



Jeffrey A. Leaming  
Fire Chief

## Staff Report for Sugarcreek Township Trustees January 30, 2019 thru March 13, 2019

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:

- Ropes / Knots / Hoisting
- Sepsis
- SCBA's
- EMS Make-up
- Fire Behavior
- Standing Orders

### Statistics:

2018 Totals

- EMS Responses: 864            11 Overdose calls with 8 patients receiving Narcan
- Vehicle Crashes: 156
- Fire Responses: 229
- Total Calls: 1093            9.5% or 104 calls have been to Cornerstone

2019 Year to Date

- EMS Responses: 162
- Vehicle Crashes: 42
- Fire Responses: 45
- 207            5.4% or 11 calls have been to Cornerstone

### Accomplishments/Information:

- Officer's meeting 2/12
- Met with Painting Contractor for Public Safety Building Project 2/13
- Attended MVHS Leadership Breakfast 2/21
- Attended Lion's Club Pancake Breakfast and Blood Drive 2/23
- Received 8<sup>th</sup> Ohio District Masonic Community Service Award 3/2
- Attended Chief Gaul's Retirement gathering 3/6
- Officer's meeting 3/12
- Conducted Seatbelt count at BHS 3/13

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

- Engine 71 a 2001 KME sustained a motor failure responding to a mutual aid structure fire Christmas Eve; a replacement motor has been ordered
- New Medic has been ordered for Station 71
- Capital needs of the department are summarized below in this report

**Scheduled Events:**

- State EOC Drill 3/19
- Will be scheduling the ODOT employee to be recognized for life saving measures at a future Trustee Meeting

**Fiscal:**

As of March 4, 2019	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,711,335.00	\$700,453.42	\$460,238.55	\$1,565,252.64	16.884%
EMS	\$170,258.00	\$47,976.61	\$32,357.19	\$91,212.35	18.882%
Department Total	\$2,881,593.00	\$748,430.03	\$492,595.74	\$1,656,464.99	17.001%

**Projected Capital Needs:**

Priority	Immediate	Moderate	Low
1	Ladder Replacement	\$250,000.00	Battalion Bay sensors \$1,200.00
2	Engine	\$485,000.00	Install Shorelines (Sta. 71) \$2,000.00
3	HVAC Rooftop Units	\$28,000.00	Inside Building Painting / Bay (Sta. 72) \$9,000.00
4	Front Ramp replaced	\$24,000.00	Build Gear Room (In Bay Sta. 72) \$55,000.00
5	Exhaust System (bay)	\$30,000.00	Sleeping area improvements (Sta. 72) \$15,000.00
6	5 Mobile Radio	\$31,783.00	Asphalt split cost with PD \$15,000.00
7			Thermal Imaging Camera \$9,000.00
8			Radio Batteries \$2,500.00
9			PPV Fans E-73 Q-72 \$5,000.00
10			Search Rope & Equipment \$3,000.00
11			Computers \$9,000.00
12			Front Ramp repair/replace \$30,000.00
13			Nozzles \$3,200.00
14			Chain saw \$1,375.00
15			Hand Tools \$3,000.00
16			Replace Hose \$10,000.00
17			Rotary saw \$600.00
18			Station Alerting \$54,000.00
19			
20			
21			
	Total	\$848,783.00	\$227,875.00

TOTAL- \$1,240,658.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown  
Chief of Police

## Trustee Report March 18, 2019

### Training

- On March 4<sup>th</sup> – 8<sup>th</sup>, Officer Cagg and Officer Williams completed the Speed Measuring Devices Operator Class.
- No other classes scheduled for March.

### Fiscal

Budget 2019 (Final Appropriation)	\$2,639,700.00
Expenditures as of March 4, 2019	\$494,649.90
% of Budget Used	16.6%
% of Budget Year Target for the end of March	24.9%
% of Budget Remaining	83.4%
Cash Balance as of March 4 2019	\$578,718.75

## Public Appearance

- On March 7<sup>th</sup>, Chief Brown attended the High School Breakfast at the Bellhop Café.
- On March 13<sup>th</sup>, Chief Brown attended the Future Chefs' at Bellcreek Intermediate School. The theme was Healthy Fiesta Fit recipes. The students do a wonderful job.
- The High School had a seat belt challenge in the morning on March 13<sup>th</sup>.
- The Police Department received a check for the "Shop with a Cop" Program from Walmart.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "MA Brown".

