



**Administrator's Report to the Trustees  
October 5, 2015**

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

- Cara and I met with Hills Development and Mark Bruscia regarding the combing of their projects as a modified final on the Landings. They are making final changes pursuant to the comments at the Regional Planning meeting
- The broker on the sale of approximately 6 acres on Clyo reports they are close to closing on the property.
- I have met with and or taken phone calls from all four candidates in this year's election for Trustee. The candidates are very engaged and working hard to be informed.
- Attended CLOUT Executive Board and two Legislative Committee conference calls. We are working hard to introduce acceptable changes in the annexation statutes. The Home Builders Association is presenting some strong opposition to the proposed legislation from the last session.
- Clyo Road project continues. A section between the front of Cub Foods and Burger King will remain closed for approximately 2-3 weeks due to total replacement of the pavement and changes in the profiles.

<b>Fiscal:</b>	
Budget:	\$ 443,692.00
Expenditures as of 9/1/2015:	\$ 322,270.85
% of Budget Used:	72%
% of Budget Year Target:	67%
Remaining % of Budget Remaining:	28%
Cash Balance as of 9/1/2015:	\$ 280,326.15

Respectfully Submitted,

Barry P. Tiffany  
Township Administrator



Randall J. Pavlak  
Fire Chief

## Staff Report for Sugarcreek Township Trustees September 16, 2015 thru September 25, 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 Assistant Chief Zimmerman at 937-848-7344.

### Trainings:

- CPR recertification
- Slice-rs training
- Auto Extrication

### • Statistics:

- 17 EMS reports
- 22 Fire reports

### Accomplishments/Information:

- September 19, White Fence Farms (Ron Kehl Park) block party
- September 22, Cross View Christian Church (touch a truck event)
- September 22, Bellcreek Intermediate (touch a truck event)
- Part Time Interviews continue
- Hydrant painting is on going
- Hose testing is on going
- September 23 Officer Meeting
- September 23 Shift Commander Meeting
- October 1, Grand Opening Dunkin Donuts
- BW3 restaurant event staff engine

### Status of Significant Issues the Fire Department is Addressing:

- Fire Station Alerting Solutions
- Funding for 2016 and beyond

**Scheduled Events for September/October:**

- School Board Safety meeting October 8
- Fire Prevention week October 4-10
- October 5, Station Open House 5pm -8pm
- October 10, East of Eden block party
- October 8, Browns Run block party
- October 9, School Tour Station 71
- October 17, Halloween in the Park from 3-6
- EVT testing October 17
- Ladder testing October 26 and 27

**Budgetary Awareness Items:**

- Fire Station Alerting funding-\$54,000.00
- Upgrade Medic 73 computer \$3100.00
- Air Packs \$205,000.00

**Fiscal:**

<b>As of September 4, 2015</b>	<b>Fire</b>	<b>EMS</b>
<b>Budget</b>	\$2,364,846.00	\$228,712.00
<b>Expenditures</b>	\$1,546,012.29	\$ 133,459.21
<b>% of Budget Used</b>	64.969	58.162%
<b>% of Budget Year Target for the end of September</b>	75%	75%
<b>% of Budget Remaining</b>	35.031%	41.838%
<b>Cash Balance</b>	\$ 1,086,897.36	\$ 55,224.69

Respectfully submitted,

Joann Zimmerman  
Assistant Fire Chief



Michael A. Brown  
Chief of Police

## Trustee Report

October 5, 2015

### Training

- Officer Powers completed his Traffic Collision Investigations Level 1 Class.
- Our officers completed their EVOC training.
- During the week of September 21<sup>st</sup>, Officer Plummer completed the STEP XIV 2015 class. He will be attending week 2 in November and week 3 in December.
- On October 8<sup>th</sup>, SRO Officer Ron Gudgell will be attending *Operation Street Smart* in Mason, Ohio. The goal is to provide current and up-to-date narcotics information.
- On October 13<sup>th</sup>, Detective Sergeant Guerrero and Detective Stayer will be attending the 2015 Montgomery County Prosecutor's Law Enforcement Conference.
- No other classes to report.

### Public Appearances

- On September 23<sup>rd</sup>, Chief Brown attended the Montgomery County Chief's Luncheon.
- On September 26<sup>th</sup>, Sergeant Marlatt did the Drug Drop Off in the PSB.
- On September 29<sup>th</sup>, Sergeant Evans attended the "Under the Lights" at the First Baptist Church.
- On September 30<sup>th</sup>, Chief Brown and SRO Officer Ron Gudgell attended the GUIDE Kick-off at the Middle School. All the 8<sup>th</sup> graders received a GUIDE t-shirt.
- On October 4<sup>th</sup>, Sergeant Marlatt took the Outreach Trailer for the Kroger's event.

