



**Hanover Township Board of Trustees  
April 13, 2016 Meeting Minutes**

**Call to Order:** Board President Larry Miller 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 Greg Sullivan took a roll call with Messer's Miller, Stitsinger, and Johnson present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Clark; Project Coordinator Julie Prickett; and BCSO Deputy Tanner.

**Approval of Meeting Minutes:** Motion made by Mr. Stitsinger, seconded by Mr. Johnson, to approve the March 9, 2016 Regular Meeting minutes and April 7, 2016 Special Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

**Guest Speakers:** There were no guest speakers.

**Citizen Participation:** None of the citizens in attendance chose to address the Board.

**Administration Reports**

**Law Enforcement:** Deputy Tanner gave the following report for the month of March 2016:

**Butler County Sheriff's Office**  
**District #6**  
**Hanover Township Contract Cars**  
**Monthly Report for March 2016**

**Activity Area**

**Month Totals\***

**YTD**

- Dispatched Calls: 209

503

- Felony Reports: 08 18
- Misdemeanor Reports: 09 23
- Non-Injury Crash: 09 21
- Injury Crash: 01 08

**Total Reports: 27.....70**

- Assists/Back Up: 17 52
- Felony Arrests: 02 08
- Misdemeanor Arrests: 06 11
- OMVI Arrests: 00 03

**Total Arrests: 08 .....22**

- Traffic Stops: 22 49
- Moving Citations: 21 54
- Warning Citations: 03 07
- FIR Cards: 0 00
- Civil Papers Served: 0 00
- Business Alarms: 4 12
- Residential Alarms: 16 33
- Special Details: 15 38
- COPS Times: 4,800 (*Min.*) 12,600
- Vacation Checks: 4 283

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Reporting: Deputy Tanner and Deputy Mayer/by BEH.

*Fire/EMS:* Chief Clark presented the following report for the month of March 2016.

**Hanover Township Fire Department**  
**Monthly Report for March - Phil Clark Fire Chief**  
**(Presented in April 2016)**

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

- Emergency Medical Operations/Squad Runs: 40
- Motor Vehicle Accidents: 04

- Fire Runs: 07
- Fire Inspections: 05
- Air & Light Truck Call Out: 03
- Knox Box Details 00
- Other 00
- Total for the month: **59 Runs/Operations  
(51 Fire/EMS Runs)**

**Total Year to Date: 157 Runs/Operations**

(Mar 2015): 43 Runs/Operations

Total for 2015	733	
Total for 2014	809	
Total for 2013	750	<i>Ten Year Average: 702</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 March 2016:

**SUPERINTENDENT'S REPORTS  
(April 13, 2016)**

Millville Cemetery Operations Report March 1 through March 31, 2016

<b>1 Graves sold to Township residents (@ \$610)-----</b>	<b>\$ 610.00</b>
<b>1 Graves sold to nonresidents-----</b>	<b>\$ 895.00</b>
<b>0 Old resident graves-----</b>	<b>\$ 0.00</b>
<b>8 Full Interments-----</b>	<b>\$ 7,700.00</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>\$ 175.00</b>

**Total: ----- \$ 9,380.00**

Other Cemetery activities:

1. Fixed graves and sink holes.
2. Cleaned office.
3. Cleaned truck.
4. Installed wood on the lower half of the office wall.
5. Painted lower half of office wall white and upper half light orange.
6. Mowed grass twice.
7. Cleaned up fallen limbs.

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

1. Repaired merry-go-round in Park playground.
2. Fixed pot holes on Round Hill Drive, Salman Road off Stillwell and Washburn Road.
3. Repaired shoreline cord to the tanker at the Firehouse.
4. Changed furnace filters in the Community Center and the Firehouse.
5. Repaired drinking fountain at the Park.
6. Worked on road sign replacement program.
7. Performed ditching on Vanda Avenue.
8. Hauled 40 loads of concrete to Four Mile.
9. Cut down a large maple tree in the Millville Reily Cemetery.
10. Cut down two trees in the Minton Road Cemetery.
11. Cut down a tree on Hussey Road and cleaned up ditch lines of wood left by tree trimmers last year.
12. Dug out and widened two curves on the walking trail.
13. Worked on and submitted our road sign grant program application.
14. Worked on stabilizing a culvert on Krucker Road.
15. Performed monthly park, truck and storm water inspections.

