



**Hanover Township Board of Trustees  
May 15, 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.

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Miller to approve the April 10, 2013 Meeting minutes as submitted and to approve the warrants signed for release. All Trustees voted yes. Status/departmental reports were distributed to the Board for review and were approved.

**Guest Presentation:** There were no guest speakers scheduled for the meeting.

**Citizen Participation:** Jeff Buddo, 2436 Morman Road, complimented the State on the work performed on SR 130 and inquired as to when the "no edge" signs would be removed from the work area as the signs interfere with motorists' view. Mr. Henry stated the Township's Road Department crew could reposition the signs to improve visibility but the signs could not be removed from the area yet as the State would be returning to perform some finish work.

John Rebman, 950 Stahlheber Road, addressed the Board regarding unmowed property at the corner of Carlisle and Stahlheber which is owned by the City of Hamilton. This property is adjacent to Mr. Rebman's property. Mr. Rebman stated he has contacted the City of Hamilton and request that the property be mowed but his requests have been ignored. Mr. Rebman asked the Board if the Township could assist with his efforts to get the City of Hamilton to mow its property. The Board offered to have Mr. Henry make contact and/or send a letter to the City of Hamilton requesting that it mow the property in an attempt to assist Mr. Rebman.

Bob Krieger, 1907 Krucker Road, addressed the Board and suggested that the Board set requirements in place regarding fittings for fire hydrants for future developments.

**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 April 2013**

<b><u>Activity Area</u></b>	<b><u>Month Totals</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 142		546
• Felony Reports: 2		11
• Misdemeanor Reports: 12		40
• Non-Injury Crash: 08		27
• Injury Crash: 5		24
<b>Total Reports: 27 .....</b>		<b>102</b>
• Assists/Back Up: 17		164
• Felony Arrests: 2		05
• Misdemeanor Arrests: 05		17
• OMVI Arrests: 2		08
<b>Total Arrests: 09 .....</b>		<b>30</b>
• Traffic Stops: 49		149
• Moving Citations: 19		75
• Warning Citations: 30		87
• FI Cards: 0		00
• Civil Papers Served: 1		01
• Business Alarms: 7		19
• Residential Alarms: 08		42
• Special Details: 3		09
• COPS Times: 6625 ( <i>Min.</i> )		26250
• Vacation Checks: 26		132

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

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

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

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

• Emergency Medical Operations/Squad Runs:	38
• Motor Vehicle Accidents:	12
• Fire Runs:	03
• Fire Inspections:	00
• Air & Light Truck Call Out:	00
• Knox Box Details	00
• Other	00
• Total for the month:	<b>53 Runs/Operations</b> <b>(53 Fire/EMS Runs)</b>

**Total Year to Date: 243 Runs/Operations**

(April 2012: 54 Runs/Operations)

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

**Phil Clark, Fire Chief**

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

**SUPERINTENDENT'S REPORTS  
(May 15, 2013)**

Millville Cemetery Operations Report April 1 through April 30, 2013

<b>0 Graves sold to Township residents (@ \$610)-----</b>	<b>\$ 0.00</b>
<b>1 Grave sold to nonresident-----</b>	<b>\$ 895.00</b>
<b>0 Old resident graves-----</b>	<b>\$ 0.00</b>
<b>4 Full Interments-----</b>	<b>\$ 3,600.00*</b>
<b>0 Baby interments-----</b>	<b>\$ 0.00</b>
<b>1 Cremation-----</b>	<b>\$ 0.00</b>
<b>Foundation and Marker installation fees-----</b>	<b>\$ 2,443.20</b>
<b>Total: -----</b>	<b>\$ 6,938.20</b>

\*4 @ regular fee of \$900 = \$3600

Other Cemetery Activities:

1. Topped off and leveled 22 graves
2. Picked up all trash in the Cemetery
3. Mowed four times
4. Trimmed twice
5. Poured 13 footers

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

1. Replaced shingles on Park shelter blown off by wind.
2. Replaced under porch light bulbs with LED's.
3. Finished installing LED lights on Park and Firehouse signs.
4. Installed new arm on little digger in the Playground.
5. Filled in ruts in the baseball field.
6. Installed a new photo-cell in Park light.
7. Acid washed the planter at the Park.
8. Removed Park restroom.
9. Performed service work on Cemetery mowers.
10. Cleaned gutters on Community Center.
11. Picked up nails and screws on Columbus Drive West.
12. Removed trees from retention pond.
13. Picked up five bags of garbage off Cochran Road.
14. Sprayed for weed control at the Park, Community Center, Firehouse and Millville-Reily Road Cemetery.
15. Picked up a skunk on Darrrtown Road and a possum on Amarillo Drive.
16. Returned 28 tires to Rumpke recycling.
17. Replaced ceiling tile in the Firehouse.
18. Cleaned carpet at the Community Center.
19. Performed crack sealing at the upper Park parking lot and Firehouse.
20. Replaced Firehouse mailbox.
21. Picked up deer carcass on Hamilton-Richmond Road.
22. Cleaned up debris from car wreck in front of Community Center and replaced mailbox.
23. Mowed and trimmed Township properties six times.
24. Assisted Jon with mowing and trimming in the Millville Cemetery.
25. Performed monthly park, truck and storm water inspections.

