



**Hanover Township Board of Trustees  
September 10, 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 and Project Coordinator Julie Prickett.

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Johnson to approve the August 13, 2014 Regular 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 Speakers:** There were no guest speakers.

**Citizen Participation:** No citizen in attendance addressed the Board.

**Administration Reports**

**Law Enforcement:** Mr. Henry gave the following report for the month of August 2014 as Deputy Bowling was dispatched to a detail:

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

| <b><u>Activity Area</u></b> | <b><u>Month Totals</u></b> | <b><u>YTD</u></b> |
|-----------------------------|----------------------------|-------------------|
| • Dispatched Calls: 135     |                            | 1,148             |
| • Felony Reports: 11        |                            | 55                |
| • Misdemeanor Reports: 22   |                            | 134               |
| • Non-Injury Crash: 8       |                            | 75                |
| • Injury Crash: 03          |                            | 37                |

**Total Reports: 33 .....280**

- Assists/Back Up: 17 228
- Felony Arrests: 1 20
- Misdemeanor Arrests: 04 60
- OMVI Arrests: 0 09

**Total Arrests: 05 .....88**

- Traffic Stops: 59 301
- Moving Citations:38 174
- Warning Citations: 30 148
- FI Cards: 0 00
- Civil Papers Served: 0 03
- Business Alarms: 2 25
- Residential Alarms: 07 81
- Special Details: 3 22
- COPS Times: 4,370 (*Min.*) 41,165
- Vacation Checks: 09 129

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Reporting: Deputy Bowling and Deputy Lentz/by BEH

Mr. Henry noted that both deputies had some leave time during the month of August.

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

**Hanover Township Fire Department**  
**Monthly Report for August 2014- Phil Clark Fire Chief**  
**(Presented in September 2014)**

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

- Emergency Medical Operations/Squad Runs: 45
- Motor Vehicle Accidents: 03
- Fire Runs: 11
- Fire Inspections: 12
- Air & Light Truck Call Out: 03
- Knox Box Details 00
- Other 00

- Total for the month:

**74 Runs/Operations  
(56 Fire/EMS Runs)**

**Total Year to Date: 533 Runs/Operations**

(August 2013: 49 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 August 2014:

**SUPERINTENDENT'S REPORTS  
(September 10, 2014)**

Millville Cemetery Operations Report August 1 through August 31, 2014

|   |                     |
|---|---------------------|
| <b>8 Graves sold to Township residents (@ \$610)-----</b> | <b>\$ 4,880.00</b>  |
| <b>2 Grave sold to nonresident-----</b>                   | <b>\$ 1,790.00</b>  |
| <b>0 Old resident graves-----</b>                         | <b>\$ 0.00</b>      |
| <b>3 Full Interments-----</b>                             | <b>\$ 2,900.00*</b> |
| <b>0 Baby interments-----</b>                             | <b>\$ 0.00</b>      |
| <b>3 Cremations-----</b>                                  | <b>\$ 1,700.00</b>  |
| <b>Foundation and Marker installation fees-----</b>       | <b>\$ 2,765.60</b>  |
| <b>Total: -----</b>                                       | <b>\$ 14,035.60</b> |

\*1 @ regular fee of \$900 = 1800; 1 @ regular fee + 2 hours OT each = \$1100

Other Cemetery activities:

1. Mowed four times
2. Trimmed twice
3. Poured foundations
4. Fixed graves and sink holes
5. Added soil around foundations
6. Cleaned equipment

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

1. Cut back honeysuckle and trees on all Township roads.
2. Started third round of roadside mowing.
3. Mowed grass on all Township properties three times.
4. Helped cemetery crew pour headstone foundations.

5. Prepared Park for Car Show.
6. Picked up and returned golf carts.
7. Picked up Car Show trophies.
8. Performed monthly truck, park and storm water inspections.

Mr. Miller and Mr. Johnson complimented the Road Department for a job well done with helping with the Car Show.

### ***Administrator's Report***

Mr. Henry presented the following report to the Board:

#### **Administrator August 2014 Summary Report** **(Presented September 2014)**

- **Cemetery Issues:** As an interim move, Brandon Combs is operating as the Millville Cemetery Sexton as further analysis of the operation continues. Due to weather and shortage of personnel, maintenance is lagging behind. Examining options for catching up.
- **Fire/EMS Run Data:** Prepared report for August runs. Run times are better and mutual aid called in is significantly down again. Average run time for August was 11.93 minutes.
- **Fire Department:** Followed up on issues raised at the July Fire Department Officers meeting in conjunction with the Fire Chief.
- **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. Updated contract forms.
- **Maintenance Issues:** Spoke with residents and provided mailings about yard maintenance issues on Hamilton Scipio Road, Amarillo Drive, Laredo Drive and Hamilton Richmond Road. Orders in process for several properties. Title review will be done in September prior to scheduling nuisance hearings.
- **Building and Zoning:** Following up on changing zoning regulations for above ground pool regulation.
- **Park Committee and Car Show:** Held several Park Committee meetings to plan and execute the Car Show on August 24, 2014. Provided for infrastructure support and ordering of trophies.
- **Special Event:** Met with the Marine Corps League to plan a dedication of the new POW/MIA monument scheduled for September 19, 2014.
- **Records Request:** Assisted the Fire Department in processing records requests.

