



**Administrator's Report to the Trustees
April 21, 2014**

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

- I attended the CLOUT Board of Directors meeting on April 14th. The agenda included the election of the Chair and Vice Chair for the Board and extensive discussion on CLOUT priorities for this assembly.

Annexation law reform will continue to be a high priority for the group and we are working with several legislators to introduce other language. The Ohio Municipal League is working hard against us on current law and have introduced language in HB 461 that would eliminate the township taxes as currently provided in Type II annexations if the township were not providing services.

The legislators are on break until May. HB 277 on the annexation law change is scheduled for their first week back. The mining companies have entered concerns that by giving the townships "owner" status it would permit the townships to object to the Type II annexations like they used to and delay processes. That is not the case, but we expect new language to be added when it makes it to the Senate.

- The final pricing for Anthem insurance renewal has been received at 7.5%. This includes more than 5% in Affordable Care Act fees, so overall the rate increase is very good.

We are continuing to shop for other plans and the OBC is continuing to formulate a self-funded plan for 2016. The first meeting of the Self-funding committee was last week. Karen and I attended and will continue to remain involved to ensure our interests are met.

Fiscal:	
Budget:	\$ 428,605.00
Expenditures as of 3/31/14:	\$ 139,226.19
% of Budget Used:	32 %
% of Budget Year Target:	25 %
Remaining % of Budget Remaining:	68 %
Cash Balance as of 3/31/2014:	\$ 210,883.76

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugarcreek Township Trustees April 3, 2014 thru April 17, 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:

Annual SCBA Fit Testing
Rope Rescue Lecture
Special Needs Children Assessment

Statistics:

Fire Responses-33
EMS Responses-35

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.
- Monthly Officer meeting held
- Chief Pavlak attended Chamber of Commerce Meeting
- Chief Pavlak attended Eagle Rise Homeowners Association meeting
- Held monthly Officers meeting
- Chief Pavlak attended Greene County Fire Chief's meeting
- Fire Marshall's office is very busy with plan and plat reviews
- Need to discuss the replacement or repair of Engine 71
- Rescue 70 tablet in-service

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 April:

Sugar Maple Festival

Budgetary Awareness Items:

- A.) Fire Station Alerting funding-\$54,000.00 holding at this point
- B.) Microwave system upgrade- Budgeted at \$7600.000

FISCAL: March 2014.

Fire Budget: \$2,559,822.00 EMS Budget: \$ 235,000.00

Expenditures as of March 31, 2014

Fire: \$681,275.94 EMS: \$38,701.54

% of Budget Used:

Fire: 26.473% EMS: 16.409%

% of Budget Year Target:

Fire: 25.0% EMS: 25%

Remaining % OF Budget Remaining

Fire: 73.527% EMS: 83.591%

Cash Balance as of March 31, 2014:

Fire: \$1,193,655.08 EMS: \$88,062.70

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

April 21, 2014

Training

- On April 14th, SRO Officer Ron Gudgell completed the True-Lies Class at the Kettering Police Department.
- On April 27th – May 2nd, Detective Sergeant James Williams will be attending the Great Lakes Leadership Seminar to discuss leadership issues designed for Small Law Enforcement Agencies.
- On May 2, 2014, Officer Joseph Dooley and Officer Loni Gibson will be attending the Cops in Court Training at the Centerville Police Department.
- No classes scheduled for June.

Public Appearances

- On April 10th, Chief Brown attended the Chamber/Ministerial luncheon.
- Chief Brown also attended the HOA for Eagle Rise at the Safety Building.
- Detective Sergeant Williams, on behalf of Chief Brown, attended the Greene County Law Enforcement Association luncheon on April 17, 2014.
- On April 18th, on behalf of Chief Brown, Detective Sergeant Williams and Officer Shiloh Colon attended the Cross Walk Services at the park.

Future Events/Reminders

- The Police Department has completed the first two phases of the interview process for police officer.
- April 26th, Drug Drop Off at the Public Safety Building.
- April 28th and April 29th, the GUIDE students are going to Camp Joy.

Grants

- The Police Department received \$690.90 for the 2013-2014 Drug Use Prevention Grant.

Statistics

- April's report will be available in May.

