



**Hanover Township Board of Trustees
July 10, 2013 Meeting Minutes**

5:45PM **Work Session: No action taken.**
5:45PM **Tax Budget Hearing: 2014 Tax Budget Presented by the Fiscal Officer**

Call to Order: Board President Fred Stitsinger called the meeting to order at 6:00 PM. Mr. Stitsinger then led the pledge of allegiance and gave the opening invocation.

Roll Call: Fiscal Officer Elizabeth Brosius 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, Deputy Jason Hatfield and Project Coordinator Julie Prickett.

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Johnson to approve the June 12, 2013 Meeting minutes as submitted and to approve the warrants signed for release. All Trustees voted yes. Status reports were distributed to the Board for review and were approved.

Guest Presentation: Butler County Auditor's Office representative David Brown addressed the Board as part of the Auditor's Office regular outreach program to local officials. Mr. Brown noted that a forfeited land sale was scheduled for July 24, 2013 at 9:00AM at the Government Services Center. Mr. Brown also noted that the Butler County Fair was scheduled to begin on July 21. Mr. Brown reported that the CAFR and PAFR were completed and on the Auditor's website for the public's convenience. Mr. Brown also reminded everyone in attendance that with the recent changes to the Homestead Law, this would be the last year a homeowner age 65 or older could file for an exemption without having to meet the income requirement (annual income of \$30,000 or less.)

Citizen Participation: James Morgan, 260 Morman Road, reported that a street sign was missing at the intersection of Millville and Morman Roads. Mr. Brown also noted it was difficult to find Morman Road at this location at night and asked if a light could be mounted on a pole at this location. Mr. Henry noted this location was a State road and that the Township would contact the State and request lighting.

Jeff Buddo, 2436 Morman Road, thanked the Township for the use of the Community Center meeting room last month for a family gathering following his mother's funeral.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 149		809
• Felony Reports: 4		20
• Misdemeanor Reports: 11		61
• Non-Injury Crash: 5		37
• Injury Crash: 3		31
Total Reports: 23		149
• Assists/Back Up: 52		248
• Felony Arrests: 2		09
• Misdemeanor Arrests: 6		31
• OMVI Arrests: 7		20
Total Arrests: 15		60
• Traffic Stops: 38		238
• Moving Citations: 24		126
• Warning Citations: 14		123
• FI Cards: 0		00
• Civil Papers Served: 1		02
• Business Alarms: 4		27
• Residential Alarms: 08		56
• Special Details: 4		14
• COPS Times: 6280 (<i>Min.</i>)		37095
• Vacation Checks: 35		187

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

Fire/EMS: Chief Clark gave the following report for the month of June 2013:

Hanover Township Fire Department
Monthly Report for June 2013
(Presented in July 2013)

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

• Emergency Medical Operations/Squad Runs:	20
• Motor Vehicle Accidents:	04
• Fire Runs:	06
• Fire Inspections:	00
• Air & Light Truck Call Out:	02
• Knox Box Details	00
• Other	00
• Total for the month:	20 Runs/Operations (32 Fire/EMS Runs)

Total Year to Date: 345 Runs/Operations

(June 2012: 55 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 June 2013:

**SUPERINTENDENT'S REPORTS
(July 10, 2013)**

Millville Cemetery Operations Report June 1 through June 30, 2013

3 Graves sold to Township residents (@ \$610)-----	\$ 1,830.00
1 Grave sold to nonresident-----	895.00
0 Old resident graves-----	0.00
6 Full Interments-----	5,400.00*
0 Baby interments-----	0.00
0 Cremations-----	0.00
Foundation and Marker installation fees-----	1,659.20
Total: -----	\$ 9,784.20

*6 @ regular fee of \$900 = \$5400

Other Cemetery Activities:

1. Topped off and leveled 8 graves
2. Picked up all trash in the Cemetery
3. Mowed four times
4. Trimmed four times
5. Poured 5 footers

