



**Hanover Township Board of Trustees
June 12, 2013 Meeting Minutes**

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 was absent.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller to approve the May 12, 2013 Meeting minutes as submitted and to approve the warrants signed for release as well as status/departamental reports. Upon roll call, all three trustees voted to approve.

Guest Presentation: Christie Quincy representing the Council on Aging made a presentation about the need and services of the agency. Ms. Quincy stated that 84 residents were using services from the agency. Tom Yeager from South West Regional Water District made a presentation about future planning efforts and wants the input of the Township. The Board felt that forwarding a copy of the Township's Land Use Plan would be helpful. In addition, it was suggested that Mr. Yeager meet with the Township's Land Use Committee for further input. The Fire Chief suggested that a fire hydrant was needed in the Marshall Elementary School area.

Citizen Participation: Richard Murphy of 4247 Stillwell Beckett Road expressed concerns about a neighbor at 4251 Stillwell Beckett Road (Moeller) who seemed to be operating a business at this location and had brought what appeared to be an underground fuel storage tank onto his property. The neighbor cut a hole in it and fuel oil residue spilled upon the property. Mr. Henry had been made aware earlier in the week and subsequently contacted the State Fire Marshall's Office and Butler County Building and Zoning. Mr. Murphy was advised to follow up directly with these agencies. Mr. Murphy was frustrated by the lack of action by OHIO EPA whom he contacted.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 114		660
• Felony Reports: 5		16
• Misdemeanor Reports: 10		50
• Non-Injury Crash: 05		32
• Injury Crash: 4		28
Total Reports: 24		126
• Assists/Back Up: 32		196
• Felony Arrests: 2		07
• Misdemeanor Arrests: 08		25
• OMVI Arrests: 5		13
Total Arrests: 15		45
• Traffic Stops: 51		200
• Moving Citations: 27		102
• Warning Citations: 22		109
• FI Cards: 0		00
• Civil Papers Served: 1		01
• Business Alarms: 4		23
• Residential Alarms: 06		48
• Special Details: 1		10
• COPS Times: 4565 (<i>Min.</i>)		30815
• Vacation Checks: 20		152

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

Note: Deputy Lentz was on vacation for one week during May.

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

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

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

- Emergency Medical Operations/Squad Runs: 53
- Motor Vehicle Accidents: 04
- Fire Runs: 12
- Fire Inspections: 00
- Air & Light Truck Call Out: 01
- Knox Box Details 00
- Other 00
- Total for the month: **70 Runs/Operations**
(70 Fire/EMS Runs)

Total Year to Date: 313 Runs/Operations

(May 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 May 2013:

SUPERINTENDENT'S REPORTS

Millville Cemetery Operations Report May 1 through May 31, 2013

2 Graves sold to Township residents (@ \$610)-----	\$ 1,220.00
1 Grave sold to nonresident-----	\$ 895.00
0 Old resident graves-----	\$ 0.00
5 Full Interments-----	\$ 4,800.00*
0 Baby interments-----	\$ 0.00
1 Cremation-----	\$ 400.00
Foundation and Marker installation fees-----	\$ 2,078.40
Total: -----	\$ 9,393.40

*3 @ regular fee of \$900 = \$2700; 1 @ regular fee + 1 hour = \$1000; 1 @ regular fee + 2 hours = \$1100

Other Cemetery Activities:

1. Topped off and leveled 12 graves
2. Picked up all trash in the Cemetery
3. Mowed four times
4. Trimmed three times
5. Poured 6 footers
6. Touched up paint on front fence
7. Scatter Garden installed
8. Garden Club planted flowers
9. Vets helped put flags out

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

1. Installed bricks in the Memorial.
2. Planted flowers around Memorial flag.
3. Trimmed around the Veterans Memorial at the Indian Ridge Golf course.
4. Placed dirt in baseball field washed away by rain.
5. Spent a lot of time re-building the Park restroom.
6. Helped Jon a lot getting the Millville Cemetery ready for Memorial Weekend.
7. Got our Cemetery ready for Memorial Weekend including replacing flags on Veterans' graves.
8. Mowed grass and trimmed on all Township property 8 times.
9. Replaced posts and arrow sign ran over by a car on Nichols Road.
10. Cleaned mud and gravel off Huston Road after heavy rains.
11. Completed first round of roadside mowing.
12. Cut and sprayed around guardrails.
13. Mowed the intersection at Nichols and Hamilton Richmond Road and Stephenson and Route 27 for better visibility.
14. Poured a cement catch basin box and installed it on Regina Place.
15. Sprayed for weeds in the gravel road on Rafuse Road and Pearle Lane.
16. Performed monthly park, truck and storm water inspections.