***Administrator's Report (Financials and Personnel Issues)***

Mr. Henry presented the following report to the Board:

**Administrator March Summary Report  
(April 13, 2016)**

- **Fire/EMS Run Data:** Prepared report for March 2016 runs. Run times continue to be better overall; mutual aid called in 1 time. Average run response time for March 2016 9.13 minutes as compared to 12.68 minutes in February 2016. Both months are very good response times compared to earlier years.

- **Fire Department:** Worked with Chief Clark and Jennifer Mason on EMS issues and coordination. Also held additional discussions with Medicount Management regarding transition and billing. Met with Greg Sullivan on software issues and training. Reviewed SPOs on inspections and vehicle training.
- **Personnel:** New overall personnel policy book still being worked on. The goal is to have a complete book for approval by June 2016. Worked on Sick Leave Policy clarification as well which was adopted on March 9, 2016.
- **Board, Financial Reports and Payroll 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. Worked with Ms. Prickett on payroll issues and time sheets for staff.
- **Park Committee/Veterans Committee and Special Events:** Sent out a mailer with questions to the Park Committee. Held a Park Committee meeting to plan the events and work out activity schedules.
- **Drainage Issues:** Followed up questions about Wards Way subdivision. Prepared certain R/W questions for the Prosecutor's Office. Scheduled meeting with Roger Gates in April.
- **Insurances:** Completed final paperwork and transition associated with cancer and disability coverages through Colonial Life Insurance.
- **Capital Equipment Planning:** Prepared follow up documents for the Board for examining capital equipment needs 2017 through 2022.
- **Township Newsletter:** Continued working on articles for the winter newsletter. Working with Julie Prickett to select photos and final articles for publication. Scheduled to go to the printer the week of April 4th.
- **Nuisance Properties:** Continued work on issues associated with Hamilton Scipio Road, Cochran Road and SR 177 in conjunction with County Zoning.
- **Cemetery:** Worked on Cemetery planning issues, personnel issues and grave plot transfers.
- **Finances and Tax Levy Issues:** Prepared information pieces for the Board of Trustees and Fiscal Officer about tax levies and revenues. Sent Mary Ann Nardiello of the Prosecutor's Office follow up[ questions to cover ballot language and to obtain information about "benchmarking" of levies.

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

#### ***Appointment of new personnel:***

***Fire Department:***

*Tyler Caudill 2147 Indian Creek Trail Hamilton, Ohio 45013 as a Fire Fighter/Paramedic.*

***Road Department:***

*Roger Allen returned from extended sick leave on April 4, 2016, light duty.*

***Cemetery:***

*Randy Goins passed away April 5, 2016. Adrian Couch returned as a seasonal employee.*

***Other Personnel Actions:***

***Other General Actions Non Personnel Related: (Still in Progress)***

**Studying ways to secure records** properly and find space as the Township storage is limited at this time. Also still have to finish new formatting of approved Records Retention Schedule to be presented to the state.

**Working on Personnel Handbook** and consolidation of Township Policies for approval by the Board.

**Capital Planning:** As reviewed with the Board, working on guidelines for preparation of a 5 year Capital Plan for the Township.

**Of Note- Budget Information for March, 2016**

**Cash Balance as of March 31, 2016: \$929,271.02**

- 1) Total Expenditures all funds for March 2016: \$118,596.61**
- 2) Total General Fund cash on Hand March 2016: \$451,802.97 (48.62%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand March 2016: \$202,563.80 (21.80%) of Total funds**
- 4) *Monthly Revenue and Expenditure Reports by fund are attached to this report.***

**History of Cash Balances**

**Fiscal Year 2014**

Jan-Cash Balance: \$1,380,611.21  
Feb-Cash Balance: \$ 1,331,175.05  
Mar-Cash Balance: \$1,259,054.92  
April-Cash Balance: \$1,546,929.78  
May-Cash Balance: \$1,524,373.14  
June-Cash Balance: \$1,506,977.71  
July-Cash Balance: \$1,517,738.15  
Aug-Cash Balance: \$1,286,101.15  
Sept-Cash Balance: \$1,533,842.91

