

Staff Report for Sugarcreek Township Trustees August 14, 2014 thru August 28, 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:

Active Shooter Training
Pediatric/Child Abuse Sign and Symptoms and Legal Aspects
Live Fire Training Burn House

Statistics:

Fire Responses-37
EMS Responses-39

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 attended EMA Board Meeting
- Chief Pavlak continues to have communications with Mr. Greg Horn with the City of Centerville reference fire department funding.
- E-74 is back in Service.
- Fire Crews helped the Chamber of Commerce with Golf Outing
- Promotional testing is completed.
- Fire Marshals radio grant is submitted. The grant is for 800 MHz radios for the MARCS system. We applied for \$49,205.00. Should have notification by end of October.
- Monthly Officer meeting held.
- Fire Crews participate in Lions Club Parade and also nightly clean up of festival grounds.
- Fire Personnel attended Health Insurance Updates
- Fire/EMS Personnel reviewing Medic unit demos for future replacement of Medic 72
- Fire Personnel attended Browns Run Home Association Meeting
- Fire Crews attended Applebee's re-grand opening

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.
- Submitted for approval July 17, 2014 to Mr. Tiffany. 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.

SCHEDULED EVENTS FOR REMAINDER OF:

Chamber meeting September 4th. 12 noon
9-11 Events at the UPS Store 1300 hours to 1800 hours
Cross view Christian Church-Safety Day September 23rd

Budgetary Awareness Items:

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

FISCAL: July 2014.

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

Expenditures as of August 8, 2014

Fire: \$1,510,055.60 EMS: \$112,917.94

% of Budget Used:

Fire: 58.678% EMS: 47.877%

% of Budget Year Target:

Fire: 58.33% EMS: 58.33%

Remaining % OF Budget Remaining

Fire: 41.322% EMS: 52.123%

Cash Balance as of August 8, 2014:

Fire: \$490,098.54 EMS: \$76,189.80

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report September 2, 2014

Training

- On September 17th, Sergeant Detective Williams, Detective Black, and Detective Coltrane will be attending the OARRS for Law Enforcement.
- On September 24th, Detective Sergeant Williams will be attending *Slide, Tumble, and Roll* to increase education and training for Crash Reconstruction.
- Officer Loni Gibson is on a waiting list to attend the Electronic Speed Measuring Device Class given by Ohio State Highway Patrol.
- No other classes scheduled.

Public Appearances

- On August 19th, Chief Brown attended the Applebee's Grand Opening.
- On August 22, 2014, the Farmer's Market donation had to be moved to September 5th.
- On August 25th, Chief Brown went over to the Golf Outing at Sugar Valley Country Club.
- On August 27th, Chief Brown attended the Montgomery County Chief's luncheon.
- On August 27th, Chief Brown attended the Brown's Run HOA Meeting. Sergeant Marlatt had the Community Outreach Traller at the event.
- See the attached letter from the Bellbrook-Sugarcreek Family Resource Center.

Statistics

- Report available next meeting.

Fiscal

Budget 2014 (Final Appropriation)	\$2,435,600.00
Expenditures as of August 31, 2014	\$1,501,471.10
% of Budget Used	61.2%
% of Budget Year Target for the end of August	66.4%
% of Budget Remaining	38.8%
Cash Balance as of August 31, 2014	\$1,481,007.72

Future Events

- GUIDE Kick-off on September 24th, at 1:00 p.m.

Please welcome our new officer!