*Please welcome the new officer!*

## Future Events

- Halloween in the Park on October 17, 2015

## Statistics

- Available next meeting

## Fiscal

Budget 2015 (Final Appropriation)	\$2,377,200.00
Expenditures as of October 2, 2015	\$1,666,643.96
% of Budget Used	69.6%
% of Budget Year Target for the end of October	83%
% of Budget Remaining	30.4%
Cash Balance as of October 2, 2015	\$1,439,682.79

Respectfully submitted,



Michael A. Brown  
Chief of Police



Michael A. Brown  
Chief of Police

## Police Blotter

### September 16, 2015

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

### September 17, 2015

- A suspicious vehicle on Wilmington Pike
- A DUI arrest on Wilmington Pike
- A found property report on Wilmington Pike
- A crash report on State Route 725

### September 18, 2015

- An animal complaint on Centerville Road
- A disturbance report on Bayberry Cove Drive

### September 19, 2015

- A theft report was taken on Wilmington Pike

### September 20, 2015

- Assist a disabled vehicle on Feedwire Road
- A burglary report on Seena Drive
- A lockout assist on Wilmington Pike

### September 21, 2015

- A warrant arrest was taken by an officer

**September 22, 2015**

- An animal complaint on Brown Road
- Two (2) theft reports on Wilmington Pike
- A domestic violence arrest on Soaring Heights Drive

**September 23, 2015**

- Business checks on Wilmington Pike
- A parking violation on Rose Lake Drive
- Two (2) theft reports on Wilmington Pike
- A fraud report on S. Alpha Bellbrook Road

**September 24, 2015**

- A shoplifting arrest on Wilmington Pike

**September 25, 2015**

- A fraud report on River Bend Drive
- A welfare check on Wilmington Dayton Road
- An assist of another agency on Wilmington Pike
- A warrant arrest on Cloy Road
- A lockout assist on Conference Road

**September 26, 2015**

- Nothing to Report

**September 27, 2015**

- A theft on Wilmington Pike
- A domestic dispute arrest on Portage Path

**September 28, 2015**

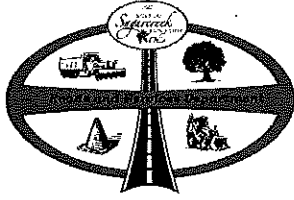
- A fraud report on Cloy Rd.
- An alarm report on Wilmington Pike
- A panhandling report on Wilmington Pike
- A found property on Cloy Road

**September 29, 2015**

- Business checks on Wilmington Pike
- A lockout assist on Wilmington Pike
- A parking violation report on Wilmington Pike
- A crash report was taken on Wilmington Pike

**September 30, 2015**

- An animal complaint was taken on Ferry Road
- A domestic dispute report on Wilmington Pike



**Staff Report for  
Sugar Creek Township Trustees  
October 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.

**Accomplishments:**

- Moved dirt at pond to level north end
- Mowed 2090 Ferry Road and plaza area
- Sign upgrade
- Removed dead trees on Land Drive, and at Fallis Cemetery
- Swept Ferry Road south
- Took 705 and 702 in for winter servicing
- Replaced fuel pump for gas tank
- Stock piled salt for winter

**Fiscal**

<b>End of Year Totals</b>	
Budget	\$1,144,194.00
Expenditures as of September 1, 2015	\$ 739,776.50
% of Budget Used	64%
% of Budget Year Target	67%
% of Budget Remaining	36%
Cash Balance as of September 1, 2015	\$ 565,426.39

**Upcoming Events:**

- Sept. 28<sup>th</sup> – Oct. 2<sup>nd</sup>: Sign upgrade, mowing, sweep Ferry Road, list auction items  
 Oct. 5<sup>th</sup> – 9<sup>th</sup>: Sweep cycle, paving Conference Road and Washington Mill Road, mowing  
 Oct. 12<sup>th</sup> – 16<sup>th</sup>: Mowing cycle, sign upgrade, berm newly paved roads

Respectfully,

Anthony W. Lamb  
 Roads and Services Supervisor





## Staff Report for the Sugarcreek Township Board of Trustees September 22, 2015 through October 1, 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:

- **September 24, 2015 BZA Meeting: Follow-up**
  - **BZA10-2015:** Applicant, Derek A. Corbett, is requesting a Variance from Section 4.13 D. 1. c. of the Sugarcreek Township Zoning Resolution to allow for a shed at a setback of 0' from the property line (the shed was constructed partially on adjacent homeowner's association land). The subject property is 4311 Killian Court, parcel L32000100011004400, owned by Derek A. Corbett, containing 0.228 acres, and located in the R-1B (Suburban Residential-Moderate) District.
    - *The BZA approved the request subject to the condition that if the HOA requires removal at any point in time for any reason, the shed must be moved to a location that meets the township's required setbacks.*
  - **BZA12-2015:** Applicant, Bobby Kosins, is requesting a Variance from Section 4.13 Table 4-6 of the Sugarcreek Township Zoning Resolution to allow for a pergola to be located approximately 17' into the front yard adjacent to Wilmington Dayton Road. The subject property is 3878 Ferry Road, parcel L32000100070006300, owned by Robert D. and Emily N. Kosins, containing 0.796 acres and located in the E (Estate Residential) District.
    - *The BZA approved the request.*