**Fiscal Year 2015**

Jan: \$1,148,374.71  
Feb: \$1,158,413.75  
Mar: \$1,551,667.37  
Apr: \$1,458,584.04  
May: \$1,477,662.73  
June: \$1,393,267.44  
July: \$1,332,264.37  
Aug: \$1,125,949.35  
Sept: \$1,449,880.79

Oct- Cash Balance: \$1,444,676.89  
Nov- Cash Balance: \$1,384,569.72  
**Dec-Cash Balance: \$1,324,682.90**

Oct: \$1,362,945.99  
Nov: \$1,194,472.00  
**Dec: \$1,093,559.61**

### **Fiscal Year 2016**

**Jan- Cash Balance: \$1,086,880.70**  
**Feb- Cash Balance: \$ 975,051.11**  
**Mar-Cash Balance \$ 929,271.02**

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry asked the Board to note that the cash balance continues to decrease.

### ***Old Business***

***March 2016 Fire/EMS Run Data Summary:*** Mr. Henry presented the run data report for the month of March. He reported the average run time for the month was 9.13 minutes (down from February) and that Thursdays and Fridays were the busiest run days of the week, with second shift being the busiest shift period.

***Air & Light Truck Disposition:*** Chief Clark reported that the EMA's Air & Light truck was scheduled to be moved to Ross Township Fire Department next week. All Hanover Township Fire Department equipment had been removed from the truck in preparation for the move.

***Update BREC Grant Requests:*** Mr. Henry reported that two project proposals had been submitted and neither proposal had been approved for funding. Mr. Henry noted that grant proposals will be submitted again in August, although not necessarily the same proposals.

***Disposition – Cemetery Accident:*** Mr. Henry reported that the cost to repair damage to a vehicle accidently caused by Township staff at the Millville Cemetery was paid by the Township's insurance carrier in the amount of \$2,453.00.

***Other Old Business:*** There was no Other Old Business.

### ***New Business***

***Resolution No. 26-16 Resolution of Necessity:*** Mr. Henry explained this resolution is the first step required in the process to place the fire levy issue on the fall ballot. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 26-16 subject to final wordsmithing by the Prosecutor's Office which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**RESOLUTION NO. 26-16**

**RESOLUTION OF THE BOARD OF TOWNSHIP TRUSTEES OF HANOVER  
TOWNSHIP, BUTLER COUNTY, OHIO, DECLARING THE NECESSITY FOR  
LEVY OF A TAX**

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of providing and maintaining fire protection and emergency medical services for the Hanover Township Fire District, which includes the unincorporated areas of Hanover Township, Butler County, Ohio; and

WHEREAS, Ohio Revised Code § 5705.03 requires that a resolution declaring the necessity of levying a tax outside the ten-mill limitation must be passed and certified to the county auditor in order to permit a board of township trustees to consider the levy of such a tax and must request that the county auditor certify to the board of township trustees the total current tax valuation in the fire district and the dollar amount that would be generated by the tax;

THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Hanover Township, Butler County, Ohio, at least two-thirds of all members elected thereto concurring, that it is necessary to levy a replacement of a 1.75 mills tax and an increase of 2.75 mills to constitute a tax in excess of the ten-mill limitation for the benefit of the Hanover Township Fire District, for the purpose of providing and maintaining fire apparatus, appliances, buildings, or sites therefor, or sources of water supply and materials therefor, or the establishment and maintenance of lines of fire alarm telegraph, or the payment of permanent, part-time, or volunteer fire fighters or firefighting companies to operate the same, including the payment of the firefighter employers' contribution required under section 742.34 of the Revised Code, or the purchase of ambulance equipment, or the provision of ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting company, as authorized by Ohio Revised Code § 5705.19(I), at a rate not exceeding four and fifty hundredths (4.50) mills for each one dollar of valuation, which amounts to forty five cents (\$0.450) for each one hundred dollars of valuation; and



BE IT FURTHER RESOLVED, that the tax levy is for tax years 2016, 2017, 2018, 2019, and 2020, first due in calendar year 2017, if approved by a majority of the electors voting thereon; and

