



Randall J. Pavlak
Fire Chief

Fire Administration: 937-848-7344
Fax: 937-848-5185

4398 Cloy Road
Dayton, Ohio 45459

Staff Report for Sugarcreek Township Trustees February 12, 2015 thru February 26, 2015

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:

Ice Rescue Training
Haz-.Mat Tech class and refresher
Finishing Standing Order Protocols

Statistics:

Fire Responses-10
EMS Responses-33

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 Trustee meeting
- Image Trend is working well, crews are pleased and mandatory reporting is working properly. Our efficiencies have improved with reporting accuracies, turning the medic units around at the hospital and the stress on our crews has decreased with this new reporting software.
- Chief Pavlak attended Chamber of Commerce meeting
- The Union and Management has a tentative contract agreement. Trustees to vote on the agreement March 2nd.
- Chief Pavlak attended Greene County Fire Chiefs Meeting
- Chief Pavlak attended deposition on the Oberer/Centerville case
- We are in the process to fill two open Fulltime Firefighter/Paramedic positions
- Bellbrook Lions Club donated \$519.00 for firefighting tools for the new Quint. Thank you Bellbrook Lions Club for supporting our fire department!
- The Taft dry hydrant project is coming to a close. I will have a short report on this project in late March.
- Fire Marshal's office is very busy with new plan reviews and inspections. New businesses we are currently reviewing are: Cabela's, Kroger Cornerstone, Tokyo Restaurant, Bagger Dave's Burger and Tavern, Chick-Fil-A, Islamic Society of Greater Dayton Fire Alarm, Final Development Plan Approval for Phase 1, Blocks A and B of the Landings of Sugarcreek subdivision, Medix Urgent Care and Occupational Health, Cornerstone Shops 2,
- Chief Pavlak attended the Greene County EMA Board Meeting. Chief Pavlak was reappointed the Chair of Greene County EMA

- Congratulations to Michael and Julie Kirnec on the birth of their first baby boy.

STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:

- Fire Station Alerting Solutions. Exploring a new solution to this problem and will have a presentation in March.

SCHEDULED EVENTS FOR March:

Budgetary Awareness Items:

- A.) Fire Station Alerting funding-\$54,000.00 holding at this point
- B.) Purchase New Medic Unit for 2015-\$142,000.00 budget

FISCAL: December 2014. (January not available)

Fire Budget: \$2,604,572.00 EMS Budget: \$ 235,000.00

Expenditures as of January 3, 2015 (Year end 2014)

Fire: \$2,522,025.36 EMS: \$176,342.28

% of Budget Used:

Fire: 96.326% EMS: 74.769%

% of Budget Year Target:

Fire: 100% EMS: 100%

Remaining % OF Budget Remaining

Fire: 3.674% EMS: 25.231%

Cash Balance as of January 3, 20145

Fire: \$ 534,467.47 EMS: \$94,359.49

Respectfully submitted,

Randy Pavlak, Fire Chief



Michael A. Brown
Chief of Police

Trustee Report March 2, 2015

Training

- Officer Craig Black will be attending the March Evidence Technician Class.
- Officer Loni Gibson and Officer Lesley Stayer will be attending the A.R.I.D.E (Advanced Roadside Impaired Driving Enforcement) two-day training class.
- On April 1, 2015, Officer Plummer will be attending the Mobile Subject Control Training.
- On April 7th, Detective Nick Coltrane and Officer Plummer will be attending the First Responders Clandestine Lab Awareness Training at Soin Medical Center.
- No other classes scheduled.

Thank You

- The Police Department received a thank you letter from the Bellbrook-Sugarcreek Schools for the ALICE Training.
- The Police Department also received a check for \$600.00 from the Bellbrook Lions Club to purchase a portable scene light.

Statistics

- Available next meeting

Fiscal

Budget 2015 (Final Appropriation)	\$2,377,200.00
Expenditures as of February 28, 2015	\$397,526.29
% of Budget Used	16.6%
% of Budget Year Target for the end of February	16.6%
% of Budget Remaining	83.4%
Cash Balance as of February 28, 2015	\$485,444.77

Respectfully submitted,



Michael A. Brown
Chief of Police



Bellbrook Lions Club
P.O. Box 111
Bellbrook, OH 45305



February 16, 2015

Chief Mike Brown
Sugar Creek Township Police Department

Dear Chief Brown:

The Bellbrook Lions Club is pleased to assist you with purchasing a Portable Scene Light. Enclosed is a check for \$600.00. We are hopeful that this will make it possible for you to purchase the light in order to increase the safety of your officers and better serve the community.

As always, when we work together, we are able to assist you in providing the residents the excellent service you are noted for. We value our continued relationship with your department, and we appreciate all the assistance you have given us with our projects in the past.

