



**Hanover Township Board of Trustees  
June 13, 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 Clark and BCSO Deputy Jason Hatfield Absent: Julie Prickett, Project Coordinator

**Approval of Meeting Minutes:** Motion made by Mr. Stitsinger, seconded by Mr. Johnson, to approve the May 9, 2012 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 by acclamation.

**Citizen Participation:** No citizens requested time to speak.

**Guest Presentation:** None scheduled.

**Administration Reports**

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

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

<b><u>Activity Area</u></b>	<b><u>Month Totals</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 142		732
• Felony Reports: 4		26
• Misdemeanor Reports: 18		71
• Non-Injury Crash: 07		44
• Injury Crash: 6		27

**Total Reports: 35** **162**

- Assists/Back Up: 52 261
- Felony Arrests: 3 11
- Misdemeanor Arrests: 05 36
- OMVI Arrests: 4 09

**Total Arrests: 12** **53**

- Traffic Stops: 44 186
- Moving Citations: 26 97
- Warning Citations: 18 85
- FI Cards: 0 0
- Civil Papers Served: 0 0
- Business Alarms: 8 32
- Residential Alarms: 13 84
- Special Details: 1 09
- COPS Times: 6565 (Min.) 33,500
- Vacation Checks: 52 227

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

Special Note: Deputy Hatfield was issued a new cruiser; Deputy Hatfield was on vacation May 1- May 12, 2012

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

**Hanover Township Fire Department**  
**Monthly Report for May 2012**  
**(Presented in June 2012)**

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

- Emergency Medical Operations/Squad Runs: 33
- Motor Vehicle Accidents: 14
- Fire Runs: 2
- Fire Inspections: 0
- Air & Light Truck Call Out: 2

- Knox Box Details 0
- Other (Fire Safety Week Details) 0
- Total for the month: **51 Runs/Operations  
(51 Fire/EMS Runs)**

**Total Year to Date** **253 Runs/Operations**  
 (47 Runs Lower than same time last year)  
 (May 2011: 50 Runs/Operations)

<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 May 2012:

**SUPERINTENDENT'S REPORTS  
(June 13, 2012)**

Millville Cemetery Operations Report May 1 through May 31, 2012

4 Graves sold to Township residents-----	\$ 2,440.00
1 Grave sold to nonresidents-----	\$ 895.00
0 Cremation grave-----	\$ 0.00
6 Full Interments-----	\$ 5,400.00*
0 Baby interments-----	\$ 0.00
4 Cremations-----	\$ 1,900.00
Foundation and Marker installation fees-----	\$ 2,950.40
<b>Total: -----</b>	<b>\$ 13,585.40</b>

\*6 @ regular fee of \$900 = \$5400.00

Other Cemetery Activities

1. Poured 9 foundations
2. Set out Memorial Day flags
3. Mowed 4 times and trimmed twice
4. Cleaned the shop
5. Sprayed Round-Up on the front three sections
6. Fixed and seeded 11 graves
7. Repaired mowers

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

1. Cleaned up debris from storms on May 1<sup>st</sup> and 2<sup>nd</sup>.
2. Called in on May 5<sup>th</sup> for a tree downed across Cochran Road.
3. Received salt delivery and now entire supply is under roof.
4. Removed dead trees from walking path.
5. Removed pea gravel from the spiral slide and installed wood chips.
6. Removed pea gravel, the cement bases and railroad ties from the rocking animal play equipment and refilled with dirt.
7. Finished first round of roadside mowing.
8. Worked on cutting back brush on all Township roads.
9. Trimmed a pine tree on Krucker Road (resident request).
10. Helped a resident on Millville-Oxford Road with debris in her ditch.
11. Sprayed weed killer around trees along the walking path.
12. Made safety improvements to the slide and swing set as recommended by insurance carrier.
13. Cut a tree that was about to fall in front of the big culvert on Gardner Road.
14. Trimmed trees around the walking path.
15. Erected a construction fence at a sink hole on Amarillo Drive.
16. Sprayed for weed control around road signs, guardrails and culverts including the curbs on Greenacres and Greenlea Drive.
17. Replaced a "curve" sign on Gardner Road that had been run over.
18. Repaired the gutter on the front of the Community Center.
19. Cleaned out the inlets on multiple culverts.
20. Picked up a donated transmission for the Car Show.
21. Performed monthly park, truck and storm water inspections.
- 22.

