



**Hanover Township Board of Trustees
October 9, 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 A. 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, BCSO Deputy Jason Hatfield and Project Coordinator Julie Prickett.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller to approve the September 11, 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.

Let the Record Show: Prior to the Board of Trustees meeting today, the Township records Commission met with Fred Stitsinger and Elizabeth A. Brosius present. Bruce E. Henry was also present to present issues for the Commission to consider.

Guest Presentation: David Brown gave the Board an update from the Butler County Auditor's Office. Mr. Brown reported that the final review for the 2014 property reappraisal was underway and that vehicles from the Auditor's office would be out in the County reviewing properties through March 2014. Mr. Brown also explained that the Auditor's Office receives a fee for disbursing levy funds. Rather than keeping this fee, the Auditor gives these funds back to the jurisdictions. \$3500 was given back to Hanover Township in 2013. Mr. Henry asked Mr. Brown to review the settlement amounts the Township received in April and September and report back why the amounts varied.

Citizen Participation: None of the citizens in attendance addressed the Board.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 158		1304
• Felony Reports: 5		36
• Misdemeanor Reports: 10		96
• Non-Injury Crash: 6		54
• Injury Crash: 3		38
Total Reports: 24		230
• Assists/Back Up: 37		341
• Felony Arrests: 2		13
• Misdemeanor Arrests: 5		43
• OMVI Arrests: 3		26
Total Arrests: 10		72
• Traffic Stops: 36		366
• Moving Citations: 20		194
• Warning Citations: 16		174
• FI Cards: 0		00
• Civil Papers Served: 0		06
• Business Alarms: 5		39
• Residential Alarms: 10		89
• Special Details: 2		20
• COPS Times: 7385 (<i>Min.</i>)		57,430
• Vacation Checks: 28		276

Deputy Hatfield also gave revised (updated) statistics for the month of August 2013.

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

Hanover Township Fire Department
Monthly Report for September 2013
(Presented in October 2013)

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

• Emergency Medical Operations/Squad Runs:	31
• Motor Vehicle Accidents:	03
• Fire Runs:	08
• Fire Inspections:	02
• Air & Light Truck Call Out:	02

- Knox Box Details 00
- Other 00
- Total for the month: **46 Runs/Operations**
(42 Fire/EMS Runs)

Total Year to Date: 555 Runs/Operations

(September 2012: 52 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 September 2013:

SUPERINTENDENT'S REPORTS
(October 9, 2013)

Millville Cemetery Operations Report September 1 through September 30, 2013

2 Graves sold to Township residents (@ \$610)-----	-\$ 1,220.00
2 Grave sold to nonresident-----	\$ 1,790.00
0 Old resident graves-----	\$ 0.00
2 Full Interments-----	\$ 1,800.00*
0 Baby interments-----	\$ 0.00
1 Cremations-----	\$ 400.00
Foundation and Marker installation fees-----	\$ 1,156.00
Total: -----	\$ 6,366.00

*2 @ regular fee of \$900 = \$1800

Other Cemetery Activities:

1. Topped off and leveled 6 graves
2. Picked up all trash in the Cemetery
3. Mowed four times
4. Trimmed two times
5. Pruned all trees with low hanging branches
6. Pruned six rose bushes
7. Marked lots for the new section "I" to open soon

(Scot Gardner)

1. Picked up a deer carcass on Stahlheber Road and one on Old Oxford Road.
2. Used the backhoe to remove hay at a barn fire.
3. Finished the third round of roadside mowing including trimming around signs and guardrails.
4. Trimmed trees on Roundhill Drive.
5. Repaired a storm drain pipe on Columbus Drive South.
6. Cut and removed a tree that fell over on Woodbine Road.
7. Made repairs on the pirate ship in the play area and installed mats and woodchips in the Park.
8. Moved a bush and dug out, formed and poured a foundation at the Veterans Memorial.
9. Assembled two picnic tables; dug out, formed and poured two cement slabs; and installed the tables.
10. Repaired storm water catch basins on Round Hill Drive and on Murphy Circle.
11. Replaced one spot light on Road Department Building.
12. Measured the bad curb in Alamo Heights, Bevington, Round Hill, Pineview and Murphy Circle.
13. Called in to close Columbus Drive South at Ross Hanover due to a house fire.
14. Performed monthly truck, park and storm water reports.

