



**Administrator's Report to the Trustees  
May 7, 2018**

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

- Work is underway on the installation of lighting on the driveway and building. We have added an upward spot under the flag to ensure it is properly lit.
- We have had a couple of meetings with staff from the City of Centerville and Greene County Engineer's office to coordinate the Brown Road Improvement Project. Final details on design are being worked out. Anticipated start date remains August of this year.
- Sunset Farm on Centerville and Waynesville Roads has received their final approvals and will begin to host events later this spring.
- Coordinated a meeting with Guttman Properties and Randy from Greene County Sanitary Engineering to address water quantity issues along Brown Road and future uses in Cornerstone. The Brown Road project will include an upgrade to the existing water service along Brown Road and Guttman will connect through the back of their parcel to the north and into the City of Kettering as part of their project. This will increase the water flow by as much as 40% in the area and help to ensure there is adequate water for the existing homeowners in Brown's Run as well as future development.
- Installation of the new cameras has commenced at the Public Safety Building with the pulling of new wiring throughout the building.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'B. Tiffany'.

Barry P. Tiffany  
Township Administrator



Jeffrey A. Leaming  
Fire Chief

## Staff Report for Sugarcreek Township Trustees April 18, 2018 thru May 2, 2018

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 needed, please contact Chief Leaming at 937-848-7344.

### Trainings:

- Fire Cause and Origin
- Surgical Emergencies
- SCBA/Fit Testing

### Statistics:

#### 2017 Totals

- EMS Responses: 710 (71.1%)    22 Overdose calls 13 patients receiving Narcan
- Vehicle Crashes: 144
- Fire Responses: 289 (28.9%)  
Total Calls: 997                      6.9% or 69 calls to Centerville

#### Year to Date

- EMS Responses: 261                      4 Overdose calls with 2 patients receiving Narcan
- Vehicle Crashes: 54
- Fire Responses: 87  
Total Calls: 348                      9.4% or 32 calls have been to Cornerstone

### Accomplishments/Information:

- Grant application submitted to FEMA for the Assistance to Firefighters Grant for the replacement of air paks

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

- Tax Issue Renewal
- Quint 72 our KME Ladder Truck remains at the factory in Pennsylvania where it has been since July 18<sup>th</sup> for repairs
- Reached a tentative contract agreement
- Capital needs of the department are summarized below in this report

### Scheduled Events:

-

**Fiscal:**

As of April 2, 2018	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,595,383.00	\$620,279.36	\$650,155.38	\$1,336,873.51	24.936%
EMS	\$162,840.00	\$52,845.35	\$33,858.21	\$77,163.61	20.662%
Department Total	\$2,758,223.00	\$673,124.71	\$684,013.59	\$1,414,037.12	24.683%

**Projected Capital Needs:**

Priority	Immediate	Moderate	Low
1	Sewage Lift Pumps split cost with PD \$5,000.00	Battalion Bay sensors \$1,200.00	Replace Mattresses (Sta. 71 & 72) \$4,500.00
2	Air Packs (applied for grant) \$240,000.00	Install Shorelines (Sta. 71) \$2,000.00	Replace Damaged Bay Door \$2,000.00
3	HVAC Rooftop Units (10) split cost \$12,500.00	Water Rescue Equip \$20,000.00	Carpet training / Day room / Bunk Room \$11,000.00
4	Front Ramp replaced \$24,000.00	Inside Building Painting / Bay (Sta. 72) \$9,000.00	Kitchen (Sta. 71) \$9,000.00
5	Exhaust System (bay) \$30,000.00	Build Gear Room (In Bay Sta. 72) \$55,000.00	Painting Interior (Sta. 71) \$3,000.00
6	5 Mobile Radio \$31,783.00	Sleeping area improvements (Sta. 72) \$15,000.00	Replace Carpet (Sta. 71) \$7,000.00
7		Camera System Upgrade (Sta. 72) \$5,000.00	Bay Floor crack repair / repaint floor \$36,000.00
8		Camera System (Sta. 71) \$1,500.00	Painting (bay) (Sta. 71) \$8,000.00
9		Asphalt split cost with PD \$15,000.00	Outside Building Painting \$12,000.00
10		Thermal Imaging Camera \$9,000.00	Wall Gear Racks \$6,500.00
11		Radio Batteries \$2,500.00	Dedicated Maintenance Program \$2,500.00
12		PPV Fans E-73 Q-72 \$5,000.00	Relocate Flag pole and install lighting \$2,000.00
13		Search Rope & Equipment \$3,000.00	
14		Computers \$9,000.00	
15		Front Ramp repair/replace \$30,000.00	
16		Nozzles \$3,200.00	
17		Chain saw \$1,375.00	
18		Hand Tools \$3,000.00	
19		Replace Hose \$10,000.00	
20		Rotary saw \$600.00	
21		Station Alerting \$54,000.00	
	Total: \$343,283.00		TOTAL: \$701,158.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown  
Chief of Police

## Trustee Report May 7, 2018

### Training

- On May 17th, three of our officers will be attending the 8 hour course "Blue Courage Advanced Training."
- On April 23<sup>rd</sup> – 25<sup>th</sup>, our department completed the Phase 1 Firearms Proficiency testing.
- No other classes scheduled for May.