*Administrator's Report*

**Administrator May 2012 Summary Report**  
**(Presented June 2012)**

- **Employee Surveys:** Continued work with Fire and other employees of the Township seeking completion of surveys. Surveys were still being turned in at the end of May and the results of the citizen survey have not been received from Miami University yet. Due to timing and attention to special events, final reports and recommendations may not be ready until sometime in July or early August..
- **Property Complaints:** Numerous property complaints have been worked on or in process in May. The Township seeks voluntary compliance when a responsible party can be contacted but most of the properties are vacate or in foreclosure. Streets worked on: Stillwell Beckett, Old Oxford, Hamilton Richmond Road and Laredo. Queen Mary (2452) was determined by Jim Fox and Bruce Henry during a site inspection that the yard is now in compliance with applicable statutes.
- **State Auditor Examination:** In conjunction with the Fiscal officer, provided rebuttal information to the preliminary audit. Met with supervising auditors for review of preliminary findings. Discussed possible policy changes for review by the Board of Trustees.
- **Public Service Award:** Mr. Henry was nominated by Mr. Johnson for outstanding public service to the Ohio Kentucky Indiana Regional Council of Governments. After evaluation, OKI selected Mr. Henry to receive a regional public service award. The presentation of the

award was made by Hamilton County Commissioner Todd Portune at a ceremony on Fountain Square on May 10, 2012. Mr. Johnson and Mr. Henry's family were in attendance.

- **Workers Compensation:** Working with BWC to obtain withdrawal of medical claim that should not have been submitted. Prepared required follow up documents for submission to BWC.
- **Safety Council Awards:** The Township received recognition for calendar year 2011 for not having any lost time accidents and improving its safety record by 25% from the preceding year. Mr. Henry attended the annual banquet to receive the award on behalf of the Township.
- **Safety Playground:** Working on follow up to playground safety report continuing to replace pea gravel areas and repair older equipment while seeking funds to replace older slide, spring bounce pony and to install more picnic tables. Sent in OTARMA report addressing playground recommendations.
- **Board meeting:** Prepared agenda items, resolutions, suggested meeting schedule for 2012 and related matters for Board packets to be considered at the May 9<sup>th</sup> meeting.
- **Financial Reports:** Obtained data from the Fiscal officer and prepared Township funds analysis for the monthly Board meeting.
- **Drainage Issues:** Worked on problems located on Stephenson Road and Amarillo. Asked BCEO for assistance.
- **Committees:** Met with the Park Committee and Land Use Committee. Prepared documents for Kids Fest and Car Show.
- **Financial Reports** are attached for review by the Board.

**Personnel Actions effective June 13, 2012 - *Approve as follows:***

1. Desirae C. Stevens 998 Sanders Drive Hamilton, Ohio 45013 to be appointed as an Emergency Medical Technician Basic at \$14.50 per EMS Run;
2. Gilbert R. Rhodus 696 Beissinger Road Hamilton, Ohio 45013 to be appointed as a Firefighter at 12.50 per run;
3. Ryan A. Rhodus 696 Beissinger Road Hamilton, Ohio 45013 to be appointed as a Firefighter/EMT \$12.50 per run FF and \$14.50 per run EMT.

