



**Administrator's Report to the Trustees
February 3, 2014**

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

- Negotiations are complete for the next three year term of the Collective Bargaining Agreement with the police sergeants and clerk. The final draft is being completed and we will be bringing it to the Trustees at the February 17th meeting for your consideration. As the agreement has not been voted on by the membership of the bargaining units and the Trustees, the details of the agreement are not open for public discussion at this time. We will meet in Executive Session on the 17th to discuss and then the Board will consider action on the agreement during its regular meeting.
- Chris and I continue to work through the microwave issues and maintaining connectivity with Greene Central. We see this as an opportunity to share additional services with other agencies while saving money. All avenues into Greene Central are being explored to provide the best long term solution that presents cost savings and allows for future expansion and collaboration. We will be meeting the first week of February with Beavercreek Township officials to discuss a very promising connection into Xenia through them.
- The chiefs, Chris and I have met to discuss long term options on Fire Station alerting, CAD systems and other software for fire and police. The PSISN system is in a critical phase of discussion right now as to its future. The County Commissioners have opted out of the system as they feel they do not have a role and should not be in that business. They have agreed to continue to fund the Sheriff's participation at this time.

Currently the PSISN board is considering an upgrade to the system that will purportedly provide a better product and alleviate many of the continuing issues the system has had for some time. We are patiently awaiting the outcome of that and how the cost structure will be formulated. Due to the uncertainty of the PSISN direction at this time, the Chiefs, Chris and I are in agreement to delay any decisions at this time concerning Fire Station alerting, CAD or other changes to software until such a time that some of these issue work themselves out and a clear path is defined.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written over a horizontal line.

Barry P. Tiffany
Township Administrator

Staff Report for Sugarcreek Township Trustees January 3, 2014 thru January 29, 2014

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:

Motorola Radio Training
EMS Standing Orders Review
Ice Rescue Training

Statistics:

Fire Responses-51
EMS Responses-70

PERSONNEL:

We are in the process of hiring volunteer Firefighter/EMT's. Physical Agility Testing is now being held as needed.

Accomplishments/Information:

- Chief Pavlak attended Department Head Meeting
- Chief Pavlak and Chris Zappanti continue to work on an affordable solution to Fire Station Alerting Solutions. Progress is limited due to Xenia Cities decisions.
- New Fire and EMS Reporting Software Programs. This is on hold until Greene Central/Xenia makes a decision on New World Systems upgrade to Enterprise version.
- A/C Zimmerman attended Greene County Fire Chiefs Special Meeting
- Chief Pavlak attended Dayton Regional Haz.-Mat. Special Board Meeting
- Hiring two Volunteer Firefighters February 3, 2014
- Pension reform has additional changes that have been introduced for the Police and Pension Fund. I am chairing this subcommittee for the Ohio Fire Chiefs Association.
- Chief Pavlak attending meeting on Micro Wave system changes
- Chief Pavlak attended Southwest Ohio Fire Chiefs meeting
- Chief Pavlak attended Lions club meeting about B-S Park districts needs
- Chief Pavlak attended Chief Halls retirement reception at Huber Heights FD
- Chief met with Captain Haus (Bellbrook FD.) and Nathan Hiester about VHF repeater location project

- ❑ A/C Zimmerman attended Lions Club meeting for presentation of yearly support of our FD.
- ❑ Annual Appreciation Dinner was held at Lions Grange Center, January 31st. Employees recognized for their service time, involvement and dedication.

Service Time:

Chief Randall J. Pavlak-25 years
Lt. Drue Kinney-20 Years
Captain Greg Staten-15 Years
PALS Richard Wetzel-10 Years
FF/Paramedic Jeff Guernsey-10 Years
Safety Officer Steve Knopp-10 Years
Lt. Ken Collier-10 Years
Lt. Bill Richardson-10 Years
FF/ EMT Dylan Dullea-5 Years

Perfect EMS Training Attendance

Lt. Joshua K. Johnson
Lt. Drue Kinney
FF Ryan Allen

Perfect Fire Training Attendance

FF David Walker
FF Kevin Zehring

Full Time Employee of the Year

FF Michael Kirnec

Part Time Employee of the Year

FF Shannon Sentell

Volunteer of the Year

FF Michael Neal

Firefighter of the Year

FF Josh Hauser

Rookie of the Year

FF Thane Bee

Officer of the Year

Lieutenant Ken Collier

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Radio Communication Tower agreement with Greene County or alternative
- Review and determine permanent Micro wave path to connect o Greene Central
- Fire Station Alerting

SCHEDULED EVENTS FOR REMAINDER OF February:

Chief Pavlak will present Fire Department community needs to Lions club

Budgetary Awareness Items:

- A.) Need of lease for Motorola Radios for MARCS Systems
- B.) LGIF Funding for Radios-\$50,000.00 waiting on disbursement
- C.) Fire Station Alerting funding-\$54,000.00 holding at this point
- D.) Microwave system upgrade- Budgeted at \$7600.000

FISCAL: December 2013. Not available at this time.

