



**Hanover Township Board of Trustees
November 14, 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 October 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.

Guest Speaker: Christian Puckett of 5475 McCoy Road, Oxford, Ohio 45056 was present regarding Miami University Park Upgrade Proposal. Ms. Puckett spoke on behalf of a group of Miami University students who were interested in installing a handicap-accessible swing in Hanover Park. She explained this was a class project and the students were soliciting local businesses, families and friends to raise funds for the project. Mr. Henry noted there was a proposal in the Trustees' packets for the purchase/installation of a handicap-accessible swing from the playground equipment vendor used by the Township. Mr. Henry stated the cost for the project, including site prep work to be performed by the Township, would total approximately \$5600. This amount is higher than what the student group originally proposed due to playground safety requirements which must be maintained by the Township. Ms. Puckett stated the student group would have funds raised by mid-December and envisioned installation of the swing taking place in March 2013. Ms. Puckett stated she would like to update her professor on the revised cost of the project and would also like to discuss the cost with the equipment vendor. She indicated she would be able to report the total amount of funds raised by the student group at the December Board meeting. The Board noted it supported the students' project but had to ensure that safety standards were met. After some discussion, Mr. Stitsinger made a **motion** to provide a 30% match of funds, not to exceed \$1600, for the students' handicap-accessible swing project which complied with playground safety standards. The motion was seconded by Mr. Miller. Upon a roll call vote, all three Trustees voted yes.

Larry Frimmerman, 5920 Morning Sun Road, Oxford, Ohio, Executive Director of Three Valley Conservation Trust, addressed the Board next. Mr. Frimmerman explained the Three Valley Conservation Trust works with willing property owners and local and state governments to preserve property as farmland and green space. He explained he was seeking the Board's support

of an easement for a property located at 690 Hogue Road. The easement would result in the preservation of approximately 143 acres as farmland and green space, which is the desire of the property owner. Mr. Johnson asked how this action would affect the Township's tax base. Mr. Frimmerman explained there would be no effect as long as it was the property owner's desire to not develop the property; however, he could not control or offer a guarantee as to what may happen in the future (i.e. property owner changes his mind.) Mr. Frimmerman stated the application would result in a conservation easement but would not take the property off of the tax rolls. After some additional discussion, Mr. Stitsinger made **a motion** to remove from the table Resolution No. 47-12 and bring it to the floor for consideration. The motion was seconded by Mr. Miller. Upon a roll call vote, all three Trustees voted yes. After further discussion, Mr. Miller made **a motion to approve Resolution No. 47-12**. The motion was seconded by Mr. Stitsinger. Upon a roll call vote, all three Trustees voted yes.

Resolution No. 47-12

Supporting the Nomination of 690 Hogue Road for Purchase of a Conservation Easement in Cooperation with the Three Valley Conservation Trust

Whereas, On October 9, 2012, The Hanover Township Trustees received a request from Three Valley Conservation Trust, a not for profit land trust located in Butler County, on behalf of landowner Thomas V Sargero, 5578 Creekwood Circle, West Chester, in support of his application to the State of Ohio for purchase of a conservation easement on his property located at 690 Hogue Road located in Hanover Township, Butler County, Ohio.

Whereas, The Hanover Township Trustees have reviewed this request for support and determined that the nomination of the property for purchase of a conservation easement is compatible with the long range goals of the local government area regarding protection of Four Mile Creek, and agrees to participate with the Three Valley Conservation (proposed co-holder, monitor and enforcing body of this easement)

Whereas, The Trust commits to contributing at least 25% of the conservation easement value from Federal sources and is responsible for the enforcement of said easement,

NOW THEREFORE BE IT RESOLVED BY THE HANOVER TOWNSHIP TRUSTEES AS FOLLOWS:

Section I. That the Hanover Township Trustees hereby support the request for nomination of the property for purchase of a conservation easement.

Section II. That the Hanover Township Trustees hereby certify that the purchase of the conservation easement of the nominated property is compatible with the long range conservation goals of Hanover Township as stated within the Hanover Township Land Use Plan.

Section III. That the Fiscal Officer/Clerk is hereby directed to transmit certified and sealed copies of this resolution to the applicant and Ohio Public Works Commission, 65 E. State Street, Columbus, Ohio 43215.