Administrator's Report

**Administrator May 2013 Summary Report
(Presented June 2013)**

- **Kids Fest:** Continued work with the Park Committee, planning for Kids Fest scheduled for June 22, 2013. Ordered prizes and new game supplements for kids.

- **Park Project Swing- Miami University:** We have been working with David a. Williams and Associates regarding changes in exact location of the unit and how to handle drainage issues in the area. New layout was completed. Drainage tile area is being prepared. Weather still interfered with moving ahead quickly. Project should be finished in June.
 - **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. Had follow up discussion with two financial institutions and awaiting quotes.
 - **Park Equipment:** Two all weather picnic tables, trash containers and a memorial bench have arrived for installation. Costs were partially offset by BREC grants. Installation in June.
 - **Storm Water Management Training Conference:** Attended classes during the Ohio Storm water Management Conference held May 9/10 in Sharonville.
 - **Property Complaints:** Worked on properties located on Wencella, Boyle Road, Stahlheber Road and Laredo Drive.
 - **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 Restroom Restoration:** The Road Department has been working to restore the old Park restroom with work nearing completion. Reinstallation expected sometime in June.
 - **Hamilton Revenue Sharing Issue:** Prepared final report for review. Prepared legal opinion request and sent documentation to the Prosecutor's Office. Worked with representatives of the Auditor's Office and Engineer's Office to finish report and shape issues to request a legal opinion. Follow up meetings will be held in June.
 - **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.
-
- **Newsletter:** Articles and formatting of Newsletter took place and was submitted to the publisher on June 3, 2013, scheduled to be in resident's mail boxes by June 18, 2013.
 - **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 23, 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/Part Time workers for Cemetery and Road Departments include the following: Sherman R. Winkler- (cemetery) Public Works Worker at \$7.85 per hour; Dale R. Gibbemeyer- (road) Public Works Worker at \$8.25 per hour.

Of Note- Budget Information for May 2013

Cash Balance as of May 31, 2013: \$1,738,209.80

Total Expenditures all funds for May 2013: \$168,279.83

Total General Fund cash on Hand May 31, 2013: 840,523.97 (48.36% of Total funds)

Old Business

Old Business Items June 12, 2013

- **Handicap Swing Project with Miami University:** As we advised last meeting, all equipment and materials have been received. The location was moved slightly to make the area connect with the tire swing/merry go round equipment area. The Road Department has installed a drainage pipe in the area and dug out the location for the placement of wood fibers and equipment installation. Rains have slowed progress but it is hoped the work will be done by the end of June.
- **Grazing Request:** The Board was provided with some questions raised by Roger Gates, legal counsel. The Board is requested whether or not to proceed and try to address the issues raised. In individual discussions there appears to be reservations about moving ahead and the Board should provide direction on this matter. After review and discussion, Mr. Stitsinger made a **motion** not to approve any agreement for grazing based upon legal counsel's opinion. Mr. Miller seconded the motion. Upon roll call all three Trustees voted yes.
- **Newsletter:** Articles and formatting were completed and delivery to the publisher was made on June 3, 2013. The newsletter is 4 pages this time instead of 6 pages. The next newsletter is due out in late October or early November.

The Fire Chief addressed the Board regarding reinstatement of two individuals who were dropped from the Department earlier in the year. The Chief has spoken with Rob and Mindy Settles who experienced a change in residence. He believes they intend to fulfill their responsibilities as required now and requests approval for reinstatement. Mr. Miller made a motion which was seconded by Johnson to approve this action subject to an updated motor vehicle license check.

Chief Clark is to get the Settle's information to Mr. Henry to complete this check. After discussion, a roll call vote was taken with all three Trustees voting yes.

Chief Clark reported that the EMT Basic class had started as being operating by Cincinnati State College.