Respectfully submitted,

Michael A. Brown
Chief of Police



Bellbrook-Sugarcreek Family Resource Center
51 S. East Street, Bellbrook, OH 45305 (937) 848-3810

Sugarcreek Township Police Department
Attn: Chief of Police Mike Brown
4398 Clio Road
Sugarcreek Township, OH 45459
Phone: 937-848-3479
Linda Lotspaih ([lotspaih@sugarcreektownship.com])

August 18, 2014

Dear Chief Brown,

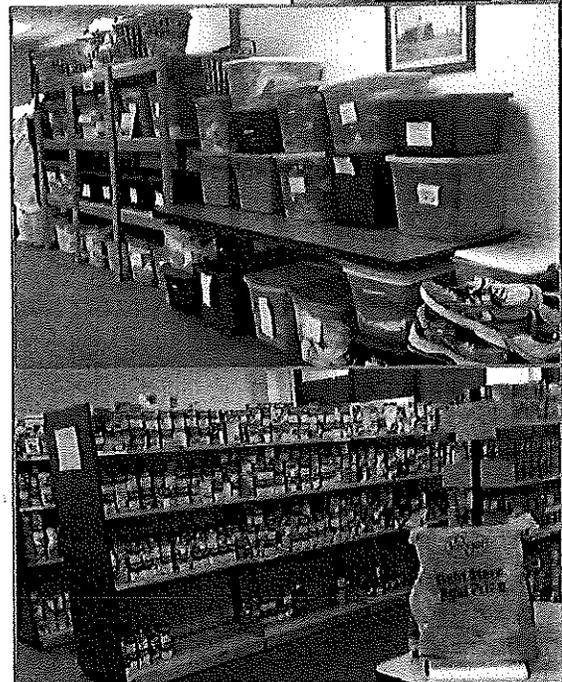
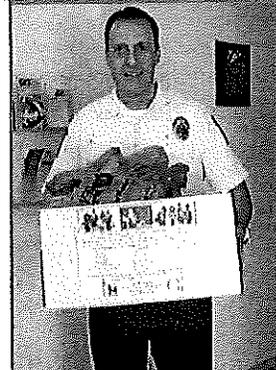
On behalf of the Bellbrook-Sugarcreek Family Resource Center, I would like to thank you and the Sugarcreek Township Police Department for your donation to our Back-To-School Supply Drive. As you can see from the attached sheet, to date this year, we have assisted 74 students with their school supply needs. Our department receives no state-funding for this drive. All of the supplies that we pass-on are 100% donated items. So your support is invaluable to the low-income families that we serve from our local community. Thank you! It is only through the care and giving of individuals and departments like yours that we can continue to serve and help others.

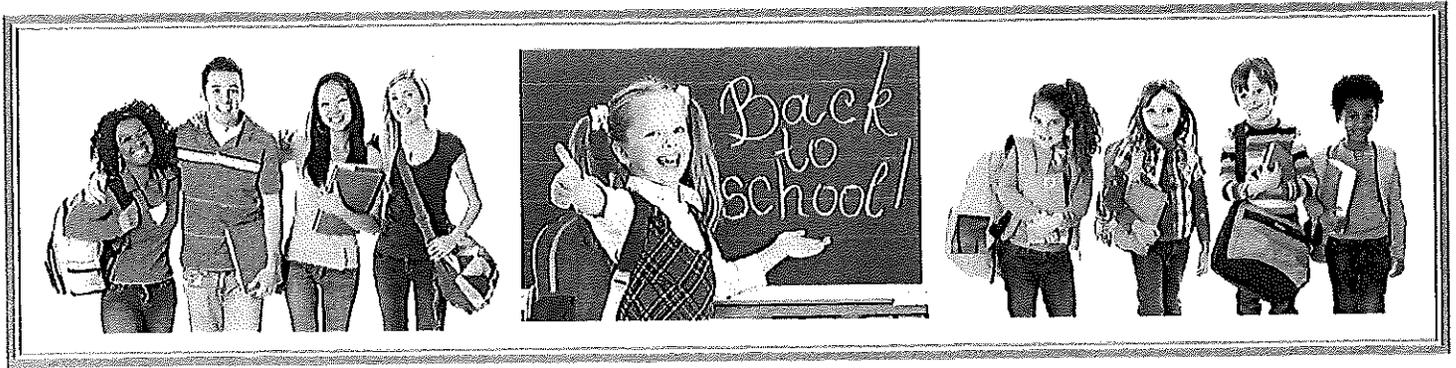
The Family Resource Center is a community-based program that is part of the Greene County Family and Children First Department. As a grassroots initiative, we rely heavily on donations from local community entities, organizations, and individuals. If you are interested in further supporting the Family Resource Center and its Clothing Boutique and/or the Ministerial Association Food Pantry that we operate, needed items are updated on a Web Site "Wish List" at <http://www.co.greene.oh.us/fc> (go to the Quick Links section on the bottom right-hand corner of the page and click on "Bellbrook/Sugarcreek FRC Wish List"). Donations given to the Family Resource Center are tax deductible to the full extent the law allows.

