



**Hanover Township Board of Trustees
October 9, 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. Stitsinger, seconded by Mr. Miller, to approve the September 12, 2012 Meeting minutes and the September 26, 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: Three Valley Conservation Trust representatives were scheduled to address the Board but were absent for the meeting.

Citizen Participation: No citizen addressed the Board.

Administration Reports

Law Enforcement: Bruce Henry gave the following report for the month of September 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 September 2012

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 160		1297
• Felony Reports: 4		42
• Misdemeanor Reports: 12		126

• Non-Injury Crash: 05	60
• Injury Crash: 4	45
Total Reports: 25	265
• Assists/Back Up: 57	465
• Felony Arrests: 1	18
• Misdemeanor Arrests: 05	59
• OMVI Arrests: 1	14
Total Arrests: 07	88
• Traffic Stops: 37	365
• Moving Citations: 22	199
• Warning Citations: 15	151
• FI Cards: 0	0
• Civil Papers Served: 0	0
• Business Alarms: 4	47
• Residential Alarms: 10	122
• Special Details: 1	15
• COPS Times: 6830 (Min.)	57,705
• Vacation Checks: 35	350

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

Fire/EMS: Mr. Stitsinger presented the following report for the month of September 2012 on behalf of Chief Clark who had left to respond to a dispatched call:

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

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

• Emergency Medical Operations/Squad Runs:	27
• Motor Vehicle Accidents:	14
• Fire Runs:	07
• Fire Inspections:	03
• Air & Light Truck Call Out:	0
• Knox Box Details	01

- Other (Fire Safety Week Details) 0
 - Total for the month: **52 Runs/Operations**
(41 Fire/EMS Runs)
- Total Year to Date** **482 Runs/Operations**
(72 Runs/Ops Lower than same time last year)
(September 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 September 2012:

SUPERINTENDENT'S REPORTS
(October 9, 2012)

Millville Cemetery Operations Report September 1 through September 30, 2012

3 Graves sold to Township residents-----	\$ 1,830.00
0 Graves sold to nonresidents-----	\$ 0.00
0 Cremation grave-----	\$ 0.00
4 Full Interments-----	\$ 3,600.00*
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 2,247.60
Total: -----	\$ 7,677.60

*4 @ regular fee of \$900 = \$3600.00

Other Cemetery Activities

1. Mowed and trimmed twice.
2. Cleaned the shop.
3. Repaired mowers.
4. Fixed eleven graves.
5. Watered trees.
6. Six foundations

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

1. Replaced two ballasts and four bulbs on the Firehouse door lights.
2. Replaced all the Community Center, Park sign, and Firehouse flag bulbs and one photo cell.
3. Cut up a fallen tree on the dead end of Salman off of Stahlheber Road.
4. Cut back honeysuckle for better visibility pulling out of a driveway on Gardner.
5. Picked up a mattress, two box springs and six tires on Hussey Road.
6. Installed "No Dumping" signs on Hussey Road.
7. Replaced two flood light bulbs on the Firehouse.
8. Cut up dead trees that fell in the right-of-way on Vizedom, Taylor School, Hough and Woodbine Roads.
9. Finished Duropatching on Township roads. Cleaned all equipment used in the process and swept all roads.
10. Replaced batteries in the speed trailer.
11. Filed in six sunken areas across Round Hill Drive and Pine View Court.
12. Started the process of removing the spiral slide, woodchips, and railroad ties from the playground.
13. Mowed and trimmed grass on all Township properties three times.
14. Performed monthly park, truck and storm water inspections.

Administrator's Report

Administrator September 2012 Summary Report
(Presented October 2012)

- **Financial Analysis:** Worked with the Fiscal officer to evaluate future income, debt payments, prepared revenue/expenditure schedule covering 11 years, and prepared projections of debt. Put together summary reports for the Board of Trustees.
- **Records Management:** Worked on finalizing Records Retention Schedule for review by the Records Commission. Prepared agenda and documents for review by the Township Records Commission on September 26th. Made suggestions for updates before forwarding to the Ohio Historical Society for approval.
- **Community Connections Grants (BREC):** Completed two applications for funding in August and notified of two awards in September for Park equipment and Community Center table replacements.
- **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.
- **Workers' Compensation:** Continued work on Group Retrospective Rating through Frank Gates Company. It appears the Township can secure additional savings up to \$13,678.00 working through the Frank Gates Company. A contract was approved and documents executed.
- **Blighting Properties:** Worked on several locations to get roof issues addressed and mowing completed. Checked with the Prosecutor's office on procedural questions.

