



**Administrator's Report to the Trustees  
January 3, 2018**

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

- Center Point Drive Extension work continues but has slowed due to the weather and holidays. Base for the roadway will be installed during the winter months with asphalt pavement to be done with warmer weather in the spring.
- The Landings submittal for Section 5 is still tabled at this time. The developer is still working through issues with Greene County Engineer's Office.
- The lighting for the entry drive is ordered and will be installed once the fixtures are received and weather is permitting.
- Abundant Life Apostolic Church, 4100 Brown Road, is once again providing lunch for all Township employees on January 12 from noon - 2pm. This is open to on-duty as well as off-duty personnel. There is a sign up sheet that we need to give them by the 10<sup>th</sup>.

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 Sugar Creek Township Trustees December 13, 2017 thru December 28, 2017

The following information is a snap shot of the activities and areas of responsibilities for Sugar Creek 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:**

- Sepsis / Toxicology

**Statistics:**

As of Dec 28<sup>th</sup>

- EMS Responses 703      22 Overdose Responses with 13 patients receiving Narcan
- Vehicle Crashes 140
- Fire Responses 286

Total Calls 989      7.0% or 69 calls have been to Cornerstone

**Accomplishments/Information:**

- Declaring the 1991 KME engine surplus so it can be listed on GovDeals
- Submitting a grant application to FEMA for the Assistance to Firefighters Grant for the replacement of air paks

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

- Quint 72 our KME Ladder Truck remains at the factory in Pennsylvania where it has been since July 18<sup>th</sup> for repairs
- Capital needs of the department are summarized below in this report
- Part-time recruitment and retention program will be implemented starting in 2018

**Scheduled Events:**

- Nothing significant

**Fiscal:**

As of Dec 11, 2017	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,621,000.00	\$102,733.84	\$2,460,244.24	\$117,690.84	93.522%
EMS	\$167,565.00	\$27,002.71	\$134,049.74	\$7,204.97	79.669%
Department Total	\$2,788,565.00	\$290,645.37	\$2,208,945.29	\$299,335.68	92.689%

**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		
	<b>Total</b>	<b>\$343,283.00</b>		<b>\$254,375.00</b>		<b>\$103,500.00</b>
<b>TOTAL-</b>						<b>\$701,158.00</b>

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown  
Chief of Police

## Trustee Report January 3, 2018

### Training

- No classes scheduled for January.

### Fiscal (Old Figures)

*Did not receive new figures*

Budget 2017 (Final Appropriation)	\$2,506,438.00
Expenditures as of December 11, 2017	\$2,135,174.29
% of Budget Used	84.7%
% of Budget Year Target for the end of December	100%
% of Budget Remaining	15.3%
Cash Balance as of December 11, 2017	\$1,233,920.99

## Public Appearance

- On December 19<sup>th</sup>, Chief Brown attended the ACE Task Force Board Meeting.

Respectfully submitted,

A handwritten signature in black ink that reads "MA Brown". The letters are cursive and somewhat stylized.

Michael A. Brown  
Chief of Police



*Michael A. Brown*  
*Chief of Police*

## **Police Blotter**

### **December 12, 2017**

- A suspicious vehicle on Wilmington Pike
- House and business checks
- A noise complaint on River Ridge Drive

### **December 13, 2017**

- A theft arrest on Wilmington Pike
- Welfare check on Surrey Trail
- A suspicious person on Wilmington Pike

### **December 14, 2017**

- A burglary report on Ryder Court
- A warrant on Cloy Road

### **December 15, 2017**

- Nothing to Report

### **December 16, 2017**

- A theft arrest on Wilmington Pike
- Peace Officer on Cloy Road

### **December 17, 2017**

- Traffic stops
- House checks

### **December 18, 2017**

- Community policing
- A parking violation on Wilmington Pike

**December 19, 2017**

- Nothing to Report

**December 20, 2017**

- A fraud report on Lower Bellbrook Road
- An animal complaint on Heritage Trace Drive

**December 21, 2017**

- Community Policing
- House and business checks
- A theft arrest on Wilmington Pike

**December 22, 2017**

- Traffic stops
- A crash report on Wilmington Pike

**December 23, 2017**

- A disabled vehicle on Middle Run Road
- A disturbance on Wilmington Pike

**December 24, 2017**

- A domestic dispute on Bayberry Cove Drive
- A domestic violence report on Berryhill Road
- A crash report on Wagner Road

**December 25, 2017**

- Nothing to Report

**December 26, 2017**

- A crash report on Upper Bellbrook Road
- A suspicious person on Wilmington Pike

**December 27, 2017**

- Nothing to Report

**December 28, 2017**

- A suspicious person on Wilmington Pike
- 911 Hang up

**December 29, 2017**

- An animal complaint on Wilmington Pike
- A theft report on Ferry Road

**December 30, 2017**

- A welfare check on Conference Road
- A theft arrest on Wilmington Pike

**December 31, 2017**

- An animal complaint on Stewart Road
- A suspicious vehicle on Carpenter Road
- Business checks



