



**Administrator's Report to the Trustees
December 2, 2013**

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

- I will be attending hearings at the Statehouse on December 3rd regarding HB277. The bill is designed to consider political subdivisions/local government as owners in Type II annexations.
- The ribbon cutting for Fine Wine and True Spirits took place on November 26th. Business was brisk during the time we were there. They will be adding products to the store such as gourmet foods and cigars over the coming months.
- Interest in residential development continues to be high. We have received contact from developers and land owners regarding several properties in the township and believe that several offers are pending.
- Interest in commercial development is high at this time also. The vacant lot beside PetsMart is under contract and we have a meeting scheduled with the potential buyer. The vacant lot south of Krogers is under contract and we have been contacted by the potential buyer, but have not received any plans to date.
- Interest in the land behind Walmart continues. We are awaiting the next meeting date from the developer.
- Contract negotiations for the Police department will begin on December 5th.

Fiscal:	
Budget:	\$ 537,775.00
Expenditures as of September 16, 2013:	\$ 455,093.93
% of Budget Used:	84 %
% of Budget Year Target:	84 %
Remaining % of Budget Remaining:	16 %
Cash Balance as of November 1, 2013:	\$ 283,835.75

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugarcreek Township Trustees November 18, 2013 thru November 27, 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:

Search and Rescue Training/SCBA Conditioning
Reading Smoke and Air Management
Trauma Triage and Reporting by Dr. Paul Kettering Medical Trauma Center

Statistics:

Fire Responses-Not available
EMS Responses-Not available

PERSONNEL:

We are in the process of hiring volunteer Firefighter/EMT's. Physical Agility Testing is now being held every as needed. Overtime for the Month of October: 168.75 hours. Budget Hours192

Accomplishments/Information:

- Chief Pavlak attended Department Head Meeting
- FM Trepanier attended several Centerville TRC meetings
- Chief Pavlak and Chris Zappanti continue to work on an affordable solution to Fire Station Alerting Solutions. Progress is being made.
- Chief Pavlak working with P/R Communications on the MARCS transition for radio's
- New Copiers are installed in both stations.
- Chief Pavlak attended MARCS Radio Transition Meeting
- Working on AFFG/FEMA grant for Ladder Truck Replacement
- Received \$3000.00 EMS Grant from Ohio Department of Public Safety/EMS for EMS training and equipment
- Reviewing New Fire and EMS Reporting Software Programs. Will have recommendation by 12/19/13 meeting for 2014.
- E-71 is having electrical issue with the pumping system. It is out of service
- Updated Fire Budget for 2014 submitted to Mr. Hodson

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Radio equipment changes and programming
- Radio Communication Tower agreement with Greene County

SCHEDULED EVENTS FOR REMAINDER OF December:

Chamber of Commerce Meeting at Five Season 12/5
Wal-Greens Toys for Tots Event-12/7
Christmas in the Park/Belbrock Park 12/14

Budgetary Awareness Items:

- A.) Need of lease for Motorola Radios for MARCS Systems
- B.) LGIF Funding for Radios-\$50,000.00
- C.) Fire Station Alerting funding-\$54,000.00
- D.) Buyout of Microwave system from W.S. Electronics-\$7600.00

FISCAL: Do not have numbers for November as of report date.

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

Expenditures as of November 1, 2013

Fire: \$1,854,179 EMS: \$169,587.99

% of Budget Used:

Fire: 71.906% EMS: 58.957%

% of Budget Year Target:

Fire: 83.33% EMS: 83.33%

Remaining % OF Budget Remaining

Fire: 28.094 EMS: 41.043%

Cash Balance as of November 1, 2013:

Fire: \$1,203,763.91 EMS: \$94,742.94

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

December 2, 2013

Training

- Sergeant James Williams and Officer Plummer completed the *Advanced Traffic Collision Reconstruction Course*.
- No other classes scheduled for this year.