Administrator's Report

Administrator September 2013 Summary Report
(Presented October 2013)

- **Grants:** Prepared grant applications for the Butler Rural Electric Community Connections program for park safety equipment and an AED for the Cemetery. Followed up on EMS Grant reimbursement forms to insure payment.
- **Security Camera:** Worked with a consultant to have the camera system repaired and rebooted to insure proper operation. The system is now working properly.
- **Citizen Relations:** Worked with Township residents on Morman Road and Caroldon on Drainage issues. Worked with residents on Charlberth Road and Old Oxford on speed zone issues and sign postings.
- **Park Committee:** Held Park Committee meetings to solicit input for grant projects and to prepare plans for the October 27th Hanover Haunted Harvest.
- **Property Acquisition:** Continued work on the purchase of 19.184 acres on Old Oxford holding discussions by phone/email with Roger Gates and discussion with the Bill Eaton. Working on new financial borrowing plan based upon the appraisal and new negotiations related thereto.
- **Park Equipment and Issue:** Had the "Little Free Library moved and placed dictionaries in the box. Also two new picnic tables with seating were installed.
- **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.
- **Fire and EMS Run Data:** Obtained data from the BCSO regarding fire and EMS runs covering June through September 2013. Currently analyzing response times and use of mutual aid.
- **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 further review of Fire/EMS operations is complete.

Personnel Actions and Other Items of Note

Approved selection of the following personnel to serve on the Fire Department as volunteers paid by the run according to the Township's Classification and Pay Plan subject to final background check:

- A. Jacob M. Colvin 4451 River Road Fairfield, Ohio 45014 as a **FF/P**
- B. Nicholas S. McCune 4699 McCormick Lane Fairfield, Ohio 45014 as a **FF/P**
- C. Bill J. Broughton 8641 Alexander Ct. West Chester, Ohio 45069 as a **P**
- D. Mark A. Ripley 606 Rockford drive Hamilton, Ohio 45013 as a **FF**
- E. Amy Locke 2140 Bevington Lane Hamilton, Ohio 45013 as an **EMT Trainee**

Of Note- Budget Information for September 2013

Cash Balance as of September 30, 2013: \$1,668,378.75

Total Expenditures all funds for September 2013: \$190,617.78 (Corrected to \$265,289.83 as per follow up provided by the Fiscal Officer at a later date.)

Total General Fund cash on Hand September 30, 2013: \$791,839.05 (47.46% of Total funds)

Mr. Henry noted that the monthly Revenue Report was included but the Fiscal Officer was still working on the expenditure sheets.

Chief Clark also noted that Samantha Southard had been approved for hire last month as a member of the Fire Department; however, she has moved and has withdrawn her application.

Old Business

Hanover Haunted Harvest Schedule/Activities/Motion to Approve: Mr. Henry provided the following report to the Board:

The Hanover Haunted Harvest is a community event designed to provide children ages 2-14 as well as their parents an opportunity to interact with community groups in a safe environment in the Hanover Township Memorial Park to play games, receive candy and other treats during the hours of 5:30PM to 7:30PM on Sunday, October 27, 2013. If bad weather is present, the activities will be moved to the Community Center across the street.

In addition to participation by the Hanover Township Fire Department and Butler County Sheriff's Office in displaying equipment, there will be civic groups handing out candy, providing kids' games and offering light refreshments. There will also be a Pumpkin Decoration Contest Judging (6:00PM) and Costume Judging Contest (6:30PM) in which awards and treats will be handed out for the funniest, scariest, and most creative offerings by kids ages 2 through 14. There will be a special category for Adults/Parents who sport a Halloween costume as well.

In order to cover expenses not offset by donations, the administration requests a motion to approve expenses associated with the event not to exceed \$800.00. The funds would be used for refreshments for participants including candy, prizes and decorations.

A **motion** was made by Mr. Miller, seconded by Mr. Johnson that the Township agrees to sponsor the Hanover Haunted Harvest event October 27, 2013 as recommended by the Park Committee and Township Administrator and approve expenses associated therewith not to exceed \$800.00. After discussion, a roll call vote was taken and all three Trustees voted yes.

Community Connections Grants Update/Motion to Accept: Mr. Henry reported that Hanover Township applied for two BREC Community Connections Grants in August 2013 for funding an AED Unit for the Millville Cemetery and Safety Improvements to the Park which includes replacement of old railroad timbers with safe playground timbers. On September 23, 2013, the Township was notified that BREC had awarded the Township \$600.00 toward the purchase an AED Unit for Millville Cemetery and \$1000.00 for children's playground safety upgrades which entails replacing old railroad ties with safety timbers. To properly account for said funds, a motion is necessary to accept said awards and to authorize the Fiscal Officer to have the Certificate Estimated Resources for the Township amended to reflect said funding.

A motion was made by Mr. Johnson to accept and authorize expenditure of BREC Awards of \$600.00 toward the purchase an AED Unit for Millville Cemetery and \$1000.00 for children's playground safety upgrades as well as to authorize the Fiscal Officer to have the Certificate of Estimated Resources for the Township amended as necessary to reflect the aforementioned awards. Mr. Miller seconded the motion. After discussion, a roll call vote was taken with all three Trustees voting yes.

