



**Hanover Township Board of Trustees
April 9, 2014 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; BCSO Deputy Jason Hatfield; BCSO Deputy William Bowling and Project Coordinator Julie Prickett.
Absent: Fire Chief Phil Clark

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller to approve the March 12, 2014 Regular Meeting minutes and the March 26, 2014 Special 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: The scheduled guest speaker from the Butler County Auditor's Office did not attend the meeting.

Citizen Participation: None of the citizens in attendance had any issues or comments to present to the Board.

Administration Reports

Law Enforcement: Deputy Hatfield gave the following report for the month of March 2014:

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for March 2014

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 155		430
• Felony Reports: 6		17

- Misdemeanor Reports: 35 56
- Non-Injury Crash: 8 41
- Injury Crash: 06 20

Total Reports: 55134

- Assists/Back Up: 35 105
- Felony Arrests: 2 07
- Misdemeanor Arrests: 14 29
- OMVI Arrests: 3 08

Total Arrests: 1935

- Traffic Stops: 42 105
- Moving Citations:38 68
- Warning Citations: 14 48
- FI Cards: 0 00
- Civil Papers Served: 0 00
- Business Alarms: 7 14
- Residential Alarms: 9 26
- Special Details: 1 02
- COPS Times: 6,205 (*Min.*) 18,380
- Vacation Checks: 22 68

Reporting: Deputy Hatfield and Deputy Lentz/by BEH

Deputy Hatfield introduced Deputy Bowling to the Board. Mr. Johnson noted that Deputy Hatfield’s assignment was changing and that the Board wanted to express its appreciation for Deputy Hatfield’s service to Hanover Township. Mr. Johnson made a **motion** to adopt Resolution No. 32-14 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 32-14

Recognizing the Outstanding Dedication and Service of Deputy Sheriff Jason Hatfield Assigned to Hanover Township and Expressing Appreciation

Whereas, Hanover Township has been blessed with good fortune and enhanced by the contributions of many volunteers and employees; and

Whereas, Jason Hatfield has served in Hanover Township as a Deputy Sheriff in the capacity of a contract patrol unit since 2008 with a short break in 2010; and

Whereas, Deputy Hatfield’s tenure has been marked by dedication and leadership exemplified by the many positive interactions with citizens and staff in Hanover Township, as well as being an active integral element in making the Township a safer place to live, work and play; and

Whereas, Deputy Hatfield has been reassigned to other duties within the Butler County Sheriff’s Office in April 2014; and

Whereas, it is appropriate at this time to recognize Deputy Hatfield's outstanding service and dedication to the community as he begins his other responsibilities in the Butler County Sheriff's Office;

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

Section I. That on behalf of Hanover Township residents and officials, Deputy Jason Hatfield is hereby recognized by the Township for his professional contributions and dedication to the community in helping Hanover Township "Growing Toward the Future".

Section II. That the Board of Trustees, Fiscal Officer, and staff express their appreciation to Deputy Hatfield and wish him the best in his new assignment.

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 April 2014.

Board of Trustees

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Attest:

Elizabeth A. Brosius
Fiscal Officer/ Clerk

Fire/EMS: Mr. Henry gave the following report for the month of March 2014 on behalf of Chief Clark who was attending the FDIC Conference in Indianapolis:

Hanover Township Fire Department
Monthly Report for March 2014- Phil Clark Fire Chief
(Presented in April 2014)

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:	03
• Fire Runs:	09
• Fire Inspections:	00
• Air & Light Truck Call Out:	02
• Knox Box Details	00
• Other	00
• Total for the month:	52 Runs/Operations (50 Fire/EMS Runs)

Total Year to Date: 206 Runs/Operations

(March 2013: 75 Runs/Operations)

Total for 2013	750	<i>Eight Year Average: 685</i>
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	

Road/Cemetery: Mr. Gardner presented the following report for the month of March 2014:

SUPERINTENDENT'S REPORTS
(April 9, 2014)

Millville Cemetery Operations March 1 through March 31, 2014

2 Graves sold to Township residents (@ \$610)-----	\$ 1,220.00
0 Grave sold to nonresident-----	\$ 0.00
0 Old resident graves-----	\$ 0.00
1 Second Right of Interment-----	\$ 175.00
2 Full Interments-----	\$ 2,000.00*
0 Baby interments-----	\$ 0.00
3 Cremations-----	\$ 1,200.00
Foundation and Marker installation fees-----	\$ 1,733.00
Total: -----	\$ 6,328.00

