



**Administrator's Report to the Trustees
January 5, 2014**

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

- Our two newest trucks are completely outfitted with the Beet Heat tanks and sprayers. They have been calibrated and are ready for service. We also have received the storage tanks and they are filled with product.
- Our benefits cooperative will be meeting this month to finalize the self-funding plan and specific rates and terms within the plan. Among those are the cost to leave the plan and/or refunds from the plan upon leaving depending on your experience.
- The legislature ended the year without voting on HB 277 regarding changes in the annexation law. We will need to begin again this year to see it through the Senate.
- Final changes have been added to the personnel manual update for adoption.
- The pre-construction meeting was held for the Clys Road project. The project should start within the next two weeks and will move slowly through the winter months. Traffic will be maintained during the project.

Fiscal:	
Budget:	\$ 436,605.00
Expenditures as of 12/2/14:	\$ 415,798.82
% of Budget Used:	95 %
% of Budget Year Target:	92 %
Remaining % of Budget Remaining:	5 %
Cash Balance as of 12/2/14:	\$ 188,386.53

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

Staff Report for Sugarcreek Township Trustees December 11, 2014 thru December 31, 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:

Dayton Power and Light electrical hazards training
Traffic Management training on Quick Clear
Fire Inspections for Company Inspections

Statistics:

Fire Responses-47
EMS Responses-53

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 work session and Trustee meeting
- Image Trend transition and training continues to move forward. We expect to implement on February 1st.
- Chief Pavlak attended department head meeting
- Chief Pavlak attended Dayton Regional Haz.-Mat Board meeting. Chief Pavlak was elected Chairman for 2015.
- Chief Pavlak attended Special work session
- Chief Pavlak and Fire crews attended Christmas Dinner hosted by Christ's Church
- Monthly Officer meeting held
- Chief Pavlak attended Greene County Fire Chiefs meeting
- Volunteer Firefighters Dependence Board annual meeting held
- Chief Pavlak attended P/R Communications open house
- Captain Bee Williams has resigned after 22 years of service. We wish Captain Williams the very best in all her future endeavors. With our deepest heartfelt thank you for serving Sugarcreek Township Fire Department and citizens with such dedication and ethics. Job well done Captain Williams!

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. This continues to be an area that has to been determined.

SCHEDULED EVENTS FOR REMAINDER OF January:

Budgetary Awareness Items:

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

FISCAL: November 2014.

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

Expenditures as of December 2, 2014

Fire: \$2,143,935.49 EMS: \$151,196.86

% of Budget Used:

Fire: 91.722% EMS: 70.208%

% of Budget Year Target:

Fire: 91.6% EMS: 91.6%

Remaining % OF Budget Remaining

Fire: 8.278% EMS: 29.792%

Cash Balance as of December 2, 2014:

Fire: \$ 644,780.39 EMS: \$92,839.83

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report

January 5, 2015

Training

- Officer Shiloh Colon will be taking the February Evidence Technician Class.
- Officer Craig Black will be taking the March Evidence Technician Class.
- All the training classes for 2014 have been completed.

Public Appearances

- The Police Department received a check from the Drug Prevention Grant Program. This money is used for the officer's salaries for working on the GUIDE Program.
- The Police Department presented two (2) new bikes to a girl and a boy in the township who had their bikes stolen right before Christmas.
- "Thanks" to everybody in the township who brought us food, candy, cookies, etc. for the holidays.

Statistics

- Available next meeting

Fiscal

Budget 2014 (Final Appropriation)	\$2,435,600.00
Expenditures as of December 31, 2014	\$2,270,309.59
% of Budget Used	92.6%
% of Budget Year Target for the end of December	100%
% of Budget Remaining	7.4%
Cash Balance as of December 31, 2014	\$867,423.51

Respectfully submitted,



Michael A. Brown

Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

December 8, 2014

- An aided case was taken by an officer

December 9, 2014

- Nothing to Report

December 10, 2014

- A domestic violence on Seton Hill Drive
- A fraud report on Cheatham Way
- A DUI/Drug arrest on Wilmington Pike

December 11, 2014

- A report of found property on Cloyo Road
- A theft arrest on Wilmington Pike
- A DUI arrest on Wilmington Pike

December 12, 2014

- A DUI/Drug arrest on Wilmington Pike and I 675

December 13, 2014

- A DUI/Drug arrest on Wilmington Pike and State Route 725

December 14, 2014

- An Aided Case was taken on Surrey Trail

December 15, 2014

- A warrant arrest was taken by an officer
- A shoplifting arrest on Wilmington Pike
- A criminal trespassing reported on Surrey Trail

December 16, 2014

- A theft report on Wilmington Pike
- A vandalism report on Surrey Trail

December 17, 2014

- A Drug Abuse arrest on Wilmington Pike and Cloy Road

December 18, 2014

- A shoplifting arrest on Wilmington Pike
- A theft report on Feedwire Road

December 19, 2014

- A theft report on Wilmington Pike
- A DUI/Drug arrest on Brown Rd.

