



**Administrator's Report to the Trustees
June 12, 2017**

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

- The removal of trees and replacement of sidewalk in Eric's Place is complete. There is still some clean-up to do and seeding, but overall the project is at 95%.
- Met with representatives from DP&L on the extension of electric service along Clio Road.
- Met with a representatives from a developer out of Cincinnati regarding the Rolandia property.
- Continued meetings with the tenant and county agency officials regarding the proposed use of the farm at the corner of Centerville and Waynesville Roads.
- Met with a business owner regarding a possible location in Sugarcreek Township.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'B. Tiffany', written over a horizontal line.

Barry P. Tiffany
Township Administrator



Jeffrey A. Leaming
Fire Chief

Staff Report for Sugarcreek Township Trustees April 26, 2017 thru June 7, 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:

- Medication Administration
- Apparatus Safe Driving
- Surgical Emergency Response Team (SERT)
- Air Management
- Trauma During Pregnancy
- Pump Operations
- Ventilation

Statistics:

As of June 7th

- EMS Responses 264 11 Overdose Responses with 6 patients receiving Narcan
- Vehicle Crashes 50
- Fire Responses 147

Total Calls 461 7.2% or 30 calls have been to Cornerstone

Accomplishments/Information:

- Assisted with the river clean up on June 3rd
- New medic is scheduled to be delivered on or about July 10th

Status of Significant Issues the Fire Department is Addressing:

- Need to submit request to Board of Elections a renewal of 2.0 mill levy that expires in 2018
- Identifying capital needs of the department
- Exploring Part-time recruitment and retention options

Scheduled Events:

- Gary Branstetter's retirement luncheon June 30th from 11:00 -- 2:00 Trustee Meeting room

Fiscal:

As of April 4, 2017	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,571,000.00	\$499,334.05	\$1,142,591.63	\$998,743.24	44.275%
EMS	\$167,565.00	\$54,650.70	\$64,714.98	\$48,891.74	38.462%
Department Total	\$2,738,565.00	\$553,984.75	\$1,207,306.61	\$1,047,634.98	41.561%

Projected Capital Needs:

Ranking	Station 71 Facilities	Estimated Cost	Station 72 Facilities	Estimated Cost	Equipment	Estimated Cost
1	Front Ramp replaced	\$24,000.00	Sewage Lift Pumps	\$10,000.00	Air Packs (applied for grant)	\$240,000.00
2	Install Shorelines	\$2,000.00	Exhaust System (bay)	\$30,000.00	5 Mobile Radio	\$31,763.00
3	Camera System	\$1,500.00	HVAC Rooftop Units (10)	\$25,000.00	(4) Blitz Fire master stream devices	\$10,000.00
4	Relocate Flag pole and install lighting	\$2,000.00	Boiler Water Heater	\$8,000.00	Thermal Imaging Camera	\$9,000.00
5	Replace Damaged Bay Door	\$2,000.00	Build Gear Room (in Bay)	\$55,000.00	Radio Batteries	\$2,500.00
6	Replace Mattresses	\$2,400.00	Inside Building Painting / Bay	\$9,000.00	PPV Fans E-73 Q-72	\$5,000.00
7	Replace Carpet	\$7,000.00	Sleeping area improvements	\$15,000.00	Search Rope & Equipment	\$3,000.00
8	Painting (bay)	\$8,000.00	Camera System Upgrade	\$5,000.00	Water Rescue Equip (applied for grant)	\$53,000.00
9	Bay Floor cracks	\$15,000.00	Battalion Bay sensors	\$1,200.00	Computers	\$9,000.00
10	Bay floor painting	\$3,000.00	Asphalt	\$30,000.00	Nozzles	\$3,200.00
11	Painting Interior	\$3,000.00	Front Ramp repair/replace	\$30,000.00	Chain saw	\$1,375.00
12	Kitchen	\$9,000.00	Station Alerting	\$54,000.00	Hand Tools	\$3,000.00
13			Carpet training / Day room / Bunk Room	\$11,000.00	Replace Hose	\$10,000.00
14			Replace Mattresses	\$2,100.00	Rotary saw	\$600.00
15			Bay Floor Cracks / Painting	\$18,000.00	Dedicated Maintenance Program	\$2,500.00
16			Outside Building Painting	\$12,000.00		
17			Wall Gear Racks	\$6,500.00		
	Sub Total	\$78,900.00		\$321,800.00		\$383,958.00
					Total	\$784,658.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown
Chief of Police

Trustee Report

June 12, 2017

Training

- On May 9th and May 23rd, Chief Brown and our police staff attended the CPT Training at the Greene County Career Center.
- During May, our police staff attended the CPR recertification training.
- On June 16th, Detective Stayer will be attending the *Multi-Discipline Response to High Risk Victims* in Columbus, Ohio.
- No other classes scheduled for June.

