



**Hanover Township Board of Trustees
November 12, 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; Fire Chief Phil Clark; BCSO Deputy William Bowling, BCSO Deputy Mayer, and Project Coordinator Julie Prickett.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller to approve the October 9, 2014 Regular Meeting minutes and the November 5, 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.

Resolution No. 52-14 Recognition – Deputy Tom Lentz: At this point in the meeting, the Board revised the order of items that appeared on the meeting agenda and acted upon this resolution. Mr. Henry explained the purpose of the resolution was to recognize the work of Tom Lentz, who recently retired at the end of October as a BCSO Deputy, having served Hanover Township as a contract patrol unit and earlier as a Township police officer. Mr. Miller made a **motion** to approve Resolution No. 52-14 and Mr. Johnson seconded the motion. Upon roll call, all three Trustees voted yes. The meeting was temporarily suspended for a brief reception for Mr. Lentz.

Resolution No. 52-14

Recognizing the Outstanding Dedication and Service of Butler County Sheriff's Deputy Sheriff Tom Lentz 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, Tom Lentz has served in Hanover Township as a Deputy Sheriff in the capacity of a contract patrol unit for 6 years but also served Hanover Township as a Township Police Officer for 8 years in the 1980s; and

Whereas, Deputy Lentz'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 Lentz has retired from the Butler County Sheriff's Office effective October 30, 2014 after serving as a Peace Officer in Butler County for over 35 years; and

Whereas, it is appropriate at this time to recognize Deputy Lentz's outstanding service and dedication to the community and wish him well in retirement;

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 Tom Lentz is hereby recognized by the Township for his professional contributions and dedication to the community in helping Hanover Township keep "Growing Toward the Future".

Section II. That the Board of Trustees, Fiscal Officer, and staff express their appreciation to Deputy Lentz 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 12th day of November 2014.

Board of Trustees

Attest:

Fred J. Stitsinger _____
Douglas L. Johnson _____
Larry Miller _____

Elizabeth A. Brosius
Fiscal Officer/ Clerk

Guest Speakers: David Brown, representing the Butler County Auditor's Office, provided an update regarding the Auditor's office activities to the Board. Mr. Brown thanked the Board for the use of the Township Community Center meeting room which the Auditor's Office used on September 23 to hold one of its "town hall" meetings to explain evaluation changes to the public. Mr. Brown reported that in October, the Auditor's Office conducted informal reviews of property values at the request of property owners. Mr. Brown explained that the first quarter of 2015 is the formal review period for the Board of Revisions. Mr. Brown reported that Hanover Township property values were projected to remain relatively constant (flat). He also reported that \$3400 was forwarded to Hanover Township from the Auditor's Office as part of the Auditor's program to return Auditor's Office levy fund administration fees to the respective jurisdictions.

Citizen Participation: No citizen in attendance addressed the Board.

Administration Reports

Law Enforcement: Deputy Mayer gave the following report for the month of October 2014:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 51		1,350
• Felony Reports: 05		68
• Misdemeanor Reports: 02		150
• Non-Injury Crash: 4		87
• Injury Crash: 01		42
Total Reports: 10		324
• Assists/Back Up: 05		254
• Felony Arrests: 3		32
• Misdemeanor Arrests: 04		71
• OMVI Arrests: 0		11
Total Arrests: 07		113
• Traffic Stops: 11		334
• Moving Citations:05		187
• Warning Citations: 06		167
• FI Cards: 0		00
• Civil Papers Served: 0		03
• Business Alarms: 1		29
• Residential Alarms: 03		99
• Special Details: 2		25
• COPS Times: 840 (<i>Min.</i>)		47,085
• Vacation Checks: 01		142

Reporting: Deputy Bowling and Deputy Lentz/by BEH. **Please note that Deputy Lentz retired from BCSO on October 31, 2014. The above statistics do not include Deputy Lentz's details for October. Deputy Damon Mayer has been assigned to the first shift Hanover Township contract car effective Sunday November 2, 2014.*

Mr. Johnson introduced Deputy Mayer, noting that Deputy Mayer was assigned to Hanover Township following Tom Lentz's retirement.

Fire/EMS: Chief Clark presented the following report for the month of October 2014.

