



**Administrator's Report to the Trustees  
January 7, 2013**

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

- ODOT has approved the proposed changes made by legal counsel for the Tischer family regarding the right-of-way conveyance for Safe Routes to School. This should be the final hurdle on Phase I of the project and it should begin to move forward in short order with a beginning construction date of spring, this year once the project is bid.
- Clio Road design plans have finally been approved by Greene County Sanitary Engineering and the City of Bellbrook for their respective water lines and cross connection. The plans are to be submitted by EOB on January 4<sup>th</sup> to Ohio EPA for permits. From there we should have the final right-of-way agreements to convey and then move forward on construction.
- This office mourns the passing of Judge Susan Goldie who has worked very closely with us over the past three years as an assistant county prosecutor. Formerly, Judge Goldie served as Xenia Municipal Court judge for many years and was very well respected by the Greene County law enforcement community. Her passion for the law and for serving the public will be missed.

<b>Fiscal:</b>	
Budget:	\$708,750.78
Expenditures as of November 30, 2012:	\$689,805.20
% of Budget Used:	97.3 %
% of Budget Year Target:	100 %
Remaining % of Budget Remaining:	2.7 %
Cash Balance as of October 31, 2012:	\$211,497.53

Respectfully Submitted,

Barry P. Tiffany  
Township Administrator

## **Staff Report for Sugarcreek Township Trustees December 13 thru January 2, 2013**

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:**

- NFA Coffee Break: Fire Alarms & Systems
- STFD Momentum VHF Radio Systems - Viewing By January 7<sup>th</sup>, 2013
- Fire Engineering Webcast: Fighting Fires with Information
- NFA Coffee break: Fire Effects on Steel Structures
- Fire Engineering Webcast: DC Fire - It's Not Just a Job!
- JEMS Webcast: Lessons From Our Battlefield - Shock Management
- NFA Coffee break: Unauthorized Compressed Gas Cylinders
- Trauma Case Review

### **Statistics:**

32 Fire Calls  
23 EMS Calls

### **PERSONNEL:**

One new hire for January 7<sup>th</sup> meeting. Part time Safer Employee

### **Accomplishments:**

- Chief Pavlak and AC Zimmerman attended the December Officers Meeting
- Chief Pavlak attended the Haz Mat Board Meeting
- Chief Pavlak met with Bill Harphant regarding the VHF radio system
- Chief Pavlak met with Capt. Bee Williams several times regarding the 5-year plan
- AC Zimmerman met with Chris Zappanti regarding work flow with regard to EMS billing
- Chief Pavlak attended a meeting of the Strategic Plan Committee
- Chief Pavlak and AC Zimmerman conducted dispatcher candidate testing
- Fire Marshal Trepanier attended a Fire Protection Systems seminar.
- Fire Marshal Trepanier is creating a required training tracking system for inspectors

**STATUS OF SIGNIFICANT ISSUES THE FIRE DEPARTMENT IS ADDRESSING:**

- Doors in the fire bays at Station 72 are going to be serviced to improve latching and sealing for heat and air quality efficiency
- Determining best means of staffing stations under new Health Care law requirement
- 800 MARCS radio funding and operations

**SCHEDULED EVENTS FOR REMAINDER OF JANUARY:**

A.) Presentation to Lions Clubs for yearly donation they provide

**Budgetary Awareness Items:**

A.) 10 VHF pagers as planned in narrow banding project. \$\$3890.00  
B.)

**FISCAL:**

Fire Budget: \$2,599,818 EMS Budget: \$ 245,694

**Expenditures as of December 31, 2012:**

Fire: \$ 2,415,809.49 EMS: \$ 199,172.24

**% of Budget Used:**

Fire: 92.7 % EMS: 80.9%

**% of Budget Year Target:**

Fire: 100% EMS: 100%

**Remaining % OF Budget Remaining**

Fire: 7.3 % EMS: 19.1 %

**Cash Balance as of December 31, 2012:**

Fire: \$ 817,840.69 EMS: \$140,216.59

Respectfully submitted,

Randy Pavlak, Fire Chief



## Trustee Report January 7, 2013

### Training

- Detective Coltrane and Detective Black will be attending the *Interview & Interrogation Class* by PATC on January 14, 2013.
- No other classes scheduled for January.

### Public Appearances

- On Friday, December 14, 2012, Officer Stayer, Detective Coltrane, Officer Colon and Sergeant Guerrero took the kids for “Shop with a Cop” at Target. The children purchased winter coats, boots, hats, shoes, etc. They also purchased toys and gifts for themselves and their family members. All family members in addition received a \$25 gift card for a Christmas dinner from Krogers. Sugarcreek Universal 1 Credit Union collected over \$400.00. Every family had a great time and was extremely grateful. With the situation which happened in Connecticut, we were approached by citizens saying “Thank You” for what we were doing. Again, a special “Thanks” to these officers who took their time to provide a Merry Christmas to these families.
- Chief Deaton attended a Chief’s luncheon.
- On January 3<sup>rd</sup>, Chief Deaton attended the Communication Project Meeting in Xenia.
- On January 4<sup>th</sup>, Chief Deaton met with Superintendent St. Pierre.
- We are still in the process of interviewing police and dispatch applicants.