Each month, I see numerous local families that are going through difficult times and I can assure you that your donations and efforts do make a positive difference. Thank you for supporting our community and unselfishly reaching out! We truly appreciate it!

Sincerely,

Carolyn L. Destefani, Social Service Program Specialist





Bellbrook-Sugarcreek Family Resource Center
Back-To-School Supply Drive 2014

Currently assisting 74 local Low-Income Students
with most of their needed school supplies (as of 8/22/14)



Thank you for your support!

Carolyn Destefani
51 South East Street, Bellbrook, OH 45305
cdestefani@co.greene.oh.us
Phone: (937) 848-3810





Michael A. Brown
Chief of Police

Police Blotter

August 11, 2014

- A warrant arrest on Bayberry Cove Road
- A report of criminal trespassing in Plaza 2

August 12, 2014

- A warrant arrest was taken by an officer
- An arrest of shoplifting on Wilmington Pike

August 13, 2014

- A vandalism report was taken on Upper Bellbrook Rd.
- An open container arrest on Wilmington Pike

August 14, 2014

- A warrant arrest was taken by an officer
- An aided case was taken by an officer
- Report/arrest on N. Lakeman for theft/vandalism/violation of protection order and domestic violence

August 15, 2014

- An aided case was taken on Surrey Trail
- Two shoplifting arrest on Wilmington Pike and in Plaza 1

August 16, 2014

- Nothing to Report

August 17, 2014

- Two warrant arrest on Social Row Road and Shepherd Road
- An OVI/drugs arrest on Wilmington Pike

August 18, 2014

- An OVI arrest on Clio Road

August 19, 2014

- A report of contributing to unruliness on Surrey Trail

August 20, 2014

- A report of theft on Eden Meadows Way

August 21, 2014

- Found property on Sunset Court
- Two aided cases taken by officers
- An OVI arrest on I 675
- An OVI arrest on Wilmington Pike

August 22, 2014

- A report of theft from a building on Wilmington Pike
- A report of vandalism on Wilmington Pike

August 23, 2014

- A shoplifting arrest on Wilmington Pike

August 24, 2014

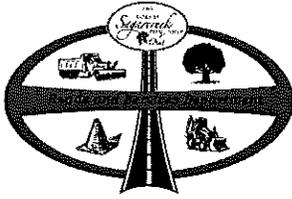
- An aided case was taken at Staples

August 25, 2014

- A warrant arrest was taken by an officer
- A fraud report was taken on Upper Bellbrook Road

August 26, 2014

- A shoplifting arrest was taken at a business on Wilmington Pike



**Staff Report for
Sugar Creek Township Trustees
September 1, 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

- 8-13 Dead animal Little Sugar Creek road

Accomplishments:

- Assisted fire department with lights at Station 71
- Removed dead tree on Carpenter Road
- Cleared drive on Carpenter Road (access to house for fire training)
- Redefined ditch on Gerhardt Cir.
- Removed banner for Lions Club festival
- Trimmed weeds around guardrails
- Arranged auction items
- Swept streets
- Mowed 2090 Ferry Road and plaza area

Upcoming:

August 25 – 29th: Mow 2090 Ferry Road and plaza area, mow cemetery, grade mound in back lot so it can be mowed, clear lot at Centerville and Waynesville Roads, clear brush in right of way Washington Mill Road.