## *Administrator's Report*

### Administrator April 2013 Summary Report (Presented May 2013)

- **Property Acquisition:** Continued work on the purchase of 19.184 acres on Old Oxford holding meetings with Roger Gates and discussion with the Eaton Family. In addition to discussing financing with First Financial Bank, Fifth Third and Ross, Sinclaire and Associates, I also contacted Lebanon Citizens National Bank.
- **Park Equipment:** Two all weather picnic tables, trash containers and a memorial bench have been ordered for the Park. Grant and private contributions will pay for approximately 70% of the total cost. Installation in June.
- **Pay Plan:** Reviewing Township Pay Plans and working on some suggested changes for May or June consideration.
- **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 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. Weather delayed starting any physical work.
- **Park Restroom Restoration:** The Road Department has been working to restore the old Park restroom with work nearing completion. Reinstallation expected in late May or early June.
- **Kids Fest:** Worked with the Park Committee planning for Kids Fest scheduled for June 22, 2013.
- **Hamilton Revenue Sharing Issue:** Worked with representatives of the Auditor's Office and Engineer's Office to finish report and shape issues to request a legal opinion. If we stay on schedule, work should be completed by the end of May and then submitted to Roger Gates for consideration.
- **Cemetery Issues:** Worked with Jon Goldsberry to implement the Scattering Garden project for Millville Cemetery.
- **Payroll Reporting:** Reviewed payroll forms and reporting. Preparing clarification of Call In pay, regular OT and standard work week requirements.
- **Computer Issues:** Office computer was invaded by a bad worm/virus. Spent time online with technicians to remove, clean and reinstall new protection software.

- **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.
- **Items Delayed:** Fuel Card follow up is still pending; Personnel Policy Review with changes still pending.

### **Personnel Actions and Other Items of Note**

**Vacation:** As advised by an earlier email, I intend to use vacation time and be out of town from May 23, 2013 through June 2, 2013. Messages may be called into cell phone number 513-478-1814. Julie Prickett will assist with follow-up.

**Personnel Issues:** Seasonal hiring is underway for the Road and Cemetery Operations. Kurt Sacre (student) hired as a Public Works Helper-Cemetery at \$7.85 per hour. Lori Goodlander no longer assisting; Hire Robin O'Neill as assistant in the office at \$14.00 per hour on an as needed basis.

### **Of Note- Budget Information for April 2013**

**Cash Balance as of April 30, 2013:** \$1,772,884.02

**Total Expenditures all funds for April 2013:** \$158,270.01

**Total General Fund cash on Hand April 30, 2013:** 840,435.21 (47.40% of Total)

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

### **Old Business**

***Park Equipment and Project Update:*** Mr. Henry reported that all equipment and materials for the handicap swing project have been ordered and received. The location has been slightly changed to make the area connect with the tire swing/merry-go-round equipment area. Mr. Henry also reported revised drawings from David A. Williams & Associates, the installation contractor, had been received. The Road Department still has to cut and prepare the area for the work, including some drainage pipe. Wet ground due to weather conditions has delayed start of the project. Once everything is completed, the Township will have a ribbon cutting ceremony in conjunction with Miami University at the Park, most likely in mid to late June, unless weather interferes.

**Motion – Approve Administrator’s Action/Refund of Grave Site Fees:** The Township Administrator spoke with the Board by phone about a refund of grave sites 5 and 6 in Section H purchased by Flossie Conlin for \$500.00 each. Ms. Conlin and her husband are deceased and their son, Tom Conlin, was seeking a refund since he did not want the sites. Another individual needed the same area for an immediate burial for which the Township would receive \$610.00 for each grave site. To expedite the matter, the Administrator prepared a refund form which was signed by Mr. Conlin. The Fiscal Officer prepared the check and the transaction proceeded. Mr. Henry requested a motion to document this action by the Township. **Motion to Approve:** moved by Mr. Miller, seconded by Mr. Johnson, to confirm the action of the Township Administrator including the payment of \$1,000.00 to Tom Conlin. After discussion, a roll call vote was taken and all three Trustees voted yes.

