



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

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

Roll Call: In the absence of Fiscal Officer Elizabeth Brosius, Project Coordinator Julie Prickett 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, and BCSO Deputy Jason Hatfield. Let the record show that Ms. Prickett would also attest and authenticate resolutions adopted by the Board during its September 12, 2012 meeting.

Approval of Meeting Minutes: Motion made by Mr. Stitsinger, seconded by Mr. Miller, to approve the August 15, 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: Julie Holmes – Butler County Dog Warden. Ms. Holmes provided information to the Board regarding changes to the Ohio Revised Code which went into effect in May 2012. These changes revised the definition of a “vicious dog” and removed pit bull from the vicious dog definition. Ms. Holmes also reviewed legal definitions for “nuisance dog” and “dangerous dog.”

Tim Derickson – Ohio State Representative. Mr. Derickson had learned that Township Administrator Bruce Henry received an OKI Public Service Recognition Award earlier in the year and he wanted to acknowledge Mr. Henry’s achievement. Mr. Derickson presented Mr. Henry a commendation from the Ohio House of Representatives, recognizing Mr. Henry as “One of Ohio’s Finest Citizens.” Mr. Derickson stated he was proud of Mr. Henry and the great job Mr. Henry has done as Township Administrator. Mr. Derickson stated that Mr. Henry has made a difference in the Township. Mr. Henry thanked Mr. Derickson and also thanked Mr. Johnson for originally nominating him for the OKI Public Service Recognition Award.

Citizen Participation: Craig Rowlette, 2484 Sir Douglas Drive, addressed the Board regarding the condition of a private access lane off of Morman Road. Mr. Rowlette brought photos and a plat map to share with the Board and requested that the Township send a letter to the Water Department to ask it to repair the access road for which it has a right-of-way easement. Mr. Stitsinger stated he had been researching the matter and that part of the access road may actually be a public road. Mr. Stitsinger stated he needed to do further research to make a determination. Mr. Henry note the statute regarding abandoned right-of-way should also be taken into consideration if appropriate.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 154		1137
• Felony Reports: 5		38
• Misdemeanor Reports: 14		114
• Non-Injury Crash: 05		55
• Injury Crash: 6		41
Total Reports: 30		241
• Assists/Back Up: 57		408
• Felony Arrests: 2		17
• Misdemeanor Arrests: 05		54
• OMVI Arrests: 0		13
Total Arrests: 07		81
• Traffic Stops: 59		328
• Moving Citations: 30		177
• Warning Citations: 29		136
• FI Cards: 0		0
• Civil Papers Served: 0		0
• Business Alarms: 4		43
• Residential Alarms: 09		112
• Special Details: 2		14
• COPS Times: 6615 (Min.)		50,875
• Vacation Checks: 37		315

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

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

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

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

- Emergency Medical Operations/Squad Runs: 46
- Motor Vehicle Accidents: 3
- Fire Runs: 12
- Fire Inspections: 1
- Air & Light Truck Call Out: 2
- Knox Box Details 0
- Other (Fire Safety Week Details) 0
- Total for the month: **64 Runs/Operations**
(61 Fire/EMS Runs)

Total Year to Date **430 Runs/Operations**
 (40 Runs/Ops Lower than same time last year) (August 2011: 38 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 August 2012:

SUPERINTENDENT'S REPORTS
(September 12, 2012)

Millville Cemetery Operations Report August 1 through August 31, 2012

2 Graves sold to Township residents-----	\$ 1,220.00
2 Grave sold to nonresidents-----	\$ 1,790.00
0 Cremation grave-----	\$ 0.00

8 Full Interments-----	\$	8,000.00*
0 Baby interments-----	\$	0.00
1 Cremations-----	\$	400.00
Foundation and Marker installation fees-----	\$	1,253.00
Total: -----	\$	12,663.00

*5 @ regular fee of \$900 = \$4500.00; 2@ regular fee of \$900 + 2 hours OT = \$2200;
1@ regular fee of \$900 + 4 hours OT = \$1300