Other Old Business: Mr. Henry stated that at the September 2013 Board meeting, the Board approved the purchase of three sets of turn out gear for the Fire Department at \$2,200.00 each. Last week after review by the Fire Chief, it was determined there was a need to have five new sets ordered to properly address the safety needs of personnel. The Township Administrator was notified and agreed with the Fire Chief to order five sets at \$2,200.00 each, advising him to proceed. Mr. Henry requested approval for the two additional sets of turn out gear and requested a motion to authorize the additional sets.

On a **motion** by Mr. Miller, seconded by Mr. Johnson, the Board authorized the purchase of two additional sets of turnout gear at \$2200 per set from Vogelpohl with the submission of proper purchase order documentation. All three Trustees voted yes.

New Business

Resolution No. 51-13 "Then and Now" Issues: Mr. Henry explained the routine "house-keeping" nature of this resolution. This resolution covers payments to Cincinnati State College. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 51-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 51-13

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 Cincinnati State College: 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: \$8,000.00 Cincinnati State College Fund 2281 PO# 125-2013.

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 9th day of October 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger

Larry Miller

Douglas L. Johnson

Elizabeth A. Brosius

Fiscal Officer/Clerk

Resolution No.52-13 Prioritizing CD Projects and Approve Applications: Mr. Henry presented a list of suggested projects based on input from citizens and the Park Committee and explained that he needed the Board to prioritize its top three project ideas to apply for Community Development Block Grant funding. After some discussion, the Board decided to identify weather sirens funding as the first priority project, Park Acquisition as the second priority and infrastructure repair as the third priority project. Mr. Henry explained that Resolution No. 52-13 was needed to authorize the application for the Community Development Block Grant funds. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 52-13 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 52-13

Authorizing the Filing of the 2013 Application(s) for Community Development Block Grant Funding and Prioritizing of Projects for Hanover Township

Whereas, the Board of Trustees and Township Administration have reviewed the requirements for the 2014 Community Development Block Grant Program; and

Whereas, the Township has several key projects that merit consideration under the Community Development Block Grant Program as suggested by citizens and the Administration; and

Whereas, key projects were discussed in two Public Meetings with public input solicited on September 11, 2013 and October 9, 2013 and recommendations were received from the Township Ad Hoc Park Advisory Committee as part of Committee discussions over the last 15 months; and,

Whereas, all the projects discussed have been placed on a list for continued consideration and guidance to the Township and are reflected in the attachment herewith,

Whereas, the Board of Trustees rate several of these projects as a high priority based upon resident input this year and input received from a 2012 Citizen Survey conducted by Miami University.

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

Section I. That the Township after considering citizen input and Park Committee recommendations, do hereby authorize three project applications for Community Development Block Grant Funding in 2014 identifying and rating these projects as set forth in the attachment hereto labeled “Attachment to Resolution No. 52-13 CD Project Ratings.”

Section II. That the Board will commit in kind services and/or direct cash contribution of up to 10% or more for each of the three projects submitted. Amounts are specified in the attachment hereto.

Section III. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit said projects to the Butler County Community Development Department by November 1, 2013.

Section IV. That the Board of Trustees acted upon this matter in an open public session and is a reflection of the action taken on October 9, 2012.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Attachment Resolution to No. 52-13 CD Project Ratings
2013 Community Development Block Grant Requests

Project Descriptions and Priority Rankings

- 1) Hanover Township has over 8700 population and is home to a regional park used by neighborhoods, schools, day care operations, civic groups and families throughout the year. The Township has developed a 5 Year Plan to install up to 5 adverse weather alert units (sirens) to cover the Township. **Currently there are no sirens located in the Township.** In consultation with Butler County Emergency Management Agency as well as private consultants (C&K Early Warning Systems), areas have been designated to locate sirens to cover a majority of the population as well as local schools and outdoor open space areas such as the Hanover Township Memorial Park. The Township has sought FEMA money in the past and has been turned down. The funding of this project is considered a high public safety priority. The Township will pay for and install the first siren as part of the 5 Year Plan.

Township Wide Adverse Weather Alert System (5 Sirens)

Funding requested for CD Grant: \$88,000.00

Township would pay balance of \$22,000.00

Priority Ranking: #1

2) In 2003 and again in 2012 Citizen Surveys conducted by Miami University in behalf of the Township citizens continue to rate Park Facilities and recreational opportunities as very high priorities. For some time the Township has been interested in acquiring the adjacent property to the Hanover Township Memorial Park in order to expand facilities to serve families in the region. There are three parcels totaling approximately 19.5 acres which includes a single family house, barn and a long farm building. Two small ponds are located on the property. Acquisition of this site would enable the Township to preserve open space at a critical location and allow for tremendous facility expansion in the future for projects/programs identified in the 2012 citizen survey. Such uses are consistent with Hanover Township’s Land Use Plan and Park Development Plan. The Township has received consistent and repeated recommendations from residents about the importance of acquiring the identified property for future public use and management by the Township.