### ***Other Old Business:***

Mr. Henry updated the Board on Community Cooperation and Engagement activities. Mr. Henry reported The Floras Amos Gardening Club has worked with Jon Goldsberry for several years planting flowers provided by the Township around the Cemetery. Once again this year the Club, working through Midge King and Susan Dubberly, planted flowers at the Cemetery in preparation for Memorial Day. In the past Carol Beckett has coordinated these efforts working with both Jon and Bruce. Mr. Henry also reported that the Lt. Terrence C. Graves Detachment Marine Corps League is participating with Millville Cemetery preparations by marking graves of veterans with United States Flags in anticipation of Memorial Day 2013. The group will be working with Jon Goldsberry on May 24th to complete this task. Mr. Henry noted that both groups deserved a special thank you. The Board directed Mr. Henry to prepare resolutions and certificates of appreciation to be presented to both groups at a future Township meeting.

Mr. Henry also reported that he has met with the Ladies Industrial Band to discuss their participation in helping to collect items related to Hanover Township history and maintaining these items in the Community Center. If they agree, work should begin to better organize the information in the Township’s possession and to seek new items for display.

### **New Business**

**Resolution No. 32-13 Butler County Solid Waste District Plan Amendment:** Mr. Henry explained the purpose of this resolution was to authorize amendment of the solid waste plan which was recently amended by the Butler County Solid Waste District. The District’s amendment would result in a reduction of fees. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 32-13 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

A RESOLUTION/ORDINANCE TO ADOPT THE REVISION OF THE SOLID WASTE GENERATION FEE AND AMEND SECTION VIII OF THE SOLID WASTE MANAGEMENT PLAN OF BUTLER COUNTY, OHIO

WHEREAS, Hanover (township) is located within the jurisdiction of Butler County Recycling and Solid Waste District (District) and;

WHEREAS, Butler County Recycling and Solid Waste District (District) Policy Committee prepared and adopted a resolution decreasing the generation fee from \$2.00 to \$1.00 for every ton of solid waste generated within Butler County in accordance with Ohio Revised Code Section 3734.56 and;

WHEREAS, the District Policy Committee amended Section VIII of the current solid waste management plan for Butler County to include the budgetary changes that resulted from the decrease in generation fee revenue and;

WHEREAS, the District has provided a copy of the resolution and associated budgetary changes in Section VIII of the current approved solid waste plan for ratification to each of the legislative authorities of the District and;

WHEREAS, the Hanover Township Board of Trustees (name of legislative authority) must decide whether it approves of said resolution and amended Solid Waste Plan within sixty days of receipt of the resolution and amended Solid Waste Plan.

NOW, Therefore, Be It Resolved by the Hanover Township (trustees) of Hanover (township):

1. The Hanover Township Board of trustees:
  - a. \_\_\_\_\_ approves the resolution and amended solid waste plan or:
  - b. \_\_\_\_\_ disapproves the resolution and amended solid waste plan.
2. The Clerk/Fiscal Officer is hereby directed to send the District a copy of this resolution to the attention of Ms. Anne Fiehrer Flaig, District Coordinator, Butler County Recycling and Solid Waste District, 130 High Street, Hamilton, Ohio 45011.
3. That it is found and determined that all formal actions of this Hanover Township (Board of trustees) concerning and relating to the passage of this resolution/ordinance were adopted in an open meeting of this Hanover Township (Board of trustees) and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including Sections 121.22 of the Ohio Revised Code.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ OR

Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Fiscal Officer/Clerk: \_\_\_\_\_



**Resolution No. 33-13 “Then and Now” Issues:** Mr. Henry explained the routine “house-keeping” nature of this resolution. This resolution covers payments to Stephenson Oil Company, Lakeridge Tree Trimming and Landscaping, and Zimmer Tractor Company. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 33-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 33-13**

**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 Stephenson Oil Company, Lakeridge Tree Trimming and Landscaping, and Zimmer Tractor 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: \$3,715.72 Stephenson Oil Company PO36-2013 Fund 2021; \$4,189.00 Lakeridge PO53-2013 Fund 2041; and \$13,287.50 Zimmer Tractor Company PO47-2013 \$1000 Fund 2011, \$3000 Fund 2021, \$2287.50 Fund 2031, \$1000 Fund 2041, \$3000 Fund 2141 and \$3000 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 15<sup>th</sup> day of May 2013.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger  
Larry Miller  
Douglas L. Johnson

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Elizabeth A. Brosius  
Fiscal Officer/Clerk

**Resolution No. 34-13 Amend Fire Department Classification and Pay Plan:** Mr. Miller made a **motion** to table Resolution No. 34-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes and the resolution was tabled. The Board tabled to consider the overall fairness of the plan and the cost ramifications.