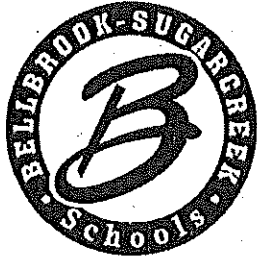
Sincerely,

A handwritten signature in cursive script that reads "Kirk Barrett".

Lion Kirk Barrett, President

A handwritten signature in cursive script that reads "Linda Worthington".

Lion Linda Worthington, Vice President



BELLBROOK-SUGARCREEK SCHOOLS

"Soaring Toward Excellence"

Jeffrey K. Lewis, Ed.D.
Manager of Business

February 17, 2015

Michael A. Brown, Chief
Sugarcreek Township Police Department
4398 Clyo Road
Sugarcreek Township, Ohio 45459

Dear Chief Brown,

Our *ALICE* training last Friday was impressive and effective, and staff member's attitude about the active training program was attentive and positive. The preparation that went into the morning in-service was noteworthy, and the fact that law enforcement was present for the entire event signified a definite interest in this topic and an authentic partnership with Bellbrook-Sugarcreek Schools.

On behalf of our staff and administration, we thank Officer Gudgell, Captain Johnson and you for participation and leadership. The county-wide protocol is an exemplar for every county, and it is a fluid and dynamic resource. Many hours of research, discussion and planning went into formulating that comprehensive plan. Thank you for your department's vested interest in *Active Shooter Protocol* and concern and care for our students, adults and schools.

Please pass on to Officer Gudgell our sincere thanks to him; he was an awfully good bad guy in Friday's program. We look forward to strengthening an already solid partnership with Sugarcreek Township Police and Fire Departments.

Sincerely,

Keith S. St. Pierre, Ed.D.
Superintendent

Jeffrey K. Lewis, Ed.D.
Manager of Business



Michael A. Brown
Chief of Police

POLICE BLOTTER

February 9, 2015

- A shoplifting arrest on Wilmington Pike
- A report of misuse of a credit card
- Two (2) arrests of possession of drugs
- A DUI arrest on I-675

February 10, 2015

- Nothing to Report

February 11, 2015

- A warrant arrest was taken by an officer
- A charge of failure to inform an officer of carrying a weapon

February 12, 2015

- A warrant arrest was taken by an officer
- A report of theft from a vehicle on Wilmington Pike

February 13, 2015

- An aided case on Wilmington Pike
- Found property on 725

February 14, 2015

- An aided case was taken by an officer
- A vandalism report on Eldeweiss Drive

February 15, 2015

- A domestic violence arrest on Lower Bellbrook Road

February 16, 2015

- A warrant arrest was taken by an officer
- An aided case report on North Lakeman

February 17, 2015

- A theft report on Swigert Road

February 18, 2015

- Nothing to Report

February 19, 2015

- Nothing to Report

February 20, 2015

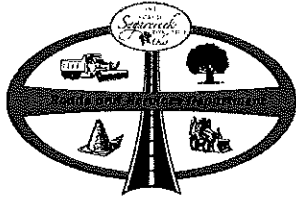
- A menacing report on Wilmington Pike
- An unauthorized use of motor vehicle on Waynesville Road

February 21, 2015

- Nothing to Report

February 22, 2015

- A DUI/Drug arrest on Wilmington Pike



**Staff Report for
Sugar Creek Township Trustees
March 2, 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

- 2-11 Dead animal
- 2-16 Snow
- 2-18 Drifting
- 2-20 Snow
- 2-21 Snow

Accomplishments:

- Patched potholes
- Replaced cutting edge on 701
- Replaced cutting edge on 705
- Plowed snow
- Plowed drifts
- Cleaned shop/ Breakroom
- Vehicle cleaning
- Assisted Zoning with signs

Fiscal

End of Year Totals	
Budget	\$1,028,884.00
Expenditures as of xxxxxx	\$ 955,979.04
% of Budget Used	93%
% of Budget Year Target	92%
% of Budget Remaining	7%
Cash Balance as of xxxxxxxx	\$ 306,412.71

Respectfully,

Anthony W. Lamb
Roads and Services Supervisor



Staff Report for the Sugarcreek Township Board of Trustees February 17, 2015 through February 25, 2015

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:

- **February 26, 2015 BZA Meeting**
 - **BZA01-2015:** The Bellbrook Sugarcreek Park District is requesting area/dimensional variances from Section 8.09 B. to allow for the construction of three signs (one along the parcel's Little Sugarcreek Road frontage, one along its Swigart Road frontage and one along its Feedwire Road frontage). The applicant is also requesting approval for two of the proposed signs to be placed on 12" x 12" oak beams (as opposed to being placed on the ground or attached to a supporting structure). The subject property is located at 789 Little Sugarcreek Road, can be further identified by parcel number L32000100010007900, contains 247.462 acres, is located in the A-1 (Agricultural) District and is known as the Sweet Arrow Reserve.
 - **BZA02-2015:** Ernst Ready Mix Inc. is requesting a use variance from Sections 4.15 A. and 4.10 C. 4. c. to allow for the construction of a 48' x 96' detached garage to provide additional inside storage area for their trucks. The subject property is located at 2130 Ferry Road, can be further identified by parcel number L32000100110000400, contains 21.669 acres and is located in the I-1 (Industrial), E (Estate Residential) and W-P (Well Field Protection Overlay) Districts.