Suggested uses (for illustration only) based upon Park Committee and general public input include the following items which would be studied as part of the overall Park Master Plan and as budget would allow.

- Extend walking path from existing running south then east then back north & connecting.
- Create a separate bicycle path to compliment the walking path.
- Evaluate existing ponds; create larger children’s fishing pond.
- Grade and lay out sufficient area for two baseball fields (NE corner & SE corner).
- Install two soccer fields.
- Create areas for picnic tables and grills throughout the site.
- Build additional shelters; different sizes.
- Install Frisbee and/or ultimate golf.
- Install new swing sets for all age groups.
- Fix up barn; extend electric and hold special events therein.
- Rework existing house as a possible meeting location and/or historical room.
- Consider providing artistic outdoor sculpture opportunities.
- Add fire pits at appropriate locations subject to review by the Fire Department.
- Restore Eaton farm historically; try to operate as an educational center for kids.
- Add a small parking area to serve existing area and new area.
- Build a small restroom near the barn area.

Land Acquisition for Park Expansion (Estimated)

Funding requested for CD Grant: \$150,000.00

Township and other sources would contribute balance estimated at \$25,000.00

Priority Ranking: #2

3) Infrastructure Repair and keeping up with roadway maintenance has put a strain on the road related revenues of the Township. In several neighborhood areas curbs, gutters, catch basins and deteriorating drainage pipes are creating numerous headaches for the Township. In consultation with the Butler County Engineer’s Office, a plan along with cost estimates have been developed for the 2014 Road

Program Year. The overall funds available for all roadway maintenance, payment of personnel, outside paving contracts and general maintenance of the right of way totals \$500,000.00. The work needed outside the scope and financial wherewithal of the Township is outlined in the attachment and costs \$237,745.00 for two priority subdivisions

For submission to the Community Development Block Grant Program, the Township is seeking project costs associated with Alamo Heights only. Tear out of bad structures and replace with new curb/gutter totals \$170,765.00 with maintenance of traffic and related costs prorated at \$28,980.00 totaling \$200,745.00.

Infrastructure Improvements/Curb and Gutter Project

Funding requested for CD Grant: \$175,745.00

Township contribution total estimated at \$25,000.00

Priority Ranking: #3

**Alamo Heights Subdivision
Curb Replacement
September 2013**

- A) San Angelo Drive: Lineal Curb 1043'
- B) Amarillo Drive: Lineal Curb 1813'
- C) Abilene Court: Lineal Curb 265'
- D) Merle Court: Lineal Curb 34'
- E) Waco Court: Lineal Curb 160'
- F) Laredo Drive: Lineal Curb 844'
- G) Del Rio Drive: Lineal Curb 680'
- H) Gene Avenue: lineal Curb 40'

Total: 4,879'

Hanover Township Butler County, Ohio

**Bevington Road Area Subdivision
Curb Replacement
September 2013**

- I) Bevington Lane: Lineal Curb 55' including in front of 5 storm sewer boxes.
- J) Round Hill Drive: Lineal Curb 612' including in front of 4 storm sewer boxes.
- K) Pine View Court: Lineal Curb 84' including 1 storm sewer box.
- L) Murphy Circle: Lineal Curb 177'.

Total: 928'

General Suggested Ideas for Community Development Block Grant Funds
Citizen Input, Park Committee and Administration Suggestions
September- October 2013

General Projects Various Locations

1. Acquire adjacent 19+ acres (Eaton Property) for park and recreational use.
2. Community Center- Grind out old pavement, provide for drainage and repave parking lot and relocate Community Center sign.
3. Replace flooring in the Community Center
4. Curb Replacement/paving for Alamo Heights subdivision.
5. Culvert and Drainage pipe replacements various roads.
6. Drainage Improvements Park ball field/parking lot.
7. Seek funds to fulfill the Township's Five Year plan to install adverse weather sirens. Funds for 3 sirens totaling \$66,000.00.

Existing Park Area

1. Add more picnic tables and grills throughout the site.
2. Convert ball field area to sand volley ball and basketball; two courts each or
3. Upgrade existing ball field; reorient the back stop area and replace with new.
4. Build a combination concession stand, storage facility and modern restroom building.
5. Construct a Nature Preserve area in the rear area of walking path section.
6. Build a sizable community fire ring not too far away from the gazebo area.
7. Extend Veterans Memorial and add flag stanchions for all branches of service.
8. Add a small fountain/sculpture piece near the gazebo area or cascading fountain design.
9. Provide electric to all shelters and add security lighting for extended park use.
10. Add new, smaller gazebos at appropriate locations.
11. Extend water service and drinking fountain at entrance to walking path area.
12. Add basketball area to existing park.
13. Construct an old fashioned sand box play area in the children's playground.
14. Outdoor Ice Rink area for the park.
15. Outdoor Fountain Spray Fun Area for kids.
16. Construct Sand Volley Ball Court.
17. Construct an area for Frizbee Golf.

