



**Administrator's Report to the Trustees  
October 21, 2013**

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

- Dispatching by Xenia Central continues to be positive overall. There have been some glitches that are continuing to be worked through. Fire Station Alerting is still be worked through and we may have an excellent solution for the cost. Chris and the Fire Chief are continuing to work through it with the vendors and Xenia City
- Paving is complete for the year. Durapatching will continue as weather permits.
- The draft of the CDP is completed and has gone to the Zoning Commission for review and input.
- The party interested in the Spears property is continuing to do its due diligence and work on the development plan. We should see something in the coming weeks.
- The developer with the contract on the Pape property has met with the County Commissioners regarding a possible lift station. It is my understanding that the commissioners have asked they explore all other possibilities and report back. If there are no other options that make sense, they are completely opposed to the approval.

<b>Fiscal:</b>	
Budget:	\$ 537,775.00
Expenditures as of October 1, 2013:	\$ 425,244.59
% of Budget Used:	79 %
% of Budget Year Target:	75 %
Remaining % of Budget Remaining:	21 %
Cash Balance as of October 1, 2013:	\$ 308,898.52

Respectfully Submitted,

Barry P. Tiffany  
Township Administrator

## **Staff Report for Sugarcreek Township Trustees October 4, 2013 thru October 16, 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 Tools  
Building Construction  
Firefighter Health

### **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
- FM Trepanier attended several Centerville TRC meetings
- Chief Pavlak and Chris Zappanti continue to work on a affordable solution to Fire Station Alerting Solutions visited Norwich Township Fire Department for onsite look
- Chief Pavlak working with P/R Communications on the MARCS transition for radio's
- Chief Pavlak attended walk to school day event at BCI
- Hosted Children from BCI 3<sup>rd</sup> grade classes for Station 71 tour
- Chief Pavlak and Fire crews attended Orange Leaf grand opening
- Annual Fire Safety week open house was held at Fire Station 71 and 72. Good attendance of citizens. This year theme is 'Prevent Kitchen Fires"
- Chief Pavlak attended Southwest Ohio Fire Chiefs Meeting
- Monthly Officers meeting held
- Sugarcreek-Bellbrook Spirited Affair was held October 13<sup>th</sup> at BMS
- A/C Zimmerman attended copier meeting

**STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:**

- Radio equipment changes
- Filling Administrative Assistant Position

**SCHEDULED EVENTS FOR REMAINDER OF October:**

**Halloween in the Park: October 19 at Sackett-Wright Park**  
**Trick or Treat: October 31<sup>st</sup> from 6:00 to 8:00 PM**  
**Wildwood Block Party: October 26<sup>th</sup>**  
**Hope United Methodist Church Fall Festival: October 27<sup>th</sup> from 12:00 to 2:00 PM**  
**Tour of Station 71BCI Students**

**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 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 21, 2013**

#### **Training**

- On October 16, 2013, Sergeant Mark White and Sergeant Doug Evans completed the *Photography for Traffic Crash Investigators Course*.
- On November 18, 2013, Detective Sergeant Williams and Officer Plummer will be attending the *Advanced Traffic Collision Reconstruction Course*.

#### **Public Appearances**

- Chief Brown held a GUIDE Meeting with Officer Gudgell and Officer Colon on October 7<sup>th</sup>.
- On October 8<sup>th</sup>, Chief Brown attended the Family Resource Advisory Group Meeting.
- On October 9<sup>th</sup>, Chief Brown attended the *Walk to School Ceremony*.
- On October 17<sup>th</sup>, Sugarcreek Twp. Police hosted the Greene County Law Enforcement Association Luncheon at Barleycorn's.
- Chief Brown attended a meeting at Michael's House.
- On October 19<sup>th</sup>, Chief Brown and Sergeant John Marlatt attended the Halloween in the Park.