*1 @ regular fee of \$900 = \$900; 1 @ regular fee plus 2 hours OT = \$1100

Road, Streets and Park
(Scot Gardner)

1. Picked up a dog carcass on 177 and a deer carcass on Hogue Road.
2. Put B-19 on Martha Lane.
3. Replaced a chevron on Nichols Road that had been run over.
4. Filled potholes on Vizedom Road and Stahlheber Road.
5. Cut up a tree that fell on the dead-end of Darrrtown Road.
6. Cleaned up the right-of-way on Vizedom Road where a tree had fallen.
7. Repaired the fence behind the Community Center.
8. Cleaned carpet at the Community Center.
9. Cleaned truck and snow equipment twice.
10. Cut up a tree that fell across Hogue Road.
11. Cleaned brush out of a ditch and removed two trees on Nichols Road.
12. Hauled loads of concrete from IMI to Nichols Road by the bridge.
13. Performed ice and snow control March 2 and March 3.
14. Performed monthly truck and storm water inspections.

Administrator's Report

Mr. Henry presented the following report to the Board:

Administrator March 2014 Summary Report (Presented April 2014)

- **Cemetery Regulations:** Completed a comprehensive update of the Millville Cemetery regulations for enactment by the Board of Trustees.
- **Fire/EMS Run Data:** Prepared report for March runs. Finished final draft for approval of new Pay Plan for the Fire Department.
- **Parking Complaints/Citizen Relations:** Spoke with residents about drainage and water table problems. Consulted with the BCEO.
- **BREC Grant Awards for 2013-2014:** Followed up on BREC Grant Awards, finishing paperwork and ordering for 2013 projects. Received notification for 2014 award for Fire Department pumps.
- **Board and Financial Reports:** Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly and special Board meetings. Prepared Trustee packets. Prepared numerous contracts and permits for facility rentals.
- **Workers Comp:** Followed up with BWC on Safety Grant for the Fire Department. Preliminary award has been suggested.
- **Website:** Worked on Township website improvements.
- **Community Concert:** Continued work on finalizing details for a Community Concert to be held in the Gazebo area on June 13, 2014. Park Committee planning sessions are set for April.
- **Adverse Weather Siren:** Worked on communication and coordination issues with the County and BREC to insure operational reliability. Helped conduct siren test as the last test the siren did not work. Conducted an inspection of the siren set up and electrical box.
- **Butler County Sheriff's Contract:** Met with Command Staff about OT contract issues and ways to reduce. Discussed this issue with Deputy Hatfield as well.
- **Items Still Pending/Delayed:** Fuel Card follow up is still pending; Personnel Policy Review with changes still pending.

Personnel Actions and Other Items of Note

No actions or new items for March 2014.

Other General Actions:

Reviewing Township Rules of Conduct and Fire Department SOPs that are related for possible changes and follow up in the quarter.

Of Note- Budget Information for March 2014

Cash Balance as of March 2014: \$1,259,054.92

Total Expenditures all funds for March 2014: \$ 103,067.41

Total General Fund cash on Hand March 2014: \$632,410.73 (50.23%) of Total funds)

Total Fire/EMS Fund cash on hand March 2014: \$247,084.60 (19.63%) of Total

(Monthly Revenue and Expenditure Reports are attached.)

Old Business

Motion to Accept BREC Community Connection Grant Award: Mr. Henry reported that the Township was awarded one of two grant requests submitted by the Administration in February 2014 for BREC funding and a motion to accept and spend funds is in order. **A motion was made by Mr. Johnson, seconded by Mr. Miller, to accept Grant Award notice from the Butler Rural Electric Cooperative from the Community Connections Program in the amount of \$800.00 for basement pumps for use by the Hanover Fire Department, authorize said expenditures and request the Fiscal Officer to have the Certificate of Estimated Resources amended accordingly.** A roll call vote was taken with all three Trustees voting yes. Mr. Henry noted that the Township should be able to purchase two or three pumps with this funding.