### Fiscal

- Budget: \$2,535,763.00
- Expenditures as of December 31, 2012: \$2,209,644.25
- % of Budget Used: 88.4% (11.6% **under** budget)
- Cash balance as of December 31, 2012: \$902,289.66
- We had a very good year staying under budget.

## **Statistics**

- Will have figures by Monday night.

## **Upcoming Events**

- Chief Deaton will be teaching Diversity Training for the fire department.

Respectfully submitted,



James K. Deaton  
Chief of Police



## Police Blotter

### Monday December 10, 2012

- 01:23 - Property Damage crash investigated on Wilmington Pike in the 780 block, an adult female was charged with OVI.
- 11:37 - Found Property was turned in at a Wilmington Pike business, owner was notified.
- 13:01 - Warrant Service was initiated at the United States Federal Building in Dayton.
- 17:43 - Two theft offender's were taken into custody at a Wilmington Pike business.
- 19:20- Fire assist was given to the fire department at a Wilmington Pike business.

### Tuesday December 11, 2012

- 14:19 – Warrant service was completed at a neighboring agency.
- 17:22 – Warrant service was completed at a neighboring agency.
- 19:51 – Peace Officer request was answered at an address on N. Kelsey's Way.

### Wednesday December 12, 2012

- 01:41 - A citizen assist was given to a resident on Toll Gate Lane.
- 10:29 - A domestic dispute was investigated on Centerville Road.
- 18:37 - Theft offender was arrested at a Wilmington Pike business.
- 18:35 - An assist to Bellbrook P.D. was given for an citizen complaint.
- 19:42 - A citizen assist was given to a citizen at a Wilmington Pike business.

### Thursday December 13, 2012

- 00:01 - Burglary was reported at a Surrey Trail address.
- 11:40 - Warrant service was completed at a neighboring agency.
- 12:30 - Property Damage crash was investigated at a Wilmington Pike business.
- 13:17 - Theft offender was arrested at a Wilmington Pike business.
- 14:23 - Warrant service was completed at a neighboring agency.
- 17:08 - Neighbor trouble was investigated on Sonoma Ct.
- 17:15 - Theft compliant was taken from a resident on Little Sugarcreek Road.

**Friday December 14, 2012**

- 00:18 - Neighbor Trouble was investigated at an address on Winding Brookway.
- 21:18 - An assist was given to Bellbrook P.D. on N. Main St.

**Saturday December 15, 2012**

- 00:31 - Property Damage crash was reported on Wilmington Dayton and Centerville Station Roads.
- 16:19- Property Damage crash was reported on Center Point Drive.
- 20:10 - Found Property was turned over to an Officer at Center Point and Wilmington Pike.
- 21:23 - Personal Injury crash was reported on St. Rt. 725 west of Penwewit Road, investigation is pending.
- 22:07 - Property Damage crash was reported on Rose Lake and Heritage Trace. Investigation is pending.

**Sunday December 16, 2012**

- 13:16 - Theft reported at an address on Stewart Road, investigation is pending.
- 15:08 - Theft reported at a Wilmington Pike business, investigation is pending.
- 17:28 - Family disturbance investigated at an address on Heritage Trace Drive.
- 19:30 - Theft reported at a Wilmington Pike business, investigation is pending.

**Monday December 17, 2012**

- 07:31 - Property Damage crash was investigated on Upper Bellbrook and Fauber Roads.
- 13:06 - Found Property was located in the Sugarcreek Crossing Shopping center.
- 17:23 - Property Damage crash was investigated on S. Alpha Bellbrook Road.
- 18:49 - Property Damage crash was investigated on S. Alpha Bellbrook Road.
- 19:35 - Property Damage crash was investigated on Stutsman Road.
- 20:13 - Property Damage crash was investigated on Upper Bellbrook and Feedwire Roads.

**Tuesday December 18, 2012**

- 07:21 - Theft complaint was investigated on N. Lakeman Drive.
- 09:03 - Crash with injuries was investigated on St. Rt. 725.
- 12:02 - Hit and run crash was investigated at the Sugarcreek Crossing Shopping Center.
- 14:01 - Theft offender was arrested at a Wilmington Pike business.
- 15:18 - Theft offender was arrested at a Wilmington Pike business.
- 17:48 - Warrant service was completed on a subject who had an outstanding warrant out of Sugarcreek Township.
- 18:39 - Theft complaint was investigated at an address in Bayberry Cove.
- 23:44 - OVI complaint was investigated on Clyo Road.