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

1. Cut and chipped the dead pine trees at the Millville Cemetery.
2. Finished the Park restroom.
3. Poured a cement slab and installed a memorial bench on the walking trail.
4. Called in on June 11th for a downed tree on Hogue Road.
5. Excavated the site, installed drainage pipe and formed and poured cement at the wheelchair swing site in the Park.
6. Replaced one broken parking stop post at the Park.
7. Installed new "Surface Could Be Hot" warning signs at the playground.
8. Pressure washed under the front and rear porch at the Firehouse and the Community Center.
9. Rented a lift and replaced the flag pole rope at the Indian Golf Course Memorial, replaced a light on our calcium chloride tank pole and replaced one light bulb on the rear of the Firehouse.
10. Replaced a ceiling fan at the Firehouse.
11. Mowed the intersection at Millville Avenue and Boyle Road and at US 27 and Stillwell-Beckett Road.
12. Mowed a lot at the corner of Roundhill and Pineview.
13. Cut and removed a tree that fell across Decamp Road.
14. Mowed grass on all Township property six times.
15. Trimmed bushes and worked on landscaping at the Firehouse sign.
16. Performed monthly park, truck and storm water inspections.

Administrator's Report

Administrator June 2013 Summary Report (Presented July 2013)

- **Kids Fest:** The Administration spent several hours preparing for and setting up for the Kids Fest event on June 2nd. The first part of Kids Fest went over well with a few hundred kids participating. When the high winds and heavy rain hit, the event eventually shut down without completing all the games and activities. Many thanks to the sponsors and supports.
- **Park Project Swing- Miami University:** Weather still interfered with moving ahead quickly. The project was substantially finished by the end of June. We are testing the height and making ground adjustments. We ordered more wood chips and wish to review the gate access. Final inspection later in July as weather has prevented progress. A ribbon cutting event will be scheduled in the future in late July or early August.
- **Property Acquisition:** Continued work on the purchase of 19.184 acres on Old Oxford holding meetings with Roger Gates and discussion with the Bill Eaton. Working with several lending institutions but the terms thus far have not been favorable to our position.
- **Park Equipment:** A new Memorial Bench has been installed with inscription in the walking path area of the park.
- **Property Complaints:** Worked on properties on several Stahlheber, Boyle, Hamilton-Scipio and Laredo to obtain voluntary compliance. We will step up enforcement in July.
- **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.
- **Revenue Sharing Issue and Tax Issue:** Reviewed documentation and preparing reports for additional legal review. Began review of firms in Cincinnati area and Columbus with the expertise needed.
- **Fire Department-EMS:** Continued reviewing and evaluating run data from the BCSO to help set the discussion for any changes in response elements or changes the Board may wish to consider to better serve the residents. A work Session would be in order for August or September to review data and findings.
- **Items Still Pending/Delayed:** Fuel Card follow up is still pending; Personnel Policy Review with changes still pending.
- **Pay Plan:** Certain potential changes put on hold until review of Fire/EMS operations is complete.

Personnel Actions and Other Items of Note

Vacation: For July, the Administrator intends to be on vacation from July 11 through July 24, 2013. Julie Prickett will help follow up on communications and messages. Messages may be left for the Administrator on the Township cell phone at 513-478-1814.

Personnel Issues: Hiring of Seasonal worker Michael Jackson at \$10.00/hr to help catch up on outdoor projects in the park and road work.

Of Note- Budget Information for June 2013

Cash Balance as of June 30, 2013: \$1,672,064.17

Total Expenditures all funds for June 2013: \$104,017.98

Total General Fund cash on Hand June 30, 2013: \$781,678.72 (486.75% of Total funds)

Also included with the Administrator's Report were year-to-date revenue and expenditure reports.

