



**Hanover Township Board of Trustees
August 10, 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 July 13, 2016 Regular Meeting minutes, the July 29 Special Meeting minutes, and the August 4, 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 Presentations:

David Brown – Butler County Auditor's Office – Mr. Brown gave an update on the activities of the Auditor's Office and reported that the Auditor's Office financial reports (CAFR and PAFR) were posted on the Auditor's website. Mr. Brown also reported that the Auditor added an additional five inspectors to check gas pumps for fraudulent skimmer devices. Mr. Brown also reported changes to the nuisance abatement process that were adopted to reduce the chance that a property would be sold before an assessment could be placed on the tax bill.

Joe Prescher – Oxford Artist -- Ref. Building Art – Mr. Prescher addressed the Board, introducing himself as an artist with experience painting murals on buildings. Mr. Prescher suggested that the Township could hire him to create signage to be placed above the Township building entrance and to paint the Township's logo on the west exterior wall of the Township building. Mr. Miller asked about the cost for this work. Mr. Prescher stated he would charge \$600 plus materials for the sign and \$750 plus materials (paint) for the mural. Mr. Miller stated that such a project would be a good addition to the building; however, the Township has no funds for such a project. Mr. Miller stated that perhaps funds could be raised through private donations but at this time the Township could not undertake the project. Mr. Henry suggested also trying to secure grant money for such a project.

Citizen Participation: William Mense, 323 Waltham Court, addressed the Board to share his concerns regarding trailers, boats and cars being stored in the side and front yards and not being stored in rear yards in his neighborhood. He stated he was concerned that the zoning laws were not being enforced and that his property was being devalued as a consequence. Mr. Henry stated that he had responded to Mr. and Mrs. Mense regarding their concerns. Mr. Henry had stated in an email that legal action was initiated by the County for the vehicle on Sir Martin Drive at Waltham Court. Mr. Henry explained that the County has jurisdiction over these issues and that the Township has no authority or jurisdiction over County Zoning issues. Mr. Henry indicated that Mr. Mense should contact Jim Fox (with the County Zoning Office) regarding these complaints.

Administration Reports

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

Butler County Sheriff's Office
District #18
Hanover Township Contract Cars
Monthly Report for July 2016

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 105		1099
• Felony Reports: 02		35
• Misdemeanor Reports: 10		69
• Non-Injury Crash: 03		45
• Injury Crash: 01		15
Total Reports: 16.....		164
• Assists/Back Up: 26		133
• Felony Arrests: 00		11
• Misdemeanor Arrests: 02		24
• OMVI Arrests: 00		03
Total Arrests: 02		38
• Traffic Stops: 19		105
• Moving Citations: 19		130
• Warning Citations: 01		18
• FIR Cards: 0		00

- Civil Papers Served: 1 01
- Business Alarms: 2 18
- Residential Alarms: 03 62
- Special Details: 10 95
- COPS Times: 4,800 (*Min.*) 30,400
- Vacation Checks: 00 326

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

Mr. Henry noted that each deputy had been on vacation during a portion of this reporting period and the month's statistics were still high.

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

Hanover Township Fire Department
Monthly Report for July - Phil Clark Fire Chief
(Presented in August 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: 05
- Fire Runs: 05
- Fire Inspections: 01
- Knox Box Details 00
- Other 00
- Total for the month: **51 Runs/Operations**
(50 Fire/EMS Runs)

Total Year to Date: 378 Runs/Operations

(July 2015): 58 Runs/Operations)

Total for 2014	809	
Total for 2013	750	Ten Year Average: 702
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 July 2016:

**SUPERINTENDENT'S REPORTS
(August 10, 2016)**

Millville Cemetery Operations Report July 1 through July 31, 2016

0 Graves sold to Township residents (@ \$610)	-----\$ 0.00
1 Graves sold to nonresidents	-----\$ 895.00
0 Old resident graves	-----\$ 0.00
3 Full Interments	-----\$ 3,300.00
0 Baby interments	-----\$ 0.00
2 Cremations	-----\$ 950.00
Foundation and Marker installation fees	-----\$ 1,111.20
0 Grave Transfer	-----\$ 0.00
Total:	-----\$ 6,256.20

Other Cemetery activities:

1. Cleaned equipment
2. Walked through entire Cemetery and picked up trash
3. Fixed graves
4. Cleaned Shop
5. Cut grass five times/weed-eated three times
6. Picked up dead animal at Ross Hanover and Columbus
7. Fixed headstone

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

1. Picked up five tires on Hogue Road.
2. Picked up a sofa dumped on Stillwell-Beckett Road.
3. Performed the second round of roadside mowing and trimming.