Tabled from last meeting: **Resolution No. 34-13** and attachments are included herewith. Mike Fawns, Mark Baden and Steve Locke were paid based upon the earlier classification. They were paid at these rates, less than what they asked for. **Mike Fawns has requested the Board reconsider paying the full amount. The rate differential is \$15.50 vs \$20.00 and 12.50 vs \$16.00.**

After discussion, the Board asked that Mike Fawns attend the next meeting to support his request to the Board.

New Business

New Business Items: Board of Trustees Meeting June 12, 2013

Kids Fest: Motion Needed. The Township has received several sponsorships so far from Stony Run Enterprises, Reffitts Garage & Towing, Meijer, Kroger, First Millville Baptist Church, Mike Tilton Family, Bruce Henry and Julie Prickett. There may be others yet to be received. The event has already generally been approved but this motion allows for the paying of expenses minus any outside contributions. Moved by Mr. Johnson, seconded by Mr. Miller to approve the expenditure of Township Funds to cover costs for Kids Fest scheduled for June 22, 2013. After discussion, the Fiscal Officer called for a roll call vote resulting in the following: all three Trustees voted yes.

Resolution No. 36-13: "Then and Now" expenditures- see resolution. Items are David A. Williams & Associates \$3,623.40 for park benches and trash receptacles partially covered by a BREC grant; Butler County EMA assessment for 2013 for \$3,241.29 and Vogelpohl Fire Equipment Company \$4,691.54 for Fire Department gloves and helmets.

Resolution No. 36-13

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 David A. Williams & Associates, Butler County Emergency Management Agency and Vogelpohl Fire Equipment 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: \$3,623.40 David A. Williams & Associates PO65-2013 Fund 1000; \$3,241.29 Butler County EMA PO63-2013 Fund 1000 (\$1,000) & 2041 (\$2,241.29); and \$4,691.54 Vogelpohl Fire Equipment Company PO64-2013 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 12th day of June 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Insurance Information Update: In August the contract for Health Care ends with time for a renewal and in September the Liability Property and Causality insurances. For health care, 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 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 as ascertained through the carrier going against the trend as health care costs dramatically increased. As new health care guidelines unfold and our coverage premiums overall are still below 2007 levels, I would recommend renewing with the same company after a review by our broker and the Administration. Most agencies are experiencing a 20-35% increase in the new contract year. If our negotiations can bring the contract in less than a 10% increase, we would consider that a good rate. After discussion and review, the Board authorized the Administrator to proceed and provide a resolution at the next meeting.

For Liability, Causality and Property coverages, our premium in 2012-2013 period was \$19,861.44 and we received a rebate of \$2,386.44. We have had several claims the past period which were handled efficiently. We have two potential items that are still in our liability period and poses some risk to the Township if we withdraw. The premium presented by OTARMA has been very competitive since we asked for proposals in the past, Due to exposures and the competitive rate, I was to check rates but I believe our best option is to remain with OTARMA for the next contract period. The Board generally agreed and will entertain a resolution for renewal in August.

The Administration is asking for renewal after evaluation of the two major insurance packages as described above.

Cemetery Rules/Complaint: Jon Goldsberry and the Township Administrator have been speaking with Tim Nugent concerning grave site maintenance and cemetery rules in May and June. Mr. Nugent expressed concern and anger that on his relative's site that we allowed a part time employee (teenager) to sue discretion to remove deteriorated grave decorations and flowers. He further stated that our cemetery rules did not allow for this option. He stated that he had been coming to the cemetery for many years and had never seen this done before. The clean up was part of the annual "spruce up" for Memorial Weekend. Jon met with him and apologized for any problem, trying to explain what the crew does and the rules but Mr. Nugent did not accept the explanation and wanted to talk to a higher level person. I spoke with him before vacation and after I returned from vacation. In his contacts with Jon and with me he was very agitated and used profanity with us. The following was reported by Jon:

Mr Nugent approached Kurt (our part timer) about what he was doing and why. I had asked Kurt to go around and use his better judgement while I was cutting grass, to remove all the old looking (faded, Christmas looking, or any old holiday) decorations from the graves. This did include on top, from in the vases, and in front of the headstones. Kurt had told him this and he got angry. In which Kurt had told him to go and talk to me. Mr Nugent came down to talk to me and was very mad. I had explained to him that we were just cleaning up to try to control the trash before the holiday. He strongly disagreed and wanted to fight about it. I told him that I was sorry about how he felt and was not trying to make anyone mad. He said he didn't care and wanted to talk to someone in a higher position than I. I referred him to Scot. My opinion on this matter is that I have the right to A) Deem it towards the aesthetics of the cemetery. B)remove any decorations 7 days after the holiday. In which most all cases I have been more then lenient. It does not specify in the rules that decorations are to be removed only in front of the headstones. If anything this incident has proven that I may have been too lenient. It is hard for me to be sympathetic towards someone who has such a negative approach.