Other Considerations for 2014 Community Development Applications

- Alamo Heights: Consider curb and gutter repair/replacement.
- Bevington Road area subdivision streets: Consider curb and gutter repair and replacement.
- Vizedom Road: Headwall and drainage pipe repair/replacement.

Due Date of Grant application(s): November 1, 2013

Road Program Update: Mr. Henry explained that the following road program needs for 2014 had been reviewed with the Butler County Engineer’s Office. The needs have been prioritized based on direction set by the Board earlier this year. Mr. Henry noted that a resolution by the Board identifying its 2014 road project priorities would be needed no later than February 1, 2014.

Road Program Needs for 2014

1. Stahlheber Road: from US 27 west to the Township line: In 2013 a Chip/Seal application was completed with a suggestion to follow with a Micro Surface application. Therefore in 2014, a Micro Surface application is suggested
2. Decamp Road: from Stillwell Beckett Road to the Township line: Re Base work where needed and apply Chip/Seal application
3. Vizedom Road: from Old Oxford Road to Hamilton Richmond Road SR 177: Re Base work where needed and apply Chip/Seal.
4. Nichols Road: from Lanes Mill Road to the Township Line: re Base work where needed.
5. Caroldon Road, Charlberth Road and Santa Maria Drive: Consider Micro Surface application for these streets after review by BCEO.

Other Future Considerations for 2015 and Beyond

- o Repave streets in Alamo Heights Subdivision
- o Repave streets in the Bevington Road area subdivision

Indigent Burial Approval – Motion to Approve: Mr. Henry reported that pursuant to the ORC and Township provisions, a request has been received by Brown-Dawson Flick Funeral Home for the cremation and burial of Robin G. Smith who passed away on October 2, 2013 in the Golden Years Nursing Home. Mr. Henry provided a copy of the following Township provisions to the Board:

Pursuant to provision set forth in the Ohio Revised Code Sections 9.15, 1713.34 and 5101.521 Hanover Township has established guidelines and procedures for a determination of indigent burials and for the handling of such matters.

1. ***When the body of a deceased person is found in Hanover Township and such person was not an inmate of a correctional, benevolent or charitable institution of the State of Ohio, and the body is not claimed by any person for private internment or cremation at the person’s own expense, or delivered for the purpose of medical, surgical or dissection studies (ORC 1713.34), it shall be handled as follows:***
 - a) ***If the person was a legal resident of the Township and there is no known next of kin, the deceased shall be buried at the expense of the Township based upon the determination of the legal residence of the deceased.***

- b) *If the deceased has assets on account with a nursing home or similar facility, the Township shall make a claim to said facility for reimbursement of its costs.*
 - c) *Hanover Township shall provide a grave or cremation area, a grave marker and the opening/closing costs for the burial of the remains.*
 - d) *Indigent deceased veterans shall be provided for under the provisions of 5901.25 of the Ohio Revised Code. The Veterans Service Commission of Butler County shall be contacted to make the proper arrangements.*
 - e) *The remains of the deceased shall be buried in an area designated by the Cemetery Sexton in Millville Cemetery.*
2. *The Hanover Township Indigent Burial Program is not a supplemental program. Funeral Home personnel shall not be entitled to any funds except for the amount of \$800.00 for each indigent service which includes cremation but not any visitation or formal service.*
- a) *Funeral homes shall make an attempt to ascertain if the deceased is a veteran and be aware of the provisions of Ohio Revised Code 5901.25. The Funeral home shall notify the Township if the deceased is determined to be a veteran.*
3. *In accordance with Section 5101.521 of the Ohio Revised Code, Hanover Township will cooperate with an indigent person who claims the body of a loved one. The Township will consider the preferences and sensibilities of the claimant within appropriate financial limitations. The Township's responsibility to provide for cremation, internment and a plaque.*

Mr. Henry reported that the proper paperwork has been submitted and the Millville Cemetery Sexton has been notified. Mr. Henry requested a motion to approve payment of \$800.00 to the Brown-Dawson Flick Funeral Home. A **motion** was made by Mr. Miller, and seconded by Mr. Johnson, to approve payment of \$800.00 to the Brown-Dawson Flick Funeral Home for the indigent burial of Robin Smith, a resident of the Golden Years Nursing Home with said action consistent with State law and Township policy. After discussion, the Fiscal Officer took a roll call vote with all three Trustees voting yes.

Proposed Meeting Schedule and Events for 2014: Mr. Henry presented the following proposed meeting and events schedule for 2014. After some discussion, Mr. Johnson made a **motion** to adopt the schedule (as presented below) which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Board of Trustees Proposed Regular Meeting and Events Schedule for 2014

(Meeting times are at 6:00 PM unless otherwise publicized or posted.)

