



**Hanover Township Board of Trustees  
December 12, 2012 Meeting Minutes**

**Call to Order:** Board President Doug Johnson called the meeting to order at 6:00 PM and led the opening ceremonies with Mr. Stitsinger giving the opening invocation.

**Roll Call:** Fiscal Officer Elizabeth Brosius took a roll call with Messrs. Johnson, Stitsinger and Miller present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Gardner; BCSO Deputy Jason Hatfield; and Project Coordinator Julie Prickett.

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Stitsinger, to approve the November 14, 2012 Meeting minutes and the December 6, 2012 Work Session meeting minutes as submitted and to approve the warrants signed for release. All Trustees present voted yes. Status reports were distributed to the Board for review and were approved.

**Guest Speaker:** Christian Puckett, 5475 McCoy Road, Oxford, Ohio 45056 regarding Miami University Park Upgrade Proposal. Ms. Puckett gave an update on behalf of a group of Miami University students who were working on a fund-raising project to support the installation of a handicap-accessible swing in Hanover Park. She reported the student group had raised \$3400 to date with additional grant application funds and donations pending. She stated that any funds raised in excess of the cost of the purchase/installation of the swing would be donated to the Park. Ms. Puckett also reported that the Hamilton Journal and the Oxford Press were interested in doing a story on the project and that the student group wanted to coordinate this publicity with the Township. Mr. Henry suggested working with the press on a story after the swing has been installed. Mr. Henry also requested a list of all of the donors. Ms. Puckett stated she would be able to have a final report on fund-raising activities ready for the Board's January 16, 2013 meeting.

**Citizen Participation:** Douglas and Pam Walsh, 42 Fairy Drive, addressed the Board. Mr. Walsh expressed his concern regarding land buy-outs under Agenda 21 of the United Nations. He noted that farm land is in jeopardy of being bought out by the United Nations and he urged the Board not to approve any more land buy-outs.

Pam Walsh addressed the Board to follow-up on their request for assistance with the installation of drainage pipe under their driveway and along their ditch line. Mr. Henry gave Mr. and Mrs. Walsh a letter signed by the Trustees at the start of the meeting which stated their request was denied as the proposed work did not meet the requirements set forth through Resolution No. 39-07 and drainage issues outside the right of way cannot be addressed by the Township.

Jeff Buddo, 2436 Morman Road, asked the Board if it had received any questions about the construction of log cabins on a private road. Mr. Henry indicated that there had been inquiries and Mr. Stitsinger noted that the road in question may be a public road. Mr. Henry stated that plans were submitted recently to the County for full review.

**Administration Reports**

*Law Enforcement:* Deputy Hatfield gave the following report for the month of November 2012:

**Butler County Sheriff's Office**  
**District #6**  
**Hanover Township Contract Cars**  
**Monthly Report for November 2012**

<b><u>Activity Area</u></b>	<b><u>Month Totals</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 152		1574
• Felony Reports: 11		55
• Misdemeanor Reports: 07		144
• Non-Injury Crash: 06		70
• Injury Crash: 5		56
<b>Total Reports: 29</b>		<b>317</b>
• Assists/Back Up: 49		557
• Felony Arrests: 1		20
• Misdemeanor Arrests: 07		70
• OMVI Arrests: 1		18
<b>Total Arrests: 09</b>		<b>105</b>
• Traffic Stops: 44		448
• Moving Citations: 31		255
• Warning Citations: 24		195
• FI Cards: 0		00
• Civil Papers Served: 1		01
• Business Alarms: 5		55
• Residential Alarms: 19		156
• Special Details: 1		17
• COPS Times: 7000 (Min.)		71,885
• Vacation Checks: 40		418

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Reporting Deputies: T. Lentz and J. Hatfield/ Report prepared by HT Administration

*Fire/EMS:* Chief Clark presented the following report for the month of November 2012:

**Hanover Township Fire Department**  
**Monthly Report for November 2012**  
**(Presented in December 2012)**

Run and detail activity for the Fire and EMS operations are reflected in the following numbers:

- Emergency Medical Operations/Squad Runs: 34
- Motor Vehicle Accidents: 04
- Fire Runs: 06
- Fire Inspections: 16
- Air & Light Truck Call Out: 06
- Knox Box Details 00
- Other (Fire Safety Week Details) 2 schools 02
- Total for the month: **66 Runs/Operations**  
**(44 Fire/EMS Runs)**

**Total Year to Date** **592 Runs/Operations**

(YTD 2011: 695 Runs/Ops)

(November 2011: 77 Runs/Operations)