December 20, 2014

- A warrant arrest was taken by an officer
- An aided case was taken on Wilmington Pike

December 21, 2014

- DUI/Drug arrest on Wilmington Pike and Cloy Road

December 22, 2014

- A theft report was taken on Feedwire Road.

December 23, 2014

- A Domestic Violence report was taken on Middle Run Road

December 24, 2014

- A theft report was taken on Wilmington Pike

December 25, 2014

- A warrant arrest was taken by an officer
- A unruly arrest at Bayberry Cove

December 26, 2014

- An assault arrest on Wilmington Pike

December 27, 2014

- An aided case was taken by an officer

December 28, 2014

- A Domestic Violence report was taken on Lower Bellbrook Road

December 29, 2014

- Nothing to Report



**Staff Report for
Sugar Creek Township Trustees
January 5, 2015**

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

- 12-16 Dead deer Timber trail
- 12-16 Glass in street Eden Meadows way
- 12-21 Tree down Little Sugar Creek road

Accomplishments:

- Mounted tanks on truck 701 and 702
- Plumbed and wired storage tanks
- Wired light for storage tank area
- Salted roads (Ice spots)
- Calibrated salt usage on truck 701 and 702
- Cut dead branch hanging over Ferry road
- Replaced hydraulic hoses on 702 from control block to salt spreader
- Started clearing tree on Little Sugar Creek road
- Mounted and wired antenna for cell phone at admin building

Fiscal

End of Year Totals	
Budget	\$1,028,884.00
Expenditures as of December 2, 2014	\$ 955,979.04
% of Budget Used	93%
% of Budget Year Target	92%
% of Budget Remaining	7%
Cash Balance as of December 2, 2014	\$ 360,412.71

Respectfully,

Anthony W. Lamb
Roads and Services Supervisor



Staff Report for the Sugarcreek Township Board of Trustees December 15, 2014 through December 31, 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:

- **December 18, 2014 BZA Meeting:** Follow-up
 - **BZA12-2014:** Applicant, Sugar Valley Golf Club, is requesting Conditional Use Approval under Section 4.08 C. Table 4-3 and Section 4.13 C. 3. Table 4-6 to allow for the construction of a 40' x 80' covered pavilion to be located approximately 56' from the edge of Stewart Road, between the existing 1840s House and the cart barn currently under construction. The subject property is 2602 Stewart Road, parcel L32000200300002500, owned by Sugar Valley Partners LLC, containing 130.253 acres, and located in the A-1 (Agricultural) District.
 - **The BZA granted Conditional Use Approval.**
- **January 22, 2015 BZA Meeting:** No applications were received prior to the meeting's closing date.

Zoning Commission Activities:

- **January 13, 2014 BZC Meeting**
 - **BZC04-2014:** Oberer Land Developers, LTD is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 23.99 acres on the west side of Little Sugarcreek Road (located approximately 1750' north of Feedwire Road) from A-1 (Agricultural) District to PUD-R (Residential Planned Unit Development) District. The subject property contains 23.99 acres, can be further identified by parcel number L32000100020001200, and is owned by Betty Ann Earley and

Stephen Hawn. Oberer Land Developers LTD is also requesting preliminary development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for approval of the preliminary plan for the proposed subdivision. After the conclusion of the hearing, the matter will be submitted to the Board of Township Trustees for its action. ***This case was tabled at the December 9, 2014 BZC Meeting and will be continued.***

- **BZC05-2014:** Redwood Living is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 31.0325 acres located at the northeast corner of the intersection of Silverado Drive and Center Point Drive (the subject property is located at the terminus of Silverado Drive) from O-1 (Office) District and PUD-B-2 (General Business Planned Unit Development District) to PUD-R (Residential Planned Unit Development) District. The subject property contains 89.819 acres (of which 31.0325 acres are subject to this rezoning request) can be further identified by parcel number L32000100030000800 (part of) and is owned by Ramona Ann Spears and James P. Grodecki Trustee. Redwood Living is also requesting preliminary development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for approval of the preliminary plan for a proposed multi-family development. After the conclusion of the hearing, the matter will be submitted to the Board of Township Trustees for its action.

- **BZC06-2014:** The Sugarcreek Township Board of Trustees is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 56.6088 acres located along the north and south sides of Clio Road (approximately 1100' from the intersection of Clio Road and Wilmington Pike and approximately 2900' from the intersection of Clio Road and Feedwire Road) from O-1 (Office) District and PUD-B-2 (General Business Planned Unit Development District) to B-2 (General Business) District. The subject property contains 89.819 acres (of which 56.6088 are subject to this rezoning request), can be further identified by parcel number L32000100030000800 and is owned by Ramona Ann Spears and James P. Grodecki Trustee. After the conclusion of the hearing, the matter will be submitted to the Board of Township Trustees for its action.