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

Road Department: Hired Brian Batdorf as a full time Road Department Public Works Worker II employee within approved classification plan effective September 8, 2014. Brian resides on Stillwell Beckett Road.

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.

Working on review of EMS new protocols and printing of booklets.(Info provided on 9/4/14)

Continuing work on revising records policy to be submitted to the state.

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.

**Training of Note:** Mr. Henry will be attending certified training on the Public Records Act and Ohio Sunshine Laws provided by the State Auditor's Office on October 3, 2014 in Troy, Ohio. As approved, Mr. Henry will also serve as the alternate or delegate for Fred Stitsinger and Doug Johnson as authorized by state statute.

**Of Note- Budget Information for August 31, 2014**

**Cash Balance as of August 31 2014:** \$1,286,101.15

**Total Expenditures all funds for August 2014:** \$303,369.82

**Total General Fund cash on Hand August 31, 2014:** \$639,328.07 (49.711%) of Total funds)

**Total Fire/EMS Fund cash on hand August 31, 2014:** \$312,107.30 (24.27%) of Total

*(Monthly Revenue and Expenditure Reports are attached.*

|                               |           |  |
|-------------------------------|-----------|--|
| Cash Balance: \$1,380,611.21  | 31-Jan-14 | Cash Balance January 2013: \$1,490,856.40  |
| Cash Balance: \$ 1,331,175.05 | 28-Feb-14 | Cash Balance February 2013: \$1,492,672.30 |
| Cash Balance: \$1,259,054.92  | 31-Mar-14 | 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  |

Mr. Henry also provided revenue and expenditure reports and noted that revenues continue to track lower than previous years and recommended that the Board review this trend.

Mr. Henry also introduced Brian Batdorf, the new full-time Road Department employee, who was in attendance.

### ***Old Business***

***POW/MIA Memorial Dedication set 9/19/14 11:00AM:*** Mr. Henry reported that the POW/MIA memorial dedication ceremony would be run by the Marine Corps League and that the League had requested that the Trustees attend the ceremony. Mr. Henry explained the date of September 19 was chosen because this date is National POW/MIA Day. Mr. Henry also reported that Tim Derickson planned to attend.

***Update – Fire/EMS Run Data for August:*** Mr. Henry reported that since the on-station program was implemented, the average response time continues to be remain lower. Mr. Henry also noted that HTFD mutual aid to other departments has increased. Mr. Henry provided run summaries to the Board for its review.

***Update – Micro Surfacing Issues/Meeting:*** Mr. Henry reported that Mr. Johnson, Mr. Miller and Mr. Henry met with Greg Wilkens and Randy Johnson of the BCEO to review areas of micro-surfacing applications that were the cause of resident complaints. Mr. Wilkens indicated that he wanted to do further research and if it were possible to improve the resurfacing work the County would pay for the additional work. However, it may not be possible to improve the surface. Mr. Henry also noted that he, Mr. Johnson, and Mr. Miller spoke with several residents and not all are as dissatisfied as some residents have reported.

***Car Show Report:*** Mr. Henry gave the following report recapping the 2014 Car Show:

#### **Car Show Report:**

The 7<sup>th</sup> Annual Car Show 2014 was successful as a Hanover Township special event but participants were down by approximately 50. Car Show registrants forms totaled 70 but we were anticipating 112-127 similar to past years. There were 65 trophies awarded. Vendor/Activity Booths included Flub's, The Paranormal Society, Fire Equipment Display, Kids Activities, Pit to Plate BBQ, Butler Rural Electric, Butler County Sheriff's Office and Millville Baptist Church. Income received for the Township event included sponsorships and in kind contributions. Booth fees were paid by one vendor.

Infrastructure event expenses to set up and run the event totaled \$4,735.00 (excluding maintenance labor) and receipts from the event including sponsorships totaled \$3,100.00. (This figure does not include Goodie Bag and Prize donations). This outcome overall is lower than last year, resulting in \$1,635.00 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, First Millville Baptist Church, Julie Prickett and Bruce Henry. Gift Certificates, Goodie Bag and In Kind contributors are listed in the attached report.

The date for the 2015 event is Sunday August 23, 2015 if approved.

***Property Maintenance Issue Update:*** Mr. Henry explained that this item was covered in the Administrator's Report and noted that in light of the County Auditor's report at a previous Board meeting, it may not be cost-effective to pursue this issue.

**Other Old Business:** Mr. Miller reported that a cemetery issue had occurred because of confusion resulting from two different families having the same name of “Day”. Mr. Miller wanted to convey the family’s thanks to Township staff for clearing up the confusion and resolving the matter.

Also under other Old Business, Mr. Stitsinger asked about the status of the Fire Chiefs’ Association’s recommendation regarding the pending mutual aid contract with EMA. Chief Clark reported that the Association had not met yet and it was scheduled to meet next month.

