



**Administrator's Report to the Trustees
June 18, 2018**

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

- We are still waiting for Reddy Electric to complete the driveway lighting. They have bored the driveway and wired the additional pole. We are now waiting for the junction box under the flagpole, grading, seeding and straw and the project is complete.
- The Brown Road project continues with design phase projected at 80% completion this week.
- Installation of the new cameras continues at the Public Safety Building. Wiring is ready for camera placement. Chris is working through estimates for the administration building and Station 71.
- The abandoned property on Washington Mill Road will be at auction on Wednesday of this week with no minimum bid required. The property has been condemned and cannot be repaired. Additionally, it lies within the floodway, so no structures can be erected in the future. I will in attendance at the auction to ensure a purchase is not made with the idea of building on the property.
- Met with a new property owner on Arwa Drive concerning a hole in her back yard. The manhole on the storm system was installed incorrectly resulting in a gap over the vault in the ground. A hole had open in the earth that could be hazardous. The service department made repairs that day.

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 Sugarcreek Township Trustees May 30, 2018 thru June 15, 2018

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:

- Driver safety course
- Kidney failure / Renal Dialysis

Statistics:

2017 Totals

- EMS Responses: 710 (71.1%) 22 Overdose calls 13 patients receiving Narcan
- Vehicle Crashes: 144
- Fire Responses: 289 (28.9%)
Total Calls: 997 6.9% or 69 calls to Centerville

Year to Date

- EMS Responses: 387 6 Overdose calls with 4 patients receiving Narcan
- Vehicle Crashes: 71
- Fire Responses: 118
Total Calls: 505 10.2% or 50 calls have been to Cornerstone

Accomplishments/Information:

- Grant application submitted to FEMA for the Assistance to Firefighters Grant for the replacement of air paks
- Power Cot and load system ordered for Medic 71 per BWC grant

Status of Significant Issues the Fire Department is Addressing:

- Annual Hydrant testing has began and will continue until completed
- Tax Issue Renewal
- Quint 72 our KME Ladder Truck remains at the factory in Pennsylvania where it has been since July 18th for repairs
- Union has voted to ratify labor agreement
- Capital needs of the department are summarized below in this report

Scheduled Events:

- Sewage pumps at the public safety building are scheduled to be replaced June 19th
- Full-time Firefighter/Paramedic written test will be conducted on June 29th

Fiscal:

As of June 8, 2018	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,595,383.00	\$557,223.45	\$982,630.12	\$1,067,454.68	37.688%
EMS	\$162,840.00	\$42,287.70	\$59,550.91	\$62,028.56	36.341%
Department Total	\$2,758,223.00	\$599,511.15	\$1,042,181.03	\$1,129,483.24	37.608%

Projected Capital Needs:

Priority	Immediate	Moderate	Low
1	Air Packs (applied for grant) \$240,000.00	Battalion Bay sensors \$1,200.00	Replace Damaged Bay Door \$2,000.00
2	HVAC Rooftop Units (8) split cost \$52,000.00	Install Shorelines (Sta. 71) \$2,000.00	Carpet training / Day room / Bunk Room \$11,000.00
3	Front Ramp replaced \$24,000.00	Water Rescue Equip \$20,000.00	Kitchen (Sta. 71) \$9,000.00
4	Exhaust System (bay) \$30,000.00	Inside Building Painting / Bay (Sta. 72) \$9,000.00	Painting Interior (Sta. 71) \$3,000.00
5	5 Mobile Radio \$31,783.00	Build Gear Room (In Bay Sta. 72) \$55,000.00	Replace Carpet (Sta. 71) \$7,000.00
6		Sleeping area improvements (Sta. 72) \$15,000.00	Bay Floor crack repair / repaint floor \$36,000.00
7		Camera System (Sta. 71) \$1,500.00	Painting (bay) (Sta. 71) \$8,000.00
8		Asphalt split cost with PD \$15,000.00	Outside Building Painting \$12,000.00
9		Thermal Imaging Camera \$9,000.00	Wall Gear Racks \$6,500.00
10		Radio Batteries \$2,500.00	Dedicated Maintenance Program \$2,500.00
11		PPV Fans E-73 Q-72 \$5,000.00	Relocate Flag pole and install lighting \$2,000.00
12		Search Rope & Equipment \$3,000.00	
13		Computers \$9,000.00	
14		Front Ramp repair/replace \$30,000.00	
15		Nozzles \$3,200.00	
16		Chain saw \$1,375.00	
17		Hand Tools \$3,000.00	
18		Replace Hose \$10,000.00	
19		Rotary saw \$600.00	
20		Station Alerting \$54,000.00	
21			
	Total \$377,783.00		\$249,375.00

TOTAL: \$726,158.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown
Chief of Police

Trustee Report June 18, 2018

Training

- During the week of June 18th, our officers had Firearms State Re-Qualifications.
- No classes scheduled for June.

Fiscal

Budget 2018 (Final Appropriation)	\$2,653,296.00
Expenditures as of June 8, 2018	\$990,064.44
% of Budget Used	37%
% of Budget Year Target for the end of June	49.8%
% of Budget Remaining	63%
Cash Balance as of June 8, 2018	\$1,434,857.55

Public Appearance

- Chief Brown and Sergeant Deckard have been working down at the range.
- Chief Brown visited the Farmers Market.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M Brown". The signature is written in a cursive style with a horizontal line at the end.