- **BZA13-2015:** Applicant, Bill Diederich, is requesting a Variance from Section 4.13 Table 4-6 of the Sugarcreek Township Zoning Resolution to allow for an inground swimming pool to be located approximately 30' into the front yard adjacent to Stewart Road. The subject property is 2185 Tanbark Trail, parcel L32000200280005800, owned by William and Amy Diederich, containing 5.184 acres and located in the A-1 (Agricultural) District.
  - *The BZA approved the request.*

- **October 22, 2015 BZA Meeting: Canceled**

**Zoning Commission Activities:**

- **October 13, 2015 BZC Meeting**
  - **ZC Case 08-2015.1:** EDCI II Partnership is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 24.499 acres from R-PUCD (Residential Planned Conservation Development) District to PUD-R (Residential Planned Unit Development) District. The subject property is identifiable as Upper Bellbrook Road (located on the west side of Upper Bellbrook Road and surrounded on the north, south and west by the 115.189 acre parcel located at 3820 Upper Bellbrook Road known as The Landings of Sugarcreek subdivision). The subject property can be further identified by parcel number L32000100120023500, is owned EDCI II Partnership and is currently located in the R-PUCD (Residential Planned Conservation Development) District.
  - **ZC Case 08-2015.2:** Applicant, Inverness Group, Inc. is requesting a major modification to the approved Preliminary Development Plan for The Landings at Sugarcreek to add the 24.499 acres subject to the rezoning request in ZC Case 08-2015.1 to The Landings at Sugarcreek subdivision. The subject properties are Upper Bellbrook Road (the 24.499 acre parcel subject to the rezoning request in ZC Case 08-2015.1 located on the west side of Upper Bellbrook Road and surrounded on the north, south and west by the 115.189 acre parcel located at 3820 Upper Bellbrook Road known as The Landings at Sugarcreek subdivision) and 3820 Upper Bellbrook Road (The Landings at Sugarcreek subdivision containing 115.189 acres). The subject parcels can be further identified by parcel numbers L32000100120023500 and L32000100120001900. Parcel L32000100120023500 (Upper Bellbrook Road) is owned by EDCI II Partnership, contains 24.499 acres and is currently located in the R-PUCD (Residential Planned Unit Conservation Development) District. Parcel L32000100120001900 (3820 Upper Bellbrook Road) is located in the PUD-R (Residential Planned Unit Development) District, contains 115.189 acres and is known as The Landings at Sugarcreek subdivision.

**Permits:**

- See attached spreadsheet

**Violations:**

- See attached spreadsheet

**Meetings/Accomplishments:**

- Attended BZA Meeting on September 24, 2015
- Scope Meeting with ODOT (SRTS Projects) completed on September 28, 2015
- Met with resident to discuss construction of a fence on September 29, 2015
- Sat in on numerous interviews for Administration Office position on September 29, 2015 and September 30, 2015
- Met with representatives from Inverness and EDCI II to discuss the Landings at Sugarcreek on October 1, 2015
- Attended Dunkin Donuts Grand Opening on October 1, 2015
- Completed Notices of Decision (BZA Cases 10-2015, 12-2015 and 13-2015)
- Completed Staff Reports for BZC08-2015.1 and BZA08-2015.2
- Completed BZC Minutes
- Compiling estimates for appraisal review services for our SRTS program, PID-96356 (school parcel, Kable's Mill HOA parcel and Pupo parcel) and PID-93532 (school parcels, City of Bellbrook parcel)
- Woodland Ridge revised subdivision plan received from RPCC and approved
- Kroger Gas Station plans received and under review

**Announcements/Upcoming Events:**

- Farmers Market continues weekly on Friday from 3-7 p.m.
- Zoning Commission Meeting scheduled for October 13, 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	5
FEB	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
MARCH	6	0	1	1	2	0	0	0	0	0	1	1	1	1	0	0	0	0	13
APRIL	8	0	3	0	1	1	0	0	0	1	0	0	0	0	0	0	0	0	16
MAY	4	0	4	1	1	0	0	0	0	1	1	0	0	0	0	0	0	0	12
JUNE	2	0	3	0	1	4	0	0	1	0	2	0	0	0	0	0	0	1	14
JULY	4	0	2	2	0	0	1	0	1	2	0	1	1	0	0	0	0	1	14
AUGUST	0	0	3	0	3	5	1	1	0	0	0	0	2	2	1	1	1	1	20
SEPT	2	0	5	0	1	2	1	0	0	0	2	0	0	0	0	0	0	1	14
OCT																			
NOV																			
DEC																			
TOTALS	30	0	25	4	9	13	3	1	2	4	6	4	3	1	1	1	6	112	