Public Appearance

- On May 2nd, the GUIDE students attended Camp Chautauqua. SRO Officer Ron Gudgell spent the two days with the students. Chief Brown attended the night program. The students received a T-shirt and had a great time.
- On May 4th, Chief Brown attended the National Day of Prayer.
- On May 11th, Chief Brown attended the Chambers Luncheon.
- On May 13th, Chief Brown attended Mr. Jim Martin's "Honor and Remembrance" event at the Bellbrook Presbyterian Church.
- On May 18th, Chief Brown attended the GCLEA Luncheon.
- On May 19th, our police staff attended Cabela's "Thank You" luncheon.
- On May 23rd, Chief Brown attended the ACE Task Force Board Meeting.
- Chief Brown has attended the Farmer's Market.
- On June 3rd, Chief Brown and Sergeant Deckard attended the "Meet & Greet" at the Bellbrook United Methodist Church.

Fiscal

Budget 2016 (Final Appropriation)	\$2,506,438.00
Expenditures as of June 9, 2017	\$1,018,490.07
% of Budget Used	40.4%
% of Budget Year Target for the end of June	49.8%
% of Budget Remaining	59.6%
Cash Balance as of June 9, 2017	\$1,275,536.23

- The Police Department received \$398.40 from the Attorney General for our GUIDE program.
- The Police Department also received \$1,000.00 from the Lions Club to help purchase a taser for our department.

The Police Department would like not only to say "thank you" to the Lions Club for their donation but all the citizens who brought us food during Police Week.

*Also, mark your calendars for June 30th, to celebrate Gary Branstetter's retirement!
A luncheon will be served between 11:30 – 2:00 p.m. at the Township Building*

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

April 25, 2017

- A theft report on Wilmington –Dayton Road
- A fraud report on McBee Road

April 26, 2017

- A fraud report on Cedar Ridge Drive
- Community policing
- House & business checks

April 27, 2017

- A crash report on Shepherd Road
- A crash report on Wilmington Pike

April 28, 2017

- Nothing to Report

April 29, 2017

- An animal complaint on Wilmington Pike
- A crash report on Feedwire Road
- A suspicious person on Wilmington Pike

April 30, 2017

- A suspicious vehicle on Wilmington Pike
- A theft arrest on Wilmington Pike

May 1, 2017

- Criminal damaging on Upper Bellbrook Road
- A domestic violence report on Ferry Road
- A crash report on Wilmington Pike

May 2, 2017

- A crash report on Wilmington Pike
- A suspicious vehicle on River Ridge Drive
- A warrant arrest on Cloyo Road

May 3, 2017

- A theft report on Wilmington Pike
- An animal complaint on Bayberry Cove Drive

May 4, 2017

- Business and house checks
- Community policing

May 5, 2017

- A crash report on Wilmington Pike
- Extra patrol on Brown Road

May 6, 2017

- Nothing to Report

May 7, 2017

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

May 8, 2017

- A suspicious vehicle on Wilmington Pike
- A fraud report on Washington Mill Road

May 9, 2017

- A theft report on Royal Woods Lane
- A theft arrest on Wilmington Pike

May 10, 2017

- A suspicious vehicle on Wilmington Pike
- A theft arrest on Wilmington Pike

May 11, 2017

- A warrant arrest on Wilmington Pike
- A crash report on Cloy Road

May 12, 2017

- A fraud report was taken on feedwire Road
- House and business checks

May 13, 2017

- A suspicious vehicle on Wilmington Pike
- A noise complaint on Mead Road

May 14, 2017

- Community Policing

May 15, 2017

- Domestic dispute in Bayberry Cove Drive
- A fraud report on Cloy Road
- A theft arrest on Wilmington Pike

May 16, 2017

- Nothing to Report

May 17, 2017

- A crash report on Wilmington Pike
- A theft report on Feedwire Road

May 18, 2017

- A welfare check on Wilmington Pike
- A burglary report on Pinebrook Court
- Extra patrol on Feedwire Road

