



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

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

- Salt shipments have begun but are coming in slowly. We have received approximately 247 tons in total so far. Spring Valley, village, and Jefferson Township will be acquiring salt out of our excess amount also. In total they should take less than 80 tons this year.

Representatives from the townships, cities and villages met with Bob Geyer last week to discuss how we will be salting/clearing roads this year. They have developed a policy that is specific to their organization that we will be modeling ours after for this year. Essentially, the main roads and hills will be maintained first and secondary roads and plats may not get treated until after the event.

We have discussed with several departments their use of "Beet Heat" and all agree it is saving them money, although none could be specific to the total in dollars. We priced the equipment necessary to use the product and it will cost approximately \$3k per truck to outfit the trucks, plus \$6k for the storage tank and equipment necessary to house the product for use. The product runs about \$1.40 per gallon and the recommended use rate is 10 gallons of product for application of salt at 600 pounds per two-lane mile. We may need to go to 7 gallons per 800 pound per two lane mile because our spreaders may not be adjustable any lower. Tony will be checking on that.

- Attended the Ohio State University Extension Office Advisory Committee meeting on 10/28/14.
- Attended the BZC meeting on Compensatory Storage.

Fiscal:	
Budget:	\$ 436,605.00
Expenditures as of 10/6/14:	\$ 343,907.87
% of Budget Used:	78 %
% of Budget Year Target:	75 %
Remaining % of Budget Remaining:	22 %
Cash Balance as of 10/6/142014:	\$ 206,860.30

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugarcreek Township Trustees October 16, 2014 thru October 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:

Ebola Response Training
Sport Injuries Training
Hose Testing

Statistics:

Fire Responses-26
EMS Responses-30

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 continues to have communications with Mr. Greg Horn with the City of Centerville reference fire department funding.
- Chief Pavlak worked with Mr. Zappanti, Mr. Tiffany and Image trend to finish contract details.
- Fire Marshal Trepanier made several meetings/inspections with the Costco Store project
- Chief Pavlak attended Greene County Fire Chiefs meeting
- Chief Pavlak, A/C Zimmerman attended Costco pre-opening meeting
- Working with Centerville PD on VIP and Grand opening IAP
- A/C Zimmerman attended Bellbrook- Sugarcreek Local schools safety meeting
- Fire crews attended Hope United Methodist Church pancake breakfast
- Hosted EVT testing
- Officers meeting held
- Chief Pavlak and A/C Zimmerman met with MBI Solutions
- Crews responded to attic fire on Sheppard Road
- Motorola has a recall on Portable radios. We have three new radios that fall under this recall.

- Preparing to file 2014-2015 AFG/FEMA grants. Looking at three possible items: Fire Station exhaust systems for Station 72, Fire Station Alerting and SCBA

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.

SCHEDULED EVENTS FOR REMAINDER OF NOVEMBER:

Christ Church Dinner
Costco VIP Party November 12th
Costco Grand Opening November 13th

Budgetary Awareness Items:

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

FISCAL: September 2014.

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

Expenditures as of October 6, 2014

Fire: \$1,958,989.93 EMS: \$136,187.62

% of Budget Used:

Fire: 74.822% EMS: 57.744%

% of Budget Year Target:

Fire: 75% EMS: 75%

Remaining % OF Budget Remaining

Fire: 25.178 EMS: 42.256%

Cash Balance as of October 6, 2014:

Fire: \$ 1,066,732.89 EMS: \$85,867.06

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report November 3, 2014

Training

- On November 3rd, SRO Officer Gudgell will be attending the ALICE Training.
- On November 21st, Officer Fallis will be attending the Procedural Justice and Police Legitimacy Course at Sinclair Community College.
- The Police Department attended the training for Ebola.
- No other classes scheduled.

Public Appearances

- On October 22nd, Chief Brown attended the Montgomery County Chief's Luncheon.
- On October 24th, SRO Officer Gudgell held a GUIDE Meeting.
- Thanks to all the vendors from the Farmer's Market for their donations to the Family Resource Center.
- On October 25th, the Community Outreach Trailer was at the Wildwood Block Party.
- A special "thanks" to everybody who helped with the Community Outreach Trailer. We had another successful year.
- On October 29th, Chief Brown and Officer Powers attended the River Ridge I community meeting. Officer Powers spoke about crime prevention, vacation house checks, etc.
- On October 31st, Chief Brown attended the Greene County Career Center Advisory Board.
- A special "thanks" to Officer Gudgell for weatherproofing the shelter at the range.

Statistics

- Available next meeting.

Fiscal

Budget 2014 (Final Appropriation)	\$2,435,600.00
Expenditures as of October 17, 2014	\$1,822,126.07
% of Budget Used	74.3%
% of Budget Year Target for the end of October	83%
% of Budget Remaining	25.7%
Cash Balance as of October 17, 2014	\$1,275,799.24

**Note: Was not given any new figures.



Remember to Vote

Respectfully submitted,

A handwritten signature in black ink that reads "M. Brown".