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 9th day of October 2012.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Fred J. Stitsinger
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

**Fiscal Officer/Clerk Certification
Board of Trustees Action
Hanover Township Butler County Ohio**

**State of Ohio:
County of Butler:**

I, the undersigned, the duly qualified and Fiscal Officer/Clerk of Hanover Township located in Butler County, Ohio, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Hanover Township Trustees, at a regular meeting held on the 9th day of October 2012 in Hanover Township.

**Elizabeth A. Brosius
Fiscal Officer/ Clerk**

Citizen Participation: Douglas Walsh, 42 Fairy Drive, addressed the Board to request assistance from the Township with the installation of drainage pipe under his driveway. Mr. Walsh noted he received a letter from the Township requesting that he park his vehicles in his driveway and not on the street. He stated he plans to extend his driveway to accommodate all of his vehicles but must first repair the drainage pipe before he can proceed with his driveway improvements. Mr. Henry noted that Mr. Walsh had been given a copy of the Township’s policy regarding pipe/ditch line work. The policy states work to be performed by the Township must be in the right-of-way and not on private property. Mr. Henry noted that Mr. Walsh’s request does not meet the criteria of the Township’s policy. Diane Walsh, 2239 Millville Shandon Road, owner of the property at 42 Fairy Drive and sister of Mr. Walsh, also addressed the Board. She stated there was a drainage/ basement flooding problem on this property which could be alleviated by installing the drainage pipe. Mr. Stitsinger noted that installing the drainage piping could make the drainage/ flooding problem worse. Mr. Walsh stated he did a site consultation with the BCEO and that Jerry Miller told him the Township would do the piping work for him. The Board and Mr. Walsh continued to discuss the Board’s position concerning Mr. Walsh’s request. Mr. Stitsinger stated he would not vote in favor of the Township performing the piping work as it does not meet the criteria set forth in the Board’s policy. After further discussion, Mr. Miller proposed ending the debate and informed Mr. Walsh the Board would review the matter and give its decision to Mr. Walsh in writing.

Administration Reports

Law Enforcement: Mr. Johnson gave the following report for the month of October 2012 on behalf of Deputy Hatfield who had left to respond to a dispatched call:

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

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 125		1422
• Felony Reports: 2		44
• Misdemeanor Reports: 11		137
• Non-Injury Crash: 04		64
• Injury Crash: 6		51
Total Reports: 23		288
• Assists/Back Up: 43		508
• Felony Arrests: 1		19
• Misdemeanor Arrests: 04		63
• OMVI Arrests: 3		17
Total Arrests: 08		96
• Traffic Stops: 39		404
• Moving Citations: 25		224
• Warning Citations: 20		171
• FI Cards: 0		0
• Civil Papers Served: 1		1
• Business Alarms: 3		50
• Residential Alarms: 15		137
• Special Details: 1		16
• COPS Times: 7180 (Min.)		64,885
• Vacation Checks: 28		378

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

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

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

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

- Emergency Medical Operations/Squad Runs: 30
- Motor Vehicle Accidents: 04
- Fire Runs: 04
- Fire Inspections: 02
- Air & Light Truck Call Out: 02
- Knox Box Details 00
- Other (Fire Safety Week Details) 2 schools 02
- Total for the month: **44 Runs/Operations
(38 Fire/EMS Runs)**

Total Year to Date

526 Runs/Operations

(YTD 2011: 554 Runs/Ops)

(October 2011: 84 Runs/Operations)

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

Phil Clark, Fire Chief

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

**SUPERINTENDENT'S REPORTS
(November 14, 2012)**

Millville Cemetery Operations Report October 1 through October 31, 2012

0 Graves sold to Township residents-----	\$ 0.00
0 Graves sold to nonresidents-----	\$ 0.00
0 Cremation grave-----	\$ 0.00
5 Full Interments-----	\$ 4,700.00*
0 Baby interments-----	\$ 0.00
2 Cremations-----	\$ 800.00
Foundation and Marker installation fees-----	\$ 1,751.20
Total: -----	\$ 7,251.20

*4 @ regular fee of \$900 = \$3600.00 and 1 @regular fee of \$900 + 2 hours OT = \$1100

Other Cemetery Activities

1. Mowed three times and trimmed four times.
2. Cleaned the shop.
3. Fixed seven graves.
4. Nine foundations

Road, Streets and Park (Scot Gardner)

1. Finished the fourth round of roadside mowing.
2. Mowed grass on all Township properties three times.
3. Performed crack sealing on Roundhill Drive, Pineview Court and Murphy Circle.
4. Removed three trees from the walking trail.
5. Trimmed trees on Vanda Avenue.
6. Repaired a sunken area on Vanda Avenue.
7. Performed crack sealing on Morman Road.
8. We are in the process of servicing our summer equipment and putting it away.
9. Performed service work on all of our trucks and equipment.
10. Performed monthly park, truck and storm water inspections.

