



**Hanover Township Board of Trustees
December 14, 2016 Meeting Minutes**

Call to Order: Trustee Fred Stitsinger called the meeting to order at 6:00 PM and then led the pledge of allegiance and gave the opening invocation.

Roll Call: Fiscal Officer Greg Sullivan took a roll call with Messer's 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. Board President Larry Miller was excused absent.

Electric Aggregation Public Hearing (Second One – First Held at 10:00AM): Mr. Stitsinger opened the Public Hearing and Mr. Henry read a statement explaining its purpose. The Board then asked Mark Bishop of Energy Alliances to present an overview of the electric aggregation plan. Mr. Bishop explained that electric aggregation for Duke customers was approved by the voters as a ballot issue in November. Mr. Bishop stated there were approximately 3500 eligible customers and the option for electric aggregation could potentially be available as early as March 2017. Mr. Bishop also noted that consumers can opt out of the program and there are no termination fees. Mr. Henry noted that the Township would receive no revenue nor would it be required to pay any fees as a result of the new electric aggregation plan.

Resolution No. 48-16 – Adopt Plan of Operation and Governance for Electric Aggregation: There being no comments from the public the hearing was closed and after some additional discussion, Mr. Johnson made a **motion** to adopt Resolution No. 48-16, which was seconded by Mr. Stitsinger. Upon roll call, both Trustees voted yes.

**RESOLUTION NO. 48-16
A RESOLUTION TO ADOPT A PLAN OF OPERATION AND GOVERNANCE FOR
ELECTRIC GOVERNMENTAL
AGGREGATION**

WHEREAS, the Board of Trustees of Hanover Township, Butler County, Ohio ("Board") has developed an Electric Aggregation Program Plan of Operation and Governance ("Plan of Operation") in accordance with the governmental aggregation provisions of Sections 4901 and

4928.20 of the Ohio Revised Code and the Rules for Formation and Operation of Electric Governmental Aggregations; and

WHEREAS, Hanover Township's electric aggregation program will aggregate the retail electric load of residents and businesses that are eligible to participate in the Duke Energy-Ohio Energy Choice program for the purpose of negotiating for competitive retail electric supply at favorable rates; and

WHEREAS, Hanover Township now intends to file for certification as a Governmental Aggregator, which requires that the Board first adopt its Plan of Operation and Governance; and

WHEREAS, the Board has determined this Resolution is in the best interest of the Township's residents, promotes the general welfare of said citizenry;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF HANOVER TOWNSHIP, BUTLER COUNTY, STATE OF OHIO:

SECTION 1. The Board of Trustees of Hanover Township, Butler County, Ohio adopts and approves a Plan of Operations and Governance as regards Electric Governmental Aggregation as attached hereto (see Exhibit A).

SECTION 2. All prior Resolutions and Ordinances and parts of Resolutions and Ordinances which conflict with the provision of this resolution are hereby repealed to the extent that they are in conflict herewith.

SECTION 3. This Board hereby finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board of Trustees and that all deliberations of this Board of Trustees and of any Committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with the law.

SECTION 4: Notice of the adoption of this Resolution shall be given once by publishing the title of the Resolution in an abstract prepared by the Township Administrator or Fiscal Officer in Hanover Township, Ohio.

BE IT FURTHER RESOLVED that this Board, upon majority vote, does hereby dispense with the requirement that this Resolution be read on two separate days, and hereby authorizes the adoption of this Resolution upon its first reading.

BE IT FURTHER RESOLVED, This Board of Trustees finds and determines that all formal actions of this Board of Trustees concerning and relating to the adoption of this

Resolution were taken in an open meetings of this Board of Trustees. 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 14th day of December 2016.

BE IT FURTHER RESOLVED, that this Resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

BE IT FURTHER RESOLVED, that this Resolution shall be effective on the earliest date allowed by law.

Board of Trustees
Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Vote

Attest and Authentication:

Gregory L. Sullivan
Fiscal Officer/Clerk

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Stitsinger, to waive the reading of the minutes from the November 9, 2016 Regular Meeting and the December 8, 2016 Special Meeting and approve both sets of minutes as well as approve all warrants for release/distribution and departmental reports. Upon roll call, both Trustees voted yes to approve all.