- **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:** Worked with Scot Gardner to prepare suggestions for the Board to consider for the 2013 Road Program. Listings for work and retrace were prepared and presented to the Board on September 26th.
- **Miscellaneous:** Worked on off duty detail policy for township related requests; consulted with legal counsel and working on issue to review with the Board.
- **Hanover Haunted Harvest:** Prepared notes and planning documents for the Park Committee to consider for the next Township special event scheduled for Sunday October 28, 2012 from 5:30PM to 7:30PM. Met with Park Committee members.
- **Personnel Policies:** In conjunction with the Fiscal Officer began examination of changing pay period definitions and designated pay days. Preparing the changes for the Board of Trustees to approve.

Personnel Actions:

None presented at this time.

Other:

Working on preparing summaries of committees, employees, and community on common topics that may impact policy and/or budget considerations. Once completed, I would request a special work session to review and discuss before a final report is made. Suggest a meeting during November.

Also included with the Administrator's report were revenue and expenditure reports.

Old Business

Road Program Update/BCEO Meeting 9/28/2012: Mr. Henry presented the following report to the Board:

2013 Road Program Submitted to BCEO September 28, 2012

1. Stahlheber Road: from US 27 west to the Township line a 2-3" partial depth milling and repair is needed. Once completed a single Chip Seal surface is needed followed by an application of a Micro Surface. (Price both as options).
2. Cochran Road: from SR 129 to Millville Reily Road a 2-3" partial depth milling and repair is needed. This should be followed by a single Chip Seal surface and coated with a Micro Surface application. (Price both as options).
3. Shank Road: from US 27 to the dead end of Shank provide base repair not covered in the 2012 contract. Apply single Chip Seal or 2" Modified #402; price both as an option.

4. Brunner Road: from Stahlheber to Dead End of Brunner provide needed base repair not covered in the 2012 contract. Price a single Chip Seal Application and/or 2" Modified 402 application.
5. Vizedom Road: Provide base repair only.

Technical Assistance Requested

- Jesse Drive: R/W work and grading; Need engineering assistance and possible equipment support.
- Vizedom Road Culvert Repair Review/Suggestions
- Community Center Parking Lot: Repair/repave Estimate for CD Grant Submission
- Correct drainage flow from Park parking lot (currently flow floods ballpark area)

Mr. Henry noted that projects submitted for the road program had been reviewed by the Board during its September Work Session meeting. Mr. Henry also noted that in order to proceed, the Board is required to pass the paving and retrace list resolution by February 1, 2013. Mr. Henry recommended changing the January 2013 Board meeting date to January 16 in order to ensure ample time to receive information necessary to prepare the resolution for passage by the February 1st deadline. The Board concurred and will adopt as part of the 2013 schedule.

Parking Issue/Fairy Drive Update: Mr. Henry provided the following report regarding the parking issue on Fairy Drive to the Board:

**Parking Issue Fairy Drive Update
October 9, 2012**

After numerous visits/inspections, a determination was made that at least two vehicles are parked in front of the property located at 42 Fairy Drive. Attempts were made to contact the residents during the day directly but to no avail. As a result, a letter was forwarded to the owner of record as set forth below:

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October 3, 2012

*Diane L. Walsh
42 Fairy Drive
Hamilton, Ohio 45013*

*Re: On Street Parking- 42 Fairy Drive
Parcel No. B1320106000017*

Dear Ms. Walsh:

This letter is being sent to you as the owner of record of the above referenced property. Concerns have been expressed to the Township regarding the parking of vehicles on Fairy Drive in the road right of way of the Township in front of your property. On several different days we have observed at least two vehicles parked partially on the street and partially on the grassy area of the right of

way and your property. Fairy Drive does not have curb and gutters, and the roadway is not as wide as in some other neighborhood areas. These factors are not conducive to on street parking. The Township has the authority to regulate parking on its streets but uses such authority sparingly and conservatively. Township officials understand that an occasional party or emergency may necessitate on street parking on a very temporary basis which is why Fairy Drive is not posted.

We are seeking your cooperation in this matter and request that these vehicles parked on the street in front of your residence, park in your driveway to eliminate regular on street parking. There appears to be sufficient room to accommodate the vehicles and hope you will assist in resolving this matter.