Administrator's Report

Administrator October 2012 Summary Report **(Presented November 2012)**

- **Records Management:** Made final revisions to the Records Retention Schedule as the result of the Records Commission meeting on September 29th. Final approved document being retyped and formatted for submission to the State.
- **Community Connections Grants (BREC):** Completed two applications for funding and received two grant awards for park equipment and tables for the Community Center.
- **Land Use:** Appeared in front of the Board of County Commissioners on September 13th to discuss and support the Fluid Technologies proposal which was approved by the Commissioners for the zone change proposed.
- **Blighting Properties:** Worked on several locations to get properties cleaned up. Coordinated with the Prosecutor's office and Community Development to get the Woodbine location dilapidated house torn down.
- **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.
- **Road Program 2013:** Continued work on the 2013 Road Program with Scot Gardner and prepared documents for the County Engineer's Office.

- **Fire Department:** Worked with the Fire Chief to finish and copy SOPs and other related policies for distribution to the Department.
- **Congressman Chabot:** Worked with the Congressman's staff to set up a Community Outreach meeting for Hanover Township and the District.
- **Park:** Coordinated final installation on new park equipment as approved by the Board.
- **Haunted Harvest:** Worked with the Park committee to plan and set up the activities for the Hanover Haunted Harvest held October 28, 2012.
- **Veterans Committee:** worked with the Veterans Committee to make plans for the Veterans Day Ceremony.
- **Newsletter:** Working on articles and photos for publication in late November or early December 2012.

Personnel Actions:

None presented at this time.

Other:

The Administrator is still working on preparing summaries of committees, employees, and community opinions on common topics that may impact policy and/or budget considerations. Some of the key areas presented through interviews and surveys with Fire Department members were used for the new SOPs and discussion held with the Department on November 13, 2012. The rest of the material will be written up once completed; the Administrator will request a special work session to review and discuss before a final report is made.

Also included with the Administrator's report were revenue and expenditure reports. Mr. Henry noted that overall, revenues and expenditures are tracking as projected; however, a conservative approach was taken in preparing original projections.

Old Business

Resolution No. 47-12 Tabled in October: This resolution was tabled at the October 9, 2012 meeting based upon the lack of response to questions from the Township and the fact no one from the Three Valley Conservation Trust was present to explain their request as promised. Since the October meeting, the Township Administrator has made a slight adjustment in the wording to reflect the concerns of the Board and the Prosecutor's Office. As stated to the Township since the October meeting, Larry Frimmerman has indicated there will be no loss in tax revenue from the existing base and the property remains private. Also the Township has no role in enforcement of the easement. The conservation easement for the property located off Hogue Road by Four Mile Creek does not conflict with Hanover Township's Land Use Plan.

See "Guest Speakers" section of minutes for Board action concerning this piece of legislation.

Community Development Block Grants Filed Update: Mr. Henry reported that in accordance with Board approval, three CD Block Grants were filed with the County on November 2, 2012.

Adjustments were made based upon the comments during the last Board meeting and the attachment to the approval resolution was adjusted as reflected in the attachment herewith. (See attachment)

Attachment Resolution to No. 45-12 CD Project Ratings
2012 Community Development Block Grant Requests

Project Descriptions and Priority Rankings

- 1) In 2003 and again in 2012 Citizen Surveys conducted by Miami University in behalf of the Township citizens continue to rate Park Facilities and recreational opportunities as very high priorities. For some time the Township has been interested in acquiring the adjacent property to the Hanover Township Memorial Park in order to expand facilities to serve families in the region. There are three parcels totaling approximately 19.5 acres which includes a single family house, barn and a long farm building. Two small ponds are located on the property. Acquisition of this site would enable the Township to preserve open space at a critical location and allow for tremendous facility expansion in the future for projects/programs identified in the 2012 citizen survey. Such uses are consistent with Hanover Township's Land Use Plan and Park Development Plan. The Township has received consistent and repeated recommendations from residents about the importance of acquiring the identified property for future public use and management by the Township.

Suggested uses (for illustration only) based upon Park Committee and general public input include the following items which would be studied as part of the overall Park Master Plan and as budget would allow.

