



**Administrator's Report to the Trustees
April 17, 2017**

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

- The removal of trees continues in Eric's Place. Once the trees are removed the stumps will be ground and sidewalk removed in preparation of the new walks being installed. The overwhelming majority of the homeowners wanted their trees removed.
- Attended the Choice One Engineering Fundraiser for Down Syndrome in the Miami Valley.
- Met with Jeff Puthoff of Choice One engineering to modify the design of Center Point Drive Extension to include a grass median and turn lanes at specific points into the undeveloped areas.
- Met with a resident regarding a location for a non-profit in the Township.
- Met with Trustee Destefani and a representative from A Day of Caring regarding a possible fundraiser in the community in the future.
- We have had several meetings with the tenant and county agency officials regarding the proposed use of the farm at the corner of Centerville and Waynesville Roads.
- Attended the Walkable Community Workshop in the City of Bellbrook.
- Attended the groundbreaking for Digestive Specialists on Clyo Road.

Respectfully Submitted,

Barry P. Tiffany
Township Administrator



Jeffrey A. Leaming
Fire Chief

Staff Report for Sugarcreek Township Trustees March 15, 2017 thru April 12, 2017

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:

- SCBA Fit Testing
- Fitness & Nutrition
- Small Engine Equipment
- Basic Fire Safety Inspection

Statistics:

Year to Date

- EMS Responses 163
- Vehicle Crashes 37
- Fire Responses 50
- Total Calls 250

Accomplishments/Information:

- Conducted seatbelt survey of Bellbrook High School students leaving school on 4/12/17

Status of Significant Issues the Fire Department is Addressing:

- New Battalion vehicle is now in service
- Converted the previous Battalion to the Brush Truck (will be declaring old brush unit surplus)
- Identifying capital needs of the department
- Exploring Part-time recruitment and retention options

Scheduled Events:

- Will be participating in the Sugar Maple Festival Parade
- Will be conducting Auto Extrication Demonstrations Sat. & Sun. at 2:00 during Sugar Maple Festival at Sta. 71

Fiscal:

As of April 4, 2017	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,571,000.00	\$561,488.86	\$761,279.81	\$1,307,900.25	29.499%
EMS	\$167,565.00	\$68,859.65	\$33,016.67	\$66,381.10	13.733%
Department Total	\$2,738,565.00	\$630,348.51	\$794,296.48	\$1,374,281.35	28.895%

Cornerstone Fire/EMS calls

Call Type	2013	2014	2015	2016	2017
EMS	11	29	40	31	8
Electrical problem	1	0	0	0	0
Extrication	2	0	1	0	0
False Alarm	0	3	8	8	8
Gas Leak	0	0	2	1	0
Good Intent	6	2	6	6	0
Mulch Fire	0	0	1	0	0
MVC with injuries	12	5	11	6	0
MVC without injuries	9	4	3	1	9
Odor of smoke	3	1	0	0	0
PD assist	2	0	0	0	2
Public Service	0	0	1	1	0
Sprinkler Activation	0	1	1	0	0
vehicle fire	0	1	0	3	0
Bomb Scare	0	0	0	1	0
Hazardous Materials	0	0	0	1	0
Water leak	2	1	0	0	0
Total	48	47	74	59	27
Total Calls for the year	871	865	915	917	232
percentage	5	5	8	6.4	8.6

* Thru 4/12/2017

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown
Chief of Police

Trustee Report

April 17, 2017

Training

- Sergeant Deckard, Sergeant White, and Sergeant Evans completed the Annual CPT Training at the GCCC.
- No other classes scheduled for April.

Public Appearance

- On March 21st, Chief Brown attended the ACE Task Force Board Meeting.
- On March 30th, Chief Brown attended the Eagle Rise HOA Meeting.
- Chief Brown also had a meeting with Dr. Lewis at the school.
- On April 5th, Chief Brown attended the Lions Club Meeting.
- On April 6th, Chief Brown attended the Chambers Breakfast.
- On April 14th, Chief Brown attended the Cross Walk and attended the Ribbon Cutting for the new office building on Clys Road.

Future Events

- On April 22nd, Sugar Maple Festival Parade
- On April 29th, Drug Drop Off at the Police Department Lobby

Fiscal

Budget 2016 (Final Appropriation)	\$2,506,438.00
Expenditures as of April 4, 2017	\$666,228.26
% of Budget Used	26.4%
% of Budget Year Target for the end of April	33.2%
% of Budget Remaining	73.6%
Cash Balance as of April 4, 2017	\$1,619,447.63

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

March 13, 2017

- A theft report on Beech Hill Drive
- Community Policing

March 14, 2017

- A welfare check on Middle Run Road
- A crash report on Upper Bellbrook Road

March 15, 2017

- A theft report on Clio Road
- A suspicious person on Conference Road

March 16, 2017

- A welfare check on Feedwire Road
- A crash report on Feedwire Road
- Business and house checks

