss construction of a fence on October 2, 2013
- o Attended Chamber Breakfast on October 3, 2013
- o Finalizing preparations for Walk to School Day
- o Drafted and sent letter to property owners in the vicinity of planned new telecommunications tower at the northeast corner of Social Row and Wilmington Dayton
- o Continue to work with Greene County GIS Office on Comprehensive Development Plan Update mapping
- o Working with Comprehensive Development Update Committee on finalizing text
- o Coordinated with property owner and ODOT on SRTS project construction
- o Completed BZC Minutes and Agenda for the October 8, 2013 Meeting

Announcements/Upcoming Events:

- o CDP Update Committee Meeting scheduled for October 7, 2013
- o Walk to School Day at Bell Creek Intermediate scheduled for October 9, 2013
- o Zoning Commission Meeting scheduled for October 8, 2013
- o MVRPC TAC Meeting scheduled for October 17, 2013
- o Chamber Meeting scheduled for November 7, 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	3	0	2	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	1	9
OCT	1	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
NOV																						
DEC																						
TOTALS	25	0	18	5	11	15	5	2	11	1	5	7	1	0	0	0	0	0	6	6	6	118

118 ZCs issued ytd. vs. 94 ZCs issued same period 2012 (+26%). 22 ZCs for SFRs issued ytd vs. 12 ZCs for SFRs issued same period 2012 (+56%)

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	9/12/2013	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; light meter inspection planned
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	Abated
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 Wilim. Dayton	6/12/2013	Abated
4301 Willow Creek Circle	grass adj. to Wilim. 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.	10/3/2013	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	10/3/2013	Sent Advisory Notice; left message for follow-up, no action observed, Violation Notice to be s
1859 N. Lakeman	broken window	10/3/2013	Abated

October 3, 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	9/16/2013	Property owner to install shields; spoke with property owner 9/19/2013
727 Walden Way	garbage	10/3/2013	Notice of Violation sent
Smith Property-Feedwire	vegetation	10/3/2013	Abated
Park District Property-Feedwire	vegetation	10/3/2013	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	10/3/2013	Abatement action observed; contacted property owner
Kandar Lot 725	vegetation	10/3/2013	Abated
1157 McBee	cars parked potentially unlic.	10/3/2013	Contacted property owner
1128 McBee	chair at road and trailers	10/3/2013	Abated and given timeframe for trailers to be removed
Bridge at Washington Mill	sign on bridge	9/11/2013	Sign removed
2800 Graf Mill	business in residential district		to be inspected

October 3, 2013



**Staff Report for
Sugarcreek Township Trustees
October 3, 2013**

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

Items Completed:

- Attended Copier replacement site visit with Admin staff
- Attended follow-up Dispatch consolidation meeting in Xenia
- Replaced failed central printer in Police Dept
- Went through fleet management software demo with sales rep
- Began catch-up of items placed on back burner from dispatch consolidation efforts

Respectfully,

Christopher A. Zappanti
Director of Information Technology

2013	1	2	3	4	5	6	7	8	9	10	11	12
Month												
2013 monthly visitors					2070	1881	1813	1723	1417			

Average monthly visitors 1781

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 66.1

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 62.7

July 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		
July 2013 daily visitors	68	64	60	34	65	31	28	69	73	59	57	72	34	35	69	71	61	72	47	40	31	83	71	67	71	67	71	67	31	26	75	102	80
% new	66	66	72	88	65	77	79	62	67	68	70	65	85	74	72	69	62	78	66	78	87	67	68	64	61	70	77	77	64	77	68		

Average daily visitors 57.8

August 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
August 2013 daily visitors	64	71	26	30	88	64	64	62	57	28	35	69	102	68	71	59	36	18	86	56	60	65	63	31	31	63	64	58	64	70	
% new	59	63	81	80	67	66	69	68	65	82	77	71	73	68	56	73	72	78	63	63	75	68	70	90	81	62	69	67	75	73	

Average daily visitors 57.4

September 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
September 2013 daily visitors	24	39	69	56	66	67	24	26	63	61	58	57	65	29	23	82	74	52	42	48	26	18	40	54	53	56	64	24	17	40	
% new	83	85	62	55	64	61	71	88	62	59	60	67	65	86	74	63	68	67	69	65	65	83	70	67	66	64	66	92	59	68	

Average daily visitors 47.2