- Extend walking path from existing running south then east then back north & connecting.
- Create a separate bicycle path to compliment the walking path.
- Evaluate existing ponds; create larger children's fishing pond.
- Grade and lay out sufficient area for two baseball fields (NE corner & SE corner).
- Install two soccer fields.
- Create areas for picnic tables and grills throughout the site.
- Build additional shelters; different sizes.
- Install Frisbee and/or ultimate golf.
- Install new swing sets for all age groups.
- Fix up barn; extend electric and hold special events therein.
- Rework existing house as a possible meeting location and/or historical room.
- Consider providing artistic outdoor sculpture opportunities.
- Add fire pits at appropriate locations subject to review by the Fire Department.
- Restore Eaton farm historically; try to operate as an educational center for kids.
- Add a small parking area to serve existing area and new area.
- Build a small restroom near the barn area.

Land Acquisition for Park Expansion

Funding requested for CD Grant: \$192,000.00

Township and other sources would contribute balance estimated at \$48,000.00

Priority Ranking: #1

- 2) Hanover Township Memorial Park is considered a regional attraction and a valuable asset to local neighborhoods. The Park is heavily used by all age groups, workers taking a lunch break and schools/day care groups. The existing restroom facilities are outdated and very small having unlabeled stalls with no running water. A constant request from citizens is to provide a sanitary restroom facility with running water. The specific project request includes the demolition of the existing outdated restroom and the construction of new modern ADA approved restrooms with running water and storage area. The location would be south of the existing ball field and on the northern edge of the Children's Playground area. The existing structure takes up to three parking spaces, and if eliminated, would add to the original parking lot as parking is at a premium during high use times. The design would be consistent architecturally with recent facilities constructed and would provide ADA acceptable restrooms along with storage of maintenance equipment necessary to maintain the Park. This proposed facility addresses resident requests for better and more sanitary restroom facilities and is consistent with the approved Park Master Plan.

Park Restroom and Storage Project
Funding requested for CD Grant: \$147,500.00
Township would pay balance of \$20,000.00
Priority Ranking: #2

- 3) The Hanover Township Community Center, located across the street from the Township Park, hosts numerous civic functions, private parties and government meetings/functions as well as serves a District Office for the Butler County Sheriff. On average the facility is used for at least 13 events per month and serves as a site for Township Administrative operations. The facility can seat up to 110 people for a dinner or more for a presentation or training. The facility was recently used by the State Auditor for required Public Records training for southwestern Ohio officials. There is severe cracking in the parking lot compounded by drainage problems affecting the building as rain water drains into the garage areas and twice in 12 months water as penetrated the office and community area lobbies. With an insufficient base underneath the lot along with the cracking and drainage issues, this project has become a very high priority. The Butler County Engineer's Office has been asked to provide technical assistance and guidance to address these issues. Complicated by limited funding and reduced property values, there has been insufficient funding to address this project. As this projects serves a critical community function and is a great resource for residents

Community Center Parking Lot Repair and Paving
Estimated Price \$96,000.00
Local Match: \$10,000.00
Priority Ranking: #3

Veterans Day Expenses Review/Approval Motion: Mr. Henry reported that considering the donations of cash and direct provision of food, the expenses for the celebration of veterans were kept to a minimum. It appears that direct Township expenditures will be less than \$350.00. Although a previously approved event by the Board, a motion would be in order for the record. A **motion** was made by Mr. Johnson, seconded by Mr. Miller, to approve payment for expenses associated with the 2012 Veterans Day Ceremony and Luncheon. Upon roll call, all three Trustees voted yes.

Mr. Johnson stated that he wanted to give accolades to Mr. Henry for the work he did on the Veterans Day ceremony and luncheon. Mr. Johnson also stated that he wanted to acknowledge Julie Prickett and the Road crew members for doing an excellent job. Mr. Miller asked about sending a thank you to Millville Baptist Church for its help with the event. Mr. Henry suggested that the Board give formal recognition to Millville Baptist Church with a resolution. After some discussion, it was decided to pass a resolution at the January 2013 Board meeting in order to allow time to extend an invitation to members of the First Millville Baptist Church so they could be in attendance.

Newsletter Update: Mr. Henry reported that as discussed at the last meeting, the Board consented to permit the Township Administrator to use discretion in deciding the date for the newsletter to reach citizens. As previously explained, with the election mailings dominating the Post Office and Veterans Day on the horizon, an extension of the publication date was being considered. To allow time to include the Veterans Day photos and article, the schedule was extended such that the newsletter will arrive to residents during the first half of December.