- January 15: *Organizational Meeting (3rd Wednesday)*
- February 19: *3rd Wednesday (OTA Conference Feb. 12-15)*
- March 12:
- April 9:
- May 14:

- June 11:
- July 9:
- August 13:
- September 10:
- October 8:
- November 12:
- December 10:

Proposed Special Events: Kids Fest June 28th, Car Show August 24th, Hanover Haunted Harvest October 26th and Veterans Day Ceremony/Luncheon November 11th (Tuesday).

Workers' Compensation Grant Program: Mr. Henry explained that Hanover Township is eligible to apply for safety intervention related grants through Ohio BWC. This year the availability of funds has increased from \$5 Million to \$15 Million. The maximum that can be requested is \$40,000.00 during a program cycle. The matching requirement has been changed from 2 to 1 to 3 to 1 (75% - 25% match program). The process is lengthy and involves an on-site job safety analysis by a BWC consultant. The Fire Department is considering the purchase of a fully automated lift cot for the squad units. This purchase is an eligible item under BWC. The process includes obtaining quotes but no purchase takes place until BWC approves and cuts a check. To facilitate the process, the Township Administrator is requesting a motion to authorize the filing of a grant on behalf of the Fire Department contingent upon the Fire Department arranging for the job safety analysis and developing the required quotes for a total amount not to exceed \$53,334.00 which requires a Township not to exceed match of \$13,334.00 to the not to exceed \$40,000.00 BWC grant.

A **motion** was made by Mr. Stitsinger to authorize the Township Administrator to make an application and execute all documents on behalf of the Fire Department for automated lifting cots contingent upon the Fire Department arranging for the job safety analysis and developing the required quotes for a total amount not to exceed \$53,334.00 which requires a Township contribution not to exceed match of \$13,334.00 to the not to exceed \$40,000.00 BWC grant. The motion was seconded by Mr. Johnson. After discussion, a roll call vote was taken with all three Trustees voting yes.

Resolution No. 53-13 Approving Updated Injury Reporting Policy/Forms: Mr. Henry explained the new policy and forms would provide the Township more accurate information regarding workplace accidents and would help identify issues to be corrected in order to prevent future accidents. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 53-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 53-13

Approving an Updated Hanover Township Policy Related to Reporting Employee Injuries and Forms as Part of the Overall Safety Plan of the Township

Whereas, the Township Administrator and Project Coordinator have been reviewing injury/incident reporting policies and procedures as well as Ohio Bureau of Workers Compensation requirements; and

Whereas, to improve the facilitation of the Township’s Safety Policy and implementation, it appears the Accident/Injury/ Illness reporting policy and forms require updating; and

Whereas, in order to promote efficient operations and to insure consistent best practices approach to safety and to properly document on the job incidents, the attached policy and forms is recommended for adoption,

Now Therefore Be It Resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That the Board of Trustees of Hanover Township hereby approves the updated policy on reporting employee injuries and forms related thereto Policy as set forth in the attachment labeled “Attachment Resolution No. 53-13” which shall apply to all township operations. Further, all department heads and supervisors are responsible for the following and implementation of said reporting.

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 9th day of October 2013.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Hanover Township: Reporting Employee Injuries
(Attachment to Resolution No. 53-13)

Purpose:

To establish a uniform policy for the reporting of on-the-job injuries and submitting claims to the Bureau of Workers' Compensation for all operations under the responsibility and jurisdiction of Hanover Township.

Procedure:

Reporting of Work-Related Injuries:

Injured workers shall immediately report every injury, even those not requiring medical attention, to his/her supervisor, designated Department Head or Township Administrator. If the injury is serious, immediate medical attention shall be sought. When seeking medical attention, use a medical facility with which the Township has an established working relationship (Ross Urgent Care) or if an emergency, use a local area hospital with emergency treatment capabilities.

The injured employee shall advise when appropriate treating personnel that the incident is an on the job illness or injury. As soon as practicable, the Township Administrator shall be notified and an incident/injury report shall be completed by the affected party as discussed below.

Work-Related Injuries Requiring Medical Attention Beyond First Aid

As quickly as possible after any incident involving injury requiring medical attention beyond first aid, and within 24 hours of the incident, the following forms shall be completed by the employee and the employee's supervisor:

- **BWC "First Report of an Injury, Occupational Disease or Death" form (FROI-1 Form)**
The injured worker and employer sections of this form shall be completed and the health care provider shall fax the form to CareWorks at 1-888-711-9284. The FROI-1 Form will be provided by the health care provider.
- **Hanover Township Injury/Incident Report Form**
The employee shall complete the Employee's Section and the employee's supervisor shall complete the Supervisor's Section. As soon as practicable, but no later than three business days after the incident, a preliminary copy of this report shall be forwarded to the Township Administrator.

If the incident involves damage to Township property and/or a Township liability claim, a property damage/liability Report of Loss form shall be completed by the employee's supervisor or department within 48 hours of the incident. The Township Administrator shall forward the report form to the Township's Insurer (OTARMA) within 10 days of the incident.