***All three appointments were recommended by the Chief and fall within the Board approved Classification Plan for the Fire Department.***

## Old Business

### **Complaint Properties Under Review- Report to the Board** **June 13, 2012**

- 1805 Laredo: Trash Build up/unsightliness- Update- owner has done some work. No enforceable violations as of June 13<sup>th</sup>.
- 1334 Old Oxford: House vacated; High weeds and grass- will refer to a contractor for mowing. Completed as of June 13, 2012- Township authorized. Received title search on June 12<sup>th</sup>. Will refer for lien.
- 2452 Queen Mary: Building and Zoning Order pending; progress made on vehicles and debris. As of June 13, 2012- in compliance.
- 2170 Hamilton Richmond: abandoned block structure; no plumbing- Pending- was referred to the County. Still pending- no word.
- 791 Woodbine: Lawsuit decided; Court approved Township's position to tear down structure. As of June 13<sup>th</sup>, referred to Community Development for demolition funds.
- Corner of Darrtown and Stillwell Beckett vacant lot: Complaints received about tics, weeds and lack of maintenance. Orders are in process. Update: Letter mailed on May 22, 2012. No response as of June 12<sup>th</sup>- weeds not cut.
- 1743 Stahlheber Road: High weeds and grass. Dealing with bank with no progress; directed Road Department to mow front yard area. Update: title work completed for new orders and assessment.
- 1651 Gardner: Vacant House- complaint lodged about rodents and snakes coming from there. Letter sent and returned to us on June 4<sup>th</sup>. Ordered private contractor to cut for the Township.
- 1580 Hamilton Richmond Road: High weeds and grass- complaints about rodents and snakes coming from this area. Orders mailed but returned to the Township on June 5<sup>th</sup>. Asked private contractor to cut for the Township.
- 3295 Stillwell Beckett: Has been vacant for some time; asked County to do something but doesn't fit their criteria. Receiving new complaints about the weeds reference tics. Asked for a quote to mow a 6-8 foot strip behind the residential properties.
- Vacant properties: Several properties are being watched for high grass and weeds. Attempts are being made to determine who is responsible.

### **Property Donation Darrtown Road Update** **Report to the Board June 13, 2012**

I have met with the property owner (Herschull Jones) about the donation of 48 acres of land and structures. He still wants the Township to have the property and we have been trying to clarify the

conditions or restrictions. He now wants to incorporate the donation in his will. I will review the matter Roger Gates and once we are clear from a legal standpoint as to what we can agree or should agree to, I will brief the Board for the final disposition of this matter.

### ***Previous Information Given to the Board:***

On March 27, 2012 Hurshull Jones stopped by to see me and stated he owned a large farm of 48 plus acres located at 1768 Darrtown Road. He indicated he no longer wished to farm the property but did not want it converted to some sort of development. He posed the question for the Board to consider if the Board would be willing to accept a property donation with certain conditions about preserving the open space. I advised him that the Board would be in Session on April 11<sup>th</sup> and I would present his idea/request to the Board. In the interim, I asked Mr. Jones to give some thought to the specific conditions he would have in mind and submit something in writing before the meeting. As of this date, I have not heard back but I have left a voice mail message for him. Assuming he may still be interested in such a donation, what are your thoughts regarding this matter?

**Drainage Issues Update:** All of the requests brought up during the May meeting were referred to the Butler County Engineer's Office for review and follow up information. As of this meeting, there has been no word back.

### **Newsletter Report to the Board**

The newsletter went through a final proof on Monday and Tuesday. Quality Publishing is printing and folding the newsletter due to reach residents the week of June 18<sup>th</sup>. Articles include: Township Safety Awards, Recycling Info, Millville Cemetery, Keeping Hanover Township Beautiful, Debris Burning Law, Administrator Award, 2012 Road Improvement Schedule, Car Show, Fire Station Cookbook, Kids Fest, Ladies Industrial Band, and Promotion ads for local businesses. We hope in time to sell ads to promote Hanover and adjacent area businesses to help offset the costs of the newsletter.