**Resolution No. 35-13 Approve Contract for EMS Training:** Mr. Henry explained the purpose of this resolution was to authorize an agreement with Cincinnati State Technical and Community College for EMS training classes. Mr. Henry stated this agreement would be beneficial for the Township and noted the training would be held at the Township Fire Department facilities and there would be no travel expenses. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 35-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 35-13**

**Approving An Agreement With Cincinnati State Technical and Community College for Providing a Basic EMT Certificate Program at Hanover Township**

*Whereas*, the Fire Department has reviewed various program offerings from area schools to provide a Basic EMT Certificate course located on site at the Hanover Township Fire Department; and

*Whereas*, to reduce costs and travel time it is necessary to hold classes within the Hanover Township Fire Station; and

*Whereas*, after review by the Fire Department Administration and Township Administrator it appears that that Cincinnati State Technical and community College offers the best overall proposal satisfying the needs of the Township; and

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

***Section I.*** That an agreement with Cincinnati State Technical and Community College is hereby approved for a Basic EMT Certificate Course at a cost not to exceed \$16,000.00 for ten students and authorize the Township Administrator to execute said agreement in accordance with the attachment labeled: “Attachment Resolution No.35-13”.

***Section II.*** That the Fiscal Officer is hereby authorized to make payments as necessary as provided by the agreement.

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 15<sup>th</sup> day of May 2013.

***Board of Trustees***

***Vote***

***Attest:***

Fred J. Stitsinger  
Larry Miller  
Douglas L. Johnson

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Elizabeth A. Brosius  
Fiscal Officer/Clerk

***Grazing Request – Unused Cemetery Property:*** Mr. Henry reported that the Township had received a request from Fred Jeffers to permit him the use of undeveloped cemetery property for purposes of grazing cattle. Mr. Henry stated that if the Board wanted to consider Mr. Jeffers request, he would recommend that any such agreement first be reviewed and approved by the County Prosecutor. After some discussion, Mr. Miller made a **motion** to approve the concept and direct the Administrator to review the concept with Roger Gates. Motion seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

***Motion – To Make Payment and Transfer Funds/Fire Station Debt Payment:*** Mr. Henry explained that based upon the Township’s bond payment schedule for the Fire Station Project it was time to make a payment of \$38,145.00 to the Bank of New York Mellon. To make said payment, the Township must transfer funds from Fund 2281 to Fund 3102. The Township Administrator and Fiscal Officer recommend the passing of a motion to provide for proper accounting.

**Motion:** Moved by Mr. Miller, seconded by Mr. Johnson, to approve the transfer of \$38,145.00 from Fund 2281 to Fund 3102 and approve payment to Bank of New York Mellon in the same amount. After discussion, a roll call vote was taken and all three Trustees voted yes.

### ***Other New Business***

Chief Clark reported that the Southwest Water District was in the process of updating all of the water lines and was asking if the Township would pay for new hydrants which would be installed as a part of this project. Chief Clark stated he would not recommend the Township pay for the new hydrants as this would be very costly. Mr. Henry noted that unlike the Water District, the Township has no funding mechanism for such a project.

Also under other New Business, Chief Clark stated that he would not recommend pursuing the suggestion Mr. Krieger made earlier in the meeting regarding fire hydrant fittings. Chief Clark stated he felt this approach would be more of a hindrance than an enhancement to firefighting operations.

Also under other New Business, Chief Clark reported that May 19 to May 26 was EMS Week and there would be an Open House at the Fire Station in the evening of May 21.

Also under new business, Chief Clark requested that the Board authorize extending the Township’s contract for the IamResponding software program. After some discussion, Mr. Miller made a **motion**, which was seconded by Mr. Johnson, to authorize the Administrator to extend a multi-year contract for the IamResponding software program. Upon roll call, all three Trustees voted yes.

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 April 2013, Butler County Recycling Program Stats and Information, and BCEO Stahlheber Road Closing Information.

Also under other New Business, Mr. Henry distributed proposed procedures for a purchase order system. Mr. Henry noted the procedures were similar to the County’s purchase order procedures. Mr. Johnson stated the proposed procedures appeared to provide a good system of accountability for the Township. After some additional discussion, Mr. Miller made a **motion**, which was

seconded by Mr. Johnson, to adopt the proposed purchase order procedures with an effective implementation date of June 1, 2013. Upon roll call, all three Trustees voted yes.

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 and personnel matters, 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.