4. Hauled all of our tires to Rumpke Recycling.
5. Sprayed the weeds in the curbs in all of the subdivisions.
6. Repaired pot holes on Vanda, Gene and Roundhill.
7. Trimmed five State Route intersections for better visibility.
8. Sprayed edges and trimmed Four Mile, Huston and Krucker Road in preparation for chip-seal.
9. Cut and trimmed grass on all Township properties four times.
10. Removed the broken off boom from the reach mower and sent it to Dale Lacey for welding.
11. Got our tracker back from Zimmer from transmission repair. Re-installed flail mower and replaced hydraulic hoses.
12. Started work on the Krucker Road culvert which includes: removing honeysuckle from hillside; building a concrete shoot; building a work platform and removing 10 sheets of plywood we had screwed to the pipe to stabilize it. We removed the rotted out part of the pipe and installed 8 yards of concrete.
13. 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 **July** Summary Report (August, 2016)

- **Fire/EMS Run Data:** Dispatch Log information for July 2016. Prepared summary overview of data.
- **Fire Department:** Held discussions with Jennifer Mason and Greg Sullivan concerning status of software issues and training. Held a meeting with Medicount, Ms. Mason and Greg Sullivan reference insurance reimbursements and issues related to filing of timely reports.
- **Health Insurance Matters:** Worked on follow up issues related to Health Care coverage with Aetna and Wichert Insurance including getting individual member health insurance cards issued.
- **Personnel:** New overall personnel policy book still being worked on. The goal is to have a complete book for approval by end of July 2016 subject to finishing final typing.
- **Park Committee/Veterans Committee and Special Events:** Prepared sponsorship packets for the Wine Tasting event, booked entertainment and held meetings with Hanover Winery and the Park Committee.
- **Drainage Issues:** Authorized work on the Krucker Road large culvert for concrete repair handled by the Road Department.

- **Capital Equipment Planning:** Prepared follow up documents for the Board for examining capital equipment needs 2017 through 2022. A strategic Board Session should be held to determine future funding priorities. Matter is still pending.
- **Open Burning Issues:** Handled three resident inquiries about open burning requirements and laws.
- **Nuisance Properties:** Still working on over 20 properties. With no staff it is difficult to address all of these. Reached agreement with SR 177 property burned down location; working with Community development to get grant funds to tear down.
- **Memorial Tree Program:** Worked with one family on Old Oxford Road on the selection, purchase and memorial marker under the Memorial Tree program for the Park.
- **Finances and Tax Levy Issues:** Prepared another special briefing report for the Board of Trustees with a special meeting held on July 28, 2016. Sent Mary Ann Nardiello of the Prosecutor's Office the decision by the Board to seek two levies, the proposed time schedule and draft resolutions for review.
- **Electric Aggregation:** Worked with the Prosecutor's Office on ballot language and Energy Alliance agreement.
- **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.
- **Property and Liability Insurance:** Working with OTARMA and Lovins Insurance Agency to work out new contract amounts and credits for 2016-2017 agreement to be approved in August 2016.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department:

Hire:

Road Department:

Trying to make do with existing personnel for road and cemetery functions. May be seeking additional PT/Seasonal help. Still evaluating funds to determine if we can fill the open full time slot.

Cemetery:

Elijah Adams PT/Seasonal employee resigned effective July 20, 2016.

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. Finished table of contents and first draft.

Capital Planning: As reviewed with the Board, working on guidelines for preparation of a 5 year Capital Plan for the Township. Five major requests by department have been submitted. A special meeting is needed to review the list and make decisions in light of budgetary constraints during the last quarter of 2016.

Of Note- Budget Information for July 31, 2016

Cash Balance as of July 31, 2016: \$1,136,203.94

- 1) **Total Expenditures all funds for July 2016:** \$89,414.54
- 2) **Total General Fund cash on hand July 2016:** \$426,747.04 (37.56%) of Total funds
- 3) **Total Fire/EMS Fund cash on hand July 2016:** \$241,677.60 (21.27%) 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
Oct- Cash Balance: \$1,444,676.89
Nov- Cash Balance: \$1,384,569.72
Dec-Cash Balance: \$1,324,682.90

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: \$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
Apr- Cash Balance: \$1,259,751.18
May- Cash Balance: \$1,256,517.69
June- Cash Balance: \$1,231,659.27
July- Cash Balance: \$1,136,203.94

General Note: The Fiscal Officer and Administrator are very concerned about the ongoing significant negative impact of property devaluations and state cuts have had on the budget/revenues as discussed in previous Board briefings. Plans are underway to make any necessary cuts/adjustments especially for fire operations in case the levy does not get approved. Other areas such as road related issues and General Fund problems continue to exist and will need attention as previously discussed. The Tax Budget to be filed in July 2016 may have some significant reductions.