**Staff Report for  
Sugar Creek Township Trustees  
January 3, 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**

- 12-17 called to assist fire department with barn fire Sears road
- 12-24 snow
- 12-25 snow
- 12-29 snow
- 12-30 snow
- 12-31 snow

**Accomplishments:**

- Finished setting up all trucks for winter
- Cleared roads of debris after high winds on 12-14
- Replaced stop sign taken down by auto accident
- Trim brush on Carpenter road
- Repaired washers on 705
- Repaired guard rail on Little Sugar Creek road damaged by auto accident
- Replaced spinner motor 705
- Washed trucks and bays
- Replaced Township marker on Upper Bellbrook road damaged by auto accident
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Respectfully,

Anthony W. Lamb  
Roads and Services Director



**Staff Report for the Sugar Creek Township Board of Trustees  
December 19, 2017 through January 2, 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:**

- **December 28, 2017 BZA Meeting**
  - **BZA Case 17-2017:** Applicant, Rick Turner-Diamond Z Engineering, is requesting area/dimensional variances from Section 4.11 H. Table 4-5 and Section 7.02 B. 2. h. i. of the Sugar Creek Township Zoning Resolution to allow for a lot coverage of 77% (70% permitted) and a maximum illumination under the proposed canopy of 17.38 footcandles (15 footcandles permitted) in support of a site renovation for the existing owner, True North Energy, LLC. The subject property is 6160 Wilmington Pike, parcel L32000100030013500, owned by True North Energy, LLC, and located in the B-2 (General Business) District.
    - *The BZA approved the requested variances.*
  - Next meeting is scheduled for January 25, 2018 (anticipate cancellation as no applications were received in advance of the meeting's closing date).

**Zoning Commission Activities:**

- **January 2, 2018 BZC Meeting: Canceled**
- **Next meeting scheduled for February 6, 2018.**

**Permits:**

- See attached spreadsheet

### **Violations:**

- See attached spreadsheet

### **Meetings/Accomplishments:**

- Attended BZA Meeting on December 28, 2017
- Met with contractor to discuss residential addition on January 2, 2018
- Completed Minutes from the November 16, 2017 BZA Meeting
- Completed Staff Reports and BZA Packets for the December 28, 2017 Meeting (BZA17-2017)
- Completed Notices of Decision from the December 5, 2017 BZC Meeting
- Completed Trustee Packets for the January 3, 2018 Public Hearings
- 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
  - Oak Brooke: construction ongoing
  - Landings at Sugarcreek: construction ongoing; Section 1 of EDCI Expansion Final Development Plan approval in process and Section 5 Final Development Plan approval in process (on hold pending okay to proceed from GCEO)
  - Woodland Ridge: construction ongoing
- Plans for the Colin Connor Center approved (awaiting final photometric)
- Plans for expansion of Dollar General into adjacent space approved
- Completed payment request for BZA members
- Approval of contracts received from Prosecutor's Office; Project Scope meeting has scheduled with right-of-way consultants and ODOT, then consultants will be released to begin work on our next phase SRTS project

### **Announcements/Upcoming Events:**

- BZA Meeting scheduled for January 25, 2018 (cancellation expected)
- BZC Meeting scheduled for February 6, 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	3	0	0	0	0	0	0	2	0	8
FEB	4	0	0	0	1	0	0	0	2	0	1	0	0	0	0	0	0	8
MARCH	5	0	3	0	1	1	1	0	1	1	1	0	0	0	0	1	2	16
APRIL	2	0	1	0	3	2	0	0	0	0	2	2	2	0	0	1	1	14
MAY	8	0	1	1	2	0	1	2	0	3	2	1	0	0	0	1	0	22
JUNE	7	5	4	0	0	0	1	0	3	0	0	0	0	1	0	0	2	23
JULY	1	0	2	0	0	0	5	0	0	0	0	0	0	0	1	2	3	14
AUGUST	4	10	2	0	1	1	1	2	0	1	1	1	2	0	0	1	2	28
SEPT	5	0	3	0	3	3	1	0	1	0	1	1	1	1	0	1	0	20
OCT	11	0	4	0	0	2	0	0	1	1	1	0	1	3	0	1	0	24
NOV	3	0	2	0	2	1	0	0	2	0	0	0	0	0	0	0	0	10
DEC	5	0	0	0	0	0	0	0	1	1	1	0	2	0	0	1	0	10
TOTALS	57	15	23	1	13	15	5	4	10	10	8	9	6	0	0	11	10	197

197 ZCs issued ytd. vs. 177 ZCs issued same period 2016 (+11.3%); 57 ZCs issued for SFRs ytd vs. 39 ZCs issued for a SFR same period 2016 (+46.2%).



**Staff Report for  
Sugar Creek Township Trustees  
December 14, 2017**

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

- Installed test equipment in Beaver Creek Twp network for County technicians and PSISN to work with against as part of transition to new microwave path.
- Resolved VPN server crash NYE
- Worked through failure of existing Microwave path with PSISN and isolated problem to Xenia water tower. Problem was external to us, affected multiple agencies, and was resolved in about 5 hours. Their vendor resolved issue with some intermittent issues throughout rest of day before services stabilized.
- Holiday break and vacation!

Respectfully,

Chris Zappanti  
Director of Information Technology