Return to Work: Any employee who has an injury/illness requiring time off work or inability to report for assignment which requires medical treatment *must have a return to work authorization form* from the treating doctor or medical staff which shall be provided to the Township Administrator prior to reporting back to the work site.

Work- Related Injuries Requiring First Aid Only and "Near Miss" Incidents

As quickly as possible after any incident involving injury requiring first aid only or after any "near miss" incident, and within three business days of the incident, the Hanover Township Employee Injury/Incident Report Form shall be completed. The employee shall complete the Employee's Section and the employee's supervisor shall complete the Supervisor's Section. As soon as practicable, but no later than three business days after the incident, a preliminary copy of this report shall be forwarded to the Township Administrator.

If the incident involves damage to Township property and/or a Township liability claim, a First Report of Loss form shall be completed by the employee's supervisor and submitted to the Township Administrator within 48 hours of the incident. The Township Administrator shall forward the report form to OTARMA within 10 days of the incident.

Rebuttable Presumption

In the event of an accident involving Township vehicles or equipment it is important for all employees to know that any accident or injury in which a substance test shows the presence of drugs/alcohol or when an employee suspected of using drugs/alcohol refuses to take a test, will be interpreted by the Ohio Bureau of Workers' Compensation (BWC) as having been caused by the presence of drugs/alcohol. Under this interpretation, an employee may be denied workers'

compensation benefits by the Ohio BWC. Under this “rebuttable presumption policy”, it is the responsibility of the employee to present evidence at the BWC level to “rebut” this presumption that drugs/alcohol were the cause of the accident in order to be considered for any workers’ compensation benefits.

Interpretations and Updates

The Township Administrator is authorized to make interpretations as necessary regarding the policy and forms related hereto in keeping with the spirit and intent of the Township Policy. In addition, the Township Administrator is authorized to update this policy and forms as needed to protect the Township’s interests and to comply with any statutory changes.

**HANOVER TOWNSHIP
EMPLOYEE INJURY/INCIDENT REPORT FORM
EMPLOYEE’S SECTION (page 1 of 3)**

INSTRUCTIONS: Employees shall use this form to report all work-related injuries, illnesses, or “near miss” events which could have caused an injury or illness. (This practice helps the Township identify and correct hazards before serious injury occurs.) This form shall be completed by the employee within 24 hours of any incident involving injury requiring medical attention beyond first aid or within three business days of any incident which did not require attention from a medical provider and given to his/her supervisor for further action.

I am reporting a work-related: injury illness first aid incident near miss incident

Your name:

(PLEASE PRINT)

Have you told your supervisor about this incident prior to preparing this report?

yes no

Date/time/location of incident:

What part(s) of your body were injured? If a near miss, how could you have been hurt?

What was the nature of the injury? (Check all that apply)

- abrasion, scrapes amputation broken bone bruise
 burn (heat) burn (chemical) concussion crushing injury
 cut, laceration, puncture hernia illness sprain, strain
 damage to a body system: _____
 near miss
 other: _____

**HANOVER TOWNSHIP
EMPLOYEE INJURY/INCIDENT REPORT FORM
EMPLOYEE'S SECTION (page 2 of 3)**

What were you doing at the time of the incident?

Describe step-by-step what led to the incident. Include equipment, tools, substances, objects, etc. connected with the incident. (Attached additional sheets if needed)

Describe step-by-step what was done immediately following the incident. (E.g. continued working, unable to continue with task, took corrective action to prevent repeat incident, sought medical attention, etc)

What personal protective equipment were you using?

What could have been done to prevent this incident?

What immediate corrective action was taken?

**HANOVER TOWNSHIP
EMPLOYEE INJURY/INCIDENT REPORT FORM
EMPLOYEE'S SECTION (page 3 of 3)**

Names of witnesses (if any):

Did you see a doctor? ___yes ___no

If yes, provide the following information:

Doctor's name: _____ **Doctor's phone number:** _____

Date and time of your first visit to this doctor regarding this incident:

(Attach copy of doctor's statement if applicable)

Did you return to work? ___yes ___no

If yes, provide date and time of return to work:

Has this part of your body been injured before? ___yes ___no

If yes, when? _____

What changes would you suggest to prevent this incident from occurring again? (Attach additional sheets if needed)

Employee signature: _____

Date

**HANOVER TOWNSHIP
EMPLOYEE INJURY/INCIDENT REPORT FORM
SUPERVISOR'S SECTION (page 1 of 4)**

INSTRUCTIONS: Supervisors shall use this form to report all work-related injuries, illnesses, or "near miss" events which could have caused an injury or illness. (This practice helps the Township identify and correct hazards before serious injury occurs.) This form shall be completed by the supervisor within 24 hours of any incident involving injury requiring medical attention beyond first aid or within three business days of any incident which did not require attention from a medical provider and forwarded to the Department Head for review and further action.