Other Old Business: Chief Clark reported that the Fire Department trained with the City of Hamilton Fire Department two weeks ago and the training went very well. He noted the City of Hamilton expressed an interest in future joint-trainings.

New Business

Resolution No. 48-12 Snow Emergency Regulations: Mr. Henry explained this resolution formally adopts the Snow Emergency Policy and Parking Regulations and provides for publication requirements as set forth in the ORC. Mr. Henry noted the Board's new policy and regulations would become effective after the ORC publication requirements were met. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 48-12 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 48-12

Approving the Framework and Policy for Declaration of a Snow Emergency and Prohibiting Parking On Certain Township Streets During the Snow Emergency

Whereas, Hanover Township sometimes experiences harsh winters during which snow and ice conditions impacts the public health, safety and welfare of Township residents and emergency responders traveling Township Roads;

Whereas, most jurisdictions have adopted a vehicle parking prohibition policy during snow and ice incidents when conditions exist limiting the ability of treatment crews to properly address certain streets in the Township; and,

Whereas, Ohio Revised Code Section 505.17(A) provides the authority by which Townships may make regulations and orders as are necessary to control parking including the adoption of measures to declare a snow emergency; and

Whereas, Ohio Revised Code Sections 505.17 (D) and 505.17 (E) provides the Township the authority to order into storage any vehicle parked in violation of regulations orders pursuant to a declaration including the provision of penalties associated therewith; and,

Whereas, the Board has discussed this matter in public session and placed information in the Township Newsletter sent to all property owners,

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

Section I. That the Board hereby adopts snow emergency procedures as outlined in the attachment “Hanover Township Snow Emergency Policy and Parking Prohibitions” with said adoption necessary to serve the public safety, health and welfare of residents and emergency responders.

Section II. That the Fiscal Officer is hereby directed to comply with publication provisions set forth in section 505.17 of the Ohio revised Code.

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 14th day of November 2012.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Fred J. Stitsinger
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Hanover Township Snow Emergency Policy and Parking Prohibitions

Pursuant to Ohio Revised Code 505.17 the Board of Trustees of Hanover Township has adopted regulations through Resolution No. 48-12 concerning the parking of vehicles on Township streets and roads during a declared Township and /or County Wide snow emergency.

Section 101 General

101.1 Title. These regulations shall be known as the Hanover Township Snow Emergency Policy and Parking Prohibitions.

101.2 Vehicle Definition. Vehicle means any device including a motorized bicycle in, upon, or by which any person or property may be transported or drawn upon a highway.

101.3 Scope. These regulations are enacted pursuant to Section 505.17 of the Ohio Revised Code and shall apply to all vehicle parking on Township streets and roads during a Township declared snow emergency.

101.4 Intent. These regulations shall be construed to secure its expressed intent which is to insure the public health, safety, and welfare during adverse weather conditions.

Section 102 Prohibitions

102.1 Snow Emergency Parking Prohibition. Parking is prohibited upon any Township street or road on which signs are posted in accordance with these regulations.

102.2 Signs Providing Notice of These Regulations. Signs conforming to Ohio Revised Code Section 4511.09 indicating the existence of these regulations shall be erected at the entrances to Township subdivisions and at the commencement and terminus of each street which intersects another street as well as at the commencement of each street ending in a cul-de-sac where the prohibitions apply.

102.3 Weather Conditions Snow Emergency Declaration. A snow emergency may be declared whenever snow and/or ice removal or treatment by Township trucks, plows, or other vehicles is necessary in all or parts of the Township due to: A) Snow which has accumulated to a depth of two or more inches; and/or B) The accumulation of ice in amounts deemed by the Township to create hazardous road conditions; C) When conditions are present such that the Butler County Sheriff's Office declares a county wide Snow Emergency- Levels one (1), two(2) or three (3).

102.4 Declaration of Snow Emergency. The Township Administrator, Township Road Superintendent, or President of the Board of Trustees, may declare a snow emergency for the Township and make an announcement to the local news media, requesting that the local news media announce such an emergency has been declared, specifying the hour the declaration will go into effect, and indicating whether the snow emergency will remain in effect for a specified period of time or indefinitely until canceled by a subsequent announcement to the local news media by the Township Administrator, Township Road Superintendent, or the President of the Board of Trustees.