Other Cemetery Activities

1. Mowed and trimmed twice.
2. Cleaned the shop.
3. Repaired mowers.
4. Helped road crew repair the roads
5. Watered trees.
6. Six foundations
7. Helped with the car show

Road, Streets and Park (Scot Gardner)

1. Removed two dead trees from the walking path.
2. Picked up a load of roof shingles on Hussey Road.
3. Cleaned up limbs on Woodbine and Cochran Roads after storm.
4. The Engineer's Office performed ditching on Woodbine and Vizedom Roads – we flagged for them on Vizedom as requested.
5. Replaced under porch lights (front and back.) Replaced the bulb in one light and replaced one floodlight fixture at the Firehouse.
6. Picked up one load of brush on Salman off Stahlheber and another load on Hussey.
7. Cut the grass twice on all Township properties including the Millville-Reily Road and Minton Road cemeteries.
8. I'd like to thank the Fire Department for its quick response in putting out a fire at the Park.
9. Prepared Park for Car Show – including picking up and returning equipment.
10. Continued to do Duro-patching on Township roads.
11. Performed monthly park, truck and storm water inspections.

Administrator's Report

Administrator August 2012 Summary Report (Presented September 2012)

- **Park Improvements:** Worked with vendors to get best price and final decision on layout and equipment. Selected equipment and colors with work scheduled for late September or early October.
- **Website Transition:** New site is running well and old site has a transfer mechanism to the new site. Working on upgrades including loading meeting minutes.
- **Public Records Training:** Helped set up through the State Auditor and BTA, certified Public Records Training on August 17th at Hanover Township.

- **Records Management:** Worked on finalizing Records retention Schedule for review by the Records commission and forwarding to the Ohio Historical Society.
- **Storm Water Management District:** Attended County quarterly meeting and discussed issues relative to Hanover Township.
- **Car Show:** Met with the Committee, prepared documents, ordered items to support the Show and worked the event.
- **Community Connections Grants:** Completed two applications for funding as authorized and delivered the packages to the Butler Rural Electric Cooperative.
- **Land Use:** Appeared in front of Planning Commission and Rural Zoning Board to discuss and support the Fluid Technologies proposal. Both bodies approved the proposed zone change. Board of Commissioners set to hear the matter on September 13th.
- **Workers' Compensation:** Worked 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.
- **Blighting Properties:** Worked on several locations to get roof issues address 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.
- **Drainage Issues:** Work on problems located on Woodbine Road and Vizedom Road with BCEO assisting has been completed. Both locations seem to be working well.

Personnel Actions:

- Brad Vierling classified as a part time worker in the Road Department resigned from Township service to take a full time job.
- Brandon Combs obtained his CDL license; he has been working for over two years in road and cemetery operations. The Township is down two full time slots but to fulfill our road and cemetery obligations, the administrator is promoting him to a full time Public Works Worker I under the Township's Classification Plan at a rate of \$12.50 per hour.
- Benjamin Clark Layhigh Drive Hamilton, Ohio has been selected from our volunteer helper ranks to assume the duties of Public Works Helper \$7.90 per hour through the Ross School District school/work program.
- Derrick Maxwell, classified as a part-time seasonal/ student, resigned from Township service.

Mr. Henry requested a motion from the Board to approve the aforementioned personnel actions. Following some discussion, Mr. Miller made a **motion**, which was seconded by Mr. Johnson, to authorize the personnel actions presented by the Township Administrator at the September 2012 regular Board meeting. Upon roll call, all three Trustees voted yes.

Also included with the Administrator's report were revenue and expenditure reports. Mr. Henry noted revenues were tracking well in some categories but were down in other areas such as the General Fund and EMS/Fire Fund. Mr. Henry stated some of the downward trend could be attributed to property devaluation and to problems with insurance reimbursements for EMS runs. Mr. Henry also reported that past meeting minutes would be uploaded on to the Township's new website.