Public Appearances

- On November 19th, Chief Brown attended the ACE Task Force Board of Director's Meeting.
- On November 21st, Chief Brown attended the Greene County Law Enforcement Association Luncheon.
- Chief Brown attended the board meeting for dispatch.
- On November 27th, Chief Brown attended the Montgomery County Chief's Luncheon.

Future Events

- December 20th, Shop with a Cop.

Statistics

- Available next meeting.

Fiscal

Budget (Final Appropriation)	\$2,415,281.00
Expenditures as of November 15, 2013	\$1,939,170.22
% of Budget Used	79.6%
% of Budget Year Target for the end of November	91.3%
% of Budget Remaining	20.4%
Cash Balance as of November 15, 2013	\$1,141,799.58

Note: Figures same as last meeting. Did not receive a new report.

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

Monday November 11, 2013

- Nothing to Report

Tuesday November 12, 2013

- Nothing to Report

Wednesday November 13, 2013

- Theft report was taken from a Wilmington Pike business.

Thursday November 14, 2013

- Theft and Obstructing Official Business report of investigation was initiated on Wilmington Pike after a traffic stop.
- An unruly juvenile report was taken from a Feedwire Road business.

Friday November 15, 2013

- Menacing complaint was taken at a N. Lakeman Drive address.
- Property Damage incident was investigated on Feedwire Road.

Saturday November 16, 2013

- Traffic stop on Wilmington Pike resulted in an arrest of an individual for an OVI.
- Hit & Run crash was investigated at a Wilmington Pike business.
- Theft report was taken from a resident on Park Terrace, Investigation is pending.

Sunday November 17, 2013

- Stolen vehicle recovery was initiated on Conference Road.

Monday November 18, 2013

- Incident report of damaging was reported at a Wilmington Pike business.
- Fraud complaint report was taken from a resident on Washington Mill Road.
- An adult female was arrested for OVI on IR-675.

Tuesday November 19, 2013

- Criminal Damaging report was taken from a resident on Briggs Road.
- Two Theft offenders were arrested at a Wilmington Pike business.
- Theft report was taken from a resident on River Edge Circle.

Wednesday November 20, 2013

- Theft offender was arrested from a Wilmington Pike business.
- Fraud complaint was taken from a Feedwire Road business.
- Misuse of credit card complaint was taken from a Feedwire Road business.

Thursday November 21, 2013

- Nothing to Report

Friday November 22, 2013

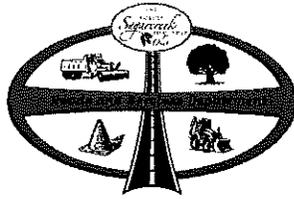
- Theft report was taken from a N. Lakeman Drive business.

Saturday November 23, 2013

- Several Property Damage crashes were investigated on IR-675 due to weather related incidents.

Sunday November 24, 2013

- Property Damage crash was Investigated on St. Rt. 725



**Staff Report for
Sugar Creek Township Trustees
December 2, 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

- 11/18 complaint of leaves raked into street.

Accomplishments:

- Winterized all trucks.
- Installed salt spreaders on trucks.
- Extended ditch on River Bend cir.
- Finished berming roads
- Finished dura patch program for season
- Repaired street sweeper, Swept 2090 Ferry driveway and Ferry road at Ernst concrete.

Budgetary Awareness Items:

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Fiscal

-

End of Year Totals	
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

12/2 through 12/6 Finish pruning landscape Briggs Island, Move plows out of storage. Patch potholes.