May 19, 2017

- A suspicious vehicle on Little Sugarcreek Road
- Community policing
- A crash report on Wilmington-Dayton Road

May 20, 2017

- Business and house checks
- A suspicious vehicle on Feedwire Road
- A theft arrest on Wilmington Pike

May 21, 2017

- Nothing to Report

May 22, 2017

- An animal complaint on Lakeman Drive
- A noise complaint on S. Alpha Bellbrook Road
- A crash report on Wilmington Pike
- A suspicious person on Wilmington Pike

May 23, 2017

- A parking violation on Wilmington Pike
- A harassment report on Surrey Trail
- An animal complaint on Wilmington Pike
- A parking violation on Wilmington Pike

May 24, 2017

- A suspicious vehicle on Sugar Hill Lane
- A theft arrest on Wilmington Pike
- A juvenile complaint on Talon Ridge Court

May 25, 2017

- A crash report on Wilmington-Dayton Road
- A theft report on Sugar Hill Lane
- Business and house checks

May 26, 2017

- A fraud report on Clyo Road
- A domestic disturbance on Surrey Trail
- An animal complaint on Wilmington Pike
- A crash report on Wilmington Pike

May 27, 2017

- Nothing to Report

May 28, 2017

- A crash report on Wilmington Pike
- A suspicious vehicle on Wilmington Pike
- Fireworks on Little Sugarcreek Road

May 29, 2017

- Extra patrol on Shepherd Road
- A suspicious person on Wilmington Pike

May 30, 2017

- Community policing
- A crash report on Mead Road
- Juvenile complaint on Catalpa View Way

May 31, 2017

- Intoxicated subject on Willow creek Circle
- A theft report on Feedwire Road

June 1, 2017

- A juvenile complaint on Sonoma Court
- Business and house checks
- Community policing

June 2, 2017

- A suspicious vehicle on Little Sugarcreek Road
- A welfare check on Country Wood Drive
- A crash report on Wilmington Pike

June 3, 2017

- A suspicious vehicle on Willow Creek Circle
- A welfare check on Swigart Road
- A theft arrest on Wilmington Pike

June 4, 2017

- A crash report on Wilmington Pike
- An animal complaint on Wilmington Pike

June 5, 2017

- Nothing to Report

June 6, 2017

- A parking violation on Surrey Trail
- An animal complaint on Van Eaton Road
- A peace officer was needed on Wilmington Pike



**Staff Report for
Sugar Creek Township Trustees
June 12, 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

- 5/1 Tree branch in roadway Little Sugar Creek road
- 5/5 Tree down on Timberly drive
- 5/24 Tree down on Washington Mill road

Accomplishments:

- Street sweeping cycle
- Curb repair in Eden Meadows
- Spray cycle along roads
- Trimmed trees around signs
- Installed farm market signs
- Mowed cemetery
- Mowed plaza and 2090
- Repaired fuel tank on hustler mower
- Replaced bearings and main broom on street sweeper
- Removed sidewalk in Eric's Place
- Mowing cycle along roads
- Attended class on underground pipelines
- Added stone to washout on Sugarhill lane
- Ground stumps in Eric's Place
- Mulched trees on Wilmington Pike
- Repaired washout along berm on Middle Run road
- Dura patched on Little Sugar Creek road, Murphy's Crossing, Carpenter road,
- Assisted with walk to school day
- Replaced stop sign on Staylit court

Respectfully,

Anthony W. Lamb
Roads and Services Director



Staff Report for the Sugarcreek Township Board of Trustees May 1, 2017 through June 8, 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:

- **May 25, 2017 BZA Meeting: Follow-Up**
 - **BZA Case 05-2017:** Applicant, Wendell Ott, is requesting an area/dimensional variance from Section 4.13 E. 9. to allow for the construction of a solar array in the front yard adjacent to Washington Mill Road. The subject property is 2375 Sieber Trace, parcel L32000200290002600, owned by Wendell J. and Theresa A. Ott, located in the A-1 (Agricultural) District and containing 2.158 acres.
 - *The BZA approved the requested variance.*
 - **BZA05-2015:** Applicant, VanCon General Contractor, is requesting variances from Article 4, Subsection 4.11 H. of the Sugarcreek Township Zoning Resolution to reduce the required side yard setback from 50' to 40' and to reduce the required rear yard setback from 50' to 30'. The applicant is also requesting variances from Article 10, Subsections 10.06 A. and B. of the Sugarcreek Township Zoning Resolution to reduce the required minimum buffer yards (side yard and rear yard) and to allow for reduced plantings within the buffer yards as depicted on the submitted site plan. The subject property is 4354 State Route 725, parcel L32000100030000700, owned by Anil V. and Bharati A. Kamdar, Trustees, containing approximately 0.844 acres, and located in the B-2 (General Business) District.
 - *The BZA approved the requested variances.*
- **June 22, 2017 BZA Meeting: Canceled**