Old Business

Car Show Report: Mr. Henry presented the following report to the Board:

Board Report 2012 Car Show

The 5th Annual Car Show 2012 was very successful as a Hanover Township special event. Car Show registration forms totaled 137 but 125 turned them in and actually paid a registration. Another 10 or so vehicles came after registration was closed to show their vehicle but not for competition. There were 65 trophies awarded. Vendor Booths included Flub's, The Paranormal Society, Fire Fighter's Association (food, address signs and cookbooks), T-Shirt Vendor, Schlake 4-H Girls Wrist Band Vendor, and Millville Baptist Church. Other activities/booths included kids face painting, fire truck inflatable slide, clown balloon artist, Metro Parks, Butler County Sheriff's Office and BREC info/giveaways. Income received for the Township event included sponsorships and in-kind contributions as well as a 350 Chevrolet Turbo Modified Transmission donated by Engines By Doc. Booth fees were paid by three vendors. The Fire Fighters Association handled parking of vehicles, food booth and address signs for sale as well as conducted "split the pot" drawings. Income from these activities served as a fund raiser for the Association.

Infrastructure event expenses to set up and run the event totaled \$4,760.00 (excluding maintenance labor) and receipts from the event including sponsorships totaled \$3,874.00. (This figure does not include Goodie Bag and Prize donations). This outcome overall is better than last year, resulting in \$886.00 difference. Thanks to the Board of Trustees for their sponsorship and support of the event.

The date for the 2013 event is Sunday August 25, 2013.

Mr. Henry noted that over time, the costs borne by the Township for this event have decreased. Mr. Henry reported he was looking at new types of sponsorships to continue to offset costs to the Township. Mr. Henry noted the reputation of the event has been growing and that many entrants are Township residents.

Road Program Update: Mr. Henry reported he had not received cost information from the Engineer's Office; however, the road work was to begin soon. Mr. Henry explained that typically the Board confirms the costs before the work begins. Mr. Stitsinger stated he would get the costs from BCEO for the Township. Mr. Henry recommended the Board use the on-going list of roads to prioritize the work and to include the Community Center parking lot on the list.

BWC Group Retrospective Rating Program: Mr. Henry reported that he met with Andy Frank of Frank Gates Company to get information on BWC's group retrospective rating program. Mr. Henry explained that it would be advantageous for the Township to participate in this program as it would be an opportunity to save on workers' compensation premium expenses. Mr. Henry also noted that the Frank Gates Company was reducing its fee as the Township's workers' compensation TPA. There was no need for further action from the Board as it had given Mr. Henry authority to proceed at the August Board meeting.

Community Connections Grants Submitted (2): Mr. Henry reported that two grant applications had been submitted – one for Community Center room improvements and one for materials to replace the railroad ties in the Park. Mr. Henry noted the Township should know sometime in October if the grant applications are approved.

Park Improvements Update: Mr. Henry provided drawings and photos of proposed improvements to the playground area in the Park. Mr. Henry stated that the Board had previously authorized up to \$16,000 to acquire three new playground pieces which would replace the old metal slide. However, Mr. Henry is concerned that Township staff does not have adequate time to perform the installation work. Mr. Henry requested that the Board amend their motion to authorize a total of \$16,300 to include the cost of installation of the new equipment. Mr. Henry noted that there would be a warranty on the work if the vendor installs the equipment. After some discussion, Mr. Stitsinger made a **motion**, which was seconded by Mr. Miller, to increase the authorized amount for the purchase and installation of new playground equipment to \$16,300. Upon roll call, all three Trustees voted yes.

Other Old Business: Chief Clark requested authorization for additional funds to purchase a fire extinguisher simulator. The Board had authorized a purchase; however, quotes came in higher than the amount authorized. He explained a laser simulator would cost approximately \$11,500 and a propane simulator would cost approximately \$7000. Chief Clark noted that part of the cost would be covered by a \$1000 grant from Butler Rural and by \$4000 of FEMA grant money. The Board discussed the advantages and disadvantages of the laser and propane simulators and Mr. Miller made a **motion**, which was seconded by Mr. Johnson, to increase the amount authorized to a not to exceed amount of \$12,000. Upon roll call, all three Trustees voted yes.