Old Business

Park Equipment and Project Update/Ribbon Cutting Ceremony for New Swing: Mr. Henry reported that a new memorial bench has been installed with inscription in the walking path area of the Park. Mr. Henry also reported that rainy weather had delayed the installation work for the new disability accessible swing in the Park. Final installation adjustments were being made and Mr. Henry reported that he expected a final inspection will be scheduled in late July. Mr. Henry also reported that a ribbon-cutting ceremony for the new swing would be scheduled sometime in late July or August.

Kids Fest Report: Mr. Henry referred the Board to the Administrator's Report for detailed information regarding Kid's Fest. Mr. Henry noted that due to the rain out of much of the Kid's Fest event, a number of kids' prizes would be used at the Car Show in August. Mr. Henry reported that two tents had been damaged during Kid's Fest and they may have to be replaced if they cannot be repaired.

Workers' Comp Rebate Update: Mr. Henry reported that the Township received a \$21,804.73 rebate check from the State. The rebate was a result of the State's program to rebate excess workers' compensation funds to Ohio employers.

Property Maintenance Issues Update: Mr. Henry referred the Board to the Administrator's Report for detailed information on property maintenance issues. Mr. Henry noted that formal enforcement actions if warranted would be implemented after Mr. Henry returns from vacation.

Other Old Business: Chief Clark reported that the fire truck that had been out for repairs would be back tomorrow. Chief Clark also reported the Fire Department had received a \$3250 EMS grant from the Ohio Department of Public Safety for training and equipment. Mr. Henry requested a motion to document the Township's receipt of this grant money. **Motion** to accept the

grant funds, authorize expenditures, and instruct the Fiscal Officer to make a proper accounting of receipt of these funds including amending the Certificate of Estimated Resources: moved by Mr. Miller, seconded by Mr. Johnson. A roll call vote was taken and all three Trustees voted yes.

New Business

Resolution No. 37-13 “Then and Now” Issues: Mr. Henry explained the routine “house-keeping” nature of this resolution. This resolution covers payments to Butler County Nancy Nix Treasurer and Stephenson Oil Company. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 37-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 37-13

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 Butler County Nancy Nix Treasurer and Stephenson Oil 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: \$14,119.40 Nancy Nix Treasurer Fund 1000; and \$4,867.44 Stephenson Oil Company Fund 2021.

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 10th day of July 2013.

Board of Trustees

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Vote

Attest and Authentication:

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 38-13 Approve Health Insurance Renewal: Mr. Henry noted an update on the insurance renewal proposals had been given to the Board at its June meeting and that the recommended proposal to renew the existing plans would result in a 7% increase in rates. Mr. Henry noted that even with this increase the rates were very competitive and that some of the increase was a result of mandates in the federal Affordable Care Act. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 38-13 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 38-13

Approving Health Insurance Contract Renewal with Teachers Protective Mutual Life Insurance Company

Whereas, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care and prescription drug coverage at affordable rates to maintain a competitive work force; and

Whereas, the Township’s Broker E.D. Stone Insurance Agency and the Township Administrator have reviewed the existing plan and potential other plan alternatives reaching a conclusion that the current plan is cost effective, best serving the needs of the Township for the next year to help maintain a competent workforce and maintain stability in light of health care reforms continuing to unfold as well as economic uncertainty; and

Whereas, the history of the Township’s most recent contract years have shown since the 2007 contract year through the 2010 contract year premiums through Teachers Protective Mutual (Medical Mutual of Ohio) decreased by 15.99% and a slight 3.10% increase in 2011; and the new rate impacted by the Health Care Reform Act caused a rise of 11% for the period in 2011-2012 still netting a 1.89% decrease over the 2007-2011 contract years; and for 2012-2013 there was no increase going against the trend as health care costs have dramatically increased, and

Whereas, for the 2013-2014 contract year the new rate has been set at a 7% increase or an additional cost of \$737.00 per month which is well below the average of cost increases for the private and public sector which have ranged from 20-30%. And the Township’s broker represents 600 townships is recommending renewal at this rate,

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

Section I. Resolution No. 38-13 is hereby approved authorizing the renewal of the group health insurance plan with Teachers Protective Mutual Life Insurance Company (Health Smart Preferred: NovaNet Affiliate as Administrator) for the new contract year August 1, 2013 to August 1, 2014 as set forth in the attachment labeled “Health Insurance 2013-2014”.

