



**Hanover Township Board of Trustees  
September 11, 2013 Meeting Minutes**

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

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

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Miller to approve the August 14, 2013 Meeting minutes as submitted and to approve the warrants signed for release. All Trustees present voted yes. Status reports were distributed to the Board for review and were approved.

**Guest Presentation:** None

**Citizen Participation:** Barb Stitsinger, 1285 Morman Road, informed the Board that she received a favorable comment on her Facebook page regarding the Car Show from the mother of the individual who won the Butler Rural Sponsor's Choice trophy. Mrs. Stitsinger reported the individual expressed her thanks to everyone who worked the event and that she commented that it was a nice event.

Mr. Miller expressed his thanks to everyone who assisted his wife Pat during the Car Show when she required assistance from the life squad.

**Administration Reports**

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

**Butler County Sheriff's Office**  
**District #6**  
**Hanover Township Contract Cars**

**Monthly Report for August 2013**

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 76		1058
• Felony Reports: 2		27
• Misdemeanor Reports: 7		85
• Non-Injury Crash: 2		45
• Injury Crash: 3		31
<b>Total Reports: 13 .....</b>		<b>193</b>
• Assists/Back Up: 24		272
• Felony Arrests: 2		11
• Misdemeanor Arrests: 5		36
• OMVI Arrests: 3		23
<b>Total Arrests: 10 .....</b>		<b>70</b>
• Traffic Stops: 25		306
• Moving Citations: 14		158
• Warning Citations: 11		150
• FI Cards: 0		00
• Civil Papers Served: 1		05
• Business Alarms: 2		33
• Residential Alarms: 2		70
• Special Details: 0		16
• COPS Times: 2610 ( <i>Min.</i> )		46,175
• Vacation Checks: 12		227

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\*Monthly stats only reflect Deputy Hatfield's work. Deputy Lentz's stats were not available.

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

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

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

• Emergency Medical Operations/Squad Runs:	33
• Motor Vehicle Accidents:	03
• Fire Runs:	07

- Fire Inspections: 01
  - Air & Light Truck Call Out: 04
  - Knox Box Details 00
  - Other 00
  - Total for the month: **49 Runs/Operations**  
**(48 Fire/EMS Runs)**
- Total Year to Date: 509 Runs/Operations**

(August 2012: 64 Runs/Operations)

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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 August 2013:

**SUPERINTENDENT'S REPORTS**  
**(September 11, 2013)**

Millville Cemetery Operations Report August 1 through August 31, 2013

<b>2 Graves sold to Township residents (@ \$610)-----</b>	<b>\$ 1,220.00</b>
<b>0 Grave sold to nonresident-----</b>	<b>\$ 0.00</b>
<b>0 Old resident graves-----</b>	<b>\$ 0.00</b>
<b>3 Full Interments-----</b>	<b>\$ 2,700.00*</b>
<b>0 Baby interments-----</b>	<b>\$ 0.00</b>
<b>0 Cremations-----</b>	<b>\$ 0.00</b>
<b>Foundation and Marker installation fees-----</b>	<b>\$ 1,636.80</b>
<b>Total: -----</b>	<b>\$ 5,556.80</b>

\*3 @ regular fee of \$900 = \$2700

Other Cemetery Activities:

1. Topped off and leveled 4 graves
2. Picked up all trash in the Cemetery
3. Mowed eight times
4. Trimmed three times
5. Poured 6 footers

6. Removed a tree in the E section due to emerald ash borer infestation

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

1. Performed crack sealing on Round Hill Drive, Pineview Court, Murphy Circle,  $\frac{3}{4}$  of Bevington, Sharkey Drive, part of Darrtown between Stillwell Beckett and Nichols Road, and the Millville Cemetery.
2. Cut up a downed tree on Four Mile Road.
3. Fixed a sink hole on Wencella Drive.
4. Called in to cut up a tree that fell on Hogue Road.
5. Repaired potholes on Huston and Four Mile.
6. Continued with road sign replacement.
7. Picked up a deer carcass on Stahlheber Road.
8. Straightened a bent street sign on Sir Martin Drive that was hit by a car.
9. Removed graffiti from a billboard at Vizedom and Hamilton Richmond Road.
10. Picked up display cases for the Community Center.
11. Picked up four piles of brush on Salman Road off of Stillwell.
12. Picked up a pool liner on Charlberth Drive.
13. Finished cutting back brush on all Township roads.
14. Picked up two tires at the Shady Nook.
15. Cut up a second fallen tree on Hogue Road.
16. Prepared Park for Car Show. Picked up and returned gold carts.
17. Performed monthly truck, park and storm water reports.