### Fiscal

Budget 2018 (Final Appropriation)	\$2,653,296.00
Expenditures as of April 16, 2018	\$728,275.01
% of Budget Used	27.2%
% of Budget Year Target for the end of April	33.2%
% of Budget Remaining	72.8%
Cash Balance as of April 16, 2018	\$1,568,065.55

*(No new figures)*

## Public Appearance

- On April 24<sup>th</sup>, Chief Brown attended the Ace Task Force Board Meeting.
- On April 28<sup>th</sup>, Chief Brown rode in the parade and Sergeant Marlatt held the Drug Drop Off at the Police Department.
- On May 3<sup>rd</sup>, Chief Brown attended the High School Students Breakfast at Bellhop.
- Chief Brown also attended the National Day of Prayer ceremony.

Respectfully submitted,



Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

### April 15, 2018

- Juvenile complaint on W. Maple Street
- Theft arrest on Wilmington Pike
- A crash report on Wilmington Pike

### April 16, 2018

- Community policing
- House and business checks
- Crash report on Wilmington Pike

### April 17, 2018

- Theft arrest on Wilmington Pike
- Juvenile complaint on Upper Bellbrook Road

### April 18, 2018

- Nothing to Report

### April 19, 2018

- Suspicious person on Wilmington Pike
- Theft arrest on Wilmington Pike
- Solicitor on Wilmington Pike
- Fraud report on Valais Court

### April 20, 2018

- Traffic stops
- Community policing
- Business and house checks

### April 21, 2018

- Nothing to Report

**April 22, 2018**

- Parking violation on Wilmington-Dayton Road
- A crash report on Wilmington Pike

**April 23, 2018**

- An animal complaint on Waynesville Road
- A crash report on Wilmington Pike
- A fraud report on Cottingham Court
- Criminal damaging on N. Lakeman Drive

**April 24, 2018**

- Nothing to Report

**April 25, 2018**

- Warrant on Wilmington Pike
- Burglary report on Little Sugarcreek Road
- An animal complaint on Upper Bellbrook Road

**April 26, 2018**

- Business and house checks
- Community policing
- Traffic stops
- Theft report on Feedwire Road

**April 27, 2018**

- Nothing to Report

**April 28, 2018**

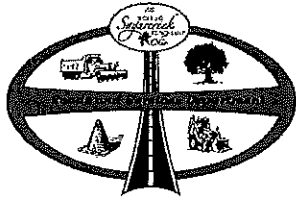
- An animal complaint on Winshire Terrace
- Suspicious vehicle on Park Terrace
- Parking Violation on Wilmington Pike

**April 29, 2018**

- Suspicious person on Swigart Road
- Welfare check on Clio Road
- Theft arrest on Wilmington Pike

**April 30, 2018**

- Suspicious vehicle on Wilmington Pike
- An animal complaint on Surrey Trail



**Staff Report for  
Sugar Creek Township Trustees  
May 7, 2018**

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**

- No call out

**Accomplishments:**

- Attended Meth Waste Class
- Sprayed weed 2090 Ferry Rd
- Changed out signs Keep Right and No U-Turn signs on Clyo
- Staked tree in island on Clyo
- Mowed 2090 Ferry Rd
- Fixed kitchen cabinet
- Worked on crack sealer
- Moved plows to summer storage
- Cleaned garage/Quonset hut
- Fixed yard damage
- Work on broken pipe on Seton Hill
- Worked on meter pit at property
- Removed salt spreaders from all trucks
- Patched potholes in Kables Mill
- Mowed Clyo and outlying areas
- Marked curb in East of Eden
- Worked on new turn lanes on Clyo
- Attended Work Zone Traffic Control and Safety
- Delivered address signs
- Patched Gerhardt Circle
- Moved office furniture for admin
- Prepped new truck for parade

Respectfully,

Bill Harphant  
Roads and Services Director





**Staff Report for the Sugar Creek Township Board of Trustees  
April 3, 2018 through May 3, 2018**

The following is a snapshot of the activities and areas of responsibility for the Sugar Creek 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:**

○ **April 26, 2018 BZA Meeting Follow-up:**

- **BZA Case 02-2018:** Applicant, Mark Keil, is requesting a variance from Article 4, Subsection 4.11 G. Table 4-4 of the Sugar Creek Township Zoning Resolution, to allow for the construction of single-family residence at a setback of 35'-1" in the front yard adjacent to Wagner Road (40' is required). The subject parcel is 564 N. Kelseys Way, parcel L32000100010025300, owned by Taylor and Samantha Click, containing 0.505 acres, and located in the R-1A (Suburban Residential-Low) District.