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

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

• Emergency Medical Operations/Squad Runs:	54
• Motor Vehicle Accidents:	06

- Fire Runs: 06
- Fire Inspections: 01
- Air & Light Truck Call Out: 01
- Knox Box Details 00
- Other 00
- Total for the month: **68 Runs/Operations
(66 Fire/EMS Runs)**

Total Year to Date: 676 Runs/Operations

(October 2013: 55 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: Road Superintendent Scot Gardner presented the following report for the month of October 2014:

**SUPERINTENDENT'S REPORTS
(November 12, 2014)**

Millville Cemetery Operations Report October 1 through October 31, 2014

3 Graves sold to Township residents (@ \$610)-----	\$ 1,830.00
1 Grave sold to nonresident-----	\$ 895.00
0 Old resident graves-----	\$ 0.00
7 Full Interments-----	\$ 6,900.00*
0 Baby interments-----	\$ 0.00
1 Cremations-----	\$ 575.00
Foundation and Marker installation fees-----	\$ 556.80
Total: -----	\$ 10,756.80

*6 @ regular fee of \$900 = 5400; 1 @ weekend fee of \$1100 + 4 hours OT each = \$1500

Other Cemetery activities:

1. Mowed four times

2. Trimmed twice
3. Fixed graves and sink holes
4. Cleaned equipment
5. Walked through entire cemetery and picked up trash
6. Cut dead tree down and cleaned everything up
7. Replaced bearings on the scag mower
8. Replaced Wheel motor on the scag mower

Road, Streets and Park (Scot Gardner)

1. Mowed grass on all Township properties three times.
2. Cold patched potholes at the Community Center.
3. Cleaned gutters at the Community Center and Firehouse.
4. Picked up a deer carcass on Beissinger Road and one on Woodbine Road.
5. Replaced two spotlight bulbs on the Firehouse.
6. Cold patched a sink hole on Columbus Drive.
7. Made a new rear bumper for the Monster Truck in the Park playground area.
8. Removed railroad ties from the train, little diggers, and Monster Truck area and replaced with a new border. Installed wood chips.
9. Dug out, formed and poured a concrete slab in front of the fuel pumps.
10. Four employees participated in the Snow and Ice Control Training and Rodeo.
11. Trimmed bushes at the gazebo and mulched around trees at the Park.
12. Installed bricks at the Memorial.
13. Replaced light fixture o Community Center sign.
14. Performed monthly truck, park and storm water inspections.

Mr. Johnson welcomed Mr. Gardner back from his recent medical leave and Mr. Stitsinger thanked Mr. Gardner and the road crew for its work on the Park grounds for the Veterans Day and POW Memorial ceremonies.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

Administrator October 2014 Summary Report (Presented November 2014)

- **Fire/EMS Run Data:** Prepared report for October runs. Run times are overall better and mutual aid called in is significantly down again. However, the average run time for October increased to 14.13 minutes compared to 12.45 minutes in September.
- **Fire Department:** Reviewing Rules of Conduct, forms, MBI Billing and follow up to assist the Chief in operational improvements.
- **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.
- **Maintenance Issues:** Spoke with residents again about yard maintenance issues on Reily Millville and Stahlheber Roads. Authorized mowing and trimming only on the Hamilton Scipio Road nuisance location. **Building and Zoning:** Have been working with Jim Fox on several properties; there are some problematic issues about condemning certain properties.

- **Park Committee/Special Event:** Held meetings/Worked with the Park Committee and Veterans Committee for the Hanover Haunted Harvest October 26th and Veterans Day Ceremony November 11th. Spent time lining up contributions, purchasing candy-food items and worked on logistics. Worked on set up and operation of Haunted Harvest on October 26th.
- **Workers Compensation:** Attended training seminar, met with our WC consultant and prepared notes for the Board. The Township is to receive a rebate/refund soon totaling approximately \$19,000.00.
- **Health Insurance:** Worked with Wichert Insurance brokers to obtain quotes from health insurance carriers in order to change companies for the Township effective December 1, 2014. Seven companies are submitting quotes to be evaluated and recommendations to be made to the Board in November.
- **Employee Meetings:** Met with the new full time employees to go over benefits, job requirements, leave time and notice, and special events details.