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

### February 27, 2019

- Business and house checks
- Fraud report taken on Feedwire Road

### February 28, 2019

- Traffic stops
- Criminal damaging on Feedwire Road
- Request officer on Clys Road
- Welfare check on Center Creek Circle

### March 1, 2019

- Business and house checks
- Community policing
- Traffic stops
- Crash report on Wilmington Pike

### March 2, 2019

- Crash report on Ferry Road
- Suspicious person report on Oak Creek Drive
- Request an officer on Briggs Road

### March 3, 2019

- Theft arrest on Wilmington Pike
- Suspicious vehicle on Feedwire Road

### March 4, 2019

- Nothing to Report

### March 5, 2019

- Crash report on Wilmington Pike

**March 6, 2019**

- Theft arrest on Wilmington Pike
- Noise complaint on Callalily Drive
- Crash report on Centerville, Road

**March 7, 2019**

- Solicitor on Mead Road
- An animal complaint on Washington Mill Road
- Crash report on Clyo Road

**March 8, 2019**

- Business and house checks
- Community policing
- Traffic stops
- Domestic violence on Waynesville Road
- Juvenile complaint on Erica Court

**March 9, 2019**

- Parking violation on Upper Bellbrook Road
- Criminal damaging on S. Kelseys Way

**March 10, 2019**

- Crash report on Haines Road
- Welfare check on Sugar Hill Lane

**March 11, 2019**

- Crash report on Social Row Road
- An animal complaint on Lakeman Drive
- Domestic dispute on Surrey Trail

**March 12, 2019**

- Nothing to Report

**March 13, 2019**

- Welfare check on Valais Court
- Traffic complaint on Swigart Road
- Traffic stops



*Michael A. Brown*  
*Chief of Police*

## Trustee Report

### March 4, 2019

#### Training

- On March 4<sup>th</sup> – 8<sup>th</sup>, Officer Cagg and Officer Williams will be attending the Speed Measuring Devices Operator Class given by the Ohio State Patrol. They will gain knowledge in the professional operation and use in conviction of traffic offenders.
- No other classes scheduled for March.

#### Fiscal

Budget 2019 (Final Appropriation)	\$2,639,700.00
Expenditures as of March 1, 2019	\$434,013.88
% of Budget Used	16.3%
% of Budget Year Target for the end of March	24.9%
% of Budget Remaining	83.7%
Cash Balance as of March 1, 2019	\$637,277.27

## **Public Appearance**

- On February 6<sup>th</sup>, Chief Brown attended the Lions Club Meeting.
- On February 7<sup>th</sup>, Chief Brown attended the High School Breakfast at the Bellhop Café.
- On February 14<sup>th</sup>, Chief Brown attended the Ministerial Luncheon.
- On February 21<sup>st</sup>, Chief Brown attended the GCLEA Luncheon.
- On February 23<sup>rd</sup>, Chief Brown attended the Lions Club Pancake Breakfast.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "MA Brown".

Michael A. Brown  
Chief of Police





*Michael A. Brown*  
Chief of Police

## Police Blotter

### January 29, 2019

- Business and house checks
- Suspicious vehicle on Wilmington Pike
- Traffic stops

### January 30, 2019

- Peace officer needed on N. Lakeman Drive
- Disabled vehicle on Wilmington Pike

### January 31, 2019

- Theft arrest on Wilmington Pike
- Harassment report on N. Lakeman Drive
- Crash report on Wilmington-Dayton Road

### February 1, 2019

- Business and house checks
- Community policing
- Traffic stops
- Parking violation on Wilmington Pike

### February 2, 2019

- Warrant issued on Clio Road
- Unwanted subject on Surrey Trail
- Welfare check on Wilmington Pike