We look forward to your cooperation. If you have any questions, you may contact me at 896-9059.

Sincerely,

*Bruce E. Henry
Township Administrator*

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Current Status:

On October 8th, a phone call was received from Pam Walsh who resides at the location with her husband and two sons in college. She recently purchased the property from her sister-in-law. She stated that she had applied to Butler County for a permit to expand her driveway and replace the driveway pipe. The pipe has been purchased and is sitting along the driveway. Due to financial reasons she cannot complete this work until next April. She was annoyed that the street parking was being objected to especially in light of no posted signs. I referenced the letter and the reasons we were asking for her cooperation. She stated her driveway is too narrow when her extended van is parked there and cannot accommodate two additional vehicles. Her sons own the vehicles and attend college locally. She then complained about speeding on the street and drainage concerns in front her house as the flow tends to negatively impact her neighbors downstream. She also stated that Jerry Miller advised her that the Township could help with the drainage and piping issue. As a result, she is requesting the Township assist her efforts. An appointment has been set for October 11, 2012 to examine the issue, present the written Township Policy to her and obtain copies of permits/drawings etc. that may have been presented to the County. It appears this issue may not be resolved any time soon.

The Board directed Mr. Henry to continue to meet with the residents and attempt to persuade them to park in their driveway.

Motion to Accept Community Connections Grants BREC: Mr. Henry provided the following information to the Board:

Background: Through Resolution No. 39-12, the Township authorized the filing of Community Connections Grant Applications for replacement equipment for the Community Center and a safety upgrade for the park by acquiring and installing safety approved vinyl landscape connecting timbers for outlining the play areas in the park. Award notices were received on September 28, 2012 totaling \$1000.00 for the landscape timbers and \$979 for the purchase of tables. To properly account for these grants and subsequent expenditure, a motion is necessary as requested.

Motion: After discussion, Mr. Stitsinger made a **motion** to acknowledge the receipt of two grants, \$1000.00 and \$979.00 respectively for the above referenced items from the Butler Rural Electric Cooperative Community Connection Grant Program, adjust Township Appropriation line items as necessary to reflect receipt and expenditure of said funds and authorize the purchase of the referenced items. The motion was seconded by Mr. Miller. Upon a roll call vote, all three Trustees voted yes.

Park Improvements Update: Mr. Henry reported that the playground equipment had arrived in pieces for assembly at the park. Said equipment includes a tire swing, primetime multiple swings, and merry-go-all with seats. The Road crew has cleared away the old metal slide and removed the concrete from the area. Contractor/installers are due to arrive and set up any day, weather dependent. Net cost including installation is approximately \$16,000.00.

Newsletter Update: Mr. Henry reported that the printer wants the final newsletter format/articles by October 22nd in order to be delivered to residents around November 8, 2012. As we did once before, we are getting caught up in the election work and mailings which impacts delivery. We will still target this deadline but if not completed or we can't be assured of delivery before Veterans Day, we will postpone final publishing after the election and include Veterans Day photos. The reason for this update is to determine if the Board finds either option acceptable so Julie and Bruce can determine the proper allocation of their time to finish properly and guarantee a certain delivery date. The Board indicated it would rely on Mr. Henry to use his best judgment to determine a target delivery date that would ensure a quality publication.

Other Old Business: None

New Business

Resolution No. 45-12 Prioritize CD Projects and Approve Applications: Mr. Henry reported the Board had discussed potential projects for application for CD funding at its September regular meeting and work session. This resolution reflects the three priority projects as determined by the Board. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 45-12 which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

Resolution No. 45-12

Authorizing the Filing of the 2012 Application(s) for Community Development Block Grant Funding and Prioritizing of Projects for Hanover Township

Whereas, the Board of Trustees and Township Administration have reviewed the requirements for the 2013 Community Development Block Grant Program; and

Whereas, the Township has several key projects that merit consideration under the Community Development Block Grant Program; and

Whereas, key projects were discussed in two Public Meetings with public input solicited on September 12, 2012 and October 09, 2012 and recommendations were received from the Township Ad Hoc Park Advisory Committee as part of Committee discussions over the last 15 months; and,

Whereas, all the projects discussed have been placed on a list for continued consideration and guidance to the Township and are reflected in the attachment herewith,

Whereas, the Board of Trustees rate several of these projects as a high priority based upon resident input this year and input received from a 2003 Citizen Survey conducted by Miami University.