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

October 15, 2014

- Nothing to Report

October 16, 2014

- An arrest on 675 for DUI/Drugs
- An arrest for shoplifting on Wilmington Pike

October 17, 2014

- Nothing to Report

October 18, 2014

- A warrant arrest was taken by an officer

October 19, 2014

- Nothing to Report

October 20, 2014

- Nothing to Report

October 21, 2014

- A shoplifting arrest on Wilmington Pike
- Vandalism report on Surrey Trail

October 22, 2014

- A warrant arrest was taken by an officer
- A failure to reinstate a license report was issued by an officer
- A vandalism report was taken on Country Woods Drive
- An arrest of possession of drug on Wilmington Pike

October 23, 2014

- A vandalism report was taken on Wilmington Pike
- Three shoplifting arrest on Wilmington Pike

October 24, 2014

- A warrant arrest was taken by an officer
- A menacing arrest on Wilmington Pike

October 25, 2014

- Nothing to Report

October 26, 2014

- Nothing to Report

October 27, 2014

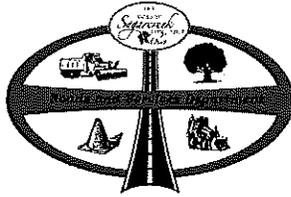
- Nothing to Report

October 28, 2014

- An arrest of shoplifting on Wilmington Pike
- An arrest of drugs/liquor laws violation on Social Row Road

October 29, 2014

- A warrant arrest was taken by an officer
- A theft report on Washington Mill Road



**Staff Report for
Sugar Creek Township Trustees
November 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.

Accomplishments:

- Dura patched Middle Run Road and drive 2090 Ferry Road
- Bermed Middle Run Road
- Mowed 2090 Ferry Road and the corner of Centerville and Waynesville Roads
- Backhoe maintenance
- Front end maintenance truck 706
- Cleared garden areas for mowing
- Cleaned shop
- Piled salt in salt shed
- Crack sealed Deerfield
- Proofs roll Carpenters Creek.

Fiscal

End of Year Totals	
Budget	\$1,028,884.00
Expenditures as of October 6, 2014	\$ 878,109.09
% of Budget Used	85%
% of Budget Year Target	75%
% of Budget Remaining	15%
Cash Balance as of October 6, 2014	\$ 468,344.15

Upcoming Projects:

Oct. 27th – Nov. 7, 2014: Crack seal Sears Road, Little Sugar Creek Road, and streets in Eagle Rise I, berm Middle Run Road, Sears Road, start setting up trucks in preparation of snow season.

Respectfully,

Anthony W. Lamb
Roads and Services Supervisor



Staff Report for the Sugarcreek Township Board of Trustees October 21, 2014 through October 30, 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:

- **October 23, 2014 BZA Meeting: Follow Up**
 - **BZA11-2014:** Applicants, Ralph and Rebecca Evans, are requesting an area/dimensional variance from Section 7.04 B. 1. of the Sugarcreek Township Zoning Resolution, to allow for the construction of a fence at a height of 5' in the front yard. The subject property is 2185 Stewart Road, parcel L32000200280003400, owned by Ralph and Rebecca Evans, containing 5.22 acres, and located in the A-1 (Agricultural) District. Pursuant to Section 7.04 B. 1. of the Sugarcreek Township Zoning Resolution, fences constructed in the front yard are limited to 42" in height.
 - **The BZA approved the request subject to Fire Department approval of the gate.**
- **November 20, 2014 BZA Meeting: Canceled**

Zoning Commission Activities:

- **October 21, 2014 BZC Meeting: Follow Up**
 - Discussion on the concept of compensatory storage and what a compensatory storage standard adopted locally might look like; ODNR Division of Soil and Water Resources Floodplain Management will be in attendance

- **Per BZC direction, staff is working on incorporating additional exemptions into the text, as well as further defining some terms. Text will posted online for citizen review/input once completed.**
- **November 4, 2014 BZC Meeting: Canceled**
- **Next meeting scheduled for December 9, 2014**

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Meetings/Accomplishments:

- Processed lot split for real estate agent on October 21, 2014
- Attended Zoning Commission Meeting on October 21, 2014
- Met with engineer to review lot split on October 22, 2014
- Met with resident to discuss setback requirements on October 22, 2014
- Attended BZA Meeting on October 23, 2014
- Processed lot split for engineer on October 28, 2014
- Met with contractor to discuss construction of entry gate on October 28, 2014
- Met with new owner of business in the township on October 28, 2014
- Met with owner representative to discuss business in the township on October 29, 2014
- Attended Department Head Meeting on October 29, 2014
- Met with owner representative to discuss business in the township on October 29, 2014
- Met with RPCC Executive Director on October 30, 2014
- Completed BZC Minutes
- Resolved addressing issue in Eric's Place (Walden Way) with USPS (city identifier in USPS system is now correct)
- Waiting on Prosecutor's Office input on ability to require registration for vacant foreclosed properties
- Preliminary Plat for the Landings at Sugarcreek received from Regional Planning and under review
- Requested Zoning Map updates (Landings and Oak Brooke subdivisions) from GIS
- Working on text updates to the draft Floodplain Overlay
- Working on draft text for pre-menu boards