Motion to Accept Ohio BWC Safety Grant Award/Grant Application Authorized by October 2013 Motion: Mr. Henry reported that the Township had been awarded a grant through the Safety Program of the Ohio Bureau of Workers' Compensation as noted by the letter received from BWC on April 8, 2014. Mr. Henry explained that a motion was in order to accept said award including the matching fund requirements. After discussion, **Mr. Miller made a motion to accept the grant award notice from the Ohio Bureau of Workers' Compensation in the amount of \$28,315.72 and approve the Township match of \$9,438.58 to purchase a powered load system and powered cot for use in the EMS operation from the Stryker Company, approving said expenditure and request the Fiscal Officer to request an amended Certificate of Estimated Resources reflecting the receipt of this grant which was seconded by Mr. Johnson.** A roll call vote was taken with all three Trustees voting yes. Mr. Henry noted that several action steps to be performed by the Fire Department are a requirement from the BWC as part of this grant award.

Update on Issuance of Fire Department Pay Plan (Resolution No. 31-14): Mr. Henry reported that the new schedule and pay plan has been in effect since April 1, 2014. Mr. Henry provided run data for March 2014. Mr. Henry reported that so far the schedule has been maintained as contemplated. Mr. Henry noted that the Chief held an officers' meeting and a general department meeting to review the new plan with department members. Mr. Henry reported that shifts are being filled; however, there is a need to monitor the schedule and fund balance in order to track which shifts are being covered and what the costs are.

Other Old Business: There was none.

New Business

Resolution No. 32-14 Expressing Appreciation for Service (Deputy Hatfield): This agenda item was addressed under the Administration Reports section of the Board meeting.

Motion for Indigent Burial: Mr. Henry reported that the funeral home had not provided the necessary information to proceed with this agenda item and therefore this matter could not be addressed by the Board.

Resolution No. 33-14 “Then and Now” Approval: Mr. Henry explained the routine “house-keeping” nature of this resolution. This resolution covers payment to Klei Mower Company. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 33-14 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 33-14

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 the Klei Mower 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 item is hereby approved: \$13,279.17 Klei Mower Company Fund 2041.

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 April.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Motion to Approve Transfer of Funds and Bond Payment: Mr. Henry reported that based upon the Township's bond payment schedule for the Fire Station Project, it was time to make a payment of \$37,515.00 to the Bank of New York Mellon and to make said payment, the Township must transfer funds from Fund 2281 to Fund 3102. The Township Administrator and Fiscal Officer recommended the passing of a motion to provide for proper accounting. A **motion** was made by Mr. Stitsinger, seconded by Mr. Johnson, to approve the transfer of \$37,515.00 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 with all three Trustees voting yes.

BREC Annual Meeting April 30, 2014: Mr. Henry noted the invitation letter to BREC's Annual Meeting/Dinner in the Trustees' meeting packets and asked who would be able to attend. Mr. Stitsinger and Mr. Miller indicated that they would attend as representatives of the Township.

Consider Rate Changes for Shelters and Community Center: Mr. Henry provided a summary sheet of existing rental rates for Township facilities and described multiple issues and costs associated with rentals. Mr. Henry reported that it costs the Township an estimated \$30,000 plus labor annually to rent the Community Center and he noted that Millville and Reily Township charge higher rates for rental of their facilities. Mr. Henry requested that the Board review the information provided on the summary sheet and consider the recommended changes to rental fees. Mr. Henry noted that no Board action was being requested at this meeting.

Other New Business

Mr. Stitsinger reported that Bill Fullmer was retiring from the Hanover Township Fire Department and the Reily Township Fire Department on May 2 and that Mr. Fullmer wanted a retirement party. After some discussion, Mr. Stitsinger made a **motion**, seconded by Mr. Miller, to authorize expenses for the purchase of a plaque and refreshments for a retirement reception in honor of Mr. Fulmer. Upon a roll call vote 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 March 2014, a notice regarding the rescheduling of a Vizedom Road closure, a thank you note to the Township from the County Board of Health for hosting the Health Department's annual District Advisory Council meeting, and an update on the Marine Corps monument.

Executive Session: 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 personnel issues and evaluations, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

The Board reconvened into regular session and no other business was conducted.

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.