***Administrator's Report***

**Administrator August 2013 Summary Report  
(Presented September 2013)**

- **Revenue Sharing Issue and Tax Issue:** Prepared documents for the Prosecutor's office review including Frost, Brown & Todd information and met with Roger Gates/Dan Ferguson. Dan Ferguson will take the lead and present information to Hamilton. Follow up to occur in September.
- **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. Draft agreement has been reached for consideration by the Township. Appraisers have been contacted. Financing has been narrowed to two institutions and seeking a final borrowing procedure using the OTA Master Lease Purchase Program. Information to be presented to the Board in September.
- **Park Equipment:** Handicap Swing project was finished and inspected. Dedication was held August 14, 2013. Additional signs have been placed informing the public that the swing apparatus is for wheelchairs only.
- **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.
- **Car Show:** Park and Car Show Committees met in August. Final plans and layout were decided. Sponsors lined up. Car Show was held on August 25<sup>th</sup>. Set up and operation of the Car Show was conducted by the Administration.

- **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. Samantha C. Southard 28 Reiff Drive Hamilton, Ohio 45013 as a **FF/EMT**
- B. Ryan A. Costello 6537 Hamilton Richmond Road Hamilton, Ohio 45013 as a **FF**
- C. Kenna M. Halter 7295 Brookville Road Oxford, Ohio 45056 as a **FF**
- D. Erin M. Maddock 4223 Hamilton Richmond Road Oxford, Ohio 45056 as a **FF**
- E. Jonathon F. Armour 6008 Glengate Road West Chester, Ohio 45069 **P/FF**

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

**Cash Balance as of August 31, 2013:** \$1,513,012.95

**Total Expenditures all funds for August 2013:** \$190,617.78

**Total General Fund cash on Hand August 31, 2013:** \$753,488.08 (42.29% of Total funds)

*(Monthly Revenue and Expenditure Reports are attached.)*

### **Old Business**

**Car Show Report:** Mr. Henry provided the following report to the Board:

The 6<sup>th</sup> Annual Car Show 2013 was very successful as a Hanover Township special event. Car Show registration forms totaled 118 but 112 actually paid a registration fee. Another six or so vehicles came after registration was closed to show their vehicle but not for competition. There were 65 trophies awarded. Vendor Booths included Flub's, The Paranormal Society, Fire Fighter's Association (food, T-Shirts and cookbooks), T-Shirt Vendor, Alan Smith Photos, and Millville Baptist Church. Other activities/booths included kids face painting, obstacle course inflatable slide, clown balloon artist, Metro Parks, Butler County Sheriff's Office and BREC info/giveaways. Income received for the Township event included sponsorships and in-kind contributions. Booth fees were paid by two vendors. The Fire Fighters Association handled parking of vehicles, food booth/T-Shirts as well as conducted "split the pot" drawings. Income from these activities served as a fund raiser for the Association.

Infrastructure event expenses to set up and run the event totaled \$5,112.90.00 (excluding maintenance labor) and receipts from the event including sponsorships totaled \$4,465.00. (This

figure does not include Goodie Bag and Prize donations). This outcome overall is better than last year, resulting in \$647.00 difference. Thanks to the Board of Trustees for their sponsorship and support of the event.

Cash contributors to the event included: Butler Rural Electric Cooperative, Stony Run Enterprises, Gary Hassler, First Millville Baptist Church, Wichert Insurance, Security Lock Company, and Bruce Henry. Gift certificates, goodie bag and in-kind contributors are listed in the attached report.

The date for the 2014 event is tentatively scheduled for Sunday August 24, 2014.

***Community Connections Grants Filed (2):*** Mr. Henry reported that, pursuant to the authorization last month from the Board, he prepared and filed two grant requests to the Butler Rural Electric Cooperative. One request was for the purchase of an AED Plus unit for use either at the Cemetery or Road Department in the amount of \$1300.00. The second request was a follow-up to the park safety objectives the Township has been pursuing which asked for safety landscape timbers to replace existing old railroad ties outlining the play areas and trees in the amount of \$3,038.00. Announcements of awards should be made in mid September.