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry noted that a reporting error had been identified and that the Fire/EMS revenue was actually lower than originally reported. Mr. Henry remarked that both the General Fund and Fire Fund continue to trend downward.

Old Business

July 2016 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of July and noted the average response time for the month of July was 10.36 minutes, with the busiest day being Saturday and first shift being the busiest shift. Mr. Henry also stated that a new statistic – “calls with no transport” – was included in the report and noted that there were seven calls with no transport for the month of July.

Update -- Nuisance Complaints: Mr. Henry presented the following list of complaints/nuisance property issues that he had been working on:

**Complaints/Nuisance Property Notes
(August 2016)**

- **41 Cochran Road:** Junk vehicles, debris and garbage- County Prosecutor has filed a complaint in court, case #CV2016-02-0528; case still pending.

- **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). Beginning steps to address through direct action. Letter to be mailed during the summer/still pending.
- **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. No information update.
- **1992 Jesse Drive:** Burned out house- met with the owner and a tentative agreement has been reached to tear down the structure. Still waiting on directions from Desmond Matayah regarding assistance through the Community Development Block Grant Program.
- **2441 Salvatore-** property vacant, has high weeds and grass. Attempting to get action from a responsible party.
- **2470 Isabella Lane-** property vacant, has high weeds and grass. Attempting to get action from a responsible party which is currently PNC Bank.
- **1936 Vanda and 1912 Vanda-** junk vehicles, tires, carpet, and debris. Referring to County Building and Zoning. No update received from the County.
- **2462 Queen Mary-** being handled by County Building and Zoning. Debris, junk and excessive storage of recreational equipment etc. Case is pending court complaint or mediated resolution.
- **309 Walthan Court:** Complaint filed by Butler County building and Zoning to have a vehicle removed by court order.
- **Del Rio:** 1839/1773 High Grass/weeds. Cut and Letters sent.
- **620 Boyle Road:** High grass, weeds, some trash; owner came in and stated he would start mowing and cleaning up. Work is partially complete.

Mr. Henry noted that there had not been much movement regarding these property issues during the month of July.

Registration of Vendors – Discussion Only: Mr. Henry asked the Board if it wanted to proceed with implementation of a registration process for vendors. If so, Mr. Henry would prepare a resolution for the Prosecutor to review. The Board directed Mr. Henry to proceed with steps to draft a registration process for vendors to be considered by the Board in the future.

Reminder – Special Event August 27th 4:00PM to 10:00PM: Mr. Henry reported on preparations being made for the “Cool Cars/Fine Wine/Good Music” event to be held on August 27. Mr. Henry reported he had been working with the participating wineries to revise procedures for the wine-tasting portion of the event.

Other Old Business: Fire Chief Clark reported that the pumps on the Fire Department apparatus had been inspected and four pumps needed to be repaired at a cost of \$3600. Mr. Sullivan was preparing a purchase order for this expenditure and the Chief was requesting a motion to approve the expenditure. After discussion, a **motion** was made by Mr. Stitsinger, seconded by Mr. Johnson, to repair all four pumps for an amount not to exceed \$3600.00. After discussion, a roll call taken with all three Trustees voting yes.

New Business

Resolution No. 35-16 – Approve Renewal of Property/Liability Insurance with OTARMA: Mr. Henry explained that Resolution No. 35-16 approves renewal of the Township’s contract with OTARMA for property and liability insurance. Mr. Henry stated that the renewal represents less than a 1% increase over the current contract and that the Township would be receiving a rebate from OTARMA. Based on the good renewal rate and good past performance, Mr. Henry recommended that the Board approve renewal of the contract. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 35-16 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 35-16

Approving Property, Vehicle and Liability Insurance Renewals Through a Contract With the Ohio Township Risk Management Authority for Policy Year September 2, 2016 through September 1, 2017

Whereas, it is in the best interest of the Township to provide insurance coverage for Township property, vehicles, and liability; and

Whereas, prices were examined and updated information was filed to determine best pricing;

Whereas, the Ohio Township Risk Management Authority has presented renewal coverage for General Liability (Legal) and Coverage Extensions, Property Insurance and Coverage Extensions, Public Officials Wrongful Acts and Coverage Extensions, Vehicle Insurance Coverage and Umbrella Liability Coverage Extensions as well as credit of \$25 for CDL Drug Testing/ \$93.50 for MVR checks for an annual premium cost of \$22,949.50.00 (less than 1% increase over 2015-16) with a rebate to be returned totaling \$1,630.65 resulting in a net cost for the new policy period of \$21,318.85;