- *The BZA approved the request as submitted by the applicant.*

○ **May 24, 2018 BZA Meeting:**

- **BZA Case 03-2018:** Applicant, Cicogna Electric & Sign Co., is requesting a variance from Article 8, Subsection 8.10 D. 1. of the Sugar Creek Township Zoning Resolution to add 32 SF of additional wall signage where no additional wall signage would be permitted to accommodate signage needs for Panera's proposed drive-thru. The subject property is 6130 Wilmington Pike, parcel L32000100030029300, owned by David L. Scrima Trustees, ETAL, containing 1.0470 acres, and located in the B-2 (General Business) District.

**Zoning Commission Activities:**

- **April 24, 2018 Meeting: Canceled**

- **May 1, 2018 Meeting: Canceled**
- **June 5, 2018 Meeting:**
  - **ZC Case 04-2018:** The Sugarcreek Township Trustees initiated by passage of a motion a text amendment to the Sugarcreek Township Zoning Resolution. The text amendment proposes modifications to Article 6 of the Sugarcreek Township Zoning Resolution dealing with permitted density in the RPUCD (Residential Planned Unit Conservation Development) District.
  - **ZC Case 05-2018:** The Sugarcreek Township Zoning Commission will consider an amendment to the Sugarcreek Township Long Range Land Use Plan to add reference to the applicability of the recently updated Greene County Thoroughfare Plan within the Planned Road Improvements section of the Plan Under Planning Foundation/Infrastructure, as well as to add a map outlining the location of those planned improvements.

**Permits:**

- See attached spreadsheet

**Violations:**

- See attached spreadsheet

**Meetings/Accomplishments:**

- Met with Zoning Commission candidate on April 9, 2018
- Met with developer to discuss land in the township on April 9, 2018
- Met with Zoning Commission applicant to discuss their request on April 11, 2018
- Conference call with BZA Applicant on April 23, 2018
- Met with developer and Greene County Sanitary Engineering to discuss water system improvements on April 25, 2018
- Met with Estate at Sunset Farm owner to review progress on April 25, 2018 (final approvals have been granted)
- Met with GCEO and representatives from the City of Centerville to discuss Brown Road improvement project on May 1, 2018
- Attended Department Head Meeting on May 2, 2018
- Attended Greene County Builders and Developer's Forum on May 2, 2018
- Met with property owner representatives to discuss land in the township on May 3, 2018
- Working with Miller Valentine on relocation of planned pathway in Sugar Ridge adjacent to Feedwire Road
- Completed Legal and Public Notices for BZA02-2018, ZC02-2017, ZC02-2018 and ZC03-2018

- Completed Staff Reports for BZA02-2018, ZC02-2017, ZC02-2018 and ZC03-2018
- Prepared and sent BZA Packets for the April 26, 2018 BZA Meeting
- Prepared packets for the May 7, 2018 Trustee Meeting
- Completed presentation for BZA02-2018, ZC02-2017, ZC02-2018 and ZC03-2018
- Completed BZC Minutes
- Approved signage for Payless Furniture (Plaza 1)
- Approved addition of Clicklist to Kroger on Wilmington Pike
- Review of KFC site improvements underway
- Project Updates:
  - White Oakes Landing: Zoning Certificate Application submitted for all buildings in Section 1 (current occupancy; anticipated to continue 6-8 months from the start of construction on each building); construction ongoing
  - Waterford at Sugarcreek: construction ongoing (recording of subdivision pending)
  - Oak Brooke: construction ongoing
  - Landings at Sugarcreek: construction ongoing;
  - Woodland Ridge: construction ongoing

**Announcements/Upcoming Events:**

- BZA Meeting scheduled for May 24, 2018 at 7 p.m.
- BZC Meeting scheduled for June 5, 2018 School at 7 p.m.



**Staff Report for  
Sugar Creek Township Trustees  
May 4, 2018**

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

- Completed final (major) network upgrade stage, some smaller steps remain
- Brought new VMWare configuration and servers online, began migration
- Oversaw cabling stage of Safety camera system upgrade which began of 5/30
- Retired additional server room equipment, relocation of equipment pending camera system
- Attended Department head meeting

Respectfully,

Chris Zappanti  
Director of Information Technology