#### **Future Events**

- On October 26, 2013, Sugarcreek Twp. Police will have a *Drug Drop-Off* from 10-2:00 p.m. at the Police Department.

**Statistics**

- See attached report

**Fiscal**

Budget (Final Appropriation)	\$2,415,281.00
Expenditures as of October 18, 2013	\$1,789,199.37
% of Budget Used	73.5%
% of Budget Year Target for the end of October	83%
% of Budget Remaining	26.5%
Cash Balance as of October 18, 2013	\$1,286,495.14

**Overtime for Trustee Report**

<b>SEPTEMBER</b>	<b><u>HOURS</u></b>
COMMUNICATIONS	452
MANDATED (COURT, TRAINING, ETC.)	8
OPERATIONAL	214.25
<b>TOTALS</b>	<b>674.25</b>

Respectfully submitted,

Michael A. Brown  
Chief of Police



**Michael A. Brown**  
Chief of Police

## **Police Blotter**

### **Monday September 30, 2013**

- Nothing to Report

### **Tuesday October 01, 2013**

- Fraud complaint taken from a Washington Mill resident.

### **Wednesday October 02, 2013**

- Individual was arrested on a warrant out of Sugarcreek P.D. at a neighboring agency.

### **Thursday October 03, 2013**

- Individual was arrested on a warrant out of Sugarcreek P.D. at a neighboring agency.

### **Friday October 04, 2013**

- Individual was arrested for a drug violation on Wilmington Pike.
- Trespassing complaint was investigated on Valais Ct.

### **Saturday October 05, 2013**

- Domestic Violence was investigated on W. Franklin Street.
- Criminal Damaging incident was reported on Clearbrook Drive.

### **Sunday October 06, 2013**

- Nothing to Report.

### **Monday October 07, 2013**

- Nothing to report.

### **Tuesday October 08, 2013**

- Dog bite was reported on Seton Hill Drive.
- Menacing by stalking complaint was taken from an employee at a Wilmington Pike business.

**Wednesday October 09, 2013**

- Traffic stop on Kensington Drive resulted in the driver being arrested for Possession of Drugs.

**Thursday October 10, 2013**

- Burglary was reported to have occurred on Ferry Road.
- Theft offender was arrested at a Wilmington Pike business.
- Fraud investigation complaint was taken from a resident on Nature Court.
- Individual was arrested for Criminal Damaging at a Wilmington Pike business.
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**Friday October 11, 2013**

- Theft complaint was taken from a Wilmington Pike business, investigation is pending.

**Saturday October 12, 2013**

- Burglary investigation was taken on South Creek Circle.
- Burglary investigation was taken on River Bend Drive.
- Property Damage crash was investigated on Upper Bellbrook and Berry Hill Drive.

**Sunday October 13, 2013**

- Individual was arrested in the 5800 block of Wilmington Pike for Public Intoxication.



# Call For Service By Call Type Report

Print Date/Time: 10/14/2013 14:38  
 Login ID: mnrnth  
 Layer: BEAT  
 Areas: SC3504,SC3503,SC3502,SC3501

From Date: 09/16/2013 00:00(Continuous)  
 To Date: 09/30/2013 23:59  
 Agency Type: Police

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
911H	2	0.68
ABAN	1	0.34
ALBU	8	2.72
ALHU	1	0.34
ALRE	6	2.04
ANIM	6	2.04
ASSI	2	0.68
BURG	1	0.34
CIVI	1	0.34
CREN	1	0.34
CRHS	2	0.68
CRPD	6	2.04
CRPI	1	0.34
CRUI	1	0.34
DAMA	2	0.68
DELI	2	0.68
DEOT	12	4.08
DESC	26	8.84
DISA	5	1.7
DIST	4	1.36
DOVI	1	0.34
DRUG	1	0.34
ESCO	1	0.34
EXTR	1	0.34
FACO-FIRE ALARM COMMERCIAL	1	0.34
FARE-ALARM-RESIDENTIAL	1	0.34