Whereas, the OTARMA renewal proposal is the most cost efficient coverage given the Township’s circumstances, past experience and the rate has been relatively level the last few years,

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

Section I. Resolution No. 35-16 is hereby approved authorizing the renewal of the property, vehicle, and liability insurance coverage for the period commencing September 2, 2016 through September 1, 2017 with the Ohio Township Risk Management Authority as represented locally by Lovins Insurance Agency for a cost not to exceed \$22,949.50 (with an anticipated rebate of \$1,630.65) as outlined in an attachment herewith labeled” Attachment Resolution No.35-16”.

Section II. The Board President and Township Administrator are hereby authorized to execute all contracts and related documents thereto.

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 10th day of August 2016.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 36-16 – Approve Filing of BREC Community Connection Grants: Mr. Henry explained that this type of resolution is adopted annually to allow the Township the opportunity to participate in the Butler Rural Community Connections Grant Program. If awarded, grant funds are used for projects related to the Park, Fire Department, and/or the Community Center. Mr. Henry explained Resolution No. 36-16 would authorize the submittal of up to two grant applications. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 36-16, which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

Resolution No. 36-16

Authorizing the Filing of February 2016 Applications for the Butler Rural Community Connections Grant Program

Whereas, the Board of Trustees has reviewed the requirements for the August 2016 Community Connections Grant program sponsored by the Butler Rural Electric Cooperative; and,

Whereas, the Township has a Hanover Township Memorial Park Master Plan for continuing the development of the Hanover Township Memorial Park and Strategic Planning Objectives including but not limited to use of the Community Center and Fire Station; and,

Whereas, reduction in revenues resulting from property devaluations and funding cuts (anticipated \$800,000 less) from the state have reduced the ability of the Township to fund a number of projects and equipment such as those referenced herein; and,

Whereas, the Board of Trustees rates basic services such as those items that relate to serving the emergency needs of the public as a high priority and recognize the need for the continued development of the Hanover Township Memorial Park, Community Center and programming that serves the overall best interests of Township residents; and,

Whereas, the projects submitted for Community Connections Funding have no assigned funding source but the Township will continue to focus on key priorities,

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

Section I. That Board authorizes up to two applications to be submitted at the Administrator’s discretion to the Butler Rural Cooperative Community Connections Program by the end of August 2016 as reflected in the attachment labeled: Attachment to Resolution No. 36-16 Grant Projects.

Section II. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit one or both applications referenced herein.

Section III. That the Board of Trustees acted upon this matter in an open public meeting on August 10, 2016 with all three Trustees voting in favor of Resolution No. 36-16.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 37-16 – Approve/Accept Budget Commission Tax Rates for 2017: Mr. Henry explained that this legislation formally accepts and verifies the amounts and rates for the 2017 Tax Budget as certified by the County Budget Commission. Mr. Henry noted this legislation is required by the Ohio Revised Code and is adopted annually. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 37-16, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 37-16

Accepting The Amounts and Rates as Determined By The Budget Commission And Authorizing the Necessary Tax Rates 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 together with an estimate by the County Auditor of the rate of tax necessary to be levied by this Board, and what part thereof is without, and what part is within the ten mill tax limitation; 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, 2017;

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 of each tax necessary to be levied within and without the ten mill limitation as reflected in the attachment labeled “Resolution No. 37-16 Attachment (Tax Rates)” .

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 10th day of August 2016.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Motion – Accept Board of Election Receipts for Ballot Issues – Electric Aggregation, Fire Tax Levy and General Operating Levy: Mr. Henry explained that a motion was needed to formally accept the receipts from the Butler County Board of Elections for the ballot issues filed by the Fiscal Officer on August 5, 2016. Mr. Henry noted that copies of the receipts were included in the Trustees’ meeting packets. After some discussion, Mr. Stitsinger made a ***motion*** to accept the Butler County Board of Election receipts for the filing of the electric aggregation ballot issue, the fire tax levy ballot issue, and the general operating levy ballot issue. Motion was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Other New Business

Under Other New Business, Mr. Henry asked the Trustees to note miscellaneous correspondence and general information in their meeting packets which included: Butler County Building Permit Report for July 2016, Ohio Township Association Legislative Update, a fund-raising request from the Ross High School Sports Program, a thank you note from the Brian Batdorf family, and Liquor Control Permit Information regarding local establishments.

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

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

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: _____