Also under other Old Business, Mr. Stitsinger asked if the high school students did any work in Ebenezer Cemetery. Mr. Henry reported the students had performed some work last year but not any this year; however, they were planning to come back again next year.

Also under Old Business, Mr. Stitsinger noted the Engineer's Office did the wrong area for the 1702 Vizedom Road ditching project and offered to have the County re-do the work.

New Business

Proposed Newsletter for Fall: Mr. Henry stated he wanted to get the newsletter to the publisher by the last week in October. He asked the Board members to let him know of any topics they would want included in the newsletter.

Resolution No. 41-12 Then and Now: Mr. Henry explained the routine "house-keeping" nature of this resolution. . This resolution covers payments to several vendors. After some discussion,

Mr. Stitsinger made a **motion** to adopt Resolution No. 41-12 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 41-12

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 Leader Machine Company and Northcoast Company; and

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

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

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

Section I. That to promote sound and efficient fiscal operations for the Township, the following items are hereby approved: \$4,500.00 Leader Machine Company (PO# 97-12) Fund 2231 and \$4,912.75 Northcoast Company (PO#98-12) Fund 2231.

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 12th day of September 2012.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Fred J. Stitsinger
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 42-12 Designating Halloween Activity Night: Mr. Henry noted the Township adopts this type of resolution annually. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 42-12, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 42-12

Designating 6:00 p.m. to 8:00 p.m. on Wednesday October 31, 2012 as the Time Period for Halloween Trick or Treat Activities in Hanover Township

Whereas, the Township promotes a safe and family-friendly environment for the community throughout the year; and

Whereas, the Township recognizes that Trick or Treat Halloween activities for children occur every October 31st; and

Whereas, the Township desires to designate a safe and reasonable time period for Trick or Treat activities for children that is consistent with time periods observed by most surrounding jurisdictions,

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

Section I. Resolution No. 42-12 is hereby approved designating 6:00 p.m. to 8:00 p.m. on Monday October 31, 2012 as the time period for Halloween Trick or Treat activities for children in Hanover Township.

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

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Fred J. Stitsinger
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 43-12 Tax Rates/Amounts Certified: Mr. Henry stated this resolution was required by the County Budget Commission. There is no change to the Township's inside and outside millage and this must be certified by the Board. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 43-12, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 43-12

Accepting The Amounts and Rates as Determined By The Budget Commission And Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

Whereas, the Board of Trustees and Administration have been evaluating Hanover Township's finances and reviewed the proposed tax rates and levies based upon information from the County Budget Commission; and

Whereas, the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2013;

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

Section I. That the amounts and rates as determined by the Budget Commission in its Certification, be and the same are hereby accepted.

Section II. That there be and hereby is levied on the tax duplicate of Hanover Township the rate each tax necessary to be levied within and without the ten mill limitation as reflected in the attachment labeled "Resolution No. 43-12 Attachment" (Schedule A and B).

Section III. That the Fiscal Officer is directed to deliver this Resolution and supporting documentation to the County Auditor and County Budget Commission as required by law.

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

Board of Trustees

Vote

Attest:

Douglas L. Johnson
Fred J. Stitsinger
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 44-12 Demolition Authorization (Woodbine): Mr. Henry explained the Township had to go to court in order to demolish this property and the Township won the case. The County will be doing the actual demolition work and has requested this resolution designating it as the Township's agent in this matter. Mr. Miller requested that the garage on the property be left intact as it was in good condition and could be used by new property owners. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 44-12, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 44-12

Determination That Blighting Conditions Exist Constituting Unsafe Conditions and Creating a Nuisance As Set Forth in Ohio Revised Code Sections 505.86 and 505.87

Whereas, Hanover Township has received numerous complaints about the condition of the property located at 791 Woodbine Road in Hanover Township Hamilton, Ohio 45013; and