This is a report of a work-related: ___injury ___illness ___first aid incident ___near miss incident

Name of employee injured/involved in incident:

Date/time/location of incident:

Incident occurred when the employee was:

___arriving/leaving work while on Township premises ___performing normal work activities
___on a meal or rest break ___working overtime ___training ___Other

Date/time incident was reported to you:

What part(s) of the body was injured?

What was the nature of the injury? (Check all that apply)

- ___abrasion/scrapes ___amputation ___broken bone ___bruise
- ___burn (heat) ___burn (chemical) ___concussion ___crushing injury
- ___cut, laceration, puncture ___hernia ___illness ___sprain, strain
- ___damage to a body system: _____
- ___near miss
- ___other: _____

If a near miss, how might the employee have been injured?

**HANOVER TOWNSHIP
EMPLOYEE INJURY/INCIDENT REPORT FORM
SUPERVISOR'S SECTION (page 2 of 4)**

Describe step-by-step what led to the incident. What was the employee doing prior to the event? _____

At the time of the event? Include equipment, tools, substances, objects, etc. connected with the incident. (Attached additional sheets if needed)

What personal protective equipment was the employee using?

What immediate corrective action was taken?

Why did this incident occur? (Check all that apply)

Possible Unsafe workplace conditions

- inadequate guard unguarded hazard defective safety device
 defective tool/equipment hazardous workstation layout
 unsafe lighting unsafe ventilation lack of personal protective equipment
 lack of appropriate equipment/tools unsafe clothing/shoes
 no training or insufficient training
 other: _____

Had the unsafe condition been reported prior to the incident? yes no Please explain:

**HANOVER TOWNSHIP
EMPLOYEE INJURY/INCIDENT REPORT FORM
SUPERVISOR'S SECTION (page 3 of 4)**

Why did the unsafe condition exist?

Possible Unsafe act by people (Check all that apply)

- Operating without permission
 - operating at unsafe speed
 - servicing equipment that has power to it
 - making a safety device inoperative
 - using defective equipment
 - using equipment in an unapproved way
 - unsafe lifting
 - taking an unsafe position or posture
 - distraction/horseplay
 - failure to wear personal protective equipment
 - failure to use proper tools/equipment
 - other: _____
-

Had the potential unsafe act been reported prior to the incident? yes no

Please explain:

Why did the potential unsafe act(s) occur?

Have there been similar incidents prior to this one? yes no If yes, please describe when and where:

Did the employee see a doctor? yes no

If yes, provide the date, time and name of the doctor/hospital:

**HANOVER TOWNSHIP
EMPLOYEE INJURY/INCIDENT REPORT FORM
SUPERVISOR'S SECTION (page 4 of 4)**

Did the employee return to work? yes no

If yes, provide date and time of return to work:

Names of witnesses (if any):

Witness statement(s) attached? ___yes ___no

Photos/drawings/maps attached: ___yes ___no

What changes/recommendations would you suggest to prevent this incident from occurring again? (Attach additional sheets if needed)

Department Head's comments/recommendations: (attach additional sheets if needed)

Department(s) involved in incident:

Department Head's/ Supervisor's signature(s): _____

Date: _____

This information is used only for filing the claim information online with Care Works and the Bureau of Workers Compensation if necessary as well as granting approval for release of any treatment record that may be necessary to complete the incident investigation and follow up with the agencies referenced.

Employee Signature: _____

Social Security Number: _____

Date of Birth: _____

Home Address: _____

Home Phone: _____

Date of Form Completion: _____

*Please forward this form once completed to the Township Administrator as soon as practicable.

All work injuries are to be reported immediately to the Township Administrator. Emergency Medical assistance through 911 should be sought immediately for any serious injury or injuries related to head, neck or back.

Other New Business

Mr. Henry reported that two properties had been identified for teardown – one located on Stillwell-Beckett Road and one located on Hamilton-Scipio Road. Mr. Henry noted that if the Board wanted to proceed, a hearing must be scheduled and the property owners notified. Mr. Henry also noted that the Township would need assistance with funding for the teardowns and that he could explore possible grants for this purpose. The Board authorized the Administrator to begin the process necessary for the teardowns. There was also some discussion regarding the condition of the Shady Nook Restaurant property. The Board directed the Administrator to try to informally work with the property owner to encourage him to clean up the site first before initiating a formal process teardown process.

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 September 2013, an update on the Transient Vendor law, Time Warner Cable changes for the area, EMA Notice and Invoice for 2014, and an article regarding changes in the law pertaining to expansion of executive session privileges.

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.

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

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

Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Fred S. Stitsinger, President: _____

Larry Miller, Vice President: _____

Douglas L. Johnson, Member: _____

Date: _____

Verified by: Elizabeth A. Brosius, Fiscal Officer: _____