Announcements/Upcoming Events:

- o Chamber of Commerce Meeting scheduled for November 6, 2014
- o Staff Review for the Landings Preliminary Plan scheduled for November 13, 2014 at RPCC
- o Zoning Inspectors Meeting scheduled for November 20, 2014 in Xenia Township

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	0	1	0	0	0	0	0	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	0	1	0	1	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	3	0	3	0	1	2	0	1	1	0	0	0	2	1	0	1	0	0	1	0	0	15
AUGUST	2	0	3	0	0	2	0	0	1	0	1	1	1	0	0	0	0	0	0	0	3	13
SEPT	2	0	6	0	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2	14
OCT	3	0	5	1	2	2	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	16
NOV																						
DEC																						
TOTALS	30	0	34	3	14	9	4	3	9	5	3	4	2	0	0	2	0	0	5	10	0	135

135 ZCs issued ytd. vs. 125 ZCs issued same period 2013 (+8%). 30 ZCs for SFRs issued ytd vs. 26 ZCs for SFRs issued same period 2013 (+15%)

10/30/2014

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 because agricultural, meeting held with property owner; property owner to abate campers
1823 N. Lakeman	campers in front yard-occupied?	1/30/2014	Abated
Edelweiss and Wilmington Dayt	abandoned couch	7/2/2014	Abated
Tom's Mulch	brush	4/24/2014	Abated
4348 Roscommon	lighting	9/9/2014	Work by new owner underway
2414 Ferry Road	foreclosure-PMC Violations	tbd	Investigating
Kohls/Walmart	Selling fire wood	5/27/2014	Ongoing abatement
727 Walden	trash	10/30/2014	Work group scheduled for November
1784 Sonoma	junk, PMC Violations, flat tire	5/29/2014	Abated
1817 Silverado	truck parked in rear yard		Referred to PD
Area behind Kohls	cars blocking sidewalk	5/29/2014	Abated
Fox Run-building lots (3)	grass in excess of 12"	10/16/2014	Abated
Jeremy Woods-building lots (2)	grass in excess of 12"	10/27/2014	Set to mow
Kamdar lot SR 725	grass in excess of 12"	9/11/2014	Abated
Edelweiss and Wilmington Dayt	grass in excess of 12"	10/16/2014	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	Abated
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"	10/28/2014	Notice of Violation sent; house fire, work on going
681 South Alpha Bellbrook Road	grass in excess of 12"	10/16/2014	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"	10/16/2014	Contacted property owner, maintenance scheduled
3939 Wilmington Dayton	business oprting, MRF conversic	10/16/2014	Talked to owner; referred to Building Department
Crossview Christian Church	6 cars for sale in auxiliary lot		Abated
N. Lakeman (lot 191)	permanent sign w/o ZC-not pemr	10/16/2014	2nd Notice to be sent
Vacant land behind Liberty Nrsng	grass in excess of 12"	8/28/2014	Abated
Areas within row (pork chops)	weed growth	7/17/2014	Abated; 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"	9/9/2014	Contacted Property Maintenance Company, lot mowed near house, asked for whole front mow

October 30, 2014

2014 Zoning/Property Maintenance Violations

1525 Clear Brook	grass in excess of 12"	9/16/2014 Abated
4295 Mantell	tree down in rear yard	9/9/2014 Abated
1304 Rose Lake	grass in excess of 12"	9/16/2014 Abated
4311 Killian	shed constructed w/o ZC	9/30/2014 Met with property owner, shed constructed too close to property lines, move or BZA
3243 Spillway	temporary orange fence in fy	9/29/2014 Has until 11/1/2014 to comply, owner is looking into permanent fence options
4361 Tollgate	condition of shed	10/16/2014 Advisory Notice pending
2415 Washington Mill	debris left after training burn	10/16/2014 Owner working on abatement; given 30 days

October 30, 2014



**Staff Report for
Sugar Creek Township Trustees
October 30, 2014**

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

Items Completed:

- IT Room AC project completed
- Extensive reviews and final negotiations with vendors for replacement network backup product
- Reviewed and responded to American Tower's latest lease proposal for Microwave project
- Reviewed ImageTrend contract for Fire Dept from IT perspective as requested by Mr. Tiffany
- Working on RSA login issue for Police Dept

Respectfully,

Christopher A. Zappanti
Director of Information Technology