Fiscal

Budget 2014 (Final Appropriation)	\$2,435,600.00
Expenditures as of April 18, 2014	\$798,838.52
% of Budget Used	32.5%
% of Budget Year Target for the end of April	33.2%
% of Budget Remaining	67.5%
Cash Balance as of April 18, 2014	\$1,136,458.81

**OVERTIME FOR TRUSTEE
REPORT**

MARCH	HOURS	
MANDATED (COURT, TRAINING, ETC.)		21
OPERATIONAL		244
TOTALS		265

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

March 31, 2014

- Nothing to Report

April 1, 2014

- An aided case was taken on Upper Bellbrook Road
- Individual arrested for OVI on Wilmington Pike

April 2, 2014

- Domestic Dispute on Surrey Trail

April 3, 2014

- An aided case was taken on Wilmington Pike

April 4, 2014

- Individual arrested for OVI/endangering others on State Route 725

April 5, 2014

- Report of burglary on Mead Road
- A report of misuse of a credit card
- Individual arrested for OVI/disorderly conduct on Carpenter Road

April 6, 2014

- Subject was arrested on a warrant

April 7, 2014

- Nothing to report

April 8, 2014

- Fraud complaint was taken from a resident on Salinas Circle

April 9, 2014

- Domestic Violence reported on Valais Court
- OVI arrest on Wilmington Pike

April 10, 2014

- Subject was arrested on a warrant

April 11, 2014

- Aided case on Bayberry Cove

April 12, 2014

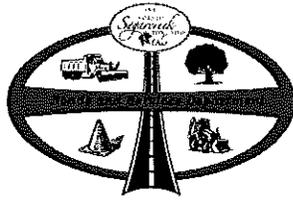
- An arrest of possession of drugs and disorderly conduct in Soaring Heights

April 13, 2014

- Found property on I 675
- Report of shoplifting at a business on Wilmington Pike

April 14, 2014

- Nothing to report



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

- 4-7 Stop sign down (Glory and Carpenter Roads)

Accomplishments:

- Sod repair (plow damage)
- Mail box repair
- Re defined ditch 2432 Ferry Road
- Plow repair on 707
- Pot hole patch
- Cleared culvert after heavy rains
- Tilled and platted gardens
- Updated Township markers

Budgetary Awareness Items:

- Full time 2 hours overtime

Fiscal

End of Year Totals	
Budget	\$ 1,028,884.00
Expenditures as of 3/31/14	\$ 243,310.39
% of Budget Used	% 24%
% of Budget Year Target	% 25%
% of Budget Remaining	% 76%
Cash Balance as of 3/31/14	\$ 588,065.72

Respectfully,

Anthony W. Lamb
Roads and Services Director



Staff Report for the Sugarcreek Township Board of Trustees April 7, 2014 through April 17, 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:

- o **April 24, 2014 Meeting**
 - o **BZA Case 02-2014:** Applicant, Ann Gibson, is requesting an area/dimensional variance Section 4.13, Table 4-6 of the Sugarcreek Township Zoning Resolution, to allow for an in ground pool to be constructed in the front and side yards. The subject property is 2471 Lower Bellbrook Road, parcel L32000200260000600, owned Stanley R. and Ann C. Gibson, and located in the A-1 (Agricultural) District. Pursuant to Section 4.13, Table 4-6 of the Sugarcreek Township Zoning Resolution, in ground pools must be located in the rear yard. The applicant is requesting an additional variance for approval of a requisite fence, a portion of which will be located in the front yard in excess of the 42" height allowance for fences located in a front yard pursuant to Section 7.04 B. 1. of the Sugarcreek Township Zoning Resolution.
- o **May 22, 2014 Meeting**
 - o **BZA Case 03-2014:** Applicant, Kevin Weckel, is requesting an area/dimensional variance from 4.13, Table 4-6 of the Sugarcreek Township Zoning Resolution, to allow for a detached garage to be constructed in the front yard. The subject is 5975 Little Sugarcreek Road, parcel L32000100120000200, owned by Kevin D. and Julianne Weckel, and located in the R-1A (Single Family Residential) District. Pursuant to Section 4.13, Table 4-6 of the Sugarcreek Township Zoning Resolution, detached garages are only permitted in side or rear yards.

Zoning Commission Activities:

- **May 13, 2014 Meeting**
 - **ZC Case 02-2014:** Van Atta Engineering is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 5250 Little Sugarcreek Road from A-1 (Agricultural) District to PUD-R (Residential Planned Unit Development) District. The subject property contains 69.030 acres, can be further identified by parcel number L32000100140001900, and is owned by Richard E. Pape. Van Atta engineering is also requesting preliminary development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for approval of the preliminary plan for a subdivision to be called Berryhill Estates.
 - The BZC will also have continued discussion on the compensatory storage initiative.