Personnel Actions and Other Items of Note

Road Department: Scot Gardner is working on a restricted duty basis. We are in the process of reviewing applications for part time call in snow plow drivers for this winter's operations.

Appointment of new personnel: Fire Department- None recommended this month.

Other General Actions:

Working with Road and Cemetery personnel to catch up on maintenance and discuss work levels/output. Brandon Combs is still performing as the acting Cemetery Sexton.

Continuing work on revising records policy to be submitted to the state. Need to hold a local Records Commission meeting in December.

Continuing review of Township Rules of Conduct and Fire Department SOPs that are related for possible changes and follow up in the next 5 months.

Items Still Pending/Delayed: Fuel Card follow up is still pending; Personnel Policy Review with changes still pending

Of Note- Budget Information for October 31, 2014

Cash Balance as of October 31, 2014: \$1,444,676.89

1) Total Expenditures all funds for October 2014: \$297,164.07 Include Fire Debt Service Payment

2) Total General Fund cash on Hand October 31, 2014: \$630,965.24 (43.68%) of Total funds)

3) Total Fire/EMS Fund cash on hand October 31, 2014: \$334,707.27 (23.17%) of Total

4) Monthly Revenue and Expenditure Reports are attached.

History of Cash Balances

Fiscal Year 2014

Cash Balance: \$1,380,611.21

Cash Balance: \$ 1,331,175.05

Cash Balance: \$1,259,054.92

31-Jan-14

28-Feb-14

31-Mar-14

Fiscal Year 2013

Cash Balance January 2013: \$1,490,856.40

Cash Balance February 2013: \$1,492,672.30

Cash Balance March 2013: \$1,419,215.62

Cash Balance: \$1,546,929.78	30-Apr-14	Cash Balance April 2013: \$1,772,884.02
Cash Balance: \$1,524,373.14	5/31/2014	Cash Balance May 2013: \$1,738,209.80
Cash Balance: \$1,506,977.71	6/30/2014	Cash Balance June 2013: \$1,672,064.17
Cash Balance: \$1,517,738.15	7/31/2014	Cash Balance: July 2013: \$1,631,063.65
Cash Balance: \$1,286,101.15	8/31/2014	Cash Balance: August 2013: \$1,513,012.95
Cash Balance: \$1,533,842.91	9/30/2014	Cash Balance: September: \$1,668,378.75
Cash Balance: \$1,444,676.89	10/31/2014	Cash Balance: October: \$1,658,335.81

Mr. Henry also included a new report regarding MBI reimbursements and noted that there had been a drop in reimbursements which needed to be monitored.

Mr. Henry also introduced Randy Goins, the new full-time Road Department employee. Mr. Goins was hired to fill the vacancy created by the resignation of Mr. Marinich.

Mr. Henry also provided revenue and expenditure reports and noted that the General Fund continued to be negatively impacted by the loss of estate tax revenues and Local Government Fund revenues from the State.

Old Business

Update – Fire/EMS Run Data for October: Mr. Henry reported that the average response time had increased but it is still lower than prior to implementation of the on-station stipend program. Mr. Henry provided run summaries to the Board for its review.

Haunted Harvest Summary Report: Mr. Henry reported that the 2014 event served approximately 500 children and that there was an increase in adult participation as well. Mr. Henry thanked the Fire Department for staffing the air and light truck to provide lighting for the event. Mr. Henry also reported that the Millville Baptist Church, the Ladies Industrial Band, and the BCSO helped with the event and noted that a list of contributors was included in the Trustees' packets. Mr. Henry reported that the event was a large success with many parents giving positive comments. Mr. Miller and Mr. Johnson thanked Mr. Henry and other staff members and the Park Committee for work on the event.

2015 Road Program Update/Meeting: Mr. Henry reported he attended the County's 2015 Road Program meeting and submitted the Township's 2015 road program needs. Mr. Henry noted that Alamo Heights curb work was projected to cost \$194,672.

CD Grant Filings Update: Mr. Henry reported grant applications were submitted to the County with the Park restroom, Alamo Heights curb program, and an adverse weather warning siren being the three requests listed in order of priority. Mr. Henry noted the Board would be notified in mid-January if the County approves any grant funds for these projects.