# Call For Service By Call Type Report

**Print Date/Time:** 10/14/2013 14:38  
**Login ID:** mnorth  
**Layer:** BEAT  
**Areas:** SC3504,SC3503,SC3502,SC3501

**From Date:** 09/16/2013 00:00(Continuous)  
**To Date:** 09/30/2013 23:59  
**Agency Type:** Police

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
FMALS-MEDIC AL	2	0.68
FMCC-CRITICAL CARE	1	0.34
FOIN-OUTSIDE INVESTIGATION	1	0.34
FOLL	11	3.74
FOUN	2	0.68
HOUS	31	10.54
INTO	2	0.68
JUVE	3	1.02
LOCK	10	3.4
MENT	1	0.34
MISC	7	2.38
NOIS	3	1.02
OPEN	4	1.36
PANH	3	1.02
PARK	1	0.34
PEAC	2	0.68
REOF	5	1.7
STRE	3	1.02
SUPE	5	1.7
SUVE	23	7.82
TEST	1	0.34
THEF	9	3.06
TRAF	4	1.36
TS	48	16.33
UNWA	2	0.68
WARR	4	1.36



# Call For Service By Call Type Report

Print Date/Time: 10/14/2013 14:38  
 Login ID: mnorth  
 Layer: BEAT  
 Areas: SC3504, SC3503, SC3502, SC3501

From Date: 09/16/2013 00:00(Continuous)  
 To Date: 09/30/2013 23:59  
 Agency Type: Police

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
WEAP	2	0.68
WELF	8	2.72
<b>Total Calls For Service:</b>	<b>294</b>	

<b>CFS Type</b>	<b>Description</b>	<b>Default Status</b>	<b>Police</b>	<b>Fire</b>	<b>Ems</b>	<b>Active</b>
911H	911 HANG UP	IN PROGRESS	YES	NO	NO	YES
ABAN	ABANDONED/JUNK VEHICLE	NOT IN PROGRESS	YES	NO	NO	YES
ABDU	ABDUCTION/KIDNAPPING	IN PROGRESS	YES	NO	NO	YES
ALBU	ALARM BUSINESS/BANK	IN PROGRESS	YES	NO	NO	YES
ALHU	ALARM HOLD UP/PANIC	IN PROGRESS	YES	NO	NO	YES
ALRE	ALARM RESIDENTIAL	IN PROGRESS	YES	NO	NO	YES
ANIM	ANIMAL COMPLAINT	IN PROGRESS	YES	NO	NO	YES
ARSO	ARSON	IN PROGRESS	YES	NO	NO	YES
ASSA	ASSAULT	IN PROGRESS	YES	NO	NO	YES
ASSI	ASSIST	IN PROGRESS	YES	NO	NO	YES
BARC	BAR CHECK	NOT IN PROGRESS	YES	NO	NO	YES
BOMB	BOMB THREAT	IN PROGRESS	YES	NO	NO	YES
BREA	BREAKING & ENTERING	NOT IN PROGRESS	YES	NO	NO	YES
BURG	BURGLARY	NOT IN PROGRESS	YES	NO	NO	YES
BUSI	BUSINESS CHECK	NOT IN PROGRESS	YES	NO	NO	YES
CHIL	CHILD ENDANGERING	IN PROGRESS	YES	NO	NO	YES
CIVI	CIVIL COMPLAINT	NOT IN PROGRESS	YES	NO	NO	YES
COMM	COMMUNITY POLICING	NOT IN PROGRESS	YES	NO	NO	YES
CREN	CRASH ENTRAPMENT	IN PROGRESS	YES	YES	NO	YES
CRHS	CRASH HIT SKIP	IN PROGRESS	YES	NO	NO	YES
CROW	CROWD CONTROL	IN PROGRESS	YES	NO	NO	YES
CRPD	CRASH PROPERTY DAMAGE	IN PROGRESS	YES	NO	NO	YES
CRPI	CRASH PERSONAL INJURY	IN PROGRESS	YES	YES	NO	YES
CRPP	CRASH PRIVATE PROERTY	IN PROGRESS	YES	NO	NO	YES
CRUI	CRASH UNKNOWN INJURY	IN PROGRESS	YES	YES	NO	YES
DAMA	CRIMINAL DAMAGING	NOT IN PROGRESS	YES	NO	NO	YES
DEAD	DEAD BODY	NOT IN PROGRESS	YES	YES	NO	YES
DECO	DETAIL COURT	NOT IN PROGRESS	YES	NO	NO	YES
DELI	DELIVER MESSAGE	NOT IN PROGRESS	YES	NO	NO	YES
DEOT	DETAIL OTHER	NOT IN PROGRESS	YES	NO	NO	YES
DESC	DETAIL SCHOOL	NOT IN PROGRESS	YES	NO	NO	YES
DETR	DETAIL TRAFFIC	NOT IN PROGRESS	YES	NO	NO	YES
DISA	DISABLED VEHICLE	NOT IN PROGRESS	YES	NO	NO	YES