March 17, 2017

- Nothing to Report

March 18, 2017

- A fraud report on Clio Road
- A noise complaint on Surrey Trail

March 19, 2017

- A suspicious vehicle on Feedwire Road
- A peace officer needed on Clio Road
- A theft arrest on Wilmington Pike

March 20, 2017

- A property crash on Upper Bellbrook Road
- Community policing

March 21, 2017

- Criminal damaging on Soaring Heights Drive
- A welfare check on Surrey Trail

March 22, 2017

- Nothing to Report

March 23, 2017

- Business and house checks
- 911 hang up on Bayberry Cove
- A crash report on Wilmington Pike

March 24, 2017

- A disabled vehicle on Wilmington Pike
- A noise complaint on Surrey Trail

March 25, 2017

- Business and house checks
- A suspicious person on Possum Run Court
- A fraud report on Seton Hill Drive

March 26, 2017

- A theft arrest on Wilmington Pike
- Community policing
- A property crash report on Wilmington Pike

March 27, 2017

- A neighbor problem on Lakeview Drive
- A property crash on Indian Wells Trail
- A crash report on Centerville Road

March 28, 2017

- A suspicious vehicle on Conference Road
- A disabled vehicle on Feedwire Road

March 29, 2017

- A suspicious vehicle on Wilmington Pike
- A crash report on Wilmington-Dayton Road

March 30, 2017

- Business and house checks
- Community policing

March 31, 2017

- A suspicious vehicle on Stewart Road
- A traffic complaint on Wilmington Pike
- A domestic violence report on Upper Bellbrook Road

April 1, 2017

- A suspicious vehicle on Feedwire
- A juvenile complaint on McBee Road
- Business and house checks

April 2, 2017

- An animal complaint on Fox Trail
- Community policing

April 3, 2017

- A property crash on Wilmington Pike
- A theft report on Surrey Trail
- A 911 hang up

April 4, 2017

- A theft arrest on Wilmington Pike
- An animal complaint on Clearbrook Drive

April 5, 2017

- A fraud report on Wilmington-Dayton Road
- A warrant was taken on Cloy Road
- A suspicious person on Surrey Trail
- A theft report on Bayberry Cove Drive
- A property crash report on Feedwire Road

April 6, 2017

- Nothing to Report

April 7, 2017

- Community Policing
- Business and House checks
- A theft report on Feedwire Road
- A juvenile complaint on Bayberry Cove Drive

April 8, 2017

- A domestic dispute on Carpenter Road
- A noise complaint on Possum Run Road
- A welfare check on Wilmington Pike

April 9, 2017

- A fight on Wilmington-Dayton Road
- A property crash on Centerville Road
- A warrant arrest on Wilmington Pike

April 10, 2017

- A theft arrest on Wilmington Pike
- A traffic complaint on Wilmington Pike
- A fraud report was taken on Wilmington Pike
- A theft report on Clys Road



**Staff Report for
Sugar Creek Township Trustees
April 17, 2017**

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

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Accomplishments:

- Maintenance on 708
- Sprayed weed in garden and shooting range
- Replaced steering arms on backhoe
- Repaired 706 steering issues
- Yearly catch basin inspection
- Patched potholes
- Hauled trash for Lions club
- Started removing snow equipment from trucks
- Mowed 2090 Mowed Briggs and Clio road
- Repaired furnace in quanset hut
- Attended a class on operations of Bellbrook's bucket truck
- Washed front of building and fence at 2090
- Started removing trees in Eric's Place

Respectfully,

Anthony W. Lamb
Roads and Services Director



**Staff Report for the Sugarcreek Township Board of Trustees
March 21, 2017 through April 13, 2017**

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:

- **March 23, 2017 BZA Meeting: Follow-up**
 - **BZA Case 03-2017:** Applicant, Pebb Dayton, LLC, is requesting area/dimensional variances from Section 8.10 D. 1. to allow for the construction of a 400 SF wall sign for Bed Bath and Beyond and a 288 SF wall sign for Buy Buy Baby. The subject properties are 6142 Wilmington Pike (Bed Bath and Beyond) and 6146 Wilmington Pike (Buy Buy Baby), parcel L32000100030013600, owned by Pebb Dayton, LLC, located in the B-2 (General Business) District and containing 7.481 acres.
 - *The BZA approved the requests.*
 - **BZA Case 04-2017:** Applicant, Joe Willhoite, is requesting an area/dimensional variance from Section 7.04 B. 1. a. of the Sugarcreek Township Zoning Resolution to allow for the construction of a 6' tall decorative aluminum fence the front yard to the rear of the principal structure at 2636 River Bluff Drive at a setback of 33' from the east property line at its closest point (in the area nearest to the house). A 50' setback will be maintained within the front yard adjacent to SR 725 along the majority of the east property line as previously approved by the BZA. The subject property is 2636 River Bluff Drive, parcel L32000200240015400, owned by 2636 River Bluff LLC, located in the E (Estate Residential) District and containing 5.64 acres.
 - *The BZA approved the request.*
- **April 27 BZA Meeting: Canceled**