***Preliminary ODOT Response -- Old Oxford Road Speed Zone:*** Mr. Henry reported that in response to the Township's request, an ODOT study of the speed limit on the section of Old Oxford Road near the Morman Road intersection is underway. Mr. Henry provided the Board a copy of ODOT's emailed response to the Township's request which read as follows:

Good Afternoon Mr. Henry:

I just wanted to let you know that I received your letter requesting the extension of the 45mph zone on State Route 130. I have done a preliminary check of this section of SR 130. Based on these findings, I will be going out to do some radar speed checks myself to plug into our warrant calculation sheet. I hope to get out in the next couple of weeks and I will update you on what we find out. If you have any questions, feel free to email me or give me a call. Thanks!

Thanks, Brianne Millard, E.I.  
Ohio Department of Transportation, District 8 505 South SR741 Lebanon, OH 45036 Phone: (513) 933-6624 Email: [Brianne.Millard@dot.state.oh.us](mailto:Brianne.Millard@dot.state.oh.us)

***Fire Department – Follow-up Purchase of Shirts:*** Chief Clark reported that he received a quote from Sign Addiction for 70 t-shirts for \$1430. Chief Clark explained these shirts are for Fire Department personnel and that it has been about three years since the Department last purchased t-shirts.

Chief Clark asked to report on his New Business at this point during the meeting as he needed to be excused early. Chief Clark stated that he needed authorization to purchase \$1500 worth of supplies for Fire Prevention Week which occurs in October. Mr. Henry noted that funds for Fire Prevention Week supplies were already accounted for in the 2013 budget. Chief Clark also reported that a member of the Fire Department, Ben Rhodes, needs a set of firefighter gear as he is using a set which is too small for him. Chief Clark requested authorization to order three sets of gear at \$2200 per set from Vogelpohl. Mr. Henry noted there were sufficient funds in the budget for this request and that a purchase order should be prepared for this expenditure. Chief Clark also thanked the Road Department for assistance with the backhoe at a recent fire scene.

**Other Old Business:** Mr. Stitsinger thanked the Fire Department, Bruce Henry, Scot Gardner and Deputy Hatfield for their assistance with Harold Hornsby's funeral services.

Mr. Johnson reported that the County Prosecutor had expressed his thanks for the Township installing the handicap-accessible swing in the Hanover township Park.

Jeff Buddo reported that the zoning change request had been approved by the Zoning Commission. Mr. Buddo expressed concern because the Zoning Commission gave its approval under the impression that the zone request change was for a dental office; however, this is not the case. The zoning change to B-1 zoning would allow for any retail business at the location in question.

On a **motion** by Mr. Miller, seconded by Mr. Johnson, the Board authorized the purchase of three 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. 46-13 "Then and Now" Issues:** Mr. Henry explained the routine "house-keeping" nature of this resolution. This resolution covers payments to Stephenson Oil Company and Miller Mason Paving Company. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 46-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

### **Resolution No. 46-13**

#### **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 and Miller Mason Paving 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: \$4,000.00 Stephenson Oil Company Fund 2021 and \$133,287.96 Miller Mason Paving Company \$1500.00 Fund 2011, \$30,000.00 Fund 2021, \$37787.96 Fund 2031, \$30,000.00 Fund 2141 and \$33,000.00 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 11<sup>th</sup> day of September 2013.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Larry Miller  
Douglas L. Johnson

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Elizabeth A. Brosius  
Fiscal Officer/Clerk

***Resolution No. 47-13 Designating Halloween Activity/Night:*** Mr. Henry reported that each year the Board passes a resolution to set forth the date and time period for Halloween trick-or-treat activities. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 47-13 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 47-13**

**Designating 6:00 p.m. to 8:00 p.m. on Thursday, October 31, 2013 as the Time Period for Halloween Trick or Treat Activities in Hanover Township**

***Whereas***, the Township promotes a safe and family-friendly environment for the community throughout the year; and

***Whereas***, the Township recognizes that Trick or Treat Halloween activities for children occur every October 31st; and

***Whereas***, the Township desires to designate a safe and reasonable time period for Trick or Treat activities for children that is consistent with time periods observed by most surrounding jurisdictions,

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

***Section I.*** Resolution No. 47-13 is hereby approved designating 6:00 p.m. to 8:00 p.m. on Thursday, October 31, 2013 as the time period for Halloween Trick or Treat activities for children in Hanover Township.