### February 3, 2019

- An animal complaint on Wilmington Pike
- Assault report on Surrey Trail
- Crash report on Wilmington-Dayton Road
- Suspicious vehicle on Feedwire Road

### February 4, 2019

- Nothing to Report

**February 5, 2019**

- Nothing to Report

**February 6, 2019**

- Suspicious person on Ferry Road
- Warrant issued on Cloy Road

**February 7, 2019**

- An animal complaint on Wilmington-Dayton Road
- Crash report on Social Row Road
- Disturbance report on Wilmington Pike

**February 8, 2019**

- Business and house checks
- Community policing
- Traffic stops
- Robbery report on Wilmington-Dayton Road
- Intoxicated subject on State Route 725

**February 9, 2019**

- Suspicious vehicle on State Route 725
- Trespassing report on Wilmington Pike
- Crash report on Waynesville Road
- Theft arrest on Wilmington Pike

**February 10, 2019**

- Theft report on Feedwire Road
- Theft arrest on Wilmington Pike
- Request officer on Washington Mill Road

**February 11, 2019**

- Nothing to Report

**February 12, 2019**

- Unwanted subject on Upper Bellbrook Road
- Welfare check on Feedwire Road

**February 13, 2019**

- Suspicious vehicle on Wilmington Pike
- Crash report on Wilmington Pike
- Fraud report on Wilmington Pike

**February 14, 2019**

- Theft report on Wilmington Pike
- An animal complaint on Napa Valley Drive
- Traffic stops
- Welfare check on Wilmington Pike

**February 15, 2019**

- Business and house checks
- Suspicious vehicle on Wilmington Pike
- Fraud report taken at Clys Road
- Crash report on Wilmington Pike

**February 16, 2019**

- Nothing to Report

**February 17, 2019**

- Extra patrol on Wilmington-Dayton Pike
- Peace officer needed on Moss Oak Trail
- Lockout assist on Wilmington Pike

**February 18, 2019**

- Suspicious vehicle on Swigart Road
- Community policing
- Business and house checks
- Burglary report on Magnolia Trace Drive

**February 19, 2019**

- Theft report on Valais Court
- Theft report on Feedwire Road
- Request an officer on Clys Road
- Crash report on State Route 725

**February 20, 2019**

- Suspicious vehicle on Wilmington Pike
- Crash report on Upper Bellbrook Road
- Business and house checks
- Traffic stops

**February 21, 2019**

- Community policing
- Theft arrest on Wilmington Pike

**February 22, 2019**

- Nothing to Report

**February 23, 2019**

- Disturbance on Kable Mill Drive
- Parking violation on Surrey Trall

**February 24, 2019**

- Nothing to Report

**February 25, 2019**

- Crash report on Wilmington Pike
- Traffic complaint on Feedwire Road

**February 26, 2019**

- Theft report on Middle Run Road
- Suspicious person on Wilmington Pike



## Staff Report for Sugar Creek Township Trustees March 18, 2019

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

- Salt roads - 2/10
- Salt roads - 2/11
- Salt roads - 2/17
- Salt roads - 2/20
- Multiple trees down - 2/24
- Salt roads - 2/28
- Trees down – 3/9

### Accomplishments:

- Empty trucks
- Clean trucks
- Push up salt deliveries
- Checked on Brown Road project multiple times
- Driveway permits
- Repaired yard damage – multiple days
- Repaired mail boxes – multiple days
- Worked on backhoe
- Pick up dead deer on Clyo Rd.
- Picked up parts at Cat of Troy
- Worked on flooded areas/plugged culverts
- Picked up down sign on Washington Mill/install temp sign
- Install new sign on Washington Mill
- Checked on truck at Interstate Ford
- Cleaned catch basin on little Sugar Creek and Ferry Rd.
- Checked on water main break on Poston Dr.
- Checked roads – high water
- Salted slick areas on roads
- Patch potholes on Little Sugar Creek Rd.
- Cleaned bathroom and shop
- Checked on water spout on River Edge Dr.
- Cleaned out 700
- Salt Roads – no call out
- Cleaned grate on Ferry Rd. at cement plant