DIST	DISTURBANCE	IN PROGRESS	YES	NO	NO	YES
DODI	DOMESTIC DISPUTE	IN PROGRESS	YES	NO	NO	YES
DOVI	DOMESTIC VIOLENC	IN PROGRESS	YES	NO	NO	YES
DRBO	DRUG DROP OFF BOX	NOT IN PROGRESS	YES	NO	NO	YES
DRUG	DRUG ACTIVITY	NOT IN PROGRESS	YES	NO	NO	YES
ESCO	ESCORT	NOT IN PROGRESS	YES	NO	NO	YES
EXTR	EXTRA PATROL	NOT IN PROGRESS	YES	NO	NO	YES
FACO	FIRE ALARM COMMERCIAL	IN PROGRESS	NO	YES	NO	YES
FAIR	FIRE AIRCRAFT EMERGENCY	IN PROGRESS	NO	YES	NO	YES
FARE	FIRE ALARM RESIDENTIAL	IN PROGRESS	NO	YES	NO	YES
FCOM	FIRE COMMERCIAL FIRE	IN PROGRESS	NO	YES	NO	YES
FDUMP	FIRE DUMPSTER/TRASH	IN PROGRESS	NO	YES	NO	YES
FEXP	FIRE EXPLOSION	IN PROGRESS	NO	YES	NO	YES
FFUE	FIRE FUEL SPILL	IN PROGRESS	NO	YES	NO	YES
FGRA	FIRE GRASS FIELD	IN PROGRESS	NO	YES	NO	YES
FHAZ	FIRE HAZMAT INCIDENT	IN PROGRESS	NO	YES	NO	YES
FIGH	FIGHT	IN PROGRESS	YES	NO	NO	YES
FIIN	FIRE INSIDE INVESTIGATION	IN PROGRESS	NO	YES	NO	YES
FIWO	FIREWORKS	IN PROGRESS	YES	NO	NO	YES
FMAC	FIRE MACHINE INDUSTRIAL	IN PROGRESS	NO	YES	NO	YES
FMALS	FIRE MEDICAL ALS	IN PROGRESS	NO	YES	NO	YES
FMBLS	FIRE MEDICAL BLS	IN PROGRESS	NO	YES	NO	YES
FMCC	FIRE MEDICAL CRITICAL CARE	IN PROGRESS	NO	YES	NO	YES
FMCI	FIRE MEDICAL MASS CASUALTY	IN PROGRESS	NO	YES	NO	YES
FMUT	FIRE MUTUAL AID	IN PROGRESS	NO	YES	NO	YES
FOEX	FIRE OUTSIDE W/ EXPOSURE	IN PROGRESS	NO	YES	NO	YES
FOIN	FIRE OUTSIDE INVESTIGATION	IN PROGRESS	NO	YES	NO	YES
FOLL	FOLLOW UP	NOT IN PROGRESS	YES	NO	NO	YES
FOUN	FOUND PROPERTY	NOT IN PROGRESS	YES	NO	NO	YES
FRAU	FRAUD	NOT IN PROGRESS	YES	NO	NO	YES
FRES	FIRE RESIDENTIAL FIRE	IN PROGRESS	NO	YES	NO	YES
FRHI	FIRE RESCUE HIGH ANGLE	IN PROGRESS	NO	YES	NO	YES
FROT	FIRE RESCUE OTHER	IN PROGRESS	NO	YES	NO	YES
FRWA	FIRE RESCUE WATER	IN PROGRESS	NO	YES	NO	YES