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

May 29, 2018

- Drug activity on Wilmington Pike
- Juvenile complaint on Killian Court
- Community policing

May 30, 2018

- Traffic stops
- Business and house checks
- Theft report on Swigart Road

May 31, 2018

- Suspicious vehicle on Wilmington Pike
- Theft arrest on Wilmington Pike
- Domestic dispute on Berryhill Road
- Crash report on Wilmington Pike

June 1, 2018

- Noise complaint on Sonoma Court
- Crash report on Feedwire Road
- Solicitor on Cheatham Way

June 2, 2018

- Community policing
- Business and house checks
- Traffic stops

June 3, 2018

- Nothing to Report

June 4, 2018

- Suspicious person on Winding Brook Way
- Extra patrol on Oak Creek Drive
- Theft arrest on Wilmington Pike

June 5, 2018

- Noise complaint on Surrey Trail
- Suspicious vehicle on Clio Road

June 6, 2018

- Community policing
- Business and house checks
- An animal complaint on Sonoma Court

June 7, 2018

- Traffic stops
- Welfare check on Seton Hill Drive

June 8 2018

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

June 9, 2018

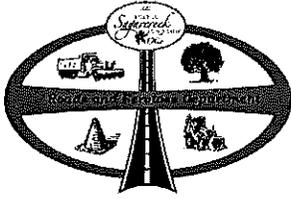
- Nothing to Report

June 10, 2018

- Crash report on Kables Mill Drive

June 11, 2018

- Burglary report on Seton Hill Drive
- Theft arrest on Wilmington Pike



**Staff Report for
Sugar Creek Township Trustees
June 18, 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

- No Calls For Service

Accomplishments:

- Mowed Property – 3
- Mowed outlying areas - 2
- Broke down farmers market – 2
- Picked up dead animal on Carpenter Rd.
- Picked up leftover political signs
- Crack sealed Ferry South
- Cleaned up tree on Shepard Rd.
- Took bikes to school for Admin
- Pre-paving walk through in Oakbrook
- Picked up deer strike on Feedwire Rd.
- Set up farmers market – 2
- Cut brush and trees at 2090 Ferry Rd.
- Mowed back field at property
- Clean office and bays
- Driveway inspection 3813 Middle Run Rd.
- Picked up deer strike on 725
- Picked up deer strike on Berryhill Rd
- Helped police dept. with old shed removal
- Removed debris bags off grates in Carpenters Creek
- Took 705 to Xenia Truck
- Fixed flat on Super-z
- Picked up 705
- Fixed license plates on equipment
- Replaced delineators on Clio island
- Poured concrete pad for Police Dept.
- Worked on Expedition

Respectfully,

Bill Harphant
Roads and Services Director



**Staff Report for the Sugarcreek Township Board of Trustees
June 4, 2018 through June 13, 2018**

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:

- **June 28, 2018 BZA Meeting:**
 - **BZA Case 04-2018:** Applicants, Barry L. and Norma C. Raygor, are requesting a variance from Article 4, Subsection 4.13 D. 3. b. of the Sugarcreek Township Zoning Resolution to allow for the construction of an 1,920 SF barn putting total cumulative square footage for all detached accessory buildings and structures over the permitted 2,500 SF allowance by 1,716 SF. The subject property is 804 Carpenter Road, parcel L32000100140004300, owned by Barry L. and Norma C. Raygor, containing 3.0000 acres, and located in the A-1 (Agricultural) District.

Zoning Commission Activities:

- **June 5, 2018 Meeting Follow-up:**
 - **ZC Case 04-2018:** The Sugarcreek Township Trustees initiated by passage of a motion a text amendment to the Sugarcreek Township Zoning Resolution. The text amendment proposes modifications to Article 6 of the Sugarcreek Township Zoning Resolution dealing with permitted density in the RPUCD (Residential Planned Unit Conservation Development) District.
The Zoning Commission recommended approval.
 - **ZC Case 05-2018:** The Sugarcreek Township Zoning Commission will consider an amendment to the Sugarcreek Township Long Range Land Use Plan to add reference to the applicability of the Greene County

Thoroughfare Plan within the Planned Road Improvements section of the Plan under Planning Foundation/Infrastructure.

The Zoning Commission recommended approval.

- **July 10, 2018 Meeting: No applications received.**

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Meetings/Accomplishments:

- Met with developer to discuss land in the township on June 4, 2018
- Met with contractor to discuss interior alteration/front porch addition on June 12, 2018
- Met with contractor to discuss construction of a pool on June 12, 2018
- Attended BZC Meeting on June 5, 2018
- Completed Trustee packets ZC04-2018 and ZC05-2018
- Met with RPCC staff on June 7, 2018 to discuss census address update
- Completed review of local update of census addresses in advance of the 2020 decennial census
- Approved agritourism use at the Lucas Brothers' Farm on Ferry Road south (wedding/event venue)
- Building plans for KFC approved (site improvements previously approved)
- Farmers' Market underway, adding vendors every week
- Project Updates:
 - White Oakes Landing: construction ongoing
 - Waterford at Sugarcreek: construction ongoing (recording of subdivision completed, unit occupancy has begun)
 - Oak Brooke: construction ongoing
 - Landings at Sugarcreek: construction ongoing
 - Woodland Ridge: construction ongoing

Announcements/Upcoming Events:

- Planet Fitness Ribbon Cutting Ceremony scheduled for June 26, 2018 at 4 p.m.
- BZA Meeting scheduled for June 28, 2018 at 7 p.m.



**Staff Report for
Sugarcreek Township Trustees
June 15, 2018**

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

- Replacement web filter testing completed, transition completed
- Safety building camera project largely on track for 3 days past original completion date (new date is June 20)
- Attended Department head meeting
- Performed camera walk through (pre-quote) for St. 71 and Admin buildings with vendor
- Network infrastructure changes in preparation for new camera system complete

Respectfully,

Chris Zappanti
Director of Information Technology