



**Administrator's Report to the Trustees  
July 7, 2014**

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

- Attended the Xenia Township work session on June 19<sup>th</sup> at the request of their trustees. Bath Township trustees were also in attendance to discuss the possible implementation of a TIF on the area to help dissuade a possible annexation of more than 1,000 acres from the two townships. We also discussed zoning strategies to work with the property owner and keep them in the township preventing further annexations in the future.
- Boy Scout Justin Havens has met with me regarding a bike rack project that he has designed. We will now look for sponsors and professionals to help mentor and assist him with the construction of the project. His bike rack is proposed for location at the Middle School once completed.
- Attended the grand opening event for Murphy's Irish Pub on June 19<sup>th</sup>.
- Attended the River Ridge II Homeowners Association meeting at Sugar Valley Country Club on June 23<sup>rd</sup> along with Trustee Bryant, Chief Brown and Sergeant White. The meeting was well attended and we fielded a number of questions from the residents on various subjects. No negative comments were received and overall the residents seem very happy with the services the township provides.
- Met with Trustee Daugherty and Karen to review proposed changes to the Personnel Policies and Procedures manual. The committee that has worked on the project has done a very good job to date. We are finalizing three sections and then will be forwarding the draft to legal counsel for review and input.

|                                  |               |
|----------------------------------|---------------|
| <b>Fiscal:</b>                   |               |
| Budget:                          | \$ 436,605.00 |
| Expenditures as of 6/2/14:       | \$ 199,672.30 |
| % of Budget Used:                | 45 %          |
| % of Budget Year Target:         | 42 %          |
| Remaining % of Budget Remaining: | 55 %          |
| Cash Balance as of 6/2/142014:   | \$ 185,703.70 |

Respectfully Submitted,

Barry P. Tiffany  
Township Administrator

## **Staff Report for Sugar Creek Township Trustees June 13, 2014 thru July 2, 2014**

The following information is a snap shot of the activities and areas of responsibilities for Sugar Creek 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:**

Live Fire Training Burn House  
Drug Bag Review  
Thermal Imaging Camera use  
Search and Rescue Training

### **Statistics:**

Fire Responses-48  
EMS Responses-40

### **PERSONNEL:**

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

### **Accomplishments/Information:**

- Chief Pavlak attended Department Head meeting
- Chief Pavlak Greene County EMA Board Meeting
- Engine 71 is back in service
- Fire/EMS crews attended Touch a Truck day at Crossview Church
- Chief Pavlak attended Dayton Regional Haz.-Mat. Board Meeting
- Monthly Officers meeting held
- Chief Pavlak attended Greene County Fire Chiefs meeting
- Two personnel staffed Gator 71 for the Air Show last weekend. We received a thank you for our commitment and help for this event.
- Participated in BARC field day. (Ham Radios)

**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 Solutions. On hold until Xenia and Greene County make a decision on software.
- New Fire and EMS Reporting Software Programs. We are ready to progress with this now that Xenia/Greene Central is committed to New World Systems for five more years. Once Xenia finalizes the plan, we will make a presentation to the Trustees for our software needs.

**SCHEDULED EVENTS FOR REMAINDER OF July:**

**House Burn Possible in late July**

**Budgetary Awareness Items:**

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

**FISCAL: May 2014.**

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

**Expenditures as of April 30, 2014**

Fire: \$1,045,941.24 EMS: \$81,358.02

**% of Budget Used:**

Fire: 43.502% EMS: 40.014%

**% of Budget Year Target:**

Fire: 41.67% EMS: 41.67%

**Remaining % OF Budget Remaining**

Fire: 56.498% EMS: 59.986%

**Cash Balance as of April 30, 2014:**

Fire: \$759,128.40 EMS: \$63,976.77

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown  
Chief of Police

## Trustee Report July 7, 2014

### Training

- The officers have completed their proficiency practice at the range.
- No classes are scheduled for July.

### Public Appearances

- On June 17<sup>th</sup>, Chief Brown attended the ACE Task Force Board of Directors Meeting.
- On June 18<sup>th</sup>, Officer Powers conducted a Crime Prevention Assessment at the St. Paul Church on Wagner Road.
- On June 23<sup>rd</sup>, Chief Brown attended the River Ridge II HOA Meeting.
- On June 25<sup>th</sup>, Chief Brown attended the Montgomery County Chief's Luncheon.
- On June 27<sup>th</sup>, the Farmer's Market made a donation to the Family Resource Center.
- On July 2<sup>nd</sup>, Chief Brown attended the New World Greene County Status Check Meeting.