- Picked up cold patch
- Patched potholes
- Replaced drivers side mirror on 702
- Removed cement blocks from Penewit Rd.
- Picked up parts at O'reilly's
- Salt Roads – no call out
- Patch potholes multiple times
- Repaired sign Center Point and Clyo Rd.
- Inspected and repaired manhole at 4405 Lac Lamén Dr.
- Measured roads in Walnut Hills for paving project
- Put up sign for Zoning
- Assisted Police with Raccoon disposal
- Worked on paving project
- Repaired yard damage on Acorn Dr.
- Met with Greene County about paving project
- Met with Captain Collier about upcoming trainings
- Cleaned ditch on North Creek Cir.
- Cleaned carpet in Service Dept. office
- Went through and prepped trucks for incoming snow
- Checked on trash dumped on Carpenter Rd.
- Cleaned catch basins
- Emptied and cleaned salt trucks
- Met with county about broken water valve casing in Eric's Place
- Cut brush on Feedwire Rd.
- Cut down tree on Little Sugarcreek Rd.
- Cleaned up tree on Fauber Rd.
- Picked up dead deer on Washington Mill rd.
- Picked up cones and barricades on Lac Lamén Dr.
- Picked up 550 from Interstate Ford
- Ordered address sign numbers from A&A Safety
- Cleaned up trees on Ferry Rd. South
- Picked up dead raccoon on Ferry Rd.
- Cut limbs off road on River Highlands Dr.
- Trimmed tress on Wildwood Ln.
- Trimmed brush on Ferry Rd. South
- Met with Fire Dept. to place training trailer
- Picked up plow bolts at K&M Fasteners
- Picked up address numbers at A&A Safety
- Went to Zoresco for plow shoes
- Checked on slick spot around township
- Reinstall sign on Fauber Rd.
- Picked up dead raccoon on Shepherd Rd.
- Replace spinner motor on 701
- Inspected culvert on Ferry North

- Removed tree from right of way on Little Sugarcreek Rd.
- Rebuilt bank on Brown Rd. from washout
- Checked on construction on Brown Rd.
- Started servicing street sweeper
- Cleaned out ditch on Brown Rd.
- Swept/cleaned office
- Took 2017 F550 to Zoresco for light issues
- Repaired mailboxes on Little Sugarcreek Rd.
- Went to Centerville Gravely for parts
- Met with Greene County about Clyo and Feedwire intersection
- Street sweeper training
- Flushed and removed beet juice tanks
- Checked over roads after high winds
- Cleaned and removed salt spreader from 705
- Installed bed on 705
- Cleaned up around shop
- Repaired hoist on 705
- Cleaned up downed trees on Clyo Rd.
- Took photos and moved old Expedition for Gov Deals
- Loaded trucks for possible snow event
- Started old police cruiser
- Spoke with Scott Brooks from ODOT about township logo for sign
- Salted a few slick spots around the township[
- Emptied and cleaned out trucks
- Marked areas for OUPS locate
- Picked up parts at Zoresco
- Fixed hydraulic leak on 2017 F550
- Assisted Fire Dept. with moving pallets
- Made multiple address signs
- Cleaned up fallen tree on Little Sugarcreek Rd.
- Reinstalled signs in Kable's Mill
- Cleaned and serviced street sweeper
- Worked on spreader tray on 701
- Cleaned off grate at cement plant
- Picked up new work pants
- Picked up truck from Zoresco
- Street sweeper training
- Went to Valley Asphalt for cold patch
- Patched pot holes
- Check for down limbs after high wind