Section II. The Township Administrator is hereby authorized to execute contract documents in behalf of the Township and the Fiscal Officer is authorized to make premium payments as part of this contract.

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 10th day of July 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 39-13 Authorize Adverse Weather Sirens/Plan: Mr. Henry reported that following the June Board meeting discussions, he got recommended siren locations from the Butler County Emergency Management Agency. This resolution would set the framework for a five-year plan to install weather sirens based on these recommended locations. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 39-13 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 39-13

Approving the Development of a Five Year Plan for the Installation of Adverse Weather Sirens

Whereas, the Township has been working with various agencies to evaluate the need and projected locations for the installation of adverse weather sirens; and

Whereas, the Township has determined that many parts of the Township cannot hear nearby activated sirens in surrounding areas; and

Whereas the Board of Trustees has determined there is a new to plan and budget for adverse weather sirens to serve the community; and

Whereas, the Board wishes to establish a 5 year plan to phase in the necessary adverse weather sirens to properly serve the community subject to available budget funds; and

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

Section I. Resolution No. 39-13 is hereby approved authorizing a 5 year plan to evaluate and install up to 5 adverse weather sirens as deemed necessary and subject to the availability of funds.

Section II. Hereby authorize the Township Administrator to work with Butler County Emergency Management Agency and Hanover Township Fire Chief to determine overall need, location and installation as well as to negotiate with vendors for the purchase of 1-2 sirens during the next twelve months.

Section III. The Township Administrator shall keep the Board informed of progress and overall costs.

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 10th day of July 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 40-13 Approve Tax Budget for FY 2014: Mr. Henry explained that this resolution was based on discussions which occurred during the Public Hearing earlier that evening. The resolution would approve the tax budget for FY2014 and authorize its submittal to the County Auditor and County Budget Commission as required by State law. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 40-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 40-13

Approving the Tax Budget for Hanover Township for Fiscal Year 2014 and Authorizing the Submission of the Budget to the County Auditor and Budget Commission

Whereas, the Fiscal Officer prepared the Fiscal Year 2014 Tax Budget, the main components of which were summarily reviewed during public meetings held on June 12, 2013 and Public Hearing held July 10, 2013 at 5:45 PM as advertised; and

Whereas, revenue and expenditure projections were based upon analysis of the last few years and adjusted for special circumstances identified in the current fiscal year (such as economic factors, grants, debt retirement and other reimbursements); and

Whereas, actual 2014 budget and appropriations will not be adopted until the first quarter of 2014; and

Whereas, Ohio Revised Code requirements mandate the submission of the 2014 Tax Budget to the County Auditor by July 15, 2013,

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

Section I. That the 2014 Tax Budget, as attached and presented by the Fiscal Officer, is hereby adopted and authorized for submission to the Butler County Auditor in accordance with requirements of the Ohio Revised Code. The Fiscal Officer is hereby requested to deliver said Tax Budget to the County Auditor as soon as practicable by July 15, 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 10th day of July 2013.

Board of Trustees

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Vote

Attest and Authentication:

Elizabeth A. Brosius
Fiscal Officer/Clerk

Other New Business

Mr. Henry reported that he had received a letter from the County Emergency Management Agency requesting the use of the Hanover Township Fire Station to house members of the 91st Civil Affairs Airborne Division (July 20 through 26) and members of an Incident Management Team from central Virginia (August 2 through 4) who will be in the area to conduct and observe some training exercises. Mr. Henry noted that the County Emergency Management Agency would be the responsible party should any issues arise and that he may also require a signed liability waiver from the County should the Board agree to permit the use of the Fire Station for this purpose. The

Board indicated it had no objections and gave the Township Administrator and Fire Chief authority to proceed with the arrangements.