### Statistics

- Report available next meeting in July.

**Fiscal**

|   |                |
|---|----------------|
| Budget 2014 (Final Appropriation)           | \$2,435,600.00 |
| Expenditures as of July 1, 2014             | \$1,260,473.52 |
| % of Budget Used                            | 51.4%          |
| % of Budget Year Target for the end of July | 58.1%          |
| % of Budget Remaining                       | 48.6%          |
| Cash Balance as of July 1, 2014             | \$803,030.30   |

Respectfully submitted,

Michael A. Brown  
Chief of Police



Michael A. Brown  
Chief of Police

## Police Blotter

### June 10, 2014

- An arrest of shoplifting on Wilmington Pike

### June 11, 2014

- An arrest of shoplifting at a business on Wilmington Pike
- An arrest of drug possession
- An OVI arrest on Wilmington Pike and Cyo Road
- A report of disorderly conduct on Wilmington Pike

### June 12, 2014

- A warrant arrest was taken by an officer

### June 13, 2014

- A burglary report on Conference Road
- A shoplifting report at a business on Wilmington Pike

### June 14, 2014

- A shoplifting report at a business on Wilmington Pike
- A vandalism report was taken on Surrey Trail

### June 15, 2014

- An aided case was taken
- A vandalism report was taken on Feedwire Road
- An arrest of an open container on I-675

**June 16, 2014**

- An arrest of shoplifting on Wilmington Pike

**June 17, 2014**

- A report of found property on Lakeman
- An OVI arrest on Feedwire

**June 18, 2014**

- A report of domestic dispute on Lakeman
- An arrest of shoplifting on Wilmington Pike
- An OVI arrest on Wilmington Pike and Briggs Road

**June 19, 2014**

- Property damage report on Settlers Bay Court
- An OVI arrest on Wilmington Pike

**June 20, 2014**

- Subject was arrested on a warrant
- Found property on State Route 725

**June 21, 2014**

- Subject was arrested on a warrant
- An OVI arrest on I 675

**June 22, 2014**

- An arrest for domestic violence, assault, resisting arrest, OVI/drugs on Washington Mill Road

**June 23, 2014**

- An arrest of shoplifting on Wilmington Pike

**June 24, 2014**

- A shoplifting arrest at a business on Wilmington Pike
- An aided case on Social Row Road
- Two warrant arrests were taken by officers

**June 25, 2014**

- An aided case was taken by an officer
- An arrest of shoplifting on Wilmington Pike
- Two warrant arrests were taken by an officer

**June 26, 2014**

- An assault report on Surrey Trail

**June 27, 2014**

- An arrest of shoplifting on Wilmington Pike
- An OVI/drug arrest on Wilmington Pike and Cloy Road

**June 28, 2014**

- An arrest of shoplifting on Wilmington Pike
- An OVI/drug arrest on Wilmington Pike

**June 29, 2014**

- An assault report on Seema Drive
- An OVI arrest on Willow Creek

**June 30, 2014**

- A domestic violence report on Lakeman Drive
- A shoplifting arrest at a business on Wilmington Pike



**Staff Report for  
Sugar Creek Township Trustees  
July 7, 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**

- 6-26 dead deer on Shepherd Road

**Accomplishments:**

- Mowing cycle
- Trim brush on Middle Run Road
- Mowed lot at 2415 Washington Mill Road for fire training
- Dura patched Brown road, North Church Court, Bayberry Cove Drive, Washington Mill Road
- Repaired erosion around surface drain Roscommon Way
- Mowed 2090 Ferry Road and the plaza area
- Changed main broom on street sweeper

**Upcoming Projects:**

July 7<sup>th</sup> – 31<sup>st</sup>: Prep Conference Road and Spring Valley Alpha Road for the chip seal program, mow 2090 Ferry Road and the plaza area, mowing cycle, prep Carpenter Road for paving program, Trim trees on Washington Mill Road, Sweep cycle.

