



**Hanover Township Board of Trustees
February 13, 2013 Meeting Minutes**

Call to Order: Board President Fred Stitsinger called the meeting to order at 6:00 PM. As Fiscal Officer Elizabeth Brosius was unable to attend the meeting, Mr. Johnson made a **motion**, seconded by Mr. Miller, to appoint Julie Prickett as Acting Fiscal Officer to record the minutes of the meeting. All three Trustees voted yes. Mr. Stitsinger then led the pledge of allegiance and gave the opening invocation.

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

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Johnson to approve the January 16, 2013 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 Presentation: David Brown – Butler County Auditor's Office: Mr. Brown gave a brief update to the Board on behalf of the County Auditor's Office. Mr. Brown reported that the Homestead Exemption filing deadline is June 3 and noted that residents could download forms from the Auditor's website to file for this exemption. Mr. Brown also noted that March 1 is the filing deadline for the CAUV and April 1 is the filing deadline for filing property valuation appeals with the Board of Revisions.

Citizen Participation: Jeff Buddo, 2436 Morman Road, wished to inform the Board that he appreciated Deputy Lenz's efforts and relayed an incident involving a suspicious car that had pulled into his driveway. Deputy Lenz promptly checked the situation and discovered the driver was a harmless motorist. Mr. Buddo also reported that his wife slipped and fell due to ice on the walking path. He noted there was a drainage issue across part of the walking path. Mr. Henry noted the Township had been working to find a solution to this issue which was caused by run-off problems associated with the installation of the parking lot. Mr. Buddo also noted that his son has joined the Hanover Township Fire Department and he was impressed with the number of runs the Department makes and he noted the Fire Department does a good job.

At the request of Mr. Henry, Patrick Herb introduced himself and his grandson, Caleb Rutledge, who was observing the Township meeting to satisfy a requirement of his work toward earning an Eagle Scout badge.

Administration Reports

Law Enforcement: Deputy Hatfield gave the following report for the month of January 2013:

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for January 2013

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 120		120
• Felony Reports: 5		05
• Misdemeanor Reports: 8		08
• Non-Injury Crash: 07		07
• Injury Crash: 6		06
Total Reports: 26		26
• Assists/Back Up: 47		47
• Felony Arrests: 1		01
• Misdemeanor Arrests: 03		03
• OMVI Arrests: 3		03
Total Arrests: 07		07
• Traffic Stops: 26		26
• Moving Citations: 08		08
• Warning Citations: 18		18
• FI Cards: 0		00
• Civil Papers Served: 0		00
• Business Alarms: 5		05
• Residential Alarms: 14		14
• Special Details: 3		03
• COPS Times: 5915 (<i>Min.</i>)		5915
• Vacation Checks: 35		35

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

Special Note: Deputy Hatfield was on vacation January 1-8, 2013.

Fire/EMS: Chief Clark presented the following written report for the month of January 2013:

Hanover Township Fire Department
Monthly Report for January 2013
(Presented in February 2013)

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

- Emergency Medical Operations/Squad Runs: 45
- Motor Vehicle Accidents: 07
- Fire Runs: 05
- Fire Inspections: 00
- Air & Light Truck Call Out: 00
- Knox Box Details 00
- Other 00
- Total for the month: **57 Runs/Operations**
(57 Fire/EMS Runs)

Total Year to Date: 693 Runs/Operations

(January 2012: 51 Runs/Operations)

Total for 2012	693
Total for 2011	719
Total for 2010	748
Total for 2009	676
Total for 2008:	669
Total for 2007:	717
Total for 2006:	505
(Seven Year Yearly Average):	(675)

Phil Clark, Fire Chief

Road/Cemetery: Mr. Gardner presented the following report for the month of January 2013:

SUPERINTENDENT'S REPORTS
(February 13, 2013)

Millville Cemetery Operations Report January 1 through January 31, 2013

2 Graves sold to Township residents-----	\$ 1,220.00
0 Graves sold to nonresidents-----	\$ 0.00

0 Old resident graves-----	\$	0.00
5 Full Interments-----	\$	5,900.00*
0 Baby interments-----	\$	0.00
0 Cremations-----	\$	0.00
Foundation and Marker installation fees-----	\$	0.00
Total: -----	\$	7,120.00