### **Merle Court Name Approved**

Hanover Township received a certified copy of County Commissioners Resolution No. 12-05-03095 approving the request to provide consistency along Merle Court to rename a portion of the street currently named Merle Avenue to Merle Court.

**Fire Station Repair:** Chief Clark referenced a report asked for by the Township administrator from CDS Associates and CUC about moisture seeping along the block surface in the fire station upper bay area and showing up in the Fire Prevention and Bunk area hallway. The report suggested using a special coating as the most cost effective means of addressing this problem. Chief Clark indicated he had spoken to a vendor who provided a good price if the Township purchased the surface coating material. As the Chief did not have the proposal in front of him, the Board directed him to get with the Township Administrator and process a PO for the work (which is less than \$3000 for the labor).

**New Business**

**Resolution No. 33-12 Then and Now – Audit Requirements:** Mr. Henry explained the routine “house-keeping” nature of this resolution. . This resolution covers payments to several vendors. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 30-12 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 33-12**

**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 KCR Mechanical Services, Cargill, Inc. and Butler County Emergency Management Agency; 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 items are hereby approved: \$2,910.00 KCR Mechanical Service \$1160.00 Fund 2281, \$1050.00 Fund 1000 and \$70.00 Fund 2031; \$16,274.84 Cargill, Inc. Fund 2021 \$15,774.81 and Fund 2011 \$500.00 (PO No. 50-12); and \$3,241.29 Butler County Emergency Management Agency \$2,241.29 Fund 2281 and \$1,000.00 Fund 1000.

**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 13<sup>th</sup> day of June 2012.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Douglas L. Johnson  
Fred J. Stitsinger  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Elizabeth A. Brosius  
Fiscal Officer/Clerk

***Reminder: July meeting has been changed to Monday July 9, 2012 which is also the Budget Hearing meeting. The Fiscal officer described the nature of the tax budget and its required adoption in July.***



## **Hanover Township Memorial Park- Suggested Equipment Purchases Report to the Board**

As part of the Township's overall park development plan, the Township has been replacing outdated equipment, and in some cases, equipment that did not meet current playground safety standards. Much of the new surface material and new equipment has been paid for through matching grants. The current goal has been to replace a spring loaded horse and tall metal slide with equipment that can be better utilized by kids and safer to use. The spring load horse has been removed and in that area we are trying to grow grass. The metal slide had repairs made to it recently to comply with a safety audit conducted recently. We have not been able to replace the metal "merry go round" that was removed some time ago as it did not meet current playground safety standards. We submitted 3 different grant applications but we were not funded.

To complete our change out of equipment and to provide added cushion for fall support in certain areas, we recommend the following:

1. Purchase of an "OmniSpin" Spinner, price range \$5600 to \$7600.
2. Purchase an additional swing unit with two swings \$1100 to \$2000.
3. Purchase of a "stand up seesaw" Estimated \$1900.
4. Purchase of Modular Vinyl type landscape timbers to replace RR ties Estimate: \$3000.00
5. Additional purchase of IPEMA ASTM Certified ADA Wood fibers for added fall cushion Estimated Cost \$1700.00.

Total cost range: \$13,300 to \$16,200; this would be a General Fund Expense.

For larger equipment or "added improvements" as recommended by the Park Committee, we will continue to solicit for grants in August, October of this year and February of next year.

The Board asked the Administrator some questions about the equipment and generally agreed that the Township should follow its short range plan to complete the final phases as discussed. Mr. Miller made a **motion** to approve expending funds up to \$16,200.00 and authorizing the Township Administrator to proceed. Mr. Stitsinger seconded the motion. After discussion, the roll was called with Mr. Stitsinger, Mr. Miller and Mr. Johnson voting yes.