BE IT FURTHER RESOLVED, that the question of such tax levy shall be submitted to the electors within the Hanover Township Fire District, which includes the unincorporated areas of Hanover Township, Butler County, Ohio, at the election to be held on November 8, 2016; and

BE IT FURTHER RESOLVED, that the Fiscal Officer is hereby directed to certify a copy of this resolution to the county auditor and to the board of elections of Butler County, Ohio; and

BE IT FURTHER RESOLVED, that the Board of Township Trustees of Hanover Township, Butler County, Ohio, hereby requests that the Butler County Auditor certify to this Board the total current tax valuation of the Hanover Township Fire District (the unincorporated area of Hanover Township), Butler County, Ohio, and the dollar amount of revenue that would be generated by the tax levy if approved by the electors.

Trustee Johnson moved for the adoption of the foregoing resolution. Trustee Miller seconded the motion, and upon call of the roll, the vote resulted as follows:

Trustee Miller            yes

Trustee Stitsinger        yes

Trustee Johnson          yes

**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 13<sup>th</sup> day of April 2016.**

**Attest:** \_\_\_\_\_  
**Gregory L. Sullivan**  
**Fiscal Officer/Clerk**

***Motion – Approve Renewal of CareWorks Agreement (BWC Issues):*** Mr. Henry explained that the Township continues to develop programs and methods to reduce its BWC premium costs. Over the last 7 years significant progress has been made to improve safety practices, reduce claims and work with the Frank Gates Company to improve the Township's classification. These efforts have resulted in significant savings and led to the receipt of several safety awards through BWC and the Greater Hamilton Safety Council. Last year, the Township's record had improved to a point at which the Township was invited to participate in group rating pooling efforts in partnership with the Ohio Township Association. In 2015 Frank Gates Company and CareWorks combined to form one company. After review, it is the recommendation of the Administration to agree to a renewal with the Frank Gates Service Company, now known as CareWorksComp, 5500 Glendon Court, Dublin, Ohio 43016 for BWC consulting efforts (\$2,085.00) and to participate in the group rating program through CareWorksComp and the Ohio Township Association for 2016-2017.

A **motion** was made by Mr. Miller, seconded by Mr. Johnson, to approve a renewal contract with CareWorks Comp and to approve the re-enrollment in the January 1, 2017 period Workers Compensation Group Rating Program through CareWorksComp and the Ohio Township Association including authorizing the Township Administrator to execute all documents related thereto. After discussion, a roll call vote was taken with all three trustees voting yes.

**Motion – Approve for the record, filing of EMS and Road Sign Grants:** As discussed in prior meetings of the Board, the Township Administration explored the option of submitting grants for EMS Training and Supplies as well as for the ODOT Sign Safety Grants. Scot Gardner attended an ODOT briefing on the ODOT program and an application for \$6,911.00 was submitted by April 1, 2016 as required. An EMS grant application was prepared by Jennifer Mason as authorized by Chief Clark for EMS service training and equipment. Up to \$30,000.00 is available to agencies after the initial review and approval. The final amount to be awarded will be determined by the State agency.

A **motion** was made by Mr. Stitsinger, seconded by Mr. Johnson, to approve the submission of the applications for funding by the Fire Department and Road Department as previously discussed and filed. After discussion, a roll call vote was taken with all three Trustees voting yes.

**Motion to Approve Expenses for Sponsoring BCTA Meeting at Hanover Township:** Mr. Henry explained that the Township had agreed to host the BCTA's May meeting. Costs for dinner for the attendees would be incurred by the Township. In addition, Hanover Winery has agreed to provide wine tastings at the dinner. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Miller, to authorize payment of expenses associated with hosting the BCTA's May meeting and to suspend the Township's rule prohibiting alcohol at the Community Center for the May 12, 2016 BCTA meeting. After discussion, a roll call vote was taken with all three Trustees voting yes.