***New Business***

**Resolution No. 46-14 Designating Halloween Activity Night/Time:** Mr. Henry explained this was the annual resolution the Board adopts to establish the date and time for Halloween activities and this date and time is consistent with what most Butler County jurisdictions adopt. After some discussion, Mr. Johnson made a **motion** to approve Resolution No. 46-14, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 46-14**

**Designating 6:00 p.m. to 8:00 p.m. on Friday, October 31, 2014 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. 46-14 is hereby approved designating 6:00 p.m. to 8:00 p.m. on Friday, October 31, 2014 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 10<sup>th</sup> day of September 2014.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger

\_\_\_\_\_

\_\_\_\_\_

Douglas L. Johnson  
Larry Miller

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

Elizabeth A. Brosius  
Fiscal Officer/Clerk

**Public Solicitation/Ideas Community Development Block Grant Application:** Mr. Henry presented a list of suggested ideas for CDBG funds that had been gathered over time from citizen input at Board meetings and also from the Park Committee members. Mr. Henry invited citizens in attendance to make additional suggestions for projects. Mr. Henry noted that the projects must meet CDBG criteria and that applications are due November 7, 2014.

**Motion – Approve Expenses for Fire Prevention Week Activities:** Chief Clark explained that in the past years, he would request \$1500 for materials to promote Fire Prevention Week in the schools; however, these educational materials are now also distributed at Township events such as Kids Fest so he was requesting \$2500 for Fire Prevention Week materials this time. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Miller, to authorize a not to exceed amount of \$2500 for the purchase of Fire Prevention Week materials. Upon roll call, all three Trustees voted yes.

**Park Improvement Update:** Mr. Henry reported that the Township received a \$1000 Butler Rural grant which will be used toward the purchase of playground railroad ties (train area, digger area and pirate ship area) and pre-engineered chips to be placed around play equipment. The total cost of this project is \$5000 and the grant will be applied to this expense.

**Resolution No. 47-14 Then and Now Issues:** Ms. Henry explained the routine house-keeping nature of this resolution. This resolution covers payments to Ohio Township Risk Management Association, Reffitt's Garage and Towing, and EMP, Inc. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 47-14 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

#### **Resolution No. 47-14**

#### **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 Ohio Township Risk Management Association, Reffitt's Garage and Towing, and EMP, Inc.; 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: \$22,564.00 Ohio Township Risk Management Association (Fund 1000-\$8,485.00 Fund 2031 \$3,000.00 Fund 2281 \$11,079.00; \$3,396.28) Reffitt's Garage and Towing (Fund 2013 \$3,396.28) and \$5,855.59 EMP, Inc. (Fund 2281 \$5,855.59).



**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 10<sup>th</sup> day of September 2014.

| <i>Board of Trustees</i> | <i>Vote</i> | <i>Attest and Authentication:</i> |
|--------------------------|-------------|-----------------------------------|
| Fred J. Stitsinger       | _____       | _____                             |
| Douglas L. Johnson       | _____       | Elizabeth A. Brosius              |
| Larry Miller             | _____       | Fiscal Officer/Clerk              |

**Zoning Appeal – 890 Stahlheber Road – Public Parking Lot Variance:** Mr. Henry reported the Township received notice of a Board of Zoning Appeals Public Hearing regarding a request for a variance for a parking lot. Mr. Henry reported he did not have much detail regarding the request but he did not think the variance would create a problem. The Board indicated it had no objections at this point.

**Motion – Approve Harvest Land Propane Contract:** Mr. Henry explained that for the last several years the Township has worked with the Harvest Land Co-op Company to supply propane to our facilities. This supplier has served the Township well and we have been able to secure sufficient propane by entering into an annual pre-supply contract guaranteeing price and quantity. Our estimates show a total volume of 14,500 gallons priced to be 1.899 per gallon. Due to the good service, local contacts and reasonable price as well as availability, Mr. Henry recommended renewal. A **motion** was made by Mr. Miller, seconded by Mr. Johnson, to approve a renewal agreement for propane gas during the term October 1, 2014 through March 31, 2015 with the Harvest Land Co-op Company for the volume and price specified above. After discussion, a roll call vote was taken with all three Trustees voting yes.

**Motion – Approve Expenses – Hanover Haunted Harvest:** Mr. Henry explained that once again the Township was planning a Hanover Haunted Harvest and he requested the Board pass a motion approving the event and related expenses. After some discussion, a **motion** was made by Mr. Johnson, seconded by Mr. Miller, to approve the 2014 Hanover Haunted Harvest event and related expenses. A roll call vote was taken with all three Trustees voting yes.

### **Other New Business**

Under New Business, Chief Clark distributed copies of new maintenance procedures for Fire department equipment which is a supplement to the existing SOPs (Reminding everyone that these items are required for all members).

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 2014, a communication from Wichert Insurance, a flyer announcing the Great Miami River Clean Sweep Event on October 25, and an OSU Extension breakfast invitation for September 26.

Mr. Henry also reported that Road Superintendent Scot Gardner would be on medical leave for an extended period.

Mr. Henry also reported that he planned to present health insurance proposals to the Board at the next Board meeting as new coverage must be in place by December 1, 2014.

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, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

The Board reconvened into regular session.

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

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

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**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:* \_\_\_\_\_