*1 @ regular fee of \$900; 1 @ regular fee of \$900 + 2hour OT = \$1100; 2 @ regular fee of \$900 + 3 hours OT = \$2400;
1 @ regular fee of \$900 + 6 hours OT = \$1500

Other Cemetery Activities:

1. Topped off and leveled 14 graves
2. Picked up all trash in the Cemetery
3. Assisted with snow removal

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

1. Replaced under porch lights at the fire house.
2. Performed ice and snow control on January 1, 21, 25, and 31.
3. Cleaned leaves and debris around the catch basins in Alamo Heights.
4. Finished our yearly storm water report.
5. Picked up garbage along the roadway at the corner of 177 and Vizedom Road.
6. Laid out placement of the no parking during snow events in Alamo Heights.
7. Cleaned and performed maintenance on the trucks after every snow event.
8. Assisted with multiple burials.
9. Performed monthly park, truck and storm water inspections.

Administrator's Report

Administrator January 2013 Summary Report
(Presented February 2013)

- **Property Acquisition:** Continued work on the purchase of 19.5 acres. Received written contract from the Prosecutor and reviewed with the Eaton Family. Continued examination of various forms of financing to acquire acreage for the Park. Walk through scheduled the week of February 18th.
- **Land Use:** Coordinated flow of information regarding recommended zone changes from the County. Answered Building and Zoning questions; supported changes as discussed. Attended County Commissioners Meeting to represent Hanover Township's position.
- **Fire Department:** Reviewed training guidelines and documentation with Chief Clark and later Lt. Fawns.
- **Board and Financial Reports:** Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly Board meeting. Prepared Trustee packets. Prepared numerous contracts and permits for facility rentals.
- **Park:** Worked with David A. Williams Associates, contractor, to order and accept delivery of ADA handicap Swing set up. Also arranged for the purchase of safety engineered wood chips.

- **Park Restroom Damage:** Grant pending for a new restroom; continuing use of Rumpke temporary restrooms.
- **Storm Water Management and Safety:** Set up/conducted staff meeting training on safety issues and storm water management.
- **Capital Equipment:** Presented updated financial information to the Board for large capital equipment purchases.
- **Snow Emergency Routes:** As the required publication of the snow emergency parking regulations was completed, worked with the Road Superintendent to mark and locate sign installation positions for the snow emergency routes.
- **Personnel Policies:** Working on certain items for Township Policy approval either in March or April in areas where we need clarification or a new policy.
- **Financial:** Worked on property tax estimates in conjunction with the County Auditor's Office. Also evaluated all departmental expenditures and revenue projections for the 2013 appropriations. It was noted that Hanover Township property valuations decreased by 7.2% compared with the last taxable valuation year. With respect to the revenue sharing agreement with the City of Hamilton (annexed territories), Mike Tilton and I are reviewing past payments, property valuations and related documentation to insure Hanover Township has been receiving its agreed upon fair share of revenues.

Personnel Actions:

From the January 2013 Meeting Notes- Background: In working with the Fire Chief, we will be taking actions to reduce or terminate employment of members of the Fire Department who fail to meet minimum participation standards. As this process unfolds, the names of these members will be journalized for documentation purposes through approval of the Administrator's Report. For this meeting, we are requesting the Board approve a position of Auxiliary Volunteer who supports or sometimes participates in Fire Department activities but does not go out runs to receive compensation. Debbie Lacey, Utah Bailey, Elliott Rose and Dennis Glen were assigned to this status last month.

For the February meeting record from the Fire Chief (Fire Department): Letters to be sent to the following members who have effectively resigned for non responsiveness:

- Susan Luttrell
- Thomas Christopher
- Tad Preston
- Robert Settles
- Mindy Settles

Note for the Record/Snow Conditions: Due to exigent circumstances regarding the snow incidents on February 2nd and February 3rd 2013, the Road Superintendent used his 4 wheel drive jeep personal vehicle to survey snow conditions and Township roads for an extended period of

time. The Road Superintendent logged refueling of his vehicle from the fuel tank at the Road Department registering 14 gallons. On a Township Form, he submitted this information on February, 2013 to the Township Administrator for approval. The Administrator approved based upon the circumstances and conditions.