12/9 through 12/13 Start right of way clearing (trees and brush) Clean shop, Work on grant from state to upgrade traffic signs,

Respectfully,

Anthony W. Lamb
Roads and Services Supervisor



**Staff Report for the Sugarcreek Township Board of Trustees
November 18, 2013 through November 26, 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 **November 21, 2013 Follow-Up**
 - o **BZA08-2013:** Islamic Society of Greater Dayton is requesting a minor modification to their approved Conditional Use to allow for an outdoor patio area at the northeast side of the building.
 - *The BZA approved the requested modification as submitted by the applicant.*
- o **December 19, 2013 Meeting**
 - o **Request for a condition modification in Case BZA03-2013 to give the applicant more to time to complete the lot split/combination (county is requiring that the applicant tie into the sanitary sewer prior to allowing the lot split to move forward; this requirement was unanticipated and has resulted in the need for more time to complete the split/combination than originally anticipated)**

Zoning Commission Activities:

- o **November 12, 2013 Meeting Follow-up**
 - o Review of the Comprehensive Development Plan Update
 - The BZC recommended approval as amended. Trustee hearing scheduled for December 2, 2013.
- o **December 10, 2013 Meeting-Canceled**

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Accomplishments:

- Met with resident to discuss lighting complaint on November 18, 2013
- Met with resident to discuss Connectivity Map on November 19, 2013
- Met with BZC Chair on November 20, 2013 to talk about Compensatory Storage
- Attended Zoning Inspector Meeting on November 21, 2013
- Attended BZA Meeting on November 21, 2013
- Met with resident to discuss home occupation complaint on November 25, 2013
- Met with resident to discuss construction of an accessory structure on November 25, 2013
- Met with property owner to discuss ongoing issue (civil) on November 25, 2013
- Updated Comprehensive Plan to reflect BZC approval, provided to Trustees for review in advance of December 2, 2013 Trustee Meeting and posted draft online
- Attended Fine Wine and True Spirits Grand Opening event on November 2

Announcements/Upcoming Events:

- Go Dogs Go Grand Opening scheduled for December 4, 2013
- Chamber Meeting scheduled for December 5, 2013
- Fine Wine and True Spirits Open House scheduled for December 6, 2013 from 5-8 p.m.
- Miami Valley Planning and Zoning Conference scheduled for December 6, 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	11/19/2013	Per builder, different floods with shields have been received, scheduling electrician to change out
	*working with owner to		advised homeowner not moved in yet; lights may have been inadvertently left on; spoke with
	address neighbor concerns		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 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	11/14/2013	Final citation pending
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 McBea 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

November 26, 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	11/12/2013	Property owner to install shields; spoke with property owner 11/13/2013
727 Walden Way	garbage	11/14/2013	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; boat stored in rear yard
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	10/30/2013	No violation observed
4404 Centerville Road	cond of horses, dilapidated struc.	11/19/2013	referred to Humane Society-horses, called Building Dept.-can't assist, Advisory Notice pending
3122 Sears Road	campers in front yard-occupied?		
	business in agricultural district	11/25/2013	headstone engraving to cease per owner, toured barn no evidence of additional home occupat. violations

November 26, 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	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	2	1	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	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	2	0	7	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	14
NOV	2	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	1	0	5
DEC																						
TOTALS	28	0	24	5	11	17	5	2	11	1	5	8	1	1	1	1	1	1	8	7		133

133 ZCs issued ytd. vs. 110 ZCs issued same period 2012 (+21%). 28 ZCs for SFRs issued ytd vs. 19 ZCs for SFRs issued same period 2012 (+47%)

November 26, 2013



**Staff Report for
Sugar Creek Township Trustees
November 29, 2013**

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

Items Completed:

- Gained approval from PSISN board for proposed NWS contract for Fire Station alerting, pending final technical and financial reviews and approvals.
- Converted VPN configuration to allow NWS mobile to operate as deployed in Greene Co. Working through some residual issues as a result.
- Engaged West Net to work through details of Fire Station Alerting quotation as provided to Chief Pavlak. Ongoing discussions.
- NWS Admin training for Police Dept in conjunction with Beavercreek Police Department in final stages of negotiations.
- Participated in Police Dept. Supervisor's meeting by request.

Respectfully,

Christopher A. Zappanti
Director of Information Technology