Respectfully,

Anthony W. Lamb  
Roads and Services Supervisor



**Staff Report for the Sugarcreek Township Board of Trustees  
June 17, 2014 through July 3, 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 **July 24, 2014 Meeting**
  - o **BZA07-2014:** Applicant, Matthew J. Borszcz is requesting an area/dimensional variance from Section 4.13 Table 4-6 and Section 4.13 D. 3. a. of the Sugarcreek Township Zoning Resolution to allow for the construction of a detached garage with a 1773 SF footprint (larger than the 25% of the floor area of the principal structure permitted) to be located partially in the front yard. The subject property is 1031 Paxon, parcel L32000100130035100, owned by Matthew J. and Korrine Borszcz, and located in the R-1A (Single Family Residential) District.
  - o **BZA08-2014:** Applicant, John P. Harmeyer DDS, is requesting an area/dimensional variance from Section 8.10 B. 5. of the Sugarcreek Township Zoning Resolution to allow for the construction of a ground mounted monument sign at a setback of 4' from the right-of-way line. The subject property is 4291 Sugarcreek Drive, parcel L32000100030013800, owned by John P. Harmeyer, and located in the B-2 (General Business) District.

**Zoning Commission Activities:**

- o **July 8, 2014 Meeting**
  - o Complete discussion on proposed Floodplain Overlay
- o **August 12, 2014 Meeting**

- **ZC Case 03-2014:** Hills Land and Development is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 3820 Upper Bellbrook Road from R-PUCD (Residential Planned Unit Conservation Development) District to PUD-R (Residential Planned Unit Development) District. The subject property contains 115.19 acres, can be further identified by parcel number L32000100120001900, and is owned by Birdie Kay Lorenz and Dinah Joy Schwartzkopf. Hills Land and Development is also requesting preliminary development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for approval of the preliminary plan for The Landings at Sugarcreek subdivision.

**Permits:**

- See attached spreadsheet

**Violations:**

- See attached spreadsheet

**Meetings/Accomplishments:**

- Met with business owner to discuss moving into the township on June 23, 2014
- Met with realtor to discuss lot split on June 23, 2014
- Met with property owners and Soil and Water to discuss the construction of a shed on June 24, 2014
- Met with property owner and Soil and Water to discuss a drainage issue on June 24, 2014
- Met with Boy Scout leader to discuss signage for annual sale on June 24, 2014
- Met with contractor to discuss alterations to approved addition on June 30, 2014
- Met with resident to discuss the construction of a shed on June 30, 2014
- Met with resident to discuss the construction of a detached garage on June 30, 2014
- Met with contractor to discuss the construction of a fence on July 1, 2014
- Attended Department Head Meeting on July 2, 2014
- Met with contractor to discuss construction of a detached garage on July 2, 2014
- Met with property owner to discuss the construction of a detached garage on July 3, 2014
- Finalized Floodplain Overlay text (compensatory storage) for BZC consideration
- Prepared and delivered BZC Packets for the July 8<sup>th</sup> Meeting
- Transmitted application and plans (BZC03-2014) to County Engineer, Sanitary Engineering, Soil and Water, the Fire Department and Regional Planning for review and comment
- Upcoming Term Expirations:
  - Jack Gibson-BZA term expires July 31, 2014

**Announcements/Upcoming Events:**

- o Zoning Commission Meeting scheduled for July 8, 2014
- o MVRPC Technical Advisory Committee Meeting scheduled for July 17, 2014
- o BZA Meeting scheduled for July 24, 2014

Zoning Certificate Totals 2014

|        | 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    | 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    | 1   | 0    | 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  | 1   | 0   | 5      | 1    | 0    | 1     | 1   | 1    | 1     | 0   | 0   | 1   | 1    | 0    | 0   | 0    | 0    | 0  | 1   | 1   | 2     | 15     |
| MAY    | 4   | 0   | 7      | 0    | 4    | 1     | 2   | 0    | 1     | 1   | 2   | 0   | 0    | 0    | 0   | 0    | 0    | 0  | 0   | 0   | 1     | 23     |
| JUNE   | 4   | 0   | 3      | 1    | 4    | 0     | 0   | 1    | 2     | 0   | 0   | 0   | 0    | 0    | 0   | 0    | 0    | 0  | 0   | 0   | 1     | 16     |
| JULY   | 0   | 0   | 3      | 0    | 0    | 1     | 0   | 0    | 0     | 0   | 0   | 0   | 0    | 0    | 0   | 0    | 0    | 0  | 0   | 0   | 0     | 4      |
| AUGUST |     |     |        |      |      |       |     |      |       |     |     |     |      |      |     |      |      |    |     |     |       |        |
| SEPT   |     |     |        |      |      |       |     |      |       |     |     |     |      |      |     |      |      |    |     |     |       |        |
| OCT    |     |     |        |      |      |       |     |      |       |     |     |     |      |      |     |      |      |    |     |     |       |        |
| NOV    |     |     |        |      |      |       |     |      |       |     |     |     |      |      |     |      |      |    |     |     |       |        |
| DEC    |     |     |        |      |      |       |     |      |       |     |     |     |      |      |     |      |      |    |     |     |       |        |
| TOTALS | 20  | 0   | 20     | 2    | 9    | 3     | 3   | 3    | 2     | 7   | 3   | 2   | 2    | 1    | 1   | 1    | 0    | 0  | 3   | 5   | 0     | 81     |