Be it Resolved by the Board of Trustees of Hanover Township, Ohio

Section I. That the Township after considering citizen input and Park Committee recommendations, do hereby authorize three project applications for Community Development Block Grant Funding in 2013 identifying and rating these projects as set forth in the attachment hereto labeled “Attachment to Resolution No. 45-12 CD Project Ratings.”

Section II. That the Board will commit in kind services and/or direct cash contribution of up to 10% or more for each of the three projects submitted. Amounts are specified in the attachment hereto.

Section III. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit said projects to the Butler County Community Development Department by November 2, 2012.

Section IV. That the Board of Trustees acted upon this matter in an open public session and is a reflection of the action taken on October 9, 2012.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Fred J. Stitsinger
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

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

Resolution No. 46-12 Amend Township Personnel Policy (Pay Period Definition): Mr. Henry reported that the Fiscal Officer recommends changing the Township's pay periods to a 14 day cycle resulting in 26 pay periods per year. Doing so would allow for consistency in pay and pay dates, thereby eliminating confusion for employees caused by the current bi-monthly pay period cycle. Mr. Henry also noted that the proposed revised policy language clarifies the definition of a standard work week, the Township's authority to change work schedules, and when overtime pay may be earned. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 46-12, which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

Resolution No. 46-12

Clarifying and Amending Certain Sections of Resolution No. 13-08 and the Township Personnel Policy

Whereas, sound personnel policies and procedures are essential to an efficient and effective organization; and

Whereas, the Board of Trustees recognizes the need to periodically review, clarify and amend the Township's Employee/Personnel Policy; and

Whereas, certain sections of Resolution No. 13-08 (Employee/Personnel Policy) require clarification and amendment to insure practice and policy are congruent as well as to initiate certain new pay period elements as proposed by the Fiscal Officer,

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

Section I. Section IV. STANDARD WORK WEEK of Resolution No. 13-08 is hereby amended to read as follows:

Section IV. STANDARD WORK WEEK

The standard work week begins at 12:01 a.m. Monday and continues through midnight of the following Sunday *for full time, part time and seasonal employees excluding Fire Department personnel*. The standard work week shall consist of forty (40) hours, *generally eight hours per day five days per week*, within the seven (7) day period. However, *work schedules within the Standard Work Week may be modified by the Township Administrator or his designee to provide for the efficient delivery of services to the Township.*

Section II. Section V. OVERTIME/COMPENSATORY TIME of Resolution No. 13-08 is hereby amended to read as follows:

Section V. OVERTIME/COMPENSATORY TIME/CALL-IN PAY

Overtime must be approved in advance by the Township Administration and shall be paid at one and one-half times the employee's regular hourly rate. Full-time employees may also be eligible for compensatory time. Compensatory time off in lieu of overtime pay shall be granted by the Township Administration at the rate of one and one-half times the number of additional hours worked, at a time mutually convenient to the full-time employee and to the Township Administration, within the guidelines established by the Board of Trustees. *Overtime pay shall be earned after 40 hours of work in a standard work week. Vacation leave, sick leave, and holiday pay shall count as being in active pay status for calculating hours worked for the first 40 hours. Overtime pay cannot be earned on the hours for which the employee is on vacation leave and/or sick leave.*

Section III. Section VI. PAY PERIODS of Resolution No. 13-08 is hereby amended to read as follows:

Section VI. PAY PERIODS

Effective October 1, 2012 a Pay Period shall consist of two consecutive Standard Work Weeks as defined under Section IV of the Township Personnel Policy. Employees shall be paid on a bi-weekly basis with paychecks issued the Friday following the close of the Pay Period. There shall be 26 pay days in a fiscal year except in the event the Township experiences a fiscal year in which there is a 27th bi-weekly pay period due to the natural cycle of the calendar/fiscal year. The Fiscal Officer is authorized to make adjustments and interpretations accordingly consistent with statutory authority and sound accounting practices. Time cards, payroll forms or other required documentation used to calculate pay within a Pay Period are due to the Fiscal Officer within 72 hours after the close of the Pay Period.