Also under other New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Reports for May 2013, Frank Gates information sheet regarding workers' compensation group rating (for which the Township is now eligible), and a flyer promoting the Hanover Township Car and Classic Truck Show. Mr. Henry noted that the Ladies Industrial Band had offered to sponsor the children's activities at the Car show this year.

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 negotiations, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

The Board reconvened into regular session. The Board asked the Township Administrator to continue property negotiations and to seek financing for the possible acquisition.

The Township Administrator referenced the ongoing analysis of the Revenue Sharing agreements and payments related thereto. Based upon prior discussions, the Township Administrator asked for a motion authorizing him to retain the services of Frost, Brown and Todd to assist with the final review. A motion was made by Mr. Miller and seconded by Mr. Johnson to authorize the Township administrator to retain the services of Frost, Brown and Todd Attorneys at Law. After discussion, a roll call vote was taken with all three Trustees voting yes.

The Township Administrator referenced Resolution No. 34-13 which has been "on the table" as listed on the agenda and asked for reconsideration of the matter. A motion was made by Mr. Miller and seconded by Mr. Johnson to approve Resolution No. 34-13. Discussion followed and after which a roll call vote was taken with all three Trustees voting yes.

Resolution No. 34-13

Clarifying and Adopting An Amendment to Resolution No. 17-10 Hanover Township Fire and Emergency Medical Service Pay Plan

Whereas, from time to time the Board of Trustees clarifies and provides amendments to the Township's adopted Classification and Pay Plans to address various issues and changes; and

Whereas, it is necessary to clarify compensation for instruction within the Fire Department utilizing state certified instructors teaching sanctioned state and/or federal courses; and

Whereas, the proposed change enables the Township to save money on various types of required instruction that would otherwise have to be provided by an outside institution; and

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

Section I. That the attached document entitled **Hanover Township Fire and Emergency Medical Service Classification and Pay Plan Amendment (Attachment to Resolution No. 34-13)** is hereby adopted by the Board of Trustees to become part of the overall Personnel Policies of the Township.

Section II. The Township Administrator and Fiscal Officer where appropriate apply said classifications and pay according to the work provided.

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 15th day of May 2013.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

**Hanover Township Fire and Emergency Medical Services Classification and Pay Plan Amendment
Resolution No.34-13 Amending Resolution No. 17-10**

The following position classifications and pay ranges are added to the Hanover Township Fire and Emergency Medical Services Classification and Pay Plan to establish appropriate ranges of compensation for the instruction of State and/or Federal certified courses by State/and or Federally certified fire and/or EMS instructors who also serve as members of the Hanover Township Fire Department.

To receive compensation within the following classifications, the individual must be a member of the Hanover Township Fire Department and have on file with the Township Administrator applicable State and/or Federal certifications required to be a primary instructor, an assistant instructor, and/or course assistant. Any course instruction work for which compensation is to be received shall be approved in advance by the Fire Chief. In addition, the Township Administrator shall be notified in advance of any such class. This type of compensation is limited to classroom instruction hours. Examples of courses which qualify for this type of compensation include but are not limited to EMT Basic, Paramedic Refresher, Basic Firefighter Class, Fire Fighter I and Fire Fighter II Classes, or any other related course which requires documented instructional topics, sign-in sheets, designated instructors, and a minimum of 24 hours of instructional time.

Upon consultation with the Fire Chief, the Township Administrator shall designate in advance the individuals assigned to the following classifications. The Township Administrator shall document these designations through use of the Personnel Action Form B which shall be kept on file in the Administrator's office with a copy forwarded to the Fiscal Officer.

Classification and Pay Ranges

Primary Instructor	Range: \$20.00 to \$25.00 per hour
Assistant Instructor	Range: \$15.00 to \$18.00 per hour
Course Assistant	Range: \$13.00 to \$15.00 per hour

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.