102.5 Snow Emergency Declaration Authorization. An order declaring a snow emergency by the authorized official as set forth in section 102.4 above becomes effective two hours after an announcement is made to the news media. The snow emergency shall remain in effect for the specified period of time provided in the announcement or until canceled by a subsequent announcement to the local news media.

Section 103 Enforcement

103.1 Unlawful Acts. It shall be unlawful for a person to be in conflict with or in violation of the provisions of these regulations.

103.2 Right to Tow/Impound Vehicles. The Township Administrator or a Deputy Sheriff may order into storage or tow, have towed, any vehicle parked in violation of these regulations. The owner or any lien holder of a vehicle ordered into storage may claim the vehicle upon presentation of proof of ownership, which may be shown by Certificate of Title to the vehicle, and payment of all expenses, charges, and fines incurred as a result of the parking violation and removal and storage of the vehicle.

103.3 Violation. Pursuant to Ohio revised Code Section 505.17 (E) whoever violates these regulations is guilty of a minor misdemeanor. Fines levied and collected under this section shall be paid into the Township General Fund.

Motion – Approve Cooperation and Purchase of Park Equipment: See “Guest Speakers” section of minutes for discussion and motion concerning this topic.

Motion – Holiday Function December 15, 2012: Mr. Henry reported that the annual holiday function designed to thank volunteers and employees for their efforts throughout the 2012 year has been tentatively scheduled for December 15, 2012 at the Queen of Peace auditorium. Expenses would include catering, entertainment, hall rental and miscellaneous items (such as table cloths) for the event. Mr. Henry reported it appears costs can be kept about the same as last year (2011). Mr. Henry stated a motion would be in order for the record. Mr. Miller made a **motion**, seconded by Mr. Johnson, to approve payment for expenses associated with the 2012 Holiday Function to thank volunteers and employees at an amount not to exceed \$2300.00. Upon roll call, all three Trustees voted yes.

EMA Invoice -- FYI: Mr. Henry reported that as reviewed earlier in the year by Jeff Galloway, the Township has been billed for our per capita amount for 2013. The requested payment is \$3,241.29. Payment is due during the first quarter of 2013. Mr. Stitsinger requested that Mr. Henry find out if all other communities paid their per capita bill for 2012.

Other New Business: Ms. Brosius requested authorization to transfer funds so that she could make the final payment on one of the fire trucks and to also make a payment on the fire station construction. Mr. Henry noted these activities would require a resolution. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 49-12 which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

Resolution No. 49-12

Approving Transfer of Funds From Fire Fund 2281 and Authorizing the Amendment of Hanover Township's Certificate of Estimated Resources for 2012

Whereas, the Fiscal Officer has reported on the need to transfer funds from Fire Fund 2281 to Fund 3101 (Fire Truck Payment Fund) and to Fund 3102 (Fire Station Payment Fund) and amend the 2012 Certificate of Estimated Resources; and,

Whereas, to comply with proper auditing requirements and insure accurate accounting of funds the aforementioned transfers and amendment are necessary; and,

Whereas, the Board has discussed this matter in public session,

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

Section I. That the Board hereby approves the following transfer of funds: \$11,596.77 and \$19.07 from Fire Fund 2281 to Fund 3101 for Fire Truck payment; \$98,775.00 from Fire Fund 2281 to Fund 3102 Fire Station payment and authorizes the amending of the 2012 Certificate of Estimated Resources to reflect these actions.

Section II. That the Fiscal Officer is hereby directed to make said transfers, provide payments accordingly and execute any necessary documents with the Butler County Auditor's Office.

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 14th day of November 2012.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Fred J. Stitsinger
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Also under Other New Business, Mr. Henry reported that the County Planning Commission is recommending changes to the Zoning Code. Mr. Henry stated he would get input from the Township's Land Use Committee and also distribute copies of the recommended changes to the Board for its review.

Also under New Business, Mr. Henry requested the Board schedule a short work session in December in order to review costs figures associated with purchasing a new pumper or refurbishing the Fire Department's existing pumper. The Board scheduled a work session for 3:00PM on December 6, 2012.

Also under New Business, Mr. Henry reported that the Fire Department issued updated SOPs for conduct and station operations including the overall policies approved by the Board of Trustees. Mr. Henry noted a copy will be provided to the Trustees once final corrections are made.

There being no further regular business to be considered by the Board of Trustees, Mr. Stitsinger made a **motion** to adjourn this part of the meeting and move into Executive Session to discuss property acquisition as requested by the Township Administrator, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

The Board reconvened into regular session from the Executive Session.

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

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