**112 ZCs issued ytd. vs. 123 ZCs issued same period 2014 (-8.9%). 30 ZCs for SFRs issued ytd vs. 27 ZCs for SFRs issued same period 2014 (+11%)**

## 2015 Zoning/Property Maintenance Violations

Property Address	Complaint	Inspection	Pending Action
727 Walden	junk, PMC Violations, flat tire	3/12/2015	Outside work done, property owner given list of items to complete inside
Edelweiss & Wilmington Dayton	condition of lot	5/11/2015	Property owner working on abatement
N. Lakeman (lot 191)	permanent sign w/o ZC-not perm.	4/16/2015	Partially abated (sign taken down, frame remains)
4311 Killian	shed constructed w/o ZC	9/30/2014	Variance Application filed-case on Sept. 24th Agenda
4361 Tollgate	condition of shed	4/16/2015	Abated
2120 Upper Bellbrook Road	inoperable vehicles	5/14/2015	Some abatement action observed
3878 Ferry Road	accessory structure w/o ZC	8/13/2015	Variance Application filed-case on Sept. 24th Agenda
Five Seasons	Handicapped spaces blocked		
4311 Kelsey's Court	Dogs kept in outdoor enclosure		Referred to Greene County Animal Control
Tollgate Lane	carpet pad in driveway	4/30/2015	Abated
3808 Wilmington Dayton	mattress at road	3/12/2015	Abated
2305 Sienna Court	TV parked in driveway		Contacted owner, understands our requirements, has storage arranged
784 S. Alpha Bellbrook	junk cars, condition of driveway	3/31/2015	Abated
4460 Erica Ct.	condition of shed	4/28/2015	Abated
Fox Trail	vacant lots-grass height	4/23/2015	Abated
3417 Upper Bellbrook Road	large wood pile	5/14/2015	Abated
1815 N. Lakeman	large accumulation bagged rubbish	6/8/2015	Abated
6244 Wilmington Pike	vehicles for sale, donation bins	6/8/2015	Abated
6140 Wilmington Pike	donation bins	5/11/2015	Abated
6254 Wilmington Pike	hot air balloon, streamers, etc.	5/11/2015	Abated
1776 Statehouse	condition of fence	9/3/2015	Abated
1942 River Ridge Drive	grass height	5/28/2015	No violation observed
Corner of Briggs and Surrey	sight distance issue-privacy fence	5/28/2015	No violation observed
784 South Alpha Bellbrook Road	grass height	6/8/2015	Abated
1288 Carpenter	condition of above ground pool	6/24/2015	Property owner reports pool treated, sale pending
3607 Stutsman	grass height	6/8/2015	Abated
654 Van Eaton	grass mowing business operating A-1	9/17/2015	Advisory Notice sent, meeting held with owner, working toward compliance
Vacant Lots-Kelseys	grass height	6/24/2015	Abated by township
3707 W. Salinas	trailers (?) parked in driveway	7/8/2015	Abated
2482 and 2500 Ferry Road	grass and weeds	9/3/2015	Advisory Notice sent, owner waiting on 2nd arborist report
Corner of Edelweiss/Wilm. Dayton	grass and weeds	7/30/2015	Advisory Notice sent, abatement action observed
4194 Social Row	grass and weeds	8/13/2015	Abated by township
North Lakeman	ferrel cats	N/A	Working with property owner and animal control on action plan
Kandar Lot-725	grass and weeds	9/17/2015	Abated
Liberty Health-725	grass and weeds	8/13/2015	Abated

## 2015 Zoning/Property Maintenance Violations

1790 Silverado	tree limbs, brush, etc.	7/22/2015	Contacted realtor, new limbs from recent storm, will have owner remove
1790 Silverado	condition of deck		Referred to Greene County Department of Building Regulation
Wilmington Dayton lot	grass and weeds	9/17/2015	Abated
Lot at Centerville and Wilm. Dayton	grass and weeds	9/30/2015	Advisory Notice sent
Taco Bell	Banner	9/17/2015	Abated
4328 Timberwilde	Lighting complaint		Property owners working on compliance



**Staff Report for  
Sugarcreek Township Trustees  
September 4, 2015**

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

**Items Completed:**

- Completed transition (and recovery) from failed email server to new email server including data.
- Completed move of Mail Archive tool and data to new email and database server, rolled out to users.
- Began transition of Police Body camera software and data to new server and storage.
- Assisted Police staff in final steps towards use of New World software.
- Attended Department head meeting.

Respectfully,

Christopher A. Zappanti  
Director of Information Technology