Consideration for Cost of Living Increase for staff: I have prepared for your consideration a recommendation that increases Road, Cemetery and PT positions by a certain percentage. I have a handout that explores the cost and rationale. For the Fire Department, some considerations are being worked for your review next month as generally Fire Department raises take effect in April.

Of Note- Budget Information

Carry Over from 2012-all funds: \$1,482,963.12

General Fund: \$779,781.44

Fire/EMS Fund: \$263,024.28

Debt Service Fire/EMS 2013: \$168,043.00

See Certificate of Estimated Resources for other funds.

See General Fund analysis attached covering 2001 to 2013 Fiscal Years.

Also included with the Administrator's Report were revenue and expenditure reports and an updated report of General Fund Revenue and Expenditures from FY 2001 through 2012 with estimated figures added for FY 2013. Mr. Henry noted that despite a decline in revenues, the General Fund balance was in good shape due to efforts to cut costs and reduce spending. All three Trustees complimented Mr. Henry on his efforts to improve the General Fund balance since he became Administrator.

Old Business

Handicap Swing Project/Miami University: Mr. Henry reported that the handicap swing equipment had been delivered and was being temporarily stored in the garage. When the weather improves, the swing will be installed in the open space near the ball field fence by the playground area.

Other Old Business: Mr. Henry informed the Board that at the next meeting he would bring a resolution authorizing refurbishing the pumper. Mr. Henry explained that questions regarding whether bidding requirements applied and whether it would be permissible to break the job out by trades needed to be clarified by Roger Gates.

New Business

Resolution No. 19-13 Accept Certificate of Estimated Resources: Mr. Henry explained the purpose of this resolution was to accept and approve the amended certificate of estimated resources prepared by the County Budget Commission for the Township. Mr. Henry noted that attachments to the resolution break out the sources of anticipated resources. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 19-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 19-13

Accepting and Approving the Amended Official Certificate of Estimated Resources for Hanover Township for Fiscal Year 2013 From the Office of the Butler County Budget Commission

Whereas, the Fiscal Officer reported on recent revenue trends and fund balances for Fiscal Year 2013 and Permanent appropriations were based on the projections made awaiting the final signed copy of the Amended Official Certificate of Estimated Resources; and

Whereas, the Fiscal Officers recommends acknowledgement of the receipt of the final signed copy of the aforementioned document from the Butler county Budget Commission; 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 the Amended Official Certificate of Estimated Resources consisting of two pages signed by the Butler County Budget Commission with fund balance estimates totaling \$3,197,808.38 is hereby accepted and approved.

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 13th day of February 2013.

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

Resolution No. 20-13 Approve 2013 Permanent Appropriations: Mr. Henry explained that the Township must annually certify to the County Auditor’s Office its permanent appropriations. Mr. Henry noted that the attachment to the resolution indicates that \$216,522.13 of funds are unappropriated. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 20-13 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 20-13
Approving Permanent Appropriations for Fiscal Year 2013
For Hanover Township**

Whereas, the Fiscal Officer reported in mid January on closing out the 2012 Fiscal Year and the Board adopted Temporary Appropriations for 2013; and

Whereas, the Fiscal Officer has received the necessary documentation from the County Auditor’s Office to complete the final recommended Appropriations for Fiscal Year 2013 for Hanover Township; and

Whereas, an attachment has been prepared outlining the necessary budget and appropriations for all line items labeled “Attachment Resolution No. 20-13”; 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, Permanent Appropriations for Fiscal Year 2013 are hereby approved as recommended by the Fiscal Officer set forth in the attachment labeled: “Attachment Resolution No. 20-13” reflecting a total of \$2,981,286.25 appropriated (leaving \$216,522.13 unappropriated) for all funds including Carry Over unencumbered funds.