FSCE	FIRE SERVICE CALL ENGINE	IN PROGRESS	NO	YES	NO	YES
FSCM	FIRE SERVICE CALL MEDIC	IN PROGRESS	NO	YES	NO	YES
FSTA	FIRE STAFF RECALL	IN PROGRESS	NO	YES	NO	YES
FTRA	FIRE TRAIN/RAIL INCIDENT	IN PROGRESS	NO	YES	NO	YES
FUTII	FIRE UTILITY HAZARD	IN PROGRESS	NO	YES	NO	YES
FVCA	FIRE VEHICLE/CAR	IN PROGRESS	NO	YES	NO	YES
FVFA	FIRE VEHICLE/FARM	IN PROGRESS	NO	YES	NO	YES
FVLG	FIRE VEHICLE LARGE	IN PROGRESS	NO	YES	NO	YES
GAMB	GAMBLING	NOT IN PROGRESS	YES	NO	NO	YES
HARA	HARRASSMENT	NOT IN PROGRESS	YES	NO	NO	YES
HOMI	HOMICIDE	IN PROGRESS	YES	NO	NO	YES
HOUS	HOUSE CHECK	NOT IN PROGRESS	YES	NO	NO	YES
HUNT	HUNTING COMPLAINT	IN PROGRESS	YES	NO	NO	YES
INTO	INTOXICATED SUBJECT	IN PROGRESS	YES	NO	NO	YES
JUVE	JUVENILE COMPLAINT	IN PROGRESS	YES	NO	NO	YES
K9RE	K9 REQUEST	IN PROGRESS	YES	NO	NO	YES
LIQU	LIQUOR/ALCOHOL VIOLATION	IN PROGRESS	YES	NO	NO	YES
LITT	LITTERING/DUMPING	NOT IN PROGRESS	YES	NO	NO	YES
LOCK	LOCKOUT ASSISTANCE	IN PROGRESS	YES	NO	NO	YES
LOST	LOST PROPERTY	NOT IN PROGRESS	YES	NO	NO	YES
MENT	MENTAL SUBJECT	IN PROGRESS	YES	NO	NO	YES
MISC	MISCELLANEOUS	NOT IN PROGRESS	YES	NO	NO	YES
MISS	MISSING PERSON	IN PROGRESS	YES	NO	NO	YES
NEIG	NEIGHBOR COMPLAINT	IN PROGRESS	YES	NO	NO	YES
NEW CALL	NEW CALL	NOT IN PROGRESS	YES	NO	NO	YES
NOIS	NOISE COMPLAINT	NOT IN PROGRESS	YES	NO	NO	YES
OC	EMERGENCY OPERATIONS CTR	IN PROGRESS	YES	NO	NO	YES
OPEN	OPEN DOOR/WINDOW	IN PROGRESS	YES	NO	NO	YES
OVER	OVERDOSE	IN PROGRESS	YES	NO	NO	YES
PA	PA	IN PROGRESS	NO	YES	NO	YES
PANH	PANHANDLING	IN PROGRESS	YES	NO	NO	YES
PARK	PARKING COMPLAINT	NOT IN PROGRESS	YES	NO	NO	YES
PEAC	PEACE OFFICER	IN PROGRESS	YES	NO	NO	YES
PEDE	PEDESTRIAN/HITCH HIKER	IN PROGRESS	YES	NO	NO	YES