Zoning Commission Activities:

- **June 6, 2017 BZC Meeting: Follow-up**
 - **Continued discussion on signage**
 - *Modifications proposed; anticipate text amendment initiation at the July 11, 2015 BZC Meeting*
- **July 11, 2017 BZC Meeting**
 - **ZC Case 03-2017:** Applicant, Guttman Development Group, is requesting preliminary development plan approval under Article 5 of the Sugarcreek Township Zoning Resolution for approval of the preliminary plan for a proposed senior/assisted living facility containing 123 independent living units, 57 assisted living units and 20 memory care units. The development site is part of 4990 Wilmington Pike, can be further identified by parcel number L32000100010011900, contains 9.773 acres and is owned by Sugarcreek Golf Course, Inc.
 - Initiate a text amendment to the Sugarcreek Township Zoning Resolution dealing with the provisions of Article 8: Signage.

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Meetings/Accomplishments:

- Attended BZC Meeting on May 2, 2017
- Met with resident to discuss complaint received on May 10, 2017
- Met with realtor to discuss land in the township on May 17, 2017
- Met with attorney to discuss planned agritourism use on May 17, 2017
- Attended TAC Meeting on May 18, 2017
- Met with developer to discuss land in the township on May 22, 2017
- Met with developer to discuss land in the township on May 24, 2017
- Attended Walk to School Day event on May 25, 2017
- Attended BZA Meeting on May 25, 2017
- Met with consultant to discuss revised preliminary plan submission on June 5, 2017
- Attended BZC Meeting on June 6, 2017
- Attended Kroger Grand Opening event on June 8, 2017
- Prepared for discussion on signage (June 6, 2017 BZC Meeting)

- Project Updates:
 - White Oakes Landing: Zoning Certificate Application submitted for the second 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; received plans for Section 5 from RPCC, under review; waiting on developer to let us know when drainage issue has been resolved to the satisfaction of the GCEO prior to scheduling Trustee review of Section 5 Final PUD Plan
 - Woodland Ridge: construction ongoing
- Plans for new use in Sugarcreek Plaza approved: Abby's Place for Women
- Plans for detached garage for new medical office building on Clyo Road approved
- Working with ODOT on selecting a consultant for right-of-way services for PID 98576 using the Federal Quality Based Selection Process.

Announcements/Upcoming Events:

- BZC Meeting scheduled for July 11, 2017
- BZA Meeting scheduled for July 27, 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	2	2	16
APRIL	2	0	1	0	3	2	0	0	0	0	2	2	2	0	0	0	0	0	1	1	1	14
MAY	8	0	1	1	2	0	1	2	3	2	2	1	1	0	0	0	0	0	1	0	0	22
JUNE	4	0	2	0	0	0	1	0	1	0	0	0	0	0	1	0	1	0	0	0	1	10
JULY																						
AUGUST																						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTALS	25	0	8	1	7	3	3	2	3	7	6	3	3	1	0	0	1	0	5	4	4	78

78 ZCs issued ytd. vs. 61 ZCs issued same period 2016 (27.9%); 25 ZCs issued for SFRs ytd vs. 10 ZCs issued for a SFR same period 2016 (150%).



**Staff Report for
Sugar Creek Township Trustees
June 9, 2017**

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

- Transitioned Township over to Spectrum fiber connection for Internet access (10MB symmetric) at Clio location
- Transitioned Ferry location over to Spectrum fiber connection with circuit over to Clio location
- Transitioned Clio PRI phone services over to fiber PRI provided by Spectrum
- Implemented Fire Station 71 Microwave link to Bellbrook with vendor, installed firewall, awaiting Bellbrook to complete configuration on their side before we can complete the circuit to Clio location
- Resolved phone routing issues as they appeared during transition from Cincinnati Bell to Spectrum, a couple of open issues still in process
- Engaged vehicle diagnostic vendor on behalf of Police via webinar session
- Attended Department head meeting

Respectfully,

Chris Zappanti
Director of Information Technology