Section II. That the Fiscal Officer is authorized to take all necessary steps to implement said 2013 Permanent Appropriations for the Township and report 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 13th day of February 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 21-13 Approving Filing Community Connections Grants: Mr. Henry explained that this resolution authorizes the filing of February 2013 applications for the Butler Rural Community Connections Grant Program. Mr. Henry explained the grants are awarded for amounts of \$1000 to \$3000 and he requested the Board permit him the discretion to submit two applications for grants. (Two applications are the maximum allowed under the program.) Mr. Henry stated possible requests include padded chairs for the Community Center, a defibrillator for the Cemetery building, a new information sign board for the Park and/or a lamination machine to make photo ID’s for the Fire Department members. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 21-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 21-13

Authorizing the Filing of February 2013 Applications for the Butler Rural Community Connections Grant Program

Whereas, the Board of Trustees has reviewed the requirements for the February 2013 Community Connections Grant program sponsored by the Butler Rural Electric Cooperative; and,

Whereas, the Township has a Hanover Township Memorial Park Master Plan for continuing the development of the Hanover Township Memorial Park and Strategic Planning Objectives including but not limited to use of the Community Center; and,

Whereas, reduction in revenues resulting from property devaluations and funding cuts from the state have reduced the ability of the Township to fund a number of projects and equipment such as those referenced herein; and,

Whereas, the Board of Trustees rates basic services such as those items that relate to serving the emergency needs of the public as a high priority and recognize the need for the continued development of the Hanover Township Memorial Park and programming that serves the overall best interests of Township residents; and,

Whereas, the projects submitted for Community Connections Funding have no assigned funding source but the Township will continue to focus on key priorities,

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

Section I. That Board authorizes up to two applications to be submitted at the Administrator’s discretion to the Butler Rural Cooperative Community Connections Program by the end of February 2013 as reflected in the attachment labeled: Attachment to Resolution No. 21-13 Grant Projects.

Section II. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit one or both applications referenced herein.

Section III. That the Board of Trustees acted upon this matter in an open public meeting on February 13, 2013 with all three Trustees voting in favor of Resolution No. 21-13.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 22-13 Then and Now Issues: Mr. Henry explained the routine “house-keeping” nature of this resolution. . This resolution covers payments to Nancy Nix, Butler County Treasurer, Teachers Protective Mutual and EMP, Inc. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 22-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 22-13

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 Nancy Nix, Butler County Treasurer, Teachers Protective Mutual and EMP, Inc.; 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: \$50,000.00 (Law Enforcement) to Nancy Nix, Treasurer Butler County Fund 1000; \$3,005.82 Teachers Protective Mutual Fund 2031; and \$3,000.00 EMP, Inc. Fund 2281.

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 13th day of February 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger

Larry Miller

Douglas L. Johnson

Elizabeth A. Brosius

Fiscal Officer/Clerk

Resolution No. 23-13 Approve Road Mileage Certification: Mr. Henry explained that the ORC requires the Township to certify to ODOT the road mileage for which it is responsible. Since 2011, the Township has become responsible for approximately an additional two miles for a total of 35.995 road miles. After some discussion, Mr. Johnson made a ***motion*** to adopt Resolution No. 23-13 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 23-13

Pursuant to Ohio Revised Code Section 4501.04 Approve Road Mileage and Certify to ODOT the Road Mileage Certification Form as Required

Whereas, the Township has become responsible for additional road mileage since January 2011 of slightly less than two road miles; and

Whereas, pursuant to Ohio Revised Code Section 4501.04, Hanover Township must certify the current road mileage reflecting any changes to ODOT by April 1, 2013,

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

Section I. That Hanover Township hereby certifies 35.995 of road miles and authorizes the signing of the Mileage Certification Form to be submitted to the Ohio Department of Transportation by April 1, 2013.