Respectfully,  
 Bill Harphant  
 Roads and Services Supervisor



**Staff Report for the Sugar Creek Township Board of Trustees  
February 5, 2019 through March 14, 2019**

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:**

- **March 28, 2019 BZA Meeting**
  - **BZA01-2019:** Applicant, Landon White, Site Enhancement Services, is requesting variances from Article 8, Subsection 8.10.D.5. of the Sugar Creek Township Zoning Resolution to allow for the replacement of a menu board located in the front yard facing Wilmington Pike (subsequent to the initial installation menu boards became prohibited in front yards adjacent to public rights-of-way; in order to replace the existing sign with a new one approval by the Board of Zoning Appeals is necessary). The applicant is also requesting variances to allow the two proposed menu boards to utilize electronic copy. The applicant is also requesting variances from Article 8, Subsection 8.10.D.6. to allow for the construction of two premenu boards located in the front yard adjacent to Wilmington Pike and to allow these proposed premenu boards to utilize electronic copy. The applicant is also requesting approval to not be required to skirt the proposed premenu boards to the ground with like materials as the principal structure. The subject parcel is 6222 Wilmington Pike, parcel L32000100030015000, owned by the McDonald's Corporation, containing 1.217 acres, located in the B-2 (General Business) District.

**Zoning Commission Activities:**

- **March 5, 2019 BZC Meeting: Follow-Up**
  - **BZC01-2019: Request for Minor Modification at White Oaks Landing to swap out main identification sign (interior lighting proposed)**
    - *The BZC approved the request subject to a dimmer switch being added and the sign's height being reduced by 5".*



- **BZC Case 02-2019:** HPA Development Group, Inc. is requesting Final Development Plan Approval for the Bell Meadows subdivision. The subject property is 4775 Swigart Road, contains 66.135 acres, can be further identified by parcel number L32000100140000100, and is owned by Ralph D. Black, Inc.
  - *The BZC approved the request subject to conditions. This case will be on the April 1, 2019 Trustee Agenda.*
  
- **Next meeting scheduled for April 2, 2019**

**Permits:**

- See attached spreadsheet

**Violations:**

- See attached spreadsheet

**Meetings/Accomplishments:**

- Attended Greene County Developer's Forum on February 13, 2019
- Attended TAC Meeting on February 21, 2019
- Met with prospective resident to discuss land in the township on February 20, 2019
- Met with resident/HOA representative to discuss SRTS project on February 28, 2019
- Attended court hearing regarding necessity of appropriation related to SRTS project on March 5, 2019
- Attended Zoning Commission Meeting on March 5, 2019
- Met with business owner to discuss land in the township on March 6, 2019
- Met with resident to discuss addition project on March 7, 2016, 2019
- Attended meeting of Greene County members of the MVRPC on March 6, 2019
- Met with prospective resident to discuss home rehab on March 13, 2019
- Met with resident to discuss her concerns with election signs on March 13, 2019
- Prepared presentation for March 5, 2019 Trustee Meeting
- Completed Legal and Public Notices for March 5, 2019 BZC Meeting
- Completed Legal and Public Notices for March 28, 2019 BZA Meeting
- Completed BZC Packets for BZC01-2019 and BZC02-2019
- Working on updating off-street multi-use path mapping (MVRPC assisting)

**Announcements/Upcoming Events:**

- BZA Meeting scheduled for March 28, 2019



**Staff Report for  
Sugarcreek Township Trustees  
February 28, 2019**

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

- Worked with Greene County and microwave vendor to isolate and resolve regional network outage as a result of high winds. Problem located and patched temporarily on Greene County equipment until replacement part arrives.
- Engaged new vendor for building access control service and maintenance as replacement for current, troublesome vendor. Awaiting Admin response to proposal.
- Worked out PC replacement plan for Admin building in 2019, ordered first round of equipment

Respectfully,

Chris Zappanti  
Director of Information Technology



**Staff Report for  
Sugar Creek Township Trustees  
March 15, 2019**

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

- Worked with Greene County and microwave vendor to isolate and resolve regional network outage as a result of high winds. Problem located and patched temporarily on Greene County equipment until replacement arrived. All services back to normal operation.
- Engaged new vendor for building access control service and maintenance as replacement for current, troublesome vendor. Admin recently approved proposal and project scheduling begun
- Worked out PC replacement plan for Admin building in 2019, ordered first round of equipment, configuration in process
- Upgrade of Internet connection speed and building-to-building connection speed completed
- Conference call (Mr. Tiffany, myself, and Rep) with CivicPlus re: migration and redesign of existing website per proposal

Respectfully,

Chris Zappanti  
Director of Information Technology