**Wednesday December 19, 2012**

- 15:34 - Criminal Damaging complaint was investigated at a Wilmington Pike business.
- 17:35 - Suspicious activity was investigated at a Wilmington Pike business.

#### **Thursday December 20, 2012**

- 02:15 - Warrant service was initiated.
- 12:17 - Theft offender was arrested at a Wilmington Pike business.
- 14:10 - Property Damage crash was investigated on Upper Bellbrook Road.
- 15:37 - Warrant service was initiated.
- 16:03 - Theft offender was arrested at a Wilmington Pike business.
- 21:35 - Warrant service was initiated.

#### **Friday December 21, 2012**

- 19:21 - Crash with injuries was investigated on Wilmington Pike and Centerville Road.
- 22:56 - An assist was given to Bellbrook Police Department on a fight in progress.
- 23:27 - A fire assist was given to Sugarcreek Fire at an address on Spillway Ct.

#### **Saturday December 22, 2012**

- 02:19 - An assist was given to Ohio State Highway Patrol at IR-675 and Wilmington Pike.
- 13:03 - Two theft offenders were arrested at a Wilmington Pike business.
- 14:23 - A warrant service was initiated on behalf of Moraine Police Department.
- 20:49 - Two theft offenders were arrested at a Wilmington Pike business.

#### **Sunday December 23, 2012**

- 13:19 - Property Damage crash was investigated on Wilmington Pike near the Sugarcreek Plaza.
- 10:11 - Fire assist was given at an address on Valais Ct.
- 12:00 - Fire assist was given at an address on Washington Mill Road.

#### **Monday December 24, 2012**

- 9:47 - Property Damage crash investigated on Clyo Road.
- 11:51 - Property Damage crash investigated on Wilmington Pike.
- 14:51 - An assist was given to a neighboring agency on Feedwire Road to investigate a Property Damage crash.
- 22:35 - Hit/Run crash was investigated at a Wilmington Pike business.

#### **Wednesday December 26, 2012**

- 07:36 - Property Damage crash was investigated on Wilmington Pike and IR-675.
- 10:15 - Theft was investigated at a Wilmington Pike business.
- 13:52 - Property Damage crash was investigated on St. Rt. 725.
- 16:17 - Property Damage crash was investigated on IR-675.
- 16:47 - Property Damage crash was investigated on Washington Mill Road.
- 18:01 - An assist was given to Sugarcreek Fire on McBee Road.
- 20:03 - An assist was given to a neighboring agency on Lower Bellbrook Road.
- 20:18 - Theft was investigated at an address on Surrey Trail.
- 20:37 - Crash with injuries was investigated on IR-675 at Wilmington Pike.



#### **Thursday December 27, 2012**

- 00:39 - Parking complaint was investigated on Heritage Trace Drive.
- 11:52 - Traffic stop on Wilmington Pike resulted in the arrest of one individual for an outstanding warrant.
- 17:36 - An assist was given to the fire department at a Wilmington Pike business.
- 20:17 - Warrant service was initiated at an address on Knob Hill in Bellbrook.

#### **Friday December 28, 2012**

- 03:31 - Warrant service was completed at the Montgomery County Jail.
- 06:48 - Property Damage crash was reported on IR-675, investigation is pending.
- 06:59 - Fire Assist was given to Sugarcreek Fire Department at an address on Surrey Trail.
- 10:23 - An assist was given to a neighboring agency.
- 13:48 - Criminal Damaging report was taken on Upper Bellbrook Road.
- 14:07 - Telephone Harassment complaint was taken on River Ridge Dr.
- 14:21 - Property Damage crash was investigated at a Wilmington Pike address.
- 16:54 - Property Damage crash was investigated at Wilmington Pike and St. Rt. 725.

#### **Saturday December 29, 2012**

- 00:27 - Property Damage crash was investigated on Feedwire and Clys Roads.
- 05:42 - Warrant service was completed at the Greene County Jail.
- 09:30 - Criminal Damaging was reported to vehicles along Swigart Road and the vicinity.
- 14:09 - Passing bad check complaint was investigated from a Wilmington Pike business.
- 18:36 - Theft offender was arrested from a Wilmington Pike business.

#### **Sunday December 30, 2012**

- 15:17 - Property Damage crash was investigated on Clys Road and Service Drive.
- 16:19 - Property Damage crash was investigated at a Feedwire Road business.
- 18:13 - Theft offender was arrested at a Wilmington Pike business.
- 18:16 - Theft offender was arrested at a Wilmington Pike business.
- 19:38 - Warrant service was completed with a neighboring agency.
- 20:43 - Runaway juvenile complaint was investigated from Bayberry Cove.