**Nuisance/Zoning Issues Update:** Mr. Henry presented the following report to the Board:

#### **Complaints/Nuisance Property Notes (April 13, 2016)**

- **41 Cochran Road:** Junk vehicles, debris and garbage- County Prosecutor has filed a complaint in court, case #CV2016-02-0528.
- **1780 Laredo:** Water runoff from sump location impacting street and sidewalk negatively, creating roadway deterioration; asked to address but only did project halfway. Now owner has a pipe above ground running across a sidewalk; water covers the sidewalk and still goes into street. Pursuant to 5589.06 Ohio Revised Code, the Township can take action (Confirmed by Legal Counsel).
- **4280 Hamilton Scipio Road:** Asked Prosecutor on April 1st to work with Treasurer's Office to move up this property for foreclosure on back taxes. Advised there is a buyer for the property if an expedited sale can be arranged.
- **2256 Krucker Road:** Complaint about 4 wheeler track (private) on back acreage of lot. Neighbor said it was noisy during certain days. Consulted with County Zoning- no zoning violation; nothing over which the Township has jurisdiction.

- **1120 San Angelo:** Referral by County Auditor's Office from a complainant stating there were junk vehicles, yard unkempt and house not maintained properly. Upon inspection this week, no junk vehicles were present and no noticeable items present that would rise to a nuisance violation. County Zoning is also checking the site.
- **1992 Jesse Drive:** Burned out house not addressed. Need declaration from the Health Department and/or Fire Chief that the house is uninhabitable and not safe. A letter can then be sent, followed by a nuisance hearing.

After some discussion, Mr. Stitsinger made a **motion**, seconded by Mr. Miller, to proceed with taking legal action against the property owner of 1780 Laredo. After discussion, a roll call vote was taken with all three Trustees voting yes.

After some discussion, Mr. Miller made a **motion**, seconded by Mr. Stitsinger, instructing the Fire Chief to inspect the house at 1992 Jesse Drive for purposes of making a declaration that the house is uninhabitable and unsafe. After discussion, a roll call vote was taken with all three Trustees voting yes.

There followed additional discussion regarding the need to urge the County to make changes to the Zoning Code. After this discussion, Mr. Miller made a **motion**, seconded by Mr. Stitsinger, directing the Township Administrator to arrange a meeting with other townships from the west side of the County to discuss and develop recommended changes to the Zoning Code to be presented to the County for consideration. After discussion, a roll call vote was taken with all three Trustees voting yes.

**Reminder – Butler Rural Electric Annual Meeting April 28:** Mr. Henry reminded the Board members of the April 28 Butler Rural Electric annual meeting and asked if any of the Trustees planned to attend.

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

Under Other New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Report for March 2016, Butler County Township Association meeting information, a notice from the Ohio Division of Liquor Control regarding the renewal of liquor permits, and a notice from the Solid Waste District regarding its draft updates to the solid waste plan. Mr. Henry also provided upcoming vacation dates in April to the Trustees. Also the Fire Chief will be vacation the week of May 2nd.

Also under Other New Business, Chief Clark recommended Steve Locke be promoted to Lieutenant of EMS. Mr. Miller made a **motion**, seconded by Mr. Johnson, to approve the decision of the Fire Chief to promote Steve Locke to the position of Lieutenant of EMS. A roll call vote was taken with all three Trustees voting yes.

Also under Other New Business, Mr. Henry reported on a request from an individual to receive the resident rate for a grave site which was used for the burial of the man's spouse in November 2015. The man lives in Camden, Ohio and claims to have a relative who is a resident of Hanover Township; therefore, he is requesting a \$200 rebate from the Township for the difference between the resident and non-resident rate. Mr. Henry stated the man has not provided any documentation to support his request. Mr. Henry also noted that nothing in the cemetery rules allows for this type of transaction and therefore he does not recommend paying a rebate to the individual. The Board concurred with the Administrator's position.

Also under Other New Business, Chief Clark reported that he received correspondence from the Ohio EPA that sludge material was to be transported through the Township. Chief Clark noted that last year when this material was transported through the Township, the Fire Department was called out twice to clean up spillage. Chief Clark requested a procedure be established to charge for clean-up and noted that the ORC allows a jurisdiction to charge up to \$500. Mr. Miller stated that PUCO should be notified if an unsafe load is being transported through the Township.

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.

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

*Larry Miller, President:* \_\_\_\_\_

*Frederick J. Stitsinger, Trustee:* \_\_\_\_\_

*Douglas L. Johnson, Trustee:* \_\_\_\_\_

Date: \_\_\_\_\_

*Verified by: Greg Sullivan, Fiscal Officer:* \_\_\_\_\_