Zoning Commission Activities:

- **April 4, 2017 BZC Meeting: Follow-up**
 - **BZC01-2017:** The Sugarcreek Township Zoning Commission is requesting a text amendment to the Sugarcreek Township Zoning Resolution, Section 7.02, dealing with Lighting Standards.
 - *The BZC recommended approval of the text amendment with one minor modification to the text.*
 - **BZC02-2017:** Inverness Group, Inc. is requesting Final Development Plan approval for the Landings at Sugarcreek, Section 5. The subject parcel is 3820 Upper Bellbrook Road, contains 53.251 acres, can be further identified by parcel number L32000100120001900, is owned by Inverness Group, Inc., and is located in the PUD-R (Residential Planned Unit Development) District. Section 5 is proposed to contain a total of 24 building lots and 10.23 acres.
 - *The BZC recommended approval of the text amendment with one minor modification to the text.*
 - **Discussion on signage**
 - The BZC will continue this discussion at the May 2, 2017 BZC Meeting.
- **May 2, 2017 BZC Meeting**
 - **Discussion on signage**
 - Continued from the April 4, 2017 BZC Meeting.

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Meetings/Accomplishments:

- Attended RPCC Executive Committee Meeting on March 21, 2017
- Attended BZA Meeting on March 23, 2017
- Attended Crossing Guard Workshop on March 27, 2017
- Met with BZA Applicant on March 30, 2017

- Attended Planning and Zoning Conference on March 31, 2017
- Attended BZC Meeting on April 4, 2017
- Met with contractor to discuss land in the township on April 5, 2017
- Met with Prosecutor's Office on April 11, 2017
- Met with applicant to discuss proposed agritourism use on April 11, 2017
- Attended Walkable Communities Workshop at the City of Bellbrook on April 12, 2017
- Met with Greene County Department of Building Regulation, Fire Department, Prosecutor's Office and agritourism applicant to discuss application on April 12, 2017
- Met with property owner to discuss land in the township on April 13, 2017
- Met with developer to discuss land in the township on April 13, 2017
- Prepared and sent BZC and Trustee Legal Notices (BZC01-2017 and BZC02-2017)
- Prepared BZC Packets (April 4, 2017 BZC Meeting)
- Completed sign research as requested by the BZC
- Prepared and sent BZC and Trustee Public Notices (BZC02-2017)
- Project Updates:
 - White Oakes Landing: Zoning Certificates issued for the first five buildings (occupancy anticipated 6-8 months from the start of construction); construction ongoing
 - Waterford at Sugarcreek: construction ongoing
 - Oak Brooke: Zoning Certificate Application for first house submitted
 - Landings at Sugarcreek: construction ongoing
 - Woodland Ridge: construction ongoing
- Plans for new medical office building on Cloyo Road approved
- Mailboxes on Little Sugarcreek Road have been moved. One mailbox installed as a temporary box, stone box will need to be reconstructed on the east side (working through that issue).

Announcements/Upcoming Events:

- BZC Meeting scheduled for May 2, 2017

Zoning Certificate Totals 2017

	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	2	0	1	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	2	0	0	8
FEB	4	0	0	0	1	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	8
MARCH	5	0	3	0	1	1	1	0	1	1	1	0	0	0	0	0	0	0	1	1	2	16
APRIL	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
MAY																						
JUNE																						
JULY																						
AUGUST																						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	13	0	5	0	2	2	1	0	2	4	2	2	0	0	0	0	0	0	3	2	0	36

36 ZCs issued ytd. vs. 35 ZC issued same period 2016 (2.86%); 13 ZCs issued for SFRs ytd vs. 5 ZCs issued for a SFR same period 2016 (160%).



**Staff Report for
Sugar Creek Township Trustees
April 13, 2017**

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

- Deployed NWS County update across all affected PCs and MDTs for Fire and Police
- Deployed NWS County update to ACE Task for PC for Sugar Creek
- Resolved intermittent issues as result of NWS County update w/County and Vendor
- Spectrum fiber in-place at Safety building and partially provisioned, telephone line transfer for Safety tentatively scheduled for 4/21
- Spectrum fiber scheduled for initial install at Clio near end of month
- Met with Police & vendor for noise- reduction materials in interview rooms
- Fire St. 71 to Safety via Bellbrook network & Microwave links scheduled to begin 4/18
- Fiber line between Fire and Police network equipment pending – parts arrived
- Upgraded Police Body camera server software, updated all Police desktops
- Resolved Safety external phone/camera to dispatch issue – problem on County side
- Resolved Fire St. 72 Rip & Run issue – problem on County side

Respectfully,

Chris Zappanti
Director of Information Technology