Guest Presentation – David Brown/Butler County Auditor’s Office: Mr. Brown was present as part of the Auditor’s Office Quarterly Outreach Program. Mr. Brown reported dog tag season was now open through the end of January and noted dog tags could be purchased online. Mr. Brown also gave a skimmer update, reporting that no skimmers had been found in Butler County since the summer. Mr. Brown stated that Visa and MasterCard had postponed the deadline for gas stations to comply with chip technology for another three years.

Citizen Participation: Jeff Buddo (2436 Morman Road) advised the Board that the Rural Zoning Commission has one open position; however, this vacancy cannot be filled by a Hanover Township resident because there are already two Hanover Township residents serving on the Commission.

Administration Reports

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

Butler County Sheriff’s Office
District #6
Hanover Township Contract Cars
Monthly Report for November 2016

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 152		1680
• Felony Reports: 05		51
• Misdemeanor Reports: 16		138
• Non-Injury Crash: 09		65
• Injury Crash: 02		28
Total Reports: 32.....		272
• Assists/Back Up: 21		202
• Felony Arrests: 02		19
• Misdemeanor Arrests: 06		46
• OMVI Arrests: 00		03
Total Arrests: 08		69
• Traffic Stops: 13		195
• Moving Citations: 15		210
• Warning Citations: 06		55
• FIR Cards: 0		00
• Civil Papers Served: 0		01
• Business Alarms: 1		26
• Residential Alarms: 11		103
• Special Details: 19		157
• COPS Times: 4,500 (<i>Min.</i>)		48,800
• Vacation Checks: 11		355

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

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

Hanover Township Fire Department
Monthly Report for November - Phil Clark Fire Chief
(Presented in December 2016)

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

- Emergency Medical Operations/Squad Runs: 52

- Motor Vehicle Accidents: 05
- Fire Runs: 09
- Fire Inspections: 02
- Knox Box Details 00
- Other 00
- Total for the month: **68 Runs/Operations
(66 Fire/EMS Runs)**

Total Year to Date: 626 Runs/Operations

(November 2015): 56

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 November 2016:

**SUPERINTENDENT'S REPORTS
(December 14, 2016)**

Millville Cemetery Operations Report November 1 through November 30, 2016

0 Graves sold to Township residents (@ \$610)-----	\$ 0.00
2 Graves sold to nonresidents-----	\$1,790.00
0 Old resident graves-----	\$ 0.00
9 Full Interments-----	\$ 8,400.00
0 Baby interments-----	\$ 0.00

0 Cremations -----	\$ 0.00
Foundation and Marker installation fees -----	\$ 175.00
0 Grave Transfer -----	\$ 0.00
Total: -----	\$ 10,365.00

Other Cemetery activities:

1. Fixed graves
2. Used weed eater
3. Cut grass twice
4. Poured 2 foundations

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

1. Performed ditching on Gardner Road hill.
2. Picked up deer carcass on US 27.
3. Cleared a catch basin grate on Darrtown Road.
4. Picked up four tires on Darrtown Road.
5. Finished concrete work reinforcing the road on Gardner Road hill.
6. Put up holiday decorations at the Community Center.
7. Hauled two loads of used blacktop back to Valley Asphalt on Mosteller Road.
8. Installed a water and flush valve in the toilet at the Cemetery restroom.
9. Changed a fluorescent light ballast and changed bulbs in the officers' hallway at the Firehouse.
10. Cut grass and mulched leaves on Township properties twice.
11. Dug out and placed a concrete slab and installed a memorial bench at the walking trail.
12. Performed maintenance on our mowing equipment and stored it away.
13. Replaced two outside lights at the Firehouse.
14. Put concrete in washed out area on Gene Avenue.
15. Performed truck, Park and storm water inspections.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

**Administrator November Summary Report
(December 2016)**

- **Fire/EMS Run Data:** Dispatch Log information for November 2016. Prepared summary overview of data.
- **Fire Department:** Worked on scheduling costs and different staffing scenarios.
- **Levy Information:** Continued to meet with several residents about the levies and township finances. Met with citizens committee supporting the levies. Provided handout

information pieces, prepared news releases. Set up and organized the last tax levy "Public Forum" sessions.