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

Expenditures as of November 1, 2013

Fire: \$2,103,560.80 EMS: \$189,856.80

% of Budget Used:

Fire: 81.577% EMS: 75.378%

% of Budget Year Target:

Fire: 91.67% EMS: 91.67%

Remaining % OF Budget Remaining

Fire: 18.423 EMS: 24.622%

Cash Balance as of December 1, 2013:

Fire: \$954,482.79 EMS: \$92,386.97

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report February 3, 2014

Training

- On January 16th & 17th, Detective Coltrane attended the Social Media Investigations for Investigators in Columbus, Ohio. Students were introduced to modern investigative trends of utilizing several free tools to analyze social media websites in order to gather evidence for presentation in criminal courts.
- No classes scheduled for February.

Public Appearances

- On January 9th, Chief Brown attended the Ministerial Meeting.
- On January 16th, Chief Brown attended the Greene County Law Enforcement Association Luncheon.
- On January 21st, Chief Brown attended the ACE Task Force Board of Director's Meeting.
- On January 22nd, Chief Brown made a presentation at the Lion's Club Meeting.
- On January 28th, Sergeant Deckard attended the Communications Meeting at Beaver Creek on MARCS.
- On January 30th, Chief Brown attended a lunch at the Greene County Career Center.

Statistics

- Available next meeting.

Fiscal

Budget (Final Appropriation)	\$2,330,600.00
Expenditures as of January 31, 2014	\$261,129.19
% of Budget Used	11.1%
% of Budget Year Target for the end of January	8.3%
% of Budget Remaining	88.9%
Cash Balance as of January 31, 2014	\$623,623.78

**OVERTIME FOR TRUSTEE
REPORT**

DECEMBER	HOURS
SPECIAL DETAIL	45.5
MANDATED (COURT, TRAINING, ETC.)	5.5
OPERATIONAL	93.25
TOTALS	144.25

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

Monday December 30, 2013

- Nothing To Report

Tuesday December 31, 2013

- Nothing To Report

Wednesday January 01, 2014

- Juvenile was arrested on a traffic stop on Little Sugarcreek Road and Possum Run Road for Possession of Alcohol Under Twenty One

Thursday January 02, 2014

- Nothing To Report

Friday January 03, 2014

- Individual was arrested on a warrant out of Sugarcreek P.D. at the Montgomery County Jail.
- Citizen reported to the Sugarcreek Township Public Safety Building to report an incident of Menacing at a local Wilmington Pike business.

Saturday January 04, 2014

- Nothing To Report

Sunday January 05, 2014

- Nothing To Report

Monday January 06, 2014

- Nothing to Report

Tuesday January 07, 2014

- Theft complaint was taken from a resident on Waynesville Road.

Wednesday January 08, 2014

- Individual was arrested for Domestic Violence and Assault on Surrey Trail.

Thursday January 09, 2014

- Subject was arrested on a warrant out of Kettering.
- Subject was arrested on Wilmington Pike for OVI.

Friday January 10, 2014

- Individual was arrested for OVI on Wilmington Pike

Saturday January 11, 2014

- Several individuals were arrested at a Wilmington Pike business for Theft, Possession of Drugs and Drug Paraphernalia.

Sunday January 12, 2014

- Nothing to Report

Monday January 13, 2014

- Individual was arrested on a warrant out of Sugarcreek P.D. at the Montgomery County Jail.

Tuesday January 14, 2014

- Nothing to Report

Wednesday January 15, 2014

- Theft and Criminal Damaging investigation was reported at a Clio Road business.
- Theft was reported at a Clio Road business.
- Theft was reported at a Wilmington Pike business.

Thursday January 16, 2014

- Nothing to Report

Friday January 17, 2014

- Theft was reported at Wilmington Pike business.
- Traffic stop on Wilmington Pike resulted in the arrest of an individual for OVI, Possession of Drug Paraphernalia and Possession of Drugs.

