



**Administrator's Report to the Trustees  
January 7, 2019**

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

- The OTA Conference is coming up the end of January in Columbus. They have added an app for your phone this year to make tracking of training sessions easier.
- HB 500, the Township Omnibus Bill was signed into law by the Governor in late December. Annexation Law reform continues to be a priority for the OTA and CLOUT for the new General Assembly. We will be seeking additional successes in 2019!

One of the items included in the bill grants the authority to the Board of Trustees to suspend a member of a zoning commission or BZA due to performance. Sugar Creek Township drafted and introduced the language for this portion of the bill.

Some other items included in the bill:

- Requirement for the Board of Trustees to elect a chairperson at the first meeting in each calendar year for that calendar year.
  - Eliminates the requirement for the inventory of the Township to be filed with the County Engineer each year. It will be filed with the Fiscal Officer.
  - Increases the threshold of obligations an employee could incur from \$2,500 to \$10,000 as set and authorized by the Board of Trustees.
- The Rammel Farm rezoning has been scheduled for the 4<sup>th</sup> of February with the Board of Trustees.

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 November 28, 2018 thru January 2, 2019

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:

- Swift Water Rescue Awareness
- Environmental Emergencies
- Aerial Operations Review
- Sepsis / Toxicology

### 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

#### 2018 Totals

- EMS Responses: 864            11 Overdose calls with 8 patients receiving Narcan
- Vehicle Crashes: 156
- Fire Responses: 229  
    Total Calls: 1093            9.5% or 104 calls have been to Cornerstone

### Accomplishments/Information:

- Held Fire Officer's Meeting 12/11
- Attended County Trustee Christmas Party 12/11
- Attended Public Safety Briefing 12/13
- Attended County Fire Chief's Meeting 12/20

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

- Engine 71 a 2001 KME sustained a motor failure responding to a mutual aid structure fire Christmas Eve
- Capital needs of the department are summarized below in this report

### Scheduled Events:

- Departmental Staff Meeting 1/8
- State Security Briefing 1/10
- Will be scheduling the ODOT employee to be recognized for life saving measures at a future Trustee Meeting

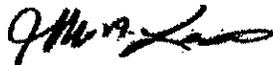
**Fiscal:**

As of Dec 7, 2018	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,595,383.00	\$147,418.98	\$2,291,257.43	\$168,631.84	87.878%
EMS	\$206,340.00	\$14,306.76	\$183,946.98	\$9,113.43	88.706%
Department Total	\$2,801,723.00	\$161,725.74	\$2,475,204.41	\$177,745.27	87.939%

**Projected Capital Needs:**

Priority	Immediate	Moderate	Low
1	Air Packs \$160,000.00	Battalion Bay sensors \$1,200.00	Replace Damaged Bay Door \$2,000.00
2	Ladder Replacement \$250,000.00	Install Shorelines (Sta. 71) \$2,000.00	Staff Vehicle \$50,000.00
3	Medic Unit \$255,000.00	Inside Building Painting / Bay (Sta. 72) \$9,000.00	Carpet Training / Day room / Bunk Room \$13,000.00
4	Engine \$485,000.00	Build Gear Room (In Bay Sta. 72) \$55,000.00	Kitchen (Sta. 71) \$9,000.00
5	HVAC Rooftop Units \$28,000.00	Sleeping area improvements (Sta. 72) \$15,000.00	Kitchen (Sta. 72) \$12,000.00
6	Front Ramp replaced \$28,000.00	Asphalt split cost with PD \$15,000.00	Painting Interior (Sta. 71) \$3,000.00
7	Exhaust System (bay) \$30,000.00	Thermal Imaging Camera \$9,000.00	Replace Carpet (Sta. 71) \$7,000.00
8	5 Mobile Radio \$31,783.00	Radio Batteries \$2,500.00	Bay Floor crack repair / repaint floor \$16,000.00
9		PPV Fans E-73 Q-72 \$5,000.00	Painting (bay) (Sta. 71) \$8,000.00
10		Search Rope & Equipment \$3,000.00	Outside Building Painting \$15,000.00
11		Computers \$9,000.00	Wall Gear Racks \$6,500.00
12		Front Ramp repair/replace \$30,000.00	Dedicated Maintenance Program \$2,500.00
13		Nozzles \$3,200.00	Relocate Flag pole and install lighting \$2,000.00
14		Chain saw \$1,375.00	
15		Hand Tools \$3,000.00	
16		Replace Hose \$10,000.00	
17		Rotary saw \$600.00	
18		Station Alerting \$54,000.00	
19			
20			
21			
	<b>Total \$1,263,783.00</b>		<b>\$227,875.00</b>
			<b>TOTAL \$1,655,658.00</b>

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown  
Chief of Police

## Trustee Report January 7, 2018

### Training

- On January 28<sup>th</sup>, Officer Luke Terry and Officer Gerald Estes will be attending the Radar and Lidar Operator Class given by OPOTA. The class will help the officers gain education in the application and operation of the use of Radar/Lidar.
- No other classes scheduled for January.