PFMC	POLICE FMC TRANSPORT	NOT IN PROGRESS	YES	NO	NO	YES
PRIS	PRISONER TRANSPORT	NOT IN PROGRESS	YES	NO	NO	YES
PROT	PROTECTION ORDER VIOLATION	IN PROGRESS	YES	NO	NO	YES
RECO	RECOVERED STOLEN PROPERTY	NOT IN PROGRESS	YES	NO	NO	YES
REOF	REQUEST OFFICER	IN PROGRESS	YES	NO	NO	YES
RESU	REQUEST SUPERVISOR	IN PROGRESS	YES	NO	NO	YES
ROBB	ROBBERY	IN PROGRESS	YES	NO	NO	YES
SCHO	SCHOOL BUS VIOLATION	NOT IN PROGRESS	YES	NO	NO	YES
SERV	SERVICE CALL POLICE	IN PROGRESS	YES	NO	NO	YES
SEXO	SEX OFFENSE	NOT IN PROGRESS	YES	NO	NO	YES
SCHO	SHOOTING/STABBING	IN PROGRESS	YES	NO	NO	YES
SOLI	SOLICITOR	IN PROGRESS	YES	NO	NO	YES
SORN	SORN	NOT IN PROGRESS	YES	NO	NO	YES
STRE	STREET/ROAD OBSTRUCTION	IN PROGRESS	YES	NO	NO	YES
SUIC	SUICIDE ATTEMPT/SUICIDE	IN PROGRESS	YES	NO	NO	YES
SUSP	SUSPICIOUS PERSON	IN PROGRESS	YES	NO	NO	YES
SUSV	SUSPICIOUS VEHICLE	IN PROGRESS	YES	NO	NO	YES
TEST	TEST CALL	NOT IN PROGRESS	YES	YES	YES	YES
THEF	THEFT	NOT IN PROGRESS	YES	NO	NO	YES
TRAF	TRAFFIC COMPLAINT	IN PROGRESS	YES	NO	NO	YES
TRES	TRESPASSING COMPLAINT	IN PROGRESS	YES	NO	NO	YES
TS	TRAFFIC STOP	IN PROGRESS	YES	NO	NO	YES
UNKNOWN	UNKNOWN	UNKNOWN	YES	NO	NO	YES
UNWA	UNWANTED SUBJECT	IN PROGRESS	YES	NO	NO	YES
VEHI	VEHICLE MAINTENANCE	NOT IN PROGRESS	YES	NO	NO	YES
WARR	WARRANT	IN PROGRESS	YES	NO	NO	YES
WEAP	WEAPONS SHOTS FIRED	IN PROGRESS	YES	NO	NO	YES
WELF	WELFARE CHECK	IN PROGRESS	YES	NO	NO	YES



**Staff Report for  
Sugar Creek Township Trustees  
October 21, 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**

- 10/3 Dead deer near Willow Creek.
- 10/7 Dead raccoon Ferry Road
- 10/7 Muffler in grass Whites Corner

**Accomplishments:**

- Berm on Sears Road
- Berm on Middle Run Road
- Berm on Little Sugar Creek Road
- Replaced driveway culvert under Service Department drive
- Mowed on hill at 2090 Ferry Road
- Started repair of street sweeper
- Eradicated Possum Run Road

**Budgetary Awareness Items:**

- 4 hours callout for flooding on Little Sugar Creek Road
- 2 hours callout for dead deer near Willow Creek Cir.
- 18 hours overtime for culver replacement at 2090 Ferry Road

**Fiscal**

<b>End of Year Totals</b>	
Budget	\$ 1,567,923.00
Expenditures as of October 1, 2013	\$ 1,013,900.94
% of Budget Used	65 %
% of Budget Year Target	75 %
% of Budget Remaining	35 %
Cash Balance as of October 1, 2013	\$ 557,129.86

10/14 through 10/18 Berm on Little Sugar Creek Road, Dura patch Carpenter Road, mow 2090 and plaza area.