Sept. 1 – 5th: Crack seal roads, mowing cycle, brush clearing various roads

Respectfully,

Anthony W. Lamb
Roads and Services Supervisor



**Staff Report for the Sugarcreek Township Board of Trustees
August 19, 2014 through August 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:

- o **August 28, 2014 BZA Meeting**
 - o **BZA09-2014:** Applicant, Patrick Gilligan, is requesting an area/dimensional variance from Section 8.10 D. 5. to allow for the construction of a 42 SF menu board. The subject property is 6490 Wilmington Pike, parcel L32000100030026900, owned by Gilligan Oil Company LLC, containing 1.051 acres, and located in the B-2 (General Business) District.
- o **September 25, 2014 BZA Meeting**
 - o **BZA10-2014:** Applicant, Fred Haney, is requesting an area/dimensional variance from Section 4.13, Table 4-6 to allow for the construction of a detached garage in the front yard. The subject property is 1341 Sugar Hill Lane, parcel L32000200270005900, owned by Frederick P. Haney, containing 6.19 acres, and located in the A-1 (Agricultural) District.

Zoning Commission Activities:

- o **August 12, 2014 Meeting: Follow-up**
 - o **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.

- The Zoning Commission recommended approval of the Map Amendment and approval of the Preliminary Development Plan subject to conditions.

- **September 9, 2014 Meeting: Cancelled**

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Meetings/Accomplishments:

- Attended Grand Reopening of Applebee's on August 12, 2014
- Met with property owner for pre-application meeting (BZA) on August 19, 2014
- Met with real estate agent to discuss proposed lot split on August 26, 2014
- Attended Department Head Meeting on August 27, 2014
- Met with property owner representative to discuss land in the township on August 27, 2014
- Completed Staff Report for BZA10-2014
- Completed Notices of Decision for BZC03-2014
- Completed Staff Report for BZC03-2014 for Trustees
- Completed BZA and BZC Minutes
- Prepared Agenda and packets for the August 28, 2014 BZA Meeting; delivered
- Prepared Trustees packets for BZC03-2014
- Continuing research on menu board requirements for consideration of a possible text amendment
- Sugar Valley Country Club plans approved (moving operations to 1840 House and Pro Shop to existing building on the property; also three tent permits approved)
- Plans for the Soccer Factory (2133 Ferry Road) under review
- Looking into ability to require registration for vacant foreclosed properties
- Requested and received updated list of floodplain property owners
- Looking at scheduling Zoning Commission meeting in October as a forum on compensatory storage (date tbd)

Announcements/Upcoming Events:

- BZA Meeting scheduled for August 28, 2014

- o Chamber of Commerce Meeting scheduled for September 4, 2014
- o Attending Workshop (Planning for Sign Code Success) on September 5, 2014
- o BZA Meeting scheduled for September 25, 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	2	0	7
FEB	2	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	4
MARCH	8	0	2	0	0	0	0	0	1	1	0	0	0	0	0	0	12
APRIL	1	0	5	1	0	1	1	1	1	0	0	1	0	0	1	2	15
MAY	4	0	7	0	4	1	2	0	1	1	2	0	0	0	0	1	23
JUNE	4	0	3	1	4	0	0	1	2	0	0	0	0	0	0	1	16
JULY	3	0	3	0	1	2	0	1	1	0	0	2	1	0	1	0	15
AUGUST	2	0	3	0	0	2	0	0	1	0	1	1	0	0	0	3	13
SEPT																	
OCT																	
NOV																	
DEC																	
TOTALS	25	0	23	2	10	6	3	3	9	3	3	4	2	0	4	8	105

105 ZCs issued ytd. vs. 102 ZCs issued same period 2013 (+3%). 25 ZCs for SFRs issued ytd vs. 21 ZCs for SFRs issued same period 2013 (+19%)