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 11<sup>th</sup> day of September 2013.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Larry Miller  
Douglas L. Johnson

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Elizabeth A. Brosius  
Fiscal Officer/Clerk



**Hanover Haunted Harvest – October 27, 2013:** Mr. Henry noted for the Board that this year’s Hanover Haunted Harvest event was scheduled for October 27, 2013 from 5:30PM to 7:30PM.

**Resolution No. 48-13 Request BCEO Technical Assistance:** Mr. Henry explained this request was being made in anticipation of the need for assistance with technical information that would be required as part of grant application submittals for CDBG funds. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 48-13 which was seconded by Mr. Miller. Upon roll call, Mr. Miller voted yes, Mr. Johnson voted yes, and Mr. Stitsinger abstained.

**Resolution No. 48-13**

**Requesting Technical Assistance from the Butler County Engineer’s Office to Assist the Township in Evaluating Deteriorating Drainage Facilities and Subdivision Street Curb Replacement Estimates for Submission to Obtain Grant Funding**

**Whereas**, the Road Superintendent has been evaluating the need to rework a storm sewer headwall near 1906 Vizedom Road and a 100 foot long 3X4 arch pipe crossing Vizedom Road in the vicinity of 2114; and,

**Whereas**, Hanover Township is need of engineering expertise/analysis in order to develop the proper solution to address these two situations; and,

**Whereas**, the Alamo Heights subdivision has deteriorating curbs and gutters that need attention and possible replacement of approximately 4,879 lineal feet; and,

**Whereas**, Hanover Township has the opportunity to submit grant requests for funding the above projects for various funding programs with applications due by October 31<sup>st</sup>,

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

**Section I.** Resolution No. 48-13 is hereby approved requesting the Butler County Engineer’s Office to provide technical assistance to the Township for recommended engineering solutions to the Vizedom Road Headwall deterioration and the 100 foot long drainage pipe crossing Vizedom Road.

**Section II.** The Board hereby requests technical assistance to provide cost estimates for the replacement of curbs and gutters in the Alamo Heights subdivision and Bevington Road area subdivision.

**Section II.** The Township Administrator is hereby directed to present this request to the Butler County Engineer’s Office.

The foregoing resolution was adopted in a special public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 11<sup>th</sup> day of September 2013.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger

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Larry Miller  
Douglas L. Johnson

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Elizabeth A. Brosius  
Fiscal Officer/Clerk

**Resolution No. 49-13 Tax Rates/Amounts Certification:** Mr. Henry explained that this resolution was required by provisions of the Ohio Revised Code in order to accept the tax amounts and rates determined by the Budget Commission as well as to authorize the taxes to be levied and to provide supporting documentation to the County Auditor. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 49-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 49-13**

**Accepting The Amounts and Rates as Determined By The Budget Commission And Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor**

*Whereas*, the Board of Trustees and Administration have been evaluating Hanover Township’s finances and reviewed the proposed tax rates and levies based upon information from the County Budget Commission; and

*Whereas*, the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2014;

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

**Section I.** That the amounts and rates as determined by the Budget Commission in its Certification, be and the same are hereby accepted.

**Section II.** That there be and hereby is levied on the tax duplicate of Hanover Township the rate each tax necessary to be levied within and without the ten mill limitation as reflected in the attachment labeled “Resolution No. 49-13 Attachment” (Schedule A and B).

**Section III.** That the Fiscal Officer is directed to deliver this Resolution and supporting documentation to the County Auditor and County Budget Commission as required by law.

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 11<sup>th</sup> day of September 2013.