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Meetings/Accomplishments:

- Met with landowner representative on December 15, 2014

- o Attended RPCC Executive Committee Meeting on December 16, 2014
- o Attended BZA Meeting on December 18, 2014
- o Teleconference with ODOT to discuss SRTS projects on December 29, 2014
- o Met with property owner to discuss construction of a barn on December 29, 2014
- o Met with property owner to discuss Advisory Notice on December 30, 2014
- o Attended Department Head Meeting on December 31, 2014
- o Completed Staff Report for BZA Case 12-2014
- o Prepared and transmitted packets for the December 18, 2014 BZA Meeting (delivered via email)
- o Completed Minutes from the December 9, 2014 BZC Meeting
- o Prepared Trustee packets for the Public Hearing on BZC Case 02-2014-F
- o Prepared and sent Legal and Public Notices for the January 5, 2015 Trustee Meeting
- o Prepared and sent Legal and Public Notices for the January 13, 2015 Trustee Meeting
- o Processed attendance records for the BZA and BZC for 2014, sent out for member review prior to transmission to the Fiscal Office for payment
- o Prepared 2015 Meeting Schedules for BZA and BZC
- o Preparing Staff Reports for BZC Cases 05-2014 and 06-2014

Announcements/Upcoming Events:

- o BZC Meeting scheduled for January 13, 2015
- o Winter Farmers Market scheduled for January 15, 2015
- o BZA Meeting scheduled for January 22, 2015
- o OTA Conference scheduled for January 28-30, 2015

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	0	1	1	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	3	0	3	0	1	2	0	1	1	0	0	0	2	1	1	0	0	0	1	0	0	15
AUGUST	2	0	3	0	0	2	0	0	1	0	1	1	1	1	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	1	0	1	0	0	2	1	0	2	0	0	0	0	0	0	0	0	0	0	0	1	8
DEC	1	0	1	0	0	2	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1	7
TOTALS	32	0	36	3	14	13	5	3	11	6	3	4	3	4	2	0	0	6	12	12	150	

150 ZCs issued ytd. vs. 140 ZCs issued same period 2013 (+7%). 32 ZCs for SFRs issued ytd vs. 28 ZCs for SFRs issued same period 2013 (+14%)

12/31/2014

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,
	campers in front yard-occupied?		meeting held with property owner; property owner to abate campers
1823 N. Lakeman	abandoned couch	1/30/2014	Abated
Edelweiss and Wilmington Daytc	brush	7/2/2014	Abated
Tom's Mulch	lighting	4/24/2014	Abated
4348 Roscommon	foreclosure-PMC Violations	12/9/2014	Abated
2414 Ferry Road	Selling fire wood	12/30/2014	Advisory Notice to be sent
Kohls/Walmart	trash	5/27/2014	Ongoing abatement
727 Walden	junk, PMC Violations, flat tire	11/24/2014	Outside work done, property given list of items to complete
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"	10/16/2014	Abated
Jeremy Woods-building lots (2)	grass in excess of 12"	11/10/2014	Township set to mow
Kamdar lot SR 725	grass in excess of 12"	9/11/2014	Abated
Edelweiss and Wilmington Daytc	grass in excess of 12"	11/24/2014	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"	12/30/2014	Notice of Violation sent; house fire, work on going
681 South Alpha Bellbrook Roac	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"	11/13/2014	Abated
3939 Wilmington Dayton	business oprting, MRF conversion	10/16/2014	Talked to owner; complaint 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 perm.	11/24/2014	Working with Prosecutor's Office on Notice of Violation
Vacant land behind Liberty Nrg	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

December 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	Applicant considering options, shed constructed partially on open space land
3243 Spillway	temporary orange fence in fy	9/29/2014	Abated, applied for Zoning Certificate for two fence types
4361 Tollgate	condition of shed	12/30/2014	Applicant applied (shed will be completed within 60 days and moved to conforming location)
2415 Washington Mill	debris left after training burn	11/24/2014	Abated
2471 Lower Bellbrook Road	inground pool without a fence		Property owner opted for automatic pool cover, as permitted in the ZR; no fence required
2656 Lower Bellbrook Road	above ground pool without a fence		Above ground pool with a sidewall above 4' tall; no fence required
2120 Upper Bellbrook Road	inoperable vehicles	12/30/2014	Advisory Notice sent
Behind Lowes/near Silverado	trash	12/30/2014	Called Lowe's and property management co

December 30, 2014



**Staff Report for
Sugar Creek Township Trustees
January 5, 2015**

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

Items Completed:

- Final few XP PC replacements underway
- Resolved VPN / RSA issues
- Finalized plans to change Spam management host providers
- Prepared Cisco and mail archiving software for EOY rollover
- Resolved a few body camera issues for Police, returned two units to manufacturer under warranty
- Awaiting Greene County Building permit to begin tower work

Respectfully,

Christopher A. Zappanti
Director of Information Technology