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, meeting held with property owner; property owner to abate campers
1823 N. Lakeman	abandoned couch	1/30/2014	Abated
Edelweiss and Wilmington Dayt	brush	7/2/2014	Abated
Tom's Mulch	lighting	4/24/2014	Abated
4348 Roscommon	foreclosure-PMC Violations	5/27/2014	Sold; discussion new owner responsibilities with title co. and new owner
2414 Ferry Road	Selling fire wood	fbd	Investigating
Kohls/Walmart	trash	5/27/2014	Ongoing abatement
727 Walden	junk, PMC Violations, flat tire	7/2/2014	Met with property owner on site; developing action plan
1784 Sonoma	truck parked in rear yard	5/29/2014	Abated
1817 Silverado	cars blocking sidewalk		Referred to PD
Area behind Kohls	grass in excess of 12"	5/29/2014	Abated
Fox Run-building lots (3)	grass in excess of 12"	7/17/2014	Abated; contacted property owner needs to be cut again
Jeremy Woods-building lots (2)	grass in excess of 12"	8/28/2014	Declared nuisance, owner served, township set to mow
Kamdar lot SR 725	grass in excess of 12"	8/28/2014	History of abatement, owner called again
Edelweiss and Wilmington Dayt	grass in excess of 12"	8/28/2014	Property owner working on abatement
Dunkin Donuts lot (Wilm. Pike)	grass in excess of 12"	6/5/2014	Abated
1010 Little Sugarcreek Road	grass in excess of 12"	8/28/2014	History of abatement, called bank again
North Lakeman, 4371 Tollgate	cat problem in the neighborhood		Contacted Animal Control, explained trapping procedure to complainant
2873 Ferry Road	grass in excess of 12"	8/28/2014	Notice of Violation sent; house fire
681 South Alpha Bellbrook Road	grass in excess of 12"	7/2/2014	Abated by township, contacted by maintenance company should be okay moving forward
4312 Timberwilde	grass in excess of 12"	6/11/2014	Abated
Wilmington Dayton-vacant lot	grass in excess of 12"	8/28/2014	History of abatement, be called again
3939 Wilmington Dayton	business oprting, MRF conversic	8/28/2014	Owner contacted, under review
Crossview Christian Church	6 cars for sale in auxiliary lot		Abated
N. Lakeman (lot 191)	permanent sign w/o ZC-not perm	8/28/2014	N. of Violation sent, came back unclaimed
Vacant land behind Liberty Nrs	grass in excess of 12"	8/28/2014	Abated
Areas within row (pork chops)	weed growth	7/17/2014	Roads and Services addressing
Sugar Ridge, Section 2	grass in excess of 12"	7/17/2014	Abated per agreement
1017 Paxon	condition of lot during cnstrcn	7/17/2014	Contacted builder, abatement action realized
1817 Silverado	trailers parked in rear yard	7/30/2014	They are speed trailers owned by resident
3607 Stutsman	grass in excess of 12"	8/27/2014	Contacted Property Maintenance Company, foreclosure, waiting on bank to approve bid

August 28, 2014

2014 Zoning/Property Maintenance Violations

1525 Clear Brook	grass in excess of 12"	tbi	Contacted Property Maintenance Company, foreclosure
4295 Mantell	tree down in rear yard	8/27/2014	Contacted Property Maintenance Company, foreclosure, waiting on bank to approve bid

August 28, 2014



**Staff Report for
Sugar Creek Township Trustees
August 28, 2014**

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

Items Completed:

- Submitted for final round of 2014 PC (XP) replacements – Fire and Police
- Attended Department head meeting
- Reviewed Fleet management options as recommended by Gary Branstetter
- Began review of alternatives to existing patch management system for all laptops and PCs
- Resolved server / mobile VPN issue

Respectfully,

Christopher A. Zappanti
Director of Information Technology