Fire Department personnel are considered "volunteer paid per run" as established through statutory guidelines and by the Board of Trustees through the adopted Pay Classification Plan. Volunteer Pay Periods shall consist of three consecutive calendar months with these pay periods ending March 31st, June 30th, September 30th and December 31st. Time cards, payroll sheets or other required documentation are due to the Fiscal Officer within 72 hours after the close of the Fire Department Pay Period. Quarterly volunteer pay checks shall be issued by the 10th calendar day following the close of the Pay Period.

The Fiscal Officer may make adjustments associated with the 72 hour reporting requirement if bone fide exigent circumstances exist.

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.

<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

- Bold and italicized areas shown within the body of the resolution above are the changes made to the Personnel Policy and Resolution No.13-08.

Resolution No. 47-12 Conservation Easement Application Support (Four Mile Creek area):

This resolution was tabled by the Board as no representative from the Three Valley Conservation Trust was in attendance to explain its request for this legislation and Mr. Henry had received no information as requested by email to share with the Board.

Motion – Approve Hanover Haunted Harvest Activities/Expenses: Mr. Henry noted that the Hanover Haunted Harvest is a community event designed to provide children ages 2-15, as well as their parents, an opportunity to interact with community groups in a safe environment in the Hanover Township Memorial Park to play games and to receive candy and other treats during the hours of 5:30PM to 7:30PM on Sunday, October 28, 2012. If bad weather is present, the activities will be moved to the Community Center across the street.

In addition to participation by the Hanover Township Fire Department and Butler County Sheriff's Office in displaying equipment, there will be civic groups handing out candy, providing kids' games and offering light refreshments. There will also be a Pumpkin Decoration Contest Judging (6:00PM) and Costume Judging Contest (6:30PM) in which awards and treats will be handed out for the funniest, scariest, and most creative offerings by kids ages 2 through 15. There will be a special category for Adults/Parents who sport a Halloween costume as well.

In order to cover expenses not offset by donations, the administration requests a motion to approve expenses associated with the event not to exceed \$750.00. The funds would be used for refreshments for participants including candy, prizes and decorations.

After some discussion, Mr. Miller made a **motion**, seconded by Mr. Stitsinger, that the Township agrees to sponsor the Hanover Haunted Harvest event on October 28, 2012 and approve expenses associated therewith not to exceed \$750.00. A roll call vote was taken and all three Trustees voted yes.

Park Project Proposal (Miami University): Mr. Henry reported that a group of students from the Special Education Department of Miami University is interested in raising money to purchase a handicap-accessible swing for the Hanover Township Park. Mr. Henry noted that the Township has submitted grant applications in the past for a handicap-accessible swing but grant monies were

never awarded for such a project. Mr. Henry noted that the type of swing the Township had sought was more sophisticated and met safety guidelines for Township liability insurance purposes. The Board discussed concerns regarding the safety of the type of swing proposed by the students. Mr. Johnson suggested tabling this request pending more information from MU in regards to what the student group's expectations of the Township are. Mr. Johnson noted the Board is interested in working with the students but it needs more information before it can commit to the student's proposal. The Board directed Mr. Henry to relay its position back to the student group.

Other New Business:

The Fiscal Officer requested a **motion** to approve an amendments to Hanover Township's 2012 Certificate of Estimated Resources to account for EMS Grants, Butler Rural Electric Grants, Estate Tax revenue, Road Tax revenue and Cemetery additional revenue totaling \$10,500.00 for Fund 2281, \$121,779.00 for Fund 1000, \$625.91 Fund 2141 and \$16,000.00 for Fund 2041 as well as notify the County Auditor accordingly. **Mr. Miller made the motion which was seconded by Mr. Johnson to amend Hanover Township's Certificate of Estimated Resources as follows: Fund 1000 increase by \$121,779.00; Fund 2041 increase by \$16,000.00; Fund 2141 increase by \$625.91 and Fund 2281 increase by \$10,500.00. upon roll call by the Fiscal Officer, Mr. Miller , Mr. Stitsinger and Mr. Johnson voted yes.**

Mr. Henry asked the Board members to review the miscellaneous correspondence in their meeting packets and he noted that the Township received notice of a Public Hearing for a zoning variance at 93 Fairy Drive (regarding location of an accessory building.)

Chief Clark had returned to the meeting and stated he had an item to report under Old Business. He reported to the Board that he had not yet received a quote from Specialty Truck to completely refurbish the pumper truck. This information will be forwarded to the Administrator and Board when received.

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.