10/21 through 10/25 Mowing cycle, Sweep streets, mow cemetery, eradicate area on Shepherd Road.

10/28 through 11/1 Tree trimming, start prepping trucks for snow season,

Respectfully,

Anthony W. Lamb  
Service Supervisor



**Staff Report for the Sugarcreek Township Board of Trustees  
October 7, 2013 through October 17, 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 **October 8, 2013 Meeting Follow-Up**
  - o Discussion the draft Comprehensive Development Plan
- o **Next meeting scheduled for November 12, 2013**

**Permits:**

- o See attached spreadsheet

**Violations:**

- o See attached spreadsheet

**Accomplishments:**

- o Attended CDP Update Meeting on October 7, 2013
- o Attended BZC Meeting on October 8, 2013
- o Attended Walk to School Day event on October 9, 2013
- o Met with property owner to discuss the construction of an accessory structure on October 10, 2013

- o Met with developers to discuss land in the township on October 10, 2013
- o Met with contractor with questions about the construction of a barn on October 17, 2013
- o Met with developer to discuss land in the township on October 17, 2013
- o Responded to inquiry from real estate agent regarding land in the township on October 17, 2013
- o Processed Zoning Verification Letter for Burger King
- o Continue to work with GIS on CDP Mapping
- o Working with contractor on 50 Bins signage
- o Responded to resident regarding fracking wastewater storage issue

**Announcements/Upcoming Events:**

- o Chamber Meeting scheduled for November 7, 2013
- o BZC Meeting scheduled for November 12, 2013
- o MVRPC TAC Meeting scheduled for November 21, 2013
- o BZA Meeting scheduled for November 21, 2013 (3<sup>rd</sup> Thursday to avoid falling on Thanksgiving)

## 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	10/7/2013	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-no violation
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 Wilm. Dayton	6/12/2013	Abated
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.	10/3/2013	Abated-grass, PMC-sent citations working with asset management company
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	10/3/2013	Sent Advisory Notice; left message for follow-up, no action observed, Violation Notice sent
1859 N. Lakeman	broken window	10/3/2013	Abated

October 17, 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 10/8/2013
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 Shamon	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
Kamdar 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	10/10/2013	Looking into complaint

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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	1	0	0	0	0	1	0	16
MAY	1	0	1	1	3	5	0	1	1	0	1	0	1	1	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	1	0	0	0	0	1	2	22
AUGUST	7	0	1	0	0	2	0	0	3	0	1	0	3	0	0	0	0	0	0	3	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	6	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	10
NOV																						
DEC																						
TOTALS	25	0	22	5	11	16	5	2	11	1	5	7	7	1	1	0	0	0	0	7	6	124

124 ZCs issued ytd. vs. 103 ZCs issued same period 2012 (+20%). 25 ZCs for SFRs issued ytd vs. 17 ZCs for SFRs issued same period 2012 (+47%)



**Staff Report for  
Sugar Creek Township Trustees  
October 16, 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 Copier replacement site visit with Admin staff.
- Worked on framework agreement with NWS for different Fire Station Alerting option (new vendor for alerting).
- Gained preliminary approval for remote LEADs printing from Greene Central Dispatch. Working with Greene Central on final steps and implementation protocols.
- Worked with Greene Central on minor issues as they arose, provided guidance on how to solve SMTP paging issue on their end.
- Worked on Building video system video monitors plan for Safety building
- Worked on plan to extend Building Access control system to Station 71 and eventually Admin building with Mr. Tiffany.

Respectfully,

Christopher A. Zappanti  
Director of Information Technology