**Statistics**

The following statistics are submitted for the period of December 11, 2012 through December 31, 2012:

Calls For Service:	
Citizen-Generated	423
Officer-Generated	2043
Administrative	45
Total	2511
Offense Reports	18
Incident Reports	14
Crashes	37
Business Checks	527
Neighborhood Checks	1315
Places Found Open (PFO)	2
Vacation House Checks	48
Arrests	29
Traffic Citations	23
Traffic Warnings	34

**\*\*Note: Disregard the two items in Public Appearances for Chief Deaton.**

## Staff Report for Sugarcreek Township Trustees January 7, 2013

The following information is a snap shot of the activities and areas of responsibilities for Sugarcreek Township Roads and Services Department.

### Calls for Service

- Several dead deer removed from roadways.

### Accomplishments:

- Contacted builder on Sonoma Ct. – Damage to sidewalk during construction project
- Contacted residents at various locations to notify of upcoming dead/damaged tree removal from the right-of-ways.
- Patched pot holes in various locations
- Various maintenance and repairs on trucks
- Replaced hose reel in Sally Port at PD
- Met with landowner in Springboro area for possible donation of limestone.
- Plowed Snow
- Repaired mailboxes various locations

### Budgetary Awareness Items:

None

<b>Fiscal: End of Year Totals</b>	
Budget:	\$1,574,717.00
Expenditures as of October 30, 2012:	\$ 777,828.01
% of Budget Used:	49.3 % *
% of Budget Year Target:	100 %
% of Budget Remaining:	50.7 %
Cash Balance as of October 30, 2012:	\$1,000,962.84

\* Note: Low percentage of Budget Used to date due to delay in Clio Road project that was included in the budget and funded.



**Staff Report for the Sugarcreek Township Board of Trustees  
December 18, 2012 through January 3, 2013**

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:**

- **January 3, 2013 Meeting: Cancelled**

**Zoning Commission Activities:**

- **January 8, 2013 Meeting:**  
**ZC Case 03-2012: On December 11, 2012, the Sugarcreek Township Board of Zoning Commission initiated, by the passage of a motion, a text amendment to the Sugarcreek Township Zoning Resolution. The text amendment impacts Section 5.07 A. and proposes the elimination of the words “maximum permitted” with respect to density. 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

**Accomplishments:**

- Completed BZC Minutes (December 11, 2012)
- Updated Zoning Certificate Application for 2013, posted online
- Updated Zoning Fee Schedule, posted online
- Signage for a newly named tributary of the Little Miami River ordered
- Completed Going Places Initiative online survey

- Attended MVRPC Technical Advisory Committee Meeting on December 20, 2012
- Attended Department Head Meeting on January 2, 2013
- Completed inventory on non-conforming uses in our business districts; sent notice to property owners
- Prepared BZC Meeting packets (January 8, 2013), sent electronically
- Attended visitation for Susan Goldie on January 3, 2013
- Auditor's Office should have all documents required to waive taxes on Kelsey's Way parcels; will post online for sale once confirmation from the Auditor's Office is received

**Announcements/Upcoming Events:**

- SRTS Webinar scheduled for January 8, 2013
- BZC Meeting scheduled for January 8, 2013
- Chamber Meeting scheduled for January 10, 2013
- MVRPC TAC Meeting scheduled for January 17, 2013

## Zoning Certificate Totals 2012

	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	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	3
FEB	1	0	2	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	5
MARCH	2	0	1	0	0	2	0	0	1	1	2	0	0	0	0	0	0	0	0	0	1	10
APRIL	1	0	3	1	0	1	1	0	2	0	0	0	1	0	0	0	0	0	0	0	3	13
MAY	1	0	1	1	3	4	0	3	2	2	0	0	0	0	0	0	0	0	2	0	0	19
JUNE	2	0	0	1	0	2	0	0	0	0	3	2	0	0	0	0	0	0	0	0	1	11
JULY	5	0	0	0	0	0	0	0	2	0	1	1	1	1	1	0	0	0	0	0	0	10
AUGUST	0	0	4	1	1	2	1	0	0	0	1	1	1	0	0	0	0	0	0	0	0	11
SEPT	3	0	1	0	0	1	0	0	1	0	2	0	0	0	0	0	0	0	0	0	1	9
OCT	2	0	0	0	2	2	0	0	3	0	0	0	0	0	0	0	0	0	0	0	2	11
NOV	2	0	2	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	5
DEC	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
TOTALS	22	0	14	5	6	14	2	3	12	4	9	6	6	2	0	0	0	0	3	8	8	110

110 ZCs issued ytd. vs. 124 ZCs issued same period 2011 (-11.3%). 22 ZCs for SFR issued ytd vs. 16 ZCs for SFRs issued same period 2011 (+37.5%).

**END OF YEAR REPORT**