

## **Staff Report for Sugarcreek Township Trustees February 14, 2014 thru February 26, 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:**

Review of Emergency Response Guide  
Continuation of Standing order testing and check-offs

### **Statistics:**

Fire Responses-23  
EMS Responses-32

### **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
- Fire Station Alerting Solutions. On hold until Xenia and Greene County make a decision on software.
- New Fire and EMS Reporting Software Programs. Continues to be hold until Greene Central/Xenia makes a decision on New World Systems upgrade to Enterprise version.
- Chief met with Chief Neidhard (Bellbrook FD.) about relationship of the two fire departments and VHF repeater location project
- Submitting EMS Grant to State of Ohio Division of EMS.
- Chief Pavlak interviewed with Channel 2 Robert Lowery about the need for Volunteer Firefighters. This aired on Channel 2 on 2/16/2014. We had two citizens pick up volunteer applications from this newscast.
- Sugarcreek Twp. Fire hosted the annual Haz.-Mat. Technician course put on by Cleveland State University and Dayton Regional Haz.- Mat.
- Chief Pavlak attended the Greene County EMA Mitigation meeting

**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
- EMS/Fire Reporting software

**SCHEDULED EVENTS FOR REMAINDER OF March:**

**None**

**Budgetary Awareness Items:**

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

**FISCAL: January 2014.**

Fire Budget: \$2,439,832.00 EMS Budget: \$ 235,000.00

**Expenditures as of January 31, 2014**

Fire: \$318,610.56 EMS: \$22,131.35 (Cash paid for Motorola Radios)

**% of Budget Used:**

Fire: 13.05% EMS: 9.04%

**% of Budget Year Target:**

Fire: 8.33% EMS: 8.33%

**Remaining % OF Budget Remaining**

Fire: 86.95 EMS: 91.67%

**Cash Balance as of January 31, 2014:**

Fire: \$525,075.12 EMS: \$84,773.76

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown  
Chief of Police

## Trustee Report March 3, 2014

### Training

- On March 3<sup>rd</sup> – 7<sup>th</sup>, Officer Shiloh Colon is attending the *Field Training Officer Class* at the Greene County Criminal Justice Academy.
- On March 19<sup>th</sup>, Sergeant Mark White will be attending the *Heroin Epidemic: Recognition and Investigation Class*.
- On April 9<sup>th</sup>, Chief Brown, Detective Sergeant Williams, Detective Coltrane, and Sergeant White will be attending the *Interacting with the Muslim & Middle Eastern Population Course*. The course will provide insight and training on interaction with the Muslim community.
- On April 14<sup>th</sup>, SRO Officer Ron Gudgell will be attending the True-Lies Class at the Kettering Police Department. They will be talking about bullying, crime prevention, teen violence, and substance abuse.
- No classes scheduled for May.

### Public Appearances

- Chief Brown attended the ACE Task Force Board of Director's Meeting on February 18<sup>th</sup>.
- On February 20<sup>th</sup>, Chief Brown attended the Greene County Law Enforcement Luncheon and the Family Resource Center Board Meeting.
- On February 28<sup>th</sup>, Chief Brown attended the reception for Chief Doherty at the FOP Hall in Xenia.

## Future Events

- On April 26, 2014, Drug Drop Off at the Police Department.
- On April 28<sup>th</sup> and 29<sup>th</sup>, GUIDE Program goes to Camp Joy.

## Statistics

- Available next meeting.

## Fiscal

Budget (Final Appropriation)	\$2,330,600.00
Expenditures as of February 28, 2014	\$429,386.27
% of Budget Used	18.2%
% of Budget Year Target for the end of February	16.6%
% of Budget Remaining	81.8%
Cash Balance as of February 28, 2014	\$459,280.38

Respectfully submitted,

Michael A. Brown  
Chief of Police



Michael A. Brown  
Chief of Police

## Police Blotter

### February 10, 2014

- Theft report was taken at Bayberry Cove Apartments
- Theft reported from a building on Wilmington-Dayton Road
- Report regarding receiving stolen property

### February 11, 2014

- Two theft reports taken from the Sugarcreek Plaza

### February 12, 2014

- Nothing to report

### February 13, 2014

- Nothing to report

### February 14, 2014

- Domestic Violence was investigated at an address on Surrey Trail.

### February 15, 2014

- Nothing to report

### February 16, 2014

- Report of vandalism in Bayberry Cove Apartments

### February 17, 2014

- Domestic Violence was investigated at an address on Waynesville Road

### February 18, 2014

- Nothing to report

**February 19, 2014**

- A driver was arrested for OVI on Wilmington Pike

**February 20, 2014**

- A driver was arrested for OVI on Wilmington Pike
- A driver was arrested for OVI and Open Container on Wilmington Pike

**February 21, 2014**

- Report of an OVI at S. Alpha Bell Road

**February 22, 2014**

- Report of disorderly conduct on Wilmington Pike

**February 23, 2014**

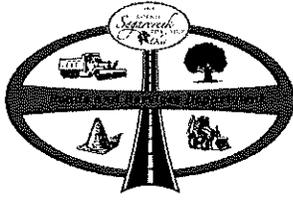
- Theft and Vandalism reported on Wilmington Pike