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Accomplishments:

- Attended BZC Meeting on April 8, 2014
- Attended Subdivision Review Meeting at Regional Planning on April 10, 2014
- Attended Chamber of Commerce Meeting on April 10, 2014
- Met with property owner about lot split on April 10, 2014
- Met with property owner about lighting issue on April 10, 2014
- Met with property owner to discuss construction of an accessory structure on April 14, 2014
- Met with property owner to discuss construction of an accessory structure on April 15, 2014
- Attended RPCC Executive Committee Meeting on April 15, 2014
- Met with property owner to discuss construction of an in ground pool and pool house on April 16, 2014
- Attended Department Head Meeting on April 16, 2014
- Completed and distributed Notices of Decision for BZA Case 01-2014
- Completed BZA Minutes
- Completed Staff Report for BZA Case 02-2014
- Prepared and delivered BZA Packets for the April 24, 2014 Meeting
- Completed review of Carpenter Creek Final Plan
- Provided copies of the Berryhill Estates Zoning Plat and Preliminary Plan to the County Engineer, Sanitary Engineering, Soil and Water and the Fire Department for review and comment

- o Transmitted a full copy of the application, zoning plat and preliminary plan for the Berryhill Estates subdivision to Regional Planning for review and recommendation (ORC requirement)
- o Upcoming Term Expirations:
 - o Jack Gibson-BZA term expires July 31, 2014

Announcements/Upcoming Events:

- o BZA Meeting scheduled for April 24, 2014
- o Orange Leaf Frozen Yogurt Customer Appreciation Event scheduled for April 24, 2014 from 6-9 p.m. (free frozen yogurt)
- o BZC Meeting scheduled for May 13, 2014
- o MVRPC TAC Meeting scheduled for May 15, 2014
- o I70/75 Development Summit scheduled for May 15, 2014
- o Zoning Inspector Meeting scheduled for May 22, 2014
- o BZA Meeting scheduled for May 22, 2014
- o Chamber of Commerce Meeting scheduled for June 5, 2014

Zoning Certificate Totals 2014

	SFR	MFR	AcSirc	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	0	0	0	2	0	0	7
FEB	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	4
MARCH	8	0	2	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	12
APRIL	0	0	5	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	1	1	1	9
MAY																						
JUNE																						
JULY																						
AUGUST																						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	11	0	7	0	1	0	1	0	3	2	0	0	0	1	1	1	0	0	3	2	2	32

32 ZCs issued ytd. vs. 29 ZCs issued same period 2012 (+10%). 11 ZCs for SFRs issued ytd vs. 9 ZCs for SFRs issued same period 2012 (+22%)

Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
3789 Ferry	junk cars/misc. junk	4/17/2014	Updated citation sent in preparation for referral to XMC, abatement agreement entered into
1895 N. Lakeman	junk, PMC Violations	1/30/2014	Abated
1128 McBee	chair at road and trailers	1/30/2014	Abated
4404 Centerville Road	cond of horses, dilapidated struc.	4/2/2014	referred to Humane Society-horses, called Building Dept. -can't assist,
	campers in front yard-occupied?		meeting held with property owner; property owner to abate campers
1823 N. Lakeman	abandoned couch	1/30/2014	Abated
2528 Valais	fence condition	4/17/2014	Advisory Notice sent
Edelweiss and Wilmington Day	brush	4/14/2014	Working with property owner on ongoing abatement
Tom' Mulch	lighting	4/10/2014	Property owner agreed to abate by 3/15/2014; per po breaker turned off pending final solution
4348 Roscommon	foreclosure-PMC Violations	3/13/2014	Property is listed for sale
2414 Ferry Road	Selling fire wood	tbd	Investigating
Kohls/Walmart	trash	4/17/2014	Contacted Kohls and RG Properties; abatement action ongoing



**Staff Report for
Sugar Creek Township Trustees
April 17, 2014**

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

Items Completed:

- Microwave project – American Tower responded. Indicated they feel the project should be quick to pass through their system.
- Attended Greene County PSISN Board meeting with Mr. Tiffany.
- Attended department head meeting.
- Had Viewu apply latest firmware to body cameras for Police Dept.
- Worked with Ohio LEADs dept. on Police project (LEADs queries through NWS via mobiles).
- Quote updates for new network equipment with vendors.

Respectfully,

Christopher A. Zappanti
Director of Information Technology