Mr. Henry advised Mr. Nugent on June 7th that he could speak to the Board during a regular meeting. He is out town this week but indicated he would come to the Board meeting in July. Jon and I did not agree with his interpretation of the rules and could not satisfy his concern.

Board of Zoning Appeals: On June 18, 2013 at 7:00PM there is variance hearing to consider a request to expand a non conforming use, being the expansion or addition to an existing sign pole at Lodder's Plaza 2263 Millville Avenue. See explanation letter from the County.

Adverse Weather Sirens: The Township has been asking for grants and seeking out information on old sirens but recently researched a new system discussed by the County EMA with the Township Association. The Administration has researched the new system and received a proposal from C & K Early Warning Systems. The proposal calls for four locations and the County EMA is looking at areas suggested by the Township which was three locations. You will note that the cost per siren is about \$22,000 if we get the battery back-up and provide for their installation. Please refer to the attached proposal. Running electric and tie in is a separate cost. After review, the Board agreed to develop a 5 year plan to install up to 4 sirens, budget dependent. The Board will consider the initial purchase of two sirens at the next meeting. Mr. Henry stated that Butler County EMA is reviewing the matter to determine the best locations for said sirens. The Board asked Mr. Henry to present updated information in July for review.

Rapid Deployment Water Rescue Craft: The Township applied for a BREC grant in February and received approval for \$1000.00 toward the purchase of a Rapid deployment Water Rescue Craft. At the time, the intention was to share the additional costs of approximately \$3,900.0 with the Sheriff's Office and the Hanover Township Fire Fighter's Association. The Fire Chief has requested to proceed with the purchase, splitting the costs with the Association and not BCSO to

keep the craft under the Township's management. The Chief explained his thinking and stated that FF Association was providing \$1400 in matching funds. After discussion, Mr. Miller made a motion to approve the purchase of the rapid deployment water rescue craft with Mr. Johnson seconding the motion using the matching funds of \$1000 from BREC and \$1400 from the FF Association with the Township paying the remainder of the total cost estimated to be \$5300 to \$6000, dependent upon accessories. After discussion, a roll call vote was taken with all three Trustees voting yes.

Chief Clark had two additional items not part of the agenda packet: a request to purchase additional headsets for the department for use by apparatus operators at a cost less than \$1000 and to hire a volunteer Fire Fighter Benjamin Rhode. Mr. Miller made a motion to approve the purchase of headsets not to exceed \$1000 which was seconded by Mr. Johnson. After discussion, a roll call vote was taken with all three Trustees voting yes. A motion was made by Mr. Miller seconded by Mr. Johnson to approve the appointment of Benjamin Rhode of 880 Millville Oxford Road Hamilton, Ohio 45013 as a Fire fighter I. After discussion, a roll call vote was taken with all three Trustees voting yes.

The Fiscal Officer presented the Cash Balance report and expenditures reports to the Board. The Fiscal Officer also informed the Board that, in accordance with the Ohio Revised Code, the Fiscal Year 2014 Tax Budget must be reviewed and approved by the Board and submitted to the County Auditor by July 15th. It was noted that the actual 2014 budget and appropriations would not be adopted until the first quarter of 2014. Mr. Henry suggested scheduling the Tax Budget Public Hearing on July 10, 2013 at 5:45 p.m. so that the Hearing could occur prior to the Board's regular meeting on July 10. The Board instructed the Fiscal Officer to advertise the date and time for the Public Hearing for the 2014 Tax Budget.

Mr. Henry discussed the Miscellaneous Correspondence section of the packet which included the following:

- 1. Butler County Building Permit Reports for May 2013**
- 2. ODOT Communication: Transportation Improvement Funding**
- 3. Thank You Note; John Rebman- grass cutting**

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. 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.