### Fiscal

Budget 2018 (Final Appropriation)	\$2,653,296.00
Expenditures as of December 7, 2018	\$2,249,531.83
% of Budget Used	84%
% of Budget Year Target for the end of December	100%
% of Budget Remaining	16%
Cash Balance as of December 7, 2018	\$1,219,266.05

## Public Appearance

- On December 4<sup>th</sup>, Chief Brown attended a meeting regarding property in the Township held at the Middle School.
- Chief Brown attended the High School Students Breakfast at the Bellhop Café. And the Family Resource Board Meeting on December 6<sup>th</sup>.
- On December 13<sup>th</sup>, Chief Brown attended the Ministerial Luncheon.
- On December 14<sup>th</sup>, our officers participated in the Shop with a Cop Program held at Target. We had six families to help. We also received gift cards from Walmart and we used two cards to help another family. A special "thanks" to Sergeant Guerrero for helping to organize the event every year!
- On December 19<sup>th</sup>, Chief Brown attended the Montgomery County Chief's Luncheon.

Respectfully submitted,



Michael A. Brown  
Chief of Police



*Michael A. Brown*  
Chief of Police

## Police Blotter

### November 28, 2018

- Business and house checks
- Traffic complaint on Rose Lake Drive
- Theft report on Penewit Road

### November 29, 2018

- Theft arrest on Wilmington Pike
- Community policing
- Parking violation on Kables Mill Drive

### November 30, 2018

- Nothing to Report

### December 1, 2018

- Community policing
- Business and house checks
- Traffic stops

### December 2, 2018

- Intoxicated subject on N. Lakeman Drive
- Suspicious vehicle on Wilmington Pike
- Crash report on Wilmington Pike

### December 3, 2018

- Theft arrest on Wilmington Pike
- An animal complaint on State Route 725
- Welfare check on Wilmington Pike

### December 4, 2018

- Nothing to Report

**December 5, 2018**

- Crash report on Feedwire Road
- Parking violation on Belfast Drive
- Suspicious person on Wilmington Pike

**December 6, 2018**

- Nothing to Report

**December 7, 2018**

- Fraud report on Little Sugarcreek Road
- Crash report on Wilmington Pike
- Theft arrest on Wilmington Pike

**December 8, 2018**

- Domestic dispute on Surrey Trail
- Domestic dispute on Bayberry Cove Drive

**December 9, 2018**

- An animal complaint on Wilmington Pike
- Crash report on Wilmington Pike

**December 10, 2018**

Nothing to Report

**December 11, 2018**

- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike

**December 12, 2018**

- Suspicious vehicle on Feedwire Road
- Traffic stops
- Community policing

**December 13, 2018**

- Business and house checks
- Crash on Little Sugarcreek Road
- Warrant on Cloy Road

**December 14, 2018**

- Crash report on Cloy Road
- Traffic stops
- Theft arrest on Wilmington Pike

**December 15, 2018**

- Nothing to Report

**December 16, 2018**

- Suspicious person In Kabies Mill
- Traffic complaint on Wilmington Pike
- Crash on Little Sugarcreek Road
- Theft arrest on Wilmington Pike

**December 17, 2018**

- Nothing to Report

**December 18, 2018**

- Noise complaint on E. Briggs Road
- Warrant on Ledbetter Road

**December 19, 2018**

- Suspicious vehicle on Wilmington Pike
- Crash report on Clio Road

**December 20, 2018**

- Traffic stops
- Community policing
- Business and house checks
- Crash report on Feedwire Road

**December 21, 2018**

- Suspicious person In Bayberry Cove Drive
- Crash report on Wilmington Pike
- Theft arrest on Wilmington Pike

**December 22, 2018**

- Nothing to Report

**December 23, 2018**

- Welfare check on Swigart Road
- Crash report on Wilmington Pike
- Fraud report on Wilmington Pike
- Theft arrest on Wilmington Pike

**December 24, 2018**

- Nothing to Report

**December 25, 2018**

- Suspicious vehicle on Social Row Road
- Community policing
- House checks
- Crash report on Clio Road

**December 26, 2018**

- Domestic violence on Deer Bluff Drive
- Warrant taken on Clio Road

**December 27, 2018**

- Domestic dispute on Wilmington-Dayton Road
- Fraud report on Wilmington Pike

**December 28, 2018**

- Nothing to Report

**December 29, 2018**

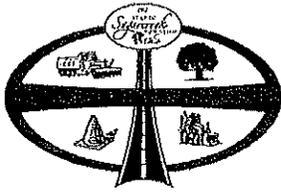
- Traffic stops
- Crash report on Upper Bellbrook Road