Hamilton Annexation Revenue Report: Mr. Henry reported that a check in the amount of \$8047.51 was received from the City of Hamilton for annexation revenues owed to the Township. Mr. Henry noted the check was late; however, the amount remitted was higher than in the past due to recent efforts to ensure that the City of Hamilton remitted the correct amount to the Township. Mr. Miller noted that Mr. Henry had worked diligently on this matter.

Other Old Business: Chief Clark reported that he had received a quote of \$20,000 from Kelly and Carpenter to install new ice breakers on the fire station roof. Chief Clark noted that a new type of mounting device would be used to install the breakers rather than gluing the breakers to the roof.

New Business

Resolution No. 52-14: This agenda item was addressed earlier in the meeting. (See above.)

Resolution No. 53-14 Then and Now Issues: Ms. Brosius explained the routine house-keeping nature of this resolution. This resolution covers payments to Deutsche Bank Trust Company, Blust Automotive Company, Butler County Engineer's Office, Nancy Nix, Butler County Treasurer and Stephenson Oil Company. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 53-14 which was seconded by Mr. Miller. Upon roll call, Mr. Stitsinger abstained and the other two Trustees voted yes.

Resolution No. 53-14

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” activity and in particular actions associated with payments to Deutsche Bank Trust Company, Blust Automotive Company, Butler County Engineer's Office and Nancy Nix, Butler County Treasurer and Stephenson Oil 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:

- A) **\$\$92,515.00 Deutsche Bank Trust** (Fund 3102- Fire Department Debt Service)
- B) **\$3,003.43 Blust Automotive** (Fund 2141 \$2,320.21 Fund 2031 \$683.22)
- C) **\$45,000.00 Nancy Nix, Treasurer** (Fund 1000)
- D) **\$5,238.82 Butler County Engineer's Office** (Fund 2141 \$3,000.00, Fund 2231 \$2,238.82) Project Materials
- E) **\$4,806.73 Stephenson Oil Company** (Fund 2021)

Section II. That the Fiscal Officer is authorized to take all necessary steps to process said expenditures and provide payment accordingly.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12th day of November 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson

Elizabeth A. Brosius

Health Insurance Contract/Transition Effective December 1, 2014: Mr. Henry noted that during the Special Board meeting on November 5, 2014, Resolution No. 54-14 was considered and approved to allow an employee health insurance contract for the period December 1, 2014 to November 30, 2015 to be implemented with InHealth Coop of Ohio for less than an additional \$500.00 per month in premiums. Based upon the Affordable Patient Care Act, the Township's plan is classified as a "Gold" level plan. The Township is unable to afford a "Platinum" level plan. Actual billing amounts will be based upon the current eligible employees as the employee census has changed from the original census that was submitted for quotes.

Mr. Henry noted there may be some transition issues changing carriers but with the help of the Township's broker, Wichert Insurance, all issues should be addressed.

Mr. Henry also noted that dental, vision, disability, cancer and life insurances would remain in effect with no changes at this point.

Motion – Approve OTARMA Grant Filing Safety Equipment (Fire Department): Mr. Henry explained that OTARMA offers each client a \$500 grant annually for the purchase of safety equipment and requested a motion authorizing the filing of the grant application. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Miller, to authorize the filing of the OTARMA grant application. A roll call vote was taken with all three Trustees voting yes.

OTA Winter Conference – January 28 – 31, 2015: Mr. Henry noted that online conference registration opened the next day and asked the Trustees to let him know if they wanted to be registered for the conference.

Other New Business

Under New Business, Mr. Henry reported that the Township received an indigent burial request. Mr. Michael Cummins, who reside at the Golden Years Nursing Home, passed away on November 9. Mr. Henry requested a motion to authorize expenses for the burial. After some discussion, Mr. Stitsinger made a **motion**, seconded by Mr. Miller, to authorize up to \$800 to cover indigent burial expenses for Mr. Michael Cummins, pending receipt of documentation required by the Township's Indigent Burial Policy. Upon roll call, all three Trustees voted yes.

Also under New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Reports for October 2014, information regarding the County's Tire Recycling Event scheduled for November 15, and a reminder that the BCTA meeting was scheduled for that week.

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, both Trustees voted yes.

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

Fred S. Stitsinger, President: _____

Douglas L. Johnson, Trustee: _____

Larry Miller, Trustee: _____

Date: _____

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