



**Administrator's Report to the Trustees
April 15, 2019**

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

- Meeting with a contractor for railing design on Clio Road bridge tomorrow and will forward the design to the trustees for consideration. Greene County Engineer's office has agreed to pay \$3,800 toward the project.
- Brown Road project has started work again and should be completed by the fall, weather permitting.
- Safe Routes project work is continuing with the relocation of utilities. The project will go to bid for construction later this month
- Attended the NPELRA conference last week with workshops in all aspects of labor relations, contract negotiations and human resources.

Respectfully Submitted,

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

Barry P. Tiffany
Township Administrator

Fiscal:

As of March 31, 2019	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,711,335.00	\$635,179.55	\$658,743.97	\$1,432,021.09	24.166%
EMS	\$235,258.00	\$46,408.75	\$41,551.72	\$148,585.68	17.566%
Department Total	\$2,946,593.00	\$681,588.30	\$700,295.69	\$1,580,606.77	23.639%

Projected Capital Needs:

Priority	Immediate		Moderate		Low	
1	Ladder Replacement	\$250,000.00	Battalion Bay sensors	\$1,200.00	Replace Damaged Bay Door	\$2,000.00
2	Engine	\$485,000.00	Install Shorelines (Sta. 71)	\$2,000.00	Staff Vehicle	\$50,000.00
3	HVAC Rooftop Units	\$28,000.00	Inside Building Painting / Bay (Sta. 72)	\$9,000.00	Carpet training / Day room / Bunk Room	\$11,000.00
4	Front Ramp replaced	\$24,000.00	Build Gear Room (In Bay Sta. 72)	\$55,000.00	Kitchen (Sta. 71)	\$9,000.00
5	Exhaust System (bay)	\$30,000.00	Sleeping area improvements (Sta. 72)	\$15,000.00	Kitchen (Sta. 72)	\$12,000.00
6	5 Mobile Radio	\$31,783.00	Asphalt split cost with PD	\$15,000.00	Painting Interior (Sta. 71)	\$3,000.00
7			Thermal Imaging Camera	\$9,000.00	Replace Carpet (Sta. 71)	\$7,000.00
8			Radio Batteries	\$2,500.00	Bay Floor crack repair / repaint floor	\$36,000.00
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						
		Total	\$848,783.00		\$227,875.00	
						TOTAL- \$1,240,658.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown
Chief of Police

Trustee Report April 15, 2019

Training

- On April 1 – 12th, Officer Estes completed the Evidence Technician Training Course.
- No other classes scheduled for April.

Fiscal

Budget 2019 (Final Appropriation)	\$2,639,700.00
Expenditures as of April 12, 2019	\$749,102.38
% of Budget Used	28.1%
% of Budget Year Target for the end of April	33.2%
% of Budget Remaining	71.9%
Cash Balance as of April 12, 2019	\$1,547,520.07

Public Appearance

- On April 4th, Chief Brown attended the High School Breakfast and the Chambers Luncheon.
- On April 11th, Chief Brown attended the Eagle Rise HOA Meeting.
- Thank you to the Lions Club for a check to help us purchase a taser.

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

March 27, 2019

- Community Policing
- Business and house checks
- Traffic stops
- Intoxicated subject on Wilmington Pike

March 28, 2019

- Lockout assist on N. Lakeman Drive
- Crash report on Wilmington Pike

March 29, 2019

- Nothing to Report

March 30, 2019

- Suspicious vehicle on Feedwire Road
- Crash report on Cloy Road
- Theft arrest on Wilmington Pike

March 31, 2019

- Intoxicated subject on Wilmington Pike
- Suspicious vehicle on Centerville Road

April 1, 2019

- Harassment complaint on Surrey Trail
- An Animal complaint on Wilmington Pike
- Crash report on Wilmington Pike

April 2, 2019

- Business and house checks
- Community policing
- Welfare check on Edelweiss Drive

April 3, 2019

- Theft arrest on Wilmington Pike
- Fraud report on Valais Court
- Criminal damaging on Eden Meadows Way
- Domestic dispute on Mill Pond Drive

April 4, 2019

- Theft report on Surrey Trail
- Suspicious vehicle on Swigart Road

April 5, 2019

- Nothing to Report

April 6, 2019

- Traffic stops
- Suspicious person on Wilmington-Dayton Road

April 7, 2019

- Lockout assist on Wilmington Pike
- Warrant on Cloy Road

April 8, 2019

- Nothing to Report

April 9, 2019

- Theft report on Waynesville Road
- Request for an officer on N. Lakeman Drive



Staff Report for Sugar Creek Township Trustees April 15, 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

- 4/6 Assist Fire Dept. with trench recovery

Accomplishments:

- Repair berm in 2 locations on Washington Mill Rd.
- Weedeated and pulled weeds at 2090 Ferry Rd.
- Mowed grass at 2090 Ferry Rd.
- Picked up debris at property
- Raked gravel off grass at property
- Marked and cut pavement on Shepherd Rd.
- Took 703 to Interstate Ford for A/C work
- Checked catch basin in Walnut Hills
- Mowed back field at property
- Went to Fastenal to look for jackets
- Removed salt spreaders from trucks
- Greased and lubed 705 salt spreader
- Serviced and greased both super-z mowers
- Took old super-z mower to public safety building
- Mowed and trimmed Clio Rd.
- Restored grass damage 2090 Ferry Rd.
- Pulled weeds on Briggs Rd.
- Swept streets in all plats –
- Went to county for ROW for Little Sugar Creek and Carpenter Rd.
- Investigated outlet and catch basin on Little Sugar Creek
- Removed zoning sign from Swigart Rd.
- Inspected and marked curb in Walnut Hills – 2 days
- Washed sweeper and 704
- Finish repairing mail boxes
- Fixed yard damage in Woodland Ridge
- Met with Ken Middleton and home owner about water problem on Soaring Heights
- Listen to webinar about grants
- Clean ditch at property
- Road review – cleaned ditches, removed debris
- Cut culvert pipe on Conference Rd. at Wilmington.

- Performance reviews
- Picked up new shirts at Rural King
- Checked on 706 at body shop
- Service sweeper
- Removed dead deer on Upper Bellbrook
- Removed old camera at Police Dept.
- Picked up new F250 from Lebanon Ford
- Worked on ditch at shooting range
- Full depth repair on Shepherd Rd.
- Picked up 703 from Interstate Ford
- Remove stump out of ditch on Conference Rd.
- Contacted DP&L about line through our catch basin
- Put loose stone and rough road signs on Shepherd Rd.
- Met with county about Bell Meadows drainage issue
- Checked on Brown Rd. construction
- Exchanged oxygen tanks at Weiler Welding
- Checked on gravel on Shepherd Rd.
- Removed down tree on Shepherd Rd.
- Patched holes on Shepherd Rd.

Respectfully,

Bill Harphant
Roads and Services Supervisor



**Staff Report for the Sugarcreek Township Board of Trustees
April 2, 2019 through April 12, 2019**

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:

- **April 25, 2019 BZA Meeting**
 - **BZA02-2019:** Applicant, Tom's Mulch and Landscape, is requesting Conditional Use Approval under Section 4.08 C. Table 4-3 to allow for the construction of a 10,800 SF structure to be used for contractor and building supplies (a Conditional Use in the Industrial District). The subject property is located at the northwest corner of Ferry and Waynesville Roads with an address of Ferry Road (directly east of 2107 Ferry Road), parcel L32000100110008700, owned by Ferry Road Investments LLC, containing 4.591 acres, and located in the I-1 (Industrial) and W-P (Well Field Protection) Districts.
 - **BZA03-2019:** Applicant, Caleigh's Place, is requesting a variance from Section 8.09 B. of the Sugarcreek Township Zoning Resolution to allow for the construction of an approximately 80 SF internally illuminated wall sign in association with the approved daycare use. The subject property is 3370 Upper Bellbrook Road, parcel L32000200160000200, owned by Christ's Church Bellbrook, and located in the A-1 (Agricultural) District.

Zoning Commission Activities:

- **April 2, 2019 BZC Meeting: Canceled**
- **Next meeting scheduled for May 7, 2019**

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Meetings/Accomplishments:

- Met with legal counsel on April 3, 2019 to discuss pending litigation
- Met with developer to discuss land in the township on April 3, 2019
- Met with contractor to discuss construction of a deck on April 4, 2019
- Met with resident to discuss construction of a deck and fence on April 4, 2019
- Conference call to discuss land in the township on April 8, 2019
- Attended Staff Review meeting for Bell Meadows at Greene County RPCC on April 10, 2019
- Met with resident to discuss construction of a pool on April 10, 2019
- Met with attorney to discuss pending litigation on April 11, 2019
- Met with contractor to discuss construction of a deck on April 11, 2019
- Completed BZA Legal and Public Notices

Announcements/Upcoming Events:

- LRLUP Update Meeting scheduled for April 23, 2019
- BZA Meeting scheduled for April 25, 2019
- BZC Meeting scheduled for May 7, 2019



**Staff Report for
Sugar Creek Township Trustees
April 12, 2019**

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

- Worked to resolve PC, MDT, and server issues as result of failed Microsoft patches released Tuesday (subsequently acknowledged by Microsoft)
- Resolved body camera issue(s)
- Updated VMWare infrastructure
- Completed transition to new building security services vendor

Respectfully,

Chris Zappanti
Director of Information Technology