Zoning Commission Activities:

- **March 10, 2015 BZC Meeting**

- **BZC02-2015:** Hills Land and Development Company is requesting Final Development Plan Approval for Phase 1, Blocks A and B (45 lots) of the Traditions of Sugarcreek. The subject property is 3820 Upper Bellbrook Road, part of parcel L32000100120001900, and is owned by Birdie Kay Lorenz and Dinah Joy Schwartzkopf. This particular phase of the development contains 27.837 acres (total parcel acreage is 115.189).

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Meetings/Accomplishments:

- Met with property owner to discuss the construction of a horse barn on February 17, 2015
- Met with property owner to discuss the construction of a barn on February 18, 2015
- Met with property owners to discuss the construction of new home on February 19, 2015
- Met with property owner representative to discuss the construction of a detached garage on February 24, 2015
- Met with developer and BZC Chairperson to discuss landscaping plan for Sweet Arrow Reserve (the Earley Property) on February 24, 2015
- Attended Department Head Meeting on February 25, 2015
- Completed BZA Packets for the February 26, 2015 Meeting (delivered via email)
- Completed BZA Minutes
- Completed Legal and Public Notices for BZC02-2015 (Hills Land and Development Company)
- Transmitted plans for BZC02-2015 to Greene County Engineer's Office, Sanitary Engineering and Soil and Water for comment
- Completed Staff Reports for BZA01-2015 (Park District) and BZA02-2015 (Ernst)
- Applied for grant for bike helmets from the American Academy of Pediatrics; secured sponsorship from Dayton Children's
- Completed preliminary review of plans for Conditional Use Request prior to applicant submittal; provided comments

Announcements/Upcoming Events:

- BZA Meeting scheduled for February 26, 2015
- BZC Meeting scheduled for March 10, 2015
- Winter Farmers Market scheduled for March 20, 2015
- Fresh Thyme grand opening scheduled for March 25, 2015 at 6:45 a.m.

2015 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
727 Walden	junk, PMC Violations, flat tire	11/24/2014	Outside work done, property owner given list of items to complete inside
Edelweiss & Wilmington Dayton	condition of lot	2/11/2015	Property owner working on abatement
N. Lakeman (lot 191)	permanent sign w/o ZC-not perm.	2/17/2015	2nd Notice sent; property owner called, given until the end of March to remove sign
4311 Killian	shed constructed w/o ZC	9/30/2014	Owner had survey-shed on HOA land, working with HOA, will move or appeal to BZA
4361 Tollgate	condition of shed	1/14/2015	Owner moved shed (not 8' from property line), given 30 days to complete project
2120 Upper Bellbrook Road	inoperable vehicles	1/21/2015	Advisory Notice sent-reinspection scheduled
3878 Ferry Road	accessory structure w/o ZC	2/25/2015	Advisory Notice sent; property owner called, will get with me next week (out of town)
Five Seasons	Handicapped spaces blocked		PD made contact
4311 Kelsey's Court	Dogs kept in outdoor enclosure		Referred to Greene County Animal Control
Tollgate Lane	carpet pad in driveway	2/19/2015	Made contact with owner's child, left card; reinspect
3808 Wilmington Dayton	mattress at road	2/25/2015	Advisory Notice sent; property owner called, will remove this week

February 25, 2015

Zoning Certificate Totals 2015

	SFR	MFR	AcStrc	Bsmt	Deck	Fence	P/F	Pool	Add/R	COM	Temp	U/S	Wall	Sign	Grd	Sign	Home	Oc	Ten	Fin	Other	TOTALS
JAN	2	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
FEB	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
MARCH																						
APRIL																						
MAY																						
JUNE																						
JULY																						
AUGUST																						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	4	0	4	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9

9 ZCs issued ytd. vs. 11 ZCs issued same period 2014 (-18%). 4 ZCs for SFRs issued ytd vs. 3 ZC for a SFR issued same period 2014 (+33%)

02/25/2015



**Staff Report for
Sugar Creek Township Trustees
February 26, 2015**

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

Items Completed:

- Awaiting final schedule for Microwave install – weather complicating the plan
- Continued preparation for move to 2012 servers & network rebuild
- Preparing IT equipment asset disposal list
- Updated Cisco application in tandem with vendor
- Resolved server hardware issue (HDD failure)
- Attended Department head meeting

Respectfully,

Christopher A. Zappanti
Director of Information Technology