Saturday January 18, 2014

- Individual was arrested on a warrant out of Montgomery County after a traffic stop along Wilmington Pike.
- Counterfeiting complaint was taken from a Wilmington Pike business.
- Fraud complaint was taken from a resident on Salinas Circle.

Sunday January 19, 2014

- Theft offender was arrested at a Wilmington Pike business.
- Theft offender was arrested at a Wilmington Pike business.
- Theft offender was arrested at a Wilmington Pike business.
- Theft was reported at a Wilmington Pike business.
- Theft was reported at a Wilmington Pike business.
- Individual was arrested at a Wilmington Pike business on outstanding warrants.
- Individual was arrested at a Wilmington Pike business on outstanding warrants.
- Individual was arrested on a warrant out of Sugarcreek P.D. at the Montgomery County Jail.
- An injury crash was investigated on Lower Bellbrook Road.

Monday January 20, 2014

- Nothing to Report.

Tuesday January 21, 2014

- Theft offender was arrested at a Wilmington Pike business.

Wednesday January 22, 2014

- Subject was arrested for an OVI violation on Wilmington Pike.
- Robbery was reported on Wilmington Pike by a citizen.
- Subject was arrested on a warrant out of Sugarcreek Township at the Greene County Jail.

Thursday January 23, 2014

- Theft/Criminal Damaging was reported at a Feedwire Road business.
- Theft report was taken at a Wilmington Pike business.

Friday January 24, 2014

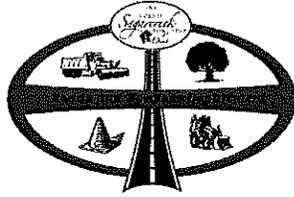
- Individual was arrested for OVI/Disorderly Conduct on Wilmington Dayton Road.
- Several weather related crashes were investigated throughout Sugarcreek Township.

Saturday January 25, 2014

- Theft report was taken from a citizen at a Wilmington Pike business.
- Unruly juvenile complaint was investigated at a Bayberry Cove Road.

Sunday January 26, 2014

- Subject was arrested for OVI on Wagner Road.
- Subject was arrested for OVI at Wilmington Pike and St. Rt. 725.



Staff Report for Sugar Creek Township Trustees February 3, 2014

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

- 1-4 Snow
- 1-5 Snow
- 1-19 Snow
- 1-25 Drifting snow
- 1-26 Snow

Accomplishments:

- Replace spreader chain on 703
- Repaired grates on 705 spreader
- Wash trucks and bays
- Made temporary repairs to mailboxes damaged during snow removal
- Several days of snow removal
- Repaired potholes various locations

Budgetary Awareness Items:

- Seasonal hours 128.25
- Full time hours 109.5 (overtime)

Upcoming Projects:

1-27 through 1-31 Tree clearing in right of way, Paint hallways and offices
2-3 through 2-7 Paint offices and hallways, Tree clearing in right of way, Repair sod and mailboxes damaged during snow removal.

Respectfully,

Anthony W. Lamb
Roads and Services Director



Staff Report for the Sugar Creek Township Board of Trustees January 7, 2014 through January 30, 2014

The following is a snapshot of the activities and areas of responsibility for the Sugar Creek 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:

- **January 23, 2014 Meeting: Canceled**
- **February 27, 2014 Meeting**
 - **BZA01-2014:** Applicant, Jeremy Stover, is requesting approval to allow for a wood boiler furnace to be constructed in the side yard, in an Estate District, less than 100' from an adjacent property line. The applicant is also requesting approval for a wood storage structure to be constructed adjacent to the wood boiler in the side yard. The subject property is 2467 Penewit Road, owned by Jeremy A. and Brandy L. Stover, containing 4.0 acres and located in the Estate Residential District.