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 13th day of February 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 24-13 Approve Contract/Purchase D.J.L. Material: Mr. Henry explained this resolution authorizes the contract for materials for the crack sealing program. Mr. Henry noted that Scot Gardner worked with several other township road superintendents to combine purchases to get the material at a lower price. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 24-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 24-13

Approving Contract and Purchases Through D.J.L. Material & Supply, Inc. for the Hanover Township Road Crack Sealing Program Not to Exceed \$6,000.00

Whereas, the Road Superintendent has been meeting with other Township Road Superintendents and representatives from the County Engineer's Office for the purpose of working together to get better pricing for road crack sealant; and,

Whereas, competitive pricing can be obtained by working together so long as certain minimum quantities are ordered; and,

Whereas, a cooperative pricing plan has been put together with D.J.L. Material & Supply, Inc. and the Road Superintendent is recommending that Hanover Township participate in said plan along with other townships,

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

Section I. That the Board hereby approves contracting with and purchasing crack sealant from D.J.L. Material & supply, Inc. for road work in Hanover Township for quantities and pricing listed in the attachment for a total amount not to exceed \$6,000.00 and authorize the Township Administrator to execute any necessary documents related thereto.

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 13th day of February 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Motion – Authorizing EMS Medicare Revalidation Application: Hanover Township was notified by MBI Solutions (third party administrator for insurance reimbursements) that the Township was required to submit an application for revalidation of the Township’s participation with Medicare in order to receive EMS run reimbursements. Mr. Henry noted the Township was required to go through this process initially a few years ago when it switched to MBI. Medicare charges a \$532.00 application fee which MBI will initially pay and recover this cost from the Township’s reimbursements process through them. Mr. Henry explained the window of time to submit the application to MBI for review prior to the required Medicare deadline was narrow. The application was completed, Chief Clark signed the required documents as head of the Fire Department and the Administrator reviewed all documents prior to submission to MBI. To properly document the submission and fee payment, Mr. Henry requested approval from the Board in the form of a motion. After some discussion, a **motion** was made by Mr. Johnson, seconded by Mr. Miller, that Board of Trustees hereby approves filing the Medicare Revalidation Application, authorizing Chief Clark to sign on behalf of the Township Fire Department and to pay the application fee reimbursement to MBI Solutions. A roll call vote was taken and all three Trustees voted yeas.

ODOT Notification – Road Sign Grants: Mr. Henry reported the Township received notification that it is eligible to apply for funds under ODOT’s new Township Corridor Systematic Signage Upgrade Program. Due to the high number of accidents on Darrtown Road, this location qualifies for funds for signage upgrades. Mr. Henry stated May 1st is the deadline to apply for a grant and that he would be working on the application if there was a benefit to the Township.

County Engineer’s Township Seminar February 21, 2013: Mr. Stitsinger noted the seminar was scheduled for next week and that he needed a headcount of attendees to submit to the Engineer’s Office. Mr. Johnson, Mr. Stitsinger, Mr. Miller, Mr. Henry and Mr. Gardner all indicated they planned to attend.

Annual Meeting Southwest Regional Water District March 15, 2013: Mr. Henry noted the Township receives two complimentary tickets to this annual function and typically the tickets are used by the Board President. Mr. Stitsinger indicated he would attend on behalf of the Township. Mr. Henry stated he would RSVP for Mr. Stitsinger.

Other New Business

Mr. Stitsinger made note of the miscellaneous correspondence in the Board members’ packets.

Also under other new business, Mr. Henry reported he had researched the use of the Meijer gas station for emergency gas fill-up of Township vehicles. He reported Meijer offers a fleet service program for this purpose. The program provides for fuel purchases at Meijer, Shell, BP and Chevron as well as additional services from vendors such as PepBoys. Mr. Henry explained that with this program, a fuel usage report would be generated for each card. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, authorizing the Township Administrator to sign up for Meijer’s Fleet Service Program and acquire a card for each Township vehicle. Upon roll call, all three Trustees voted yes.

Also under other new business, Mr. Henry reported that the Ladies Industrial Band donated some electric heating trays to the Township for the Community Center. Mr. Henry also reported the Ladies Industrial Band assisted an 87 year old woman who needed funds to pay for her utility bill. The Ladies Industrial Band has indicated it would be interested in helping others in the future as their resources permit. Mr. Stitsinger asked Mr. Henry to send a thank you note to the Ladies Industrial Band.

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

The Board reconvened into regular session after 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.