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<b>Total for 2011</b>	<b>719</b>
<b>Total for 2010</b>	<b>748</b>
<b>Total for 2009</b>	<b>676</b>
<b>Total for 2008:</b>	<b>669</b>
<b>Total for 2007:</b>	<b>717</b>
<b>Total for 2006:</b>	<b>505</b>
<b>(Six Year Yearly Average):</b>	<b>(672)</b>

**Phil Clark, Fire Chief**

*Road/Cemetery:* Mr. Gardner presented the following reports for the month of November 2012:

**SUPERINTENDENT'S REPORTS**  
**(December 12, 2012)**

Millville Cemetery Operations Report November 1 through November 30, 2012

2 Graves sold to Township residents-----	\$ 1220.00
0 Graves sold to nonresidents-----	\$ 0.00
0 Cremation grave-----	\$ 0.00
9 Full Interments-----	\$ 8,900.00*
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 100.00
<b>Total: -----</b>	<b>\$ 10,220.00</b>

\*6 @ regular fee of \$900 = \$5400.00; @regular fee of \$900 + 2 hours OT = \$1100;  
and 2 @regular fee + 3 hours OT = \$2400

### **Road, Streets and Park (Scot Gardner)**

1. Picked up and delivered voting equipment.
2. Replaced one section of ridge vent on the Community Center.
3. Replaced light bulbs on Community Center sign.
4. Cut back tree limbs on Woodbine Road.
5. Replaced multiple road signs.
6. Cleaned carpet at the Community Center.
7. Cleaned mud off of Darrtown Road.
8. Put up Christmas decorations.
9. Finished cracking sealing on Morman Road. Performed cracking on Woodridge Drive, Jesse Drive, Brunner Road, Claude Court, Ward Way and started on Nichols Road.
10. Cut and cleaned the intersection at US 27 and Stillwell Beckett.
11. Replaced a light photo-cell on the Community Center.
12. Performed monthly park, truck and storm water inspections.

### ***Administrator's Report***

#### **Administrator November 2012 Summary Report (Presented December 2012)**

- **Property Acquisition:** Worked with the Eaton family on ideas for the purchase of 19.5 acres and the structuring of an agreement. Reviewed key legal questions with the Prosecutor's Office. Also examined various forms of financing to acquire acreage for the Park.
- **Land Use:** Prepared documents for the Land Use Committee and held a meeting in late November. Topics covered included suggested zoning code changes by the County Planning Commission. Recorded comments and forwarded them to the Planning Commission staff.
- **Fire Department:** Worked on SOP notebooks for the department. Participated with the Chief in holding meetings with officers and other members of the Department.
- **Board and Financial Reports:** Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly Board meeting. Prepared Trustee packets. Prepared numerous contracts and permits for facility rentals.

- **Park:** Worked with Miami University to plan and price the installation of a handicap swing. Worked with David A. Williams and Associates for proper equipment and layout.
- **Park Restroom Damage:** Filed a report on the vehicle damage to the Park Restroom building. Obtained BCSO report and contacted Insurance carrier. Met at the location with a claims adjuster to go over damage and considerations for repair.
- **Veterans Committee:** Worked with the Veterans Committee and Park Committee members in planning the November 11<sup>th</sup> ceremony. Ordered supplies and line up participates in the program. Helped coordinate the event and luncheon.
- **Capital Equipment:** Worked on Capital equipment financing issues, debt retirement schedules and plans for possible new acquisitions.
- **Newsletter:** Finished final detailed work on the newsletter, formatted, and sent to Quality Publishing for printing and mailing. Delivery to resident expected in early December.

### **Personnel Actions:**

As a back up to our regular road snow crew, we will be adding either a contractor on a 1099 basis or part time within the existing Road Classification plan approved by the Board previously.

### **Other:**

**Vacation:** The Township Administrator will be taking holiday vacation leave on Wednesday 12/19 afternoon ½ day, Thursday 12/20, Friday 12/21 and return to work on December 24<sup>th</sup>. Other days include vacation leave December 27<sup>th</sup> through January 3<sup>rd</sup>. I will be available by cell phone for messages. Scot and Julie will also be checking on any matter that needs immediate attention.

Also included with the Administrator's report were revenue and expenditure reports as well as a report titled General Fund Comparison of Revenue and Expenditures for fiscal years 2001 through 2012.

### **Old Business**

**Newsletter Update:** Mr. Henry reported the Township Newsletter was finished and mailed. Residents began receiving the Newsletter on December 8, 2012. Very favorable comments have been received so far. One resident expressed a concern to which a written response was mailed. The concern was regarding an incorrect reference to a street name; however, the resident had misread the article – there was no incorrect reference to a street name made in the newsletter. The next newsletter is scheduled to come out in late May/early June 2013.