**Board of Trustees**

**Vote**

**Attest:**

Fred J. Stitsinger  
Larry Miller  
Douglas L. Johnson

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Elizabeth A. Brosius  
Fiscal Officer/Clerk

**Resolution No. 50-13 Request to Amend Certificate of Estimated Resources:** Mr. Henry explained that this resolution was required in order to record revenue adjustments as a result of funds received through recent grant awards from the Ohio Department of Public Safety and Butler Rural Electric

Cooperative. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 50-13 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 50-13**

**Amending the Certificate of Resources for Hanover Township and Adjusting Permanent Appropriations for the Balance of Fiscal Year 2013  
To Reflect Additional Revenue for the General and EMS Funds**

*Whereas*, the Fiscal Officer reported on recent revenue adjustments as the result of revenues derived from grant awards received for the General Fund 1000 and EMS Fund 2281; and

*Whereas*, the Fiscal Officers recommends acknowledgement of the foregoing and amending the Revenue and Appropriation documents as well as establish the necessary accounting structure to accurately reflect the acceptance and expenditure of these additional funds; 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 Certificate of Estimated Resources and Permanent Appropriations for Fiscal Year 2013 are hereby amended reflecting the receipt of additional revenue for the General Fund 1000 and EMS Fund 2281 as recommended by the Fiscal Officer to reflect grant awards from the Ohio Department of Public Safety and Butler Rural Electric Cooperative and as set forth in the attachment herewith.

***Section II.*** That the Fiscal Officer is authorized to take all necessary steps to implement said 2013 Revenue and Expenditure adjustments for the Permanent Appropriations and make payments 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 11<sup>th</sup> day of September 2013.

***Board of Trustees***

***Vote***

***Attest and Authenticate:***

Fred J. Stitsinger

Larry Miller

Douglas J. Johnson

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Elizabeth A. Brosius

Fiscal Officer/Clerk

***Community Development Block Grant Ideas – Public Solicitation:*** Mr. Henry shared the following list of ideas for upcoming CDBG applications and also invited the public to provide input on ideas. Mr. Henry recommended submitting a CDBG application to fund weather sirens as this project would meet a CDBG funding criterion that the project serves a low income population. Mr. Henry asked the Board to review the list of ideas and be prepared to take action at the October meeting.

**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 Frisbee Golf.

Ranking of projects and formal approval by the Board of Trustees will be required during the October 9, 2013 meeting.

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

***Cemetery Lot Refund – Motion to Approve (Pennekamp):*** Mr. Henry explained that David and Gladys Pennekamp of 315 Cochran Road Hamilton, Ohio 45013 requested a refund of \$1,220.00 minus a transfer fee of \$25.00 for Graves 5 and 6, Lot 154, Section J purchased in July 2012. Mr. Henry noted the Township had received the proper verification including the receipt for the purchase. Based upon past practice and the submission of the appropriate documentation, Mr. Henry found no objection to allowing the refund/ buy back of this site. After review, Mr. Stitsinger made a **motion** to approve the refund \$1,220.00 minus a \$25.00 transfer fee as requested from the Cemetery Fund. Mr. Miller seconded the motion. After discussion, a roll call vote was requested and all three Trustees voted yes.

***Marine Corp League Proposal – Motion to Approve Collaborative Effort:*** Mr. Henry reported that the Marine Corp League is interested in installing a monument to POW's in the Veterans Memorial area of Hanover Park. Mr. Henry suggested the project could be a collaborative effort with the Township performing the foundation work and the Marine Corps League paying for the purchase of the monument. After some discussion, Mr. Miller made a **motion**, which was seconded by Mr. Johnson, to approve the addition of the POW monument to the Park and to authorize the necessary work for the monument foundation. Upon roll call, all three Trustees voted yes.

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

Mr. Henry reported that a Records Commission meeting needed to be scheduled in order to review the records retention schedule and forward it to the Historical Society for approval. The Board set a Records Commission meeting date for October 9, 2013 at 5:30PM and requested the Administrator relay this information to the Fiscal Officer for publication.

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 August 2013, communications from BCEO regarding the 2014 Road Program and regarding its Fall Planning Session, and a thank you note from the family of Harold Hornsby.

Also under Other New Business, Mr. Henry reported to the Board that he would be in the Lake Cumberland area during the upcoming weekend and Monday morning.

Also under New Business, Mr. Johnson asked if the Township could contact the Engineer's Office to request assistance with getting the contractor to clean-up limbs which were cut down to accommodate the transport of the large tanker equipment which went through the area earlier in the month. Mr. Stitsinger stated he would make arrangements for follow-up with the contractor.

Also under New Business, Mr. Stitsinger reported that the Engineer's Office was investigating the drainage problem on the private lane at 490 Morman Road which had been brought to the Board's attention earlier this year.

There being no further regular business to be considered by the Board of Trustees, Mr. Stitsinger 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.