**February 24, 2014**

- Nothing to Report

**February 25, 2014**

- Unruly juvenile complaint was investigated



**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**

- 2-16 Drifting snow
- 2-17 Drifting snow

**Accomplishments:**

- Plow snow
- Pothole repair
- Completed paperwork for county paving program
- Inventory equipment
- Moved piles of snow in cul-de-sacs
- Department head meeting
- Meeting with regional planning about Carpenter Creek
- Replace water pump belt on 705
- Wash trucks and bays

**Budgetary Awareness Items:**

- 132.75 hours overtime
- 71.75 Seasonal hours

**Fiscal**

<b>End of Year Totals</b>	
Budget	\$
Expenditures as of xxxxxx	\$
% of Budget Used	%
% of Budget Year Target	%
% of Budget Remaining	%
Cash Balance as of xxxxxxxx	\$

2-24 through 2-28 Patch potholes, clean trucks, Sod- Mailbox repairs  
 3-3 through 3-7 Patch potholes, Sod-mailbox repairs, Paint hallways and offices.  
 Respectfully,

Anthony W. Lamb  
 Roads and Services Supervisor



## **Staff Report for the Sugarcreek Township Board of Trustees February 18, 2014 through February 27, 2014**

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:**

- **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:**

- **February 11, 2014 Meeting: Canceled**
- **March 11, 2014 Meeting**
  - **BZC01-2014:** Applicant, EDCI II Partnership, is requesting a minor modification to a PUD Plan to allow for the Final Development Plan for Traditions of Sugarcreek to remain in effect for two additional years. The subject properties are Upper Bellbrook Road, parcel L32000100120023500, owned by EDCI II Partnership, and 3820 Upper Bellbrook Road, parcel L32000100120001900, owned by Byrdie Kay Lorenz and Dinah Joy Schwartzkopf. An extension was granted on 8/9/2011 to allow the Final Development to remain in effect until 3/19/2014.

### **Permits:**

- See attached spreadsheet

### **Violations:**

- See attached spreadsheet

### **Accomplishments:**

- Attended RPCC Executive Committee Meeting on February 18, 2014 (Carpenter's Creek)
- Attended SRTS Committee Meeting on February 19, 2014 (school district is providing local funds to support SRTS Infrastructure Application)
- Attended MVRPC TAC Meeting on February 20, 2014
- Met with contractor on February 26, 2014 to discuss request for variance
- Attended Staff Meeting on February 26, 2014
- Met with property owner to discuss possible rezoning on February 26, 2014
- Attended BZA Meeting on February 27, 2014
- Prepared and delivered BZA Packets for February 27, 2014 Meeting
- Prepared and sent Legal Notice for BZC01-2014
- Completed BZA and SRTS Committee Minutes
- Completed inventory requested by Township Administrator
- Requested and received letter of support for SRTS Infrastructure Application from the MVRPC
- Prepared and submitted Infrastructure Application for SRTS
- Working with Tom's Mulch on plans for an Easter Egg Hunt
- Upcoming Appointments:
  - Bill Schieman-BZC term expires March 31, 2014
  - Jeffrey Bennett-BZA Alternate term expires March 31, 2014 (he was appointed at the end of last year to fill the unexpired alternate term of Mr. Betz when Mr. Betz became a full member)
  - Jack Gibson-BZA term expires July 31, 2014

### **Announcements/Upcoming Events:**

- Chamber of Commerce Meeting scheduled for Thursday, March 6, 2014 at 7:30 a.m. at Barleycorns
- BZC Meeting scheduled for Tuesday, March 11, 2014 at 7:00 p.m.
- Eden Yoga Open House scheduled for Saturday, March 15 from 10:00 a.m. to 3:00 p.m.
- MVRPC TAC Meeting scheduled for March 20, 2014
- BZA Meeting scheduled for Thursday, March 27, 2014 at 7:00 p.m.

## Zoning Certificate Totals 2014

	SFR	MFR	AcStrc	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	1	0	0	0	2	1	0	0	0	0	0	2	0	7
FEB	2	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	4
MARCH																		
APRIL																		
MAY																		
JUNE																		
JULY																		
AUGUST																		
SEPT																		
OCT																		
NOV																		
DEC																		
<b>TOTALS</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>11</b>

**11 ZCs issued ytd. vs. 6 ZCs issued same period 2012 (+83.3%). 3 ZCs for SFR issued ytd vs. 2 ZCs for SFR issued same period 2012 (+50%)**

**2/26/2014**



**Staff Report for  
Sugar Creek Township Trustees  
February 27, 2014**

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

**Items Completed:**

- Began deployment of Police body camera system with Sergeants and software installs across network. Sergeants begin testing next week.
- Continued deployment of replacement PCs as XP units get retired.
- Worked with Fire Dept. on mobile VPN usage in region
- Continued work with Summit Communications on Microwave solution
- Attended Dept. Head meeting

Respectfully,

Christopher A. Zappanti  
Director of Information Technology