**Restroom Damage Claim Amount/Next Step:** Mr. Henry met with the Township's insurance claim adjuster twice to go over park restroom damage and the Township's plans. The claim has now been settled and a check for \$3,500.47 has been received. Three contractors have been contacted about a price to fix the existing structure but only one proposal has been received. Rather than repair the existing structure, the Board decided to wait on the outcome of a pending CD grant request for funds to build a new structure. In the interim, Rumpke will continue to supply Port-O-Lets.

**Road Program for 2013 – Estimates Received:** Mr. Henry reported that the Butler County Engineer’s Office has forwarded estimates of the requested items/work for 2013. Mr. Henry also reported that by February 1, 2013 the Township must pass a resolution describing the road work it wants to pursue. Mr. Henry requested that in the interim, the Board members review the list from the Engineer’s Office and be prepared to take action at its January 2013 meeting in order to meet the February 1 deadline.

**Snow Emergency Publication Update:** Mr. Henry reported that in accordance with Sections 505.17 and 7.16 of the Ohio Revised Code, the new snow emergency regulations have been posted at six conspicuous public locations in the Township, placed as a legal notice in the Hamilton Journal News, posted on the Township web site and posted on the State of Ohio public notice web site. The matter was also discussed in an article in the winter Township newsletter which residents are receiving. Mr. Henry noted that all potentially impacted streets are located in Alamo Heights.

**Other Old Business:** There was no other Old Business.

### **New Business**

**Resolution No. 50-12 Renewal of Vision/Dental Insurances:** Mr. Henry explained group vision and dental insurance plans were due for annual review and renewal. He noted that there was no proposed increase in vision insurance premiums and a 4% increase in dental insurance premiums which had not increased over the past four years. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 50-12 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

### **Resolution No. 50-12**

#### **Approving Renewal of the Vision Service Plan and Delta Dental Plan as Part of the Overall Health Insurance Plan for the Township for 2013**

**Whereas**, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care which includes vision care and dental services at affordable rates to maintain a competitive work force; and

**Whereas**, the Township’s Broker E.D. Stone Insurance Agency and the Township Administrator have reviewed renewal rates for vision and dental care as part of the overall Township Health Insurance Coverages and have determined the coverage provided through Vision Service Plan and Delta Dental represent the best approach for the Township as part of the overall health care plan for the Township; and

**Whereas**, for the new contract year premiums charged by Vision Service Plan have been reduced by 29.9% for 2010 with no increases for 2011, 2012 with no increase for 2013 and Delta Dental premiums have remained unchanged in 2009, 2010, 2012 but for 2013 there is a premium increase of 4% for the same excellent level of care as in the past,

**Be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio, that:**

**Section I.** Resolution No. 50-12 is hereby approved authorizing the renewal of the group Vision Service Plan for optical insurance at a single annual rate of \$87.60 and family annual rate of \$198.12 for the contract period January 1, 2013 through December 31, 2013. In addition, dental service insurance renewal is hereby approved through Delta Dental at the rate of \$27.03 monthly for a single and \$72.05 monthly for a family for the period January 1, 2013 through December 31, 2013.

**Section II.** The Township Administrator is hereby authorized to execute contract documents in behalf of the Township and the Fiscal Officer is authorized to make premium payments as part of these contracts.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12th day of December 2012.

<b>Board of Trustees</b>	<b>Vote</b>	<b>Attest and Authentication:</b>
Douglas L. Johnson	_____	_____
Fred J. Stitsinger	_____	Elizabeth A. Brosius
Larry Miller	_____	Fiscal Officer/Clerk

**Resolution No. 51-12 Approve Temporary Appropriations for 2013:** Mr. Henry explained the Township was annually required to approve a temporary appropriations resolution in order to continue operations into the beginning of the next calendar year. The actual final appropriations would not be passed until later in the first quarter of the new year. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 51-12 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 51-12**  
**Approving Temporary Appropriations for Fiscal Year 2013 for Hanover Township**  
**Butler County, Ohio**

**Whereas**, the Board of Trustees, Fiscal Officer and Administration have been reviewing the necessary operating fiscal requirements for the first quarter of 2013; and

**Whereas**, there is a need to set temporary funding of activities for all Township Operations until a final appropriation can be prepared and approved during the first quarter of 2013; and

**Whereas**, the Fiscal Officer has prepared said temporary appropriations for all services and set forth the first quarter 2013 anticipated revenues and expenditures in the attached document entitled: **Attachment Resolution No. 51-12 Temporary Appropriations 2013.**

**Be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio**

**Section I.** That to promote efficient and sound fiscal operations for the Township, the Board hereby adopts a Temporary Appropriation for 2013 as reflected in the attachment hereto entitled: Attachment Resolution No. 51-12 Temporary Appropriations 2013.