**December 30, 2018**

- Theft arrest on Wilmington Pike
- Welfare check on Wilmington Pike

**December 31, 2018**

- Business checks
- Crash report on Wilmington-Dayton Road
- Burglary report on Murphys Crossing



**Staff Report for  
Sugar Creek Township Trustees  
January 7, 2019**

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**

- Call out for snow 12/5/18
- Call out for ice 12/6/18
- Call out for snow 12/24/18
- Call out for tree down on Little Sugar Creek 12/27/18
- Call out for tree down on Sears 12/31/18
- Call out for tree down on Beech hill 1/1/19

**Accomplishments:**

- Swept driveway and parking lot at property
- Swept Ferry Road at cement plant
- Checked roads after weekend storms
- Picked up 702 from Ankeney Truck
- Change out lock system on diesel tank
- Repaired wheel track at end of driveway
- Washed street sweeper
- Washed 700 & 705
- Serviced loader
- Daily checks on Brown Road construction
- Repaired sweeper spray nozzle
- Stripped out Ford expedition
- Moved plows to garage for winter
- Rearranged Quonset hut
- Hang Christmas lights at township house
- Washed salt trucks
- Repaired hydraulic hose hangers on 701,702
- Changed headlight 705
- Loaded Silvercreek Twp. truck with salt twice
- Repaired overhead light on 705
- Repaired plow tower and replaced shoes on 702
- Cleaned up down tree on Walden Way
- Cleaned inside of 701
- House cleaning (restroom, office, etc.)
- Patched potholes
- Checked roads for icy spots

- Emptied salt trucks and washed out 12/10
- Worked on plow shoe towers
- Cleaned and organized tool room
- Cleaned out pipe inlets at property
- Removed remaining political signs around township
- Worked on GFI at end of driveway
- Prepped crack sealer
- Measured Possum Run for possible center line
- Worked on ice spot on hill on Cedar Ridge
- Checked on leaf complaint in Fox Run
- Crack sealed Kelsey's Way
- Took insurance appraiser around to township buildings
- Removed dead deer from Little Sugarcreek Rd. - 3
- Emptied salt trucks 12/17
- Moved boxes of records down to supply room
- Vacuumed carpets
- Trimmed brush on Cedar Ridge, Washington Mill
- Cleaned crack sealer for pickup
- Cleaned in garage
- Cut brush/trees on Sears Road
- Trimmed corner of Washington Mill and 725
- Greased mini-excavator
- Checked fluids in all the trucks
- Picked up limbs on various roads around the township
- Checked air pressure in tires on 701 and adjusted
- Worked on 703 coolant problem
- Closed Washington Mill for Police
- Took 703 to Interstate Ford
- Met with Xenia Township
- Cleaned off grates around township
- Road review after Christmas holiday
- Removed dead deer on Wilmington Pike
- Maintenance on backhoe
- Removed logs and debris from culverts on Timber Trail
- Removed crash debris from Clyo Road
- Worked on chainsaw
- Cut brush on Ferry South
- Mowed up small brush on Ferry South with the Massey
- Took down Christmas lights
- Checked on complaint at Little Sugarcreek and Eagles Stone (roll of wire)
- Repaired hydraulic line on mini-excavator
- Removed downed tree limbs from Little Sugarcreek
- Road review after high winds the night before
- Removed limbs around the township

- Repaired street sign at Bayberry Cove and Surrey trail
- Checked on water issues/back ups
- Maintenance on all chain saws (cleaned, adjust chains, filled fluids)
- Road review after New year's (high winds)
- Cleaned up tree on Sears Road
- Cleaned and serviced backhoe
- Cleaned up tree on Beech Hill
- Cleaned tree out of creek on Conference Road
- Cleaned ditch on Conference Road
- Equipment/Office Inventory report for county
- Driver training with plows on
- Picked up 703 from Interstate Ford
- Cleaned up brush on Carpenter Rd., Brown Rd., and Little Sugarcreek Rd.
- Emptied salt trucks
- Various driveway permits, address signs, and inspections

Respectfully,

Bill Harphant  
Roads and Services Supervisor



**Staff Report for  
Sugar Creek Township Trustees  
January 3, 2019**

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

- Completed annual IT subscription renewals for 2019
- Offsite backup copy location in Beavercreek Fire Station 64 fully operational, consistent operation to date
- Resolved Bellbrook Microwave link issue (line arrestor replacement), which affected VPN between St. 71 and Clio building
- Police office personnel moves – phone and network changes complete
- Resolved VPN performance issue for mobile units

Respectfully,

Chris Zappanti  
Director of Information Technology