Zoning Commission Activities:

- **January 14, 2014 Meeting: Follow-up Report**
 - The BZC appointed officers for 2014 (Mr. Schieman-Chairperson, Mr. Baldino-Vice-Chairperson), discussed compensatory storage initiative (requesting Trustee input/direction) and discussed a future presentation on taxation/levies.
- **February 11, 2014 Meeting: Canceled**
- **Next Meeting scheduled for March 27, 2014**

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Accomplishments:

- Attended Chamber of Commerce Meeting on January 9, 2014
- Attended BZC Meeting on January 14, 2014
- Met with property owner on January 21, 2014 to discuss Advisory Notice and variance process
- Met with property owner and lessee to discuss new use process and uses in the I-1 District in general on January 22, 2014
- Attended MVRPC TAC Meeting on January 23, 2014 (provided information to TA on roadway classification update process)
- Attended Zoning Inspector Meeting at RPCC on January 23, 2014
- Met with resident to discuss LRLUP on January 23, 2014
- Met with property owner to review variance application on January 27, 2014
- Met with surveyor to discuss proposed new residential subdivision on Carpenter Road (Carpenter's Creek-19 lots, 5+Acres) on January 27, 2014; subdivision application has been submitted to Greene County RPCC; developing under existing zoning
- Phone conference with ODOT and Kleingers on January 28, 2014 to discuss feasibility study cost estimates/award; project will be scaled back to eliminate the path from Adams Place to Eden Meadows Way pending approval from ODOT Central Office
- Met with builder to discuss variance application process on January 28, 2014
- Attended Department Head Meeting on January 29, 2014
- Attended RPCC/Prosecutor's Office Zoning Workshop on January 29, 2014
- Met with property owner and lessee to discuss proposed new use on January 30, 2014
- Working with Choice One Engineering on the preparation of a Cost Estimate for the current SRTS application cycle (with Trustee approval, we would like to apply for funds to take the path from Adams Place to Eden Meadows Way with a crossing to Deerfield-this segment is intended to be eliminated from Project 2 in order to bring forecasted costs in line with actual award amount pending approval from ODOT Central Office)
- Completed BZC Minutes and January 14th BZC Agenda, and distributed January 14th packets to BZC members (electronically)
- Developer Packet has been completed (TA reviewing)
- Plans for Fresh Thyme received and approved (4317 Feedwire Road)
- Plans for Studio 60 received and approved (1930 N. Lakeman, Suite 107)
- Plans for Dr. Countryman received and approved (1930 N. Lakeman, Suite 101)
- Eden Yoga is open for business in Plaza 1
- Upcoming Appointments:
 - Bill Schieman-BZC term expires March 31, 2014

- Doug Betz-BZC term expires March 31, 2014 (appointed to unexpired alternate position on April 1, 2012)
- Jack Gibson-BZA term expires July 31, 2014

Announcements/Upcoming Events:

- Chamber of Commerce Meeting scheduled for February 6, 2014
- MVRPC TAC Meeting scheduled for February 20, 2014
- BZA Meeting scheduled for February 27, 2014

Zoning Certificate Totals 2014

	SFR	MFR	AcSrc	Bsmt	Deck	Fence	P/F	Pool	Add/R	COM	Temp	U/S	Wall Sign	Grd Sign	Home Oc	Ten Fin	Other	TOTALS
JAN	1	0	0	0	0	1	0	0	2	1	0	0	0	0	0	2	0	7
FEB																		
MARCH																		
APRIL																		
MAY																		
JUNE																		
JULY																		
AUGUST																		
SEPT																		
OCT																		
NOV																		
DEC																		
TOTALS																		

7 ZCs issued ytd. vs. 5 ZCs issued same period 2012 (+40%). 1 ZCs for SFR issued ytd vs. 2 ZCs for SFR issued same period 2012 (-50%)

1/30/2014

2013 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
3789 Perry	junk cars/misc. junk	1/29/2014	Updated citation sent in preparation for referral to XMC, abatement agreement entered into
1895 N. Lakeman	junk, PMC Violations	1/30/2014	Abated
1839 N. Lakeman	accessory structure condition	1/30/2014	Sent Advisory Notice; left message for follow-up, no action observed, Violation Notice sent
Tom's Mulch	lighting complaint	1/29/2014	Working with property owner on abatement, commitment received for 3/15/14
1128 McBee	chair at road and trailers	1/30/2014	Abated
4404 Centerville Road	cond of horses, dilapidated struc.	1/30/2014	referred to Humane Society-horses, called Building Dept.-can't assist, Advisory Notice sent
	campers in front yard-occupied?		meeting scheduled with property owner 12/16/2013; property owner to abate campers
1823 N. Lakeman	abandoned couch	1/30/2014	Abated
2528 Valais	fence condition	1/30/2014	Advisory Notice sent
Edelweiss & Wilmington	Dayton brush	1/29/2014	Working with property owner on abatement, follow-up letter sent 1/29/2014

January 30, 2014