**Section II.** That the Fiscal Officer is authorized to process expenditures in accordance with the Temporary Appropriation 2013 document.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12<sup>th</sup> day of December 2012.

<i>Board of Trustees</i>	<i>Vote</i>	<i>Attest and Authentication:</i>
Douglas L. Johnson	_____	_____
Fred J. Stitsinger	_____	Elizabeth A. Brosius
Larry Miller	_____	Fiscal Officer/Clerk

**Resolution No. 52-12 Then and Now Actions:** Mr. Henry explained the routine “house-keeping” nature of this resolution. . This resolution covers a payment to Stephenson Oil Company. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 52-12 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 52-12**

**Approving Purchase Orders and Subsequent Expenditures Provided Under the “Then and Now” Process as Recommended by the Fiscal Officer**

**Whereas**, the Fiscal Officer reported on recent “Then and Now” purchase of products and services from the Stephenson Oil Company; and

**Whereas**, the Fiscal Officer recommends that payment associated therewith be authorized through a “Then and Now” Purchase Order (amounts over \$3,000.00) officially approved by the Board and payment made accordingly; and

**Whereas**, the Board of Trustees concurs with the recommendation of the Fiscal Officer,

**Be it resolved by the Board of Trustees of Hanover Township Butler County, Ohio**

**Section I.** That to promote sound and efficient fiscal operations for the Township, the following item is hereby approved: \$3,312.58 Stephenson Oil Company Fund 2021.

**Section II.** That the Fiscal Officer is authorized to take all necessary steps to process said expenditures and provide payment accordingly.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12<sup>th</sup> day of December 2012.

<i>Board of Trustees</i>	<i>Vote</i>	<i>Attest and Authentication:</i>
Douglas L. Johnson	_____	_____
Fred J. Stitsinger	_____	Elizabeth A. Brosius
Larry Miller	_____	Fiscal Officer/Clerk



**Liquor Permit Papaws Country Market – Transfer of Ownership:** Mr. Henry reported the Township had received a request to transfer a liquor permit to Pawpaws Country Market from the previous owner of the carry-out store. Mr. Henry noted there would be no change in the type of permit and no change in the type of business and he stated he saw no reason to object to this request. After some discussion, the Board stated it had no objection to the liquor permit transfer request.

**Capital Equipment Issues:** Mr. Henry reported that the Township had received a check from the insurance company to replace the mower destroyed by fire earlier in the year. Mr. Henry asked how the Board wanted to proceed regarding the issue of purchasing a new fire pumper or refurbishing the existing pumper. Mr. Miller stated he would prefer to wait until next year to see what happens at the federal level with tax laws before making a decision. Mr. Johnson also indicated he would prefer to wait until after the first of the year to make a decision. The Board directed the Fire Chief to contact the vendor to ask if the proposed purchase price could be held for an additional month. Mr. Henry noted that waiting another month would be beneficial as this will also allow time to close out and see actual financial year-end data rather than working with projected figures.

**Other New Business:** Mr. Henry requested that the Board review the miscellaneous correspondence included in the Board members' packets regarding the following topics:

1. Butler County Building Permit Reports for November 2012
2. Butler County Building: New Format Permit Reports
3. Communication From Marine Corps League
4. Duke Rate Information
5. OTARMA Announcement
6. BC EMA Assessment for 2011- Payments made note

Also under Other New Business, Chief Clark reported that the Township must get current grant money closed out before it can receive any new grant funds to conduct Firefighter I classes starting in January 2013. Chief Clark had handed a letter to the Board and Administrator regarding this training. The Administrator briefly stated that if the money is in the budget and this training is similar to past training then Board action is not necessary.

Also under New Business, Chief Clark reported difficulty with software programming for the computers on the squad and stated the Fire Department needs assistance from Alex (independent contractor.) Chief Clark stated staff cannot get the software running without outside assistance and the department is unable to meet State reporting requirements without the software operating correctly. Mr. Henry stated he was considering contacting the Prosecutor's Office to take action against the software vendor and its failure to perform. The Board supported the course of action suggested by the Administrator. A timeline of events and listing of what occurred needs to be prepared by the Fire Department.

There being no further action or matters to consider, adjournment was in order.

**Motion to Adjourn:** Mr. Johnson moved, seconded by Mr. Miller, to adjourn the Board of Trustees meeting. Upon roll call, all three Trustees voted yes.