## **Fifth Annual Kids Fest- Hanover Township Memorial Park Report to the Board**

The Hanover Township Board of Trustees, working in cooperation with the Hanover Township Park Committee, is hosting the 5th annual Kids Fest Day on Saturday, June 23, 2012 at the Hanover Township Memorial Park. The event will open at 1:00 p.m. with the Board of Trustees kicking off a Treasure Hunt for children ages 1 through 12. Special treasure hunt prizes will be awarded for various age groups. Beginning at 2:30 p.m., there will be a children's pie eating contest- parents are welcome to compete too! From 1:00PM to 4:30PM there will be children's face painting, clown balloon artists, an animal petting area and other children's games. Throughout the afternoon, equipment displays by Law Enforcement, Fire/EMS, Public Works Operations and special interest will be on site. Also special hay wagon rides will be available for kids from 1:00 PM to 4:30 PM. At 3:00 PM, a fitness-for-fun activity is scheduled as kids from ages 4 through 12 will compete in races held on the .55 mile walking path near the Gazebo. Race prizes will be awarded by categories. At approximately 3:45PM there will be contests held for the

most patriotic decorated bicycle and patriotic costumes for ages 2-14. Members of the Lt. Terrence C. Graves Detachment of the Marine Corps League will be judging these contests with assistance from the Hanover Township Board of Trustees. Food and Flub's Ice Cream will be available throughout the afternoon.

In order to cover support expenses, we need a motion from the Board approving expenses for Kids Fest not to exceed \$1,900.00 excluding cash sponsors. Cash or donated item sponsors to date include: Stony Run Enterprises, First Millville Baptist Church, Fritzche Family, Scot Gardner, Julie Prickett, Bruce Henry and Reffitt's Garage and Towing.

A Motion was made to approve the foregoing expenditures by Mr. Miller, seconded by Mr. Johnson. After discussion, a roll call vote was taken with the vote being all three Trustees voting yes.

### **Zoning Variance Notices**

**2310 Lanes Mill Road:** Don Mayberry is requesting a variance to the Zoning Code to build an accessory building larger than zoning allows and closer to the property lines than zoning allows. The Board of Trustees of Hanover Township discussed the proposed variance for the above captioned location. In general, the Board has not taken a position to oppose the variance so long as certain issues of concern are addressed. The Board is concerned about the following items/questions:

1. The proposed garage based upon drawings submitted shows no indication of an access drive or general access to the facility. How is this to be achieved? Will neighboring property or right of way be encroached upon?
2. Since the proposed size of the accessory is building appears to be generally twice the size allowed, will the septic run off or septic system be adversely impacted? Will drainage be adversely impacted?
3. Since the rationale for expansion is storage, does that include all boats, motors, parts, vehicle parts and the heavy lift equipment unit now setting out in the drive and front yard area; that is will all of these items be placed in this garage to clean up the front yard area?

The Board of Trustees directs the Township Administrator to be present and present these issues for consideration. It is the desire of the Board to insure that the variance leads to an improvement for all concerned.

**1876 Vanda:** Michael Getz is requesting a variance to the Zoning Code to build an accessory building larger than zoning allows and closer to the property lines than zoning allows. After examining Mr. Getz's letter and drawing as well as the improvements made so far, the Board does not object to the variance as requested.

**Liquor Permit:** The Fiscal Officer reviewed a Liquor Permits (C1,C2) transfers to Allen Wayne Douglas DBA Papaws Country Market 2247 Millville Avenue from Priya Enterprises,inc DBA Sunny Market. there was no objection raised BY THE bOARD.

## **Miscellaneous Business**

Mr. Henry drew the attention of the Board to the following items included in the board packet:

- 1. Building Permit Report**
- 2. Special Thanks to Veterans Ceremony June 30th**
- 3. Nancy Nix Communication: Butler County Land Reutilization Bank**
- 4. Miami Notice: Website Termination of Services for Hanover Township July 31, 2012**
- 5. Duke Energy Notice for Rate Increase Filing**
- 6. Other**

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

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