Whereas, the property listed above is vacant and is negatively impacting the surrounding area creating a blighting influence and unsafe conditions; and

Whereas, Butler County Building Department has made contact with owners of all of the aforementioned parcels and made a determination the structures associated with each site are unsafe but said owners did not acknowledge and court action was authorized; and

Whereas, the Butler County Common Pleas Court has ruled in Case No.CV2011-12-4332 that said structure be demolished by the Township and the Township may recover its costs through the tax duplicate; and

Whereas, the Butler County Department of Development has funds set aside to assist the Township to demolish said structure and eliminate blighting conditions referenced

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

Section I. That a finding is made that the following property is in such a condition as to be declared as a blighted property with an unsafe structure detrimental to the health, safety and general welfare of the community in violation of Sections 505.86 and Sections 505.87 of the Ohio Revised Code and shall be demolished by the Township acting through the Butler County Department of Development as per authorization through the Common Pleas Court in the above referenced case:

A) 791 Woodbine Road: Vacant burned out unsafe structure with debris

Section II. That pursuant to this Resolution the Butler County Department of Development utilizing grant funds authorized for Hanover Township is hereby authorized to act in behalf of the Township to use said funds to demolish said structure. Said costs shall be placed on the tax duplicate for recovery of these funds.

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

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Fred J. Stitsinger
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Community Development Grant Ideas – Public Solicitation: Mr. Henry reported that the grant application deadline is November 2 which is earlier than in previous years. Mr. Henry explained that each year the Township submits three applications. Mr. Henry distributed a list of grant application ideas that had been developed from on-going discussions at prior meetings and he invited additional input from citizens in attendance. Mr. Henry explained the list of ideas was being presented for the Board’s consideration and there was no need for the Board to take action that evening. Mr. Henry stated he would present updated costs at the October Board meeting. Mr. Henry noted the Township’s three priority projects from last year were not funded and the opportunity to acquire the Eaton property was still on option.

Work Session Scheduling: Mr. Henry recommended the Board schedule a work session to discuss major capital equipment purchases for the next 36 months, especially for the Fire Department. As time permits, citizen, committee and employee survey results could also be discussed. After some discussion, Mr. Miller made a ***motion***, which was seconded by Mr. Johnson, to schedule a work session for the Board on Wednesday, September 26 at 4:00 p.m. Upon roll call, all three Trustees voted yes.

Other New Business: Mr. Henry stated he would like to implement some programming ideas for residents such as lunch and learns or breakfasts featuring various speakers. One possible speaker would be Denny McKeown. The Board members indicated they liked the concept and asked Mr. Henry to proceed with his idea.

Also under Other New Business, Mr. Henry asked the Board to review the miscellaneous correspondence in their meeting packets. Mr. Henry noted the Township received notice that it was now under the jurisdiction of Area I Court rather than Area II Court. Mr. Henry also noted the Township received the Local Government Fund Allocation Report for 2013. The allocation is within the anticipated range and represents a permanent funding cut which will have a financial impact on the Township.

Also under Other New Business, Mr. Henry reported that Hamilton County is replacing its sirens and the old sirens are available. The Township would have to acquire poles, pick up and install the sirens, and be responsible for maintenance. Mr. Henry noted the Township had requested a grant for two sirens but the grant request was denied. In the process of applying for this grant, two locations for sirens had been identified. After some discussion, Mr. Miller made a **motion**, which was seconded by Mr. Johnson, to authorize the Administrator to proceed with acquiring up to three sirens. Upon roll call, all three Trustees voted yes.

Also under Other New Business, Mr. Henry reported he was exploring the feasibility of having wi-fi for the Community Center and for the Park.

Also under New Business, Chief Clark reported he receive a thank you letter from the City of Hamilton for assistance from the Hanover Township Fire Department at a recent emergency scene.

Also under New Business, Mr. Johnson thanked Ms. Prickett for filling in for Ms. Brosius for the Board meeting.

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

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