81 ZCs issued ytd. vs. 63 ZCs issued same period 2013 (+29%). 20 ZCs for SFRs issued ytd vs. 11 ZCs for SFRs issued same period 2012 (+82%)

## 2014 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,                     |
| 1823 N. Lakeman                | campers in front yard-occupied?    |            | meeting held with property owner; property owner to abate campers                          |
| Edelweiss and Wilmington Dayt  | abandoned couch                    | 1/30/2014  | Abated   |
| Tom's Mulch                    | brush                              | 7/2/2014   | Abated   |
| 4348 Roscommon                 | lighting                           | 4/24/2014  | Abated   |
| 2414 Ferry Road                | foreclosure-PMC Violations         | 5/27/2014  | Sale pending; discussion new owner responsibilities with title co. and new owner           |
| Kohls/Walmart                  | Selling fire wood                  | tbid       | Investigating  |
| 727 Walden                     | trash                              | 5/27/2014  | Ongoing abatement  |
| 1784 Sonoma                    | junk, PMC Violations, flat tire    | 7/2/2014   | Met with property owner on site; developing action plan                                    |
| 1817 Silverado                 | truck parked in rear yard          | 5/29/2014  | Abated   |
| Area behind Kohls              | cars blocking sidewalk             |            | Referred to PD   |
| Fox Run-building lots (3)      | grass in excess of 12"             | 5/29/2014  | Abated   |
| Jeremy Woods-building lots (2) | grass in excess of 12"             | 6/26/2014  | Abated; contacted property owner needs to be cut again                                     |
| Kamdar lot SR 725              | grass in excess of 12"             | 6/26/2014  | Abated   |
| Edelweiss and Wilmington Dayt  | grass in excess of 12"             | 7/3/2014   | Abated; contacted property owner needs to be cut again                                     |
| Dunkin Donuts lot (Wilm. Pike) | grass in excess of 12"             | 7/2/2014   | Property owner working on abatement  |
| 1010 Little Sugarcreek Road    | grass in excess of 12"             | 6/5/2014   | Abated   |
| North Lakeman, 4371 Tollgate   | grass in excess of 12"             | 6/9/2014   | Abated   |
| 2873 Ferry Road                | cat problem in the neighborhood    |            | Contacted Animal Control, explained trapping procedure to complainant                      |
| 681 South Alpha Bellbrook Road | grass in excess of 12"             | 7/3/2014   | Notice of Violation sent; house fire   |
| 4312 Timberwilde               | grass in excess of 12"             | 7/2/2014   | Declared nuisance, set to mow  |
| Wilmington Dayton-vacant lot   | grass in excess of 12"             | 6/11/2014  | Abated   |
| 3939 Wilmington Dayton         | grass in excess of 12"             | 7/2/2014   | Abated   |
| Crossview Christian Church     | business oprting, MRF conversic    | 7/3/2014   | Advisory Notice to be sent to property owner   |
| N. Lakeman (lot 191)           | 6 cars for sale in auxiliary lot   |            | Contacted church, worked out plan to address issue   |
|                                | permanent sign w/o ZC-not perm     | 6/26/2014  | Advisory Notice sent to property owner, as well as telephone conversation                  |

July 3, 2014



**Staff Report for  
Sugar Creek Township Trustees  
July 3, 2014**

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

**Items Completed:**

- Attended Department Head meeting.
- Attended PSISN / NWS 10.2 release status review meeting.
- Resolved issue with Police Dept. LPR communicating with regional system
- Scheduled install date for St. 71 Lenel is 7/8 – 7/10
- Submitted paperwork to LEADs for Police project: move communications over to VPN connection from existing 56k circuit
- Staged / pulled Lenel wiring in St. 712 with Gary Branstetter in preparation for Lenel install
- Reviewed new fleet management options with Gary Branstetter

Respectfully,

Christopher A. Zappanti  
Director of Information Technology