- **Personnel:** New overall personnel policy book still being worked on. The Trustees were given an outline for review and comment. Final proofreading was worked on and preparing index of topics to match table of contents. Still needs final legal review.
- **Park Committee/Veterans Committee and Special Events:** Prepared outline of Veterans Day Ceremony and Luncheon. Made arrangements for the keynote speaker. Met with the Veterans Committee. Set up and coordinated Veterans Day Ceremony and activities.
- **Cemetery:** Assisted with paperwork to transfer grave sites and sell back sites. Prepared items for Trustees approval. Reviewed cemetery maintenance issues. Studied different transfer forms and deed outlines for future use.
- **Park Issues:** Obtained pricing for coating all of the rubberized playground surface. Coordinated two Memorial Bench installations and recognition pavers.
- **Nuisance Properties:** Hired Junk King to conduct initial clean up of 41 Cochran Road. The site had several difficult problems and holding back on further expenditures while trying to work with occupants to clean up the location. Vehicle towing ultimatums have been delivered for two junk vehicles on the site .Still working on over 20 properties but with no staff and insufficient funding, progress is slow as we seek voluntary cooperation. No word yet from CD officials about SR 177 burned out structure.
- **Memorial Tree Program:** Worked with members of two families of possible memorial projects in the Park as the result of private contributions.
- **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.
- **Public Meeting Schedule:** Established schedules for Township functions for October and November. Made contacts with the local media. Had signs printed up for display.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department:

Hire:

Road Department and Cemetery: Adrien Couch and George Lawson resigned effective November 7, 2016 as PT/Seasonal Workers at the Millville Cemetery.

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. Proofreading of final version underway and then a legal review will take place.

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 or first quarter of 2017.

For the Road Department, the 2002 International 4900 Dump Truck/Snow Plow Unit has been repaired and suffice for roadworthiness for the winter operations. Scot Gardner is working to keep the plow unit in service but may require installation of CO2 detectors to protect drivers.

Of Note- Budget Information for November 30, 2016

Cash Balance as of November 30, 2016: \$1,083,268.01

- 1) **Total Expenditures all funds for November 2016:** \$79,403.98
- 2) **Total General Fund cash on hand November 2016:** \$450,458.98 (41.58%) of Total funds
- 3) **Total Fire/EMS Fund cash on hand November 2016:** \$237,971.19 (21.97%) 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

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-Cash Balance: \$1,324,682.90

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

Aug- Cash Balance: \$1,088,071.02

Sept- Cash Balance: \$1,231,337.97

Oct- Cash Balance: \$1,199,176.98

Nov- Cash Balance: \$1,083,268.01

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 and reports. Plans are underway to make any necessary adjustments for fire operations until levy revenues are received the first half of 2017. Other areas such as road related issues and General Fund problems continue to exist and will need attention as previously discussed. The Tax Budget filed in July 2016 had some significant reductions. Tax revenue is not rebounding and consideration of an operating levy or other related levy in 2017 is critical to the Township well being.

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry noted that the cash balance continues to decline as carryover funds must be used. Mr. Henry also stated that the General Fund is running behind and that expenditures have been controlled in anticipation of decreasing revenues.

Mr. Johnson asked if the Township had received its annual payment from the City of Hamilton. Mr. Henry stated the payment had not yet been received and that it may become necessary to pursue legal action to compel the City to make payment.

Old Business

November 2016 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of November and noted the average response time for the month of October was 11.91 minutes. The busiest day was Wednesday and second shift was the busiest shift. There were six instances when the squad did not respond when the tone dropped.

41 Cochran Road Update: Mr. Henry reported that the cost for the second phase of this property clean-up project had been reduced from \$3000 to \$1700. Mr. Henry also reported that Junk King would be onsite the next day and Reffit's would be towing two vehicles from the

property by the end of the week. The total cost to the Township for this clean-up project will be \$4000 with a tax lien in this amount to be applied to the property.

2017 Road Program Estimates/Must Authorize at January Meeting: Mr. Henry referred the Trustees to materials in their meeting packets which showed BCEO estimated costs for the Township's 2017 proposed road program. The net total cost of the Township's share for the proposed road work would be \$181,780.14. Mr. Henry explained that in order to proceed, the Board must file a resolution by February 1, 2017 with the County, indicating that the Township wants the proposed road work projects to be part of the County's 2017 Road Program.

Repeat – Dates for 2017 Meetings and Events: Mr. Henry referred the Board to the schedule for 2017 meetings and events which the Board approved at its November meeting and noted that the list of 2017 dates would be posted on the Township's website in the upcoming week.

Note: Records Commission members briefly discussed before the regular meeting the issue of revising Records Retention Plan and the proposed video-taping change.

Other Old Business: There was no other Old Business.

New Business:

Resolution No. 46-16 – Then/Now Resolution: Mr. Henry noted the routine housekeeping nature of "then and now" resolutions required by the State Auditor's Office. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 46-16, which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

Resolution No. 46-16

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; 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) \$4,200.00 Ballestra, Harr, Scherer CPA's Inc.\$4,200.00 (Fund 1000); for required Township audit.

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 December 14, 2016.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 47-16 – Revise Township Pay Plans for Minimum Wage and Updated Wage Info: Mr. Henry explained that this resolution would revise the Township pay plans to ensure compliance with the State’s minimum wage rate of \$8.15 to be effective January 1, 2017; to make pay ranges for seasonal positions broader so that the Township could offer competitive seasonal wage rates (effective April 2017); and to increase Fire Department stipend amounts (effective January 1, 2017). After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 47-16, which was seconded by Mr. Stitsinger. Upon roll call, both Trustees voted yes.

**Resolution No. 47-16
Approving Updated Township Pay Plan and Job Classifications for Full Time and Part Time/Seasonal Employees**

Whereas, Hanover Township has established pay plans and general job classifications for full time, part time and seasonal workers; and

Whereas, the current play plans and job classifications help facilitate Township operational efficiencies and selection of personnel; and

Whereas, there is a need to update the Township Pay Plans and provide for minimum wage requirements for 2017, new part time Fire Department positions, update regular part time pay scales for Road and Cemetery Operations and On Station Stipend Volunteer pay scales for 2017,

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

Section I. That the Township Pay Plans and job Classifications are hereby amended as set forth in the attachments for minimum wage requirements, full time and part time/seasonal employees and Fire Department positions identified as “Attachment A” and related Fire Department descriptions to Resolution No. 47-16.

Section II. That the Township Administrator is authorized to initiate processes related thereto for implementation of any job additions and/or adjustments as necessary working with the Fiscal Officer and respective Department Heads.

The foregoing resolution was adopted in an open public special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 14th day of December 2016.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Attachment A



Hanover Township Butler County, Ohio

Hanover Township Butler County Ohio Seasonal and Part Time Pay Plan

In all areas of Township operations there is a need to employ part time and seasonal as the need requires and the budget allows. The following pay plan is set forth to facilitate operations and allow for discretion on the part of the Board of Trustees and/or Township administrator to meet the challenges of the Township. From time to time this pay plan may be amended by motion or resolution. Except for administrative services of the Fire Department, there is a separate Pay Plan adopted for Fire Department operations.

Public Works and Cemetery

Public Works Helper:	\$8.15 to \$9.00	per hour	
Public Works Worker I:	\$9.15 to \$10.00	per hour	
Public Works Worker II:	\$10.15 to \$11.50	per hour	
Public Works Worker III:	\$11.50 to \$14.50	per hour	* CDL Required
Public Works Worker IV:	\$14.75 to \$19.00	per hour	* CDL Required

Each level of pay is determined by past experience, training, prior work with the township and whether or not the individual has a CDL Classification. Public Works Worker III or above requires a CDL unless otherwise waived by The Board of Township Trustees due to other qualifications held by the individual.

Part Time Administrative Services Including the Fire Department

Clerical Assistant	\$ 8.15 to \$9.00 per hour
Administrative Assistant	\$ 9.00 to \$12.00 per hour
Administrative Assistant II	\$12.00 to \$16.00 per hour
Project Coordinator	Monthly Salaried; Range \$600.00 to \$1200.00

Individuals hired into these positions will be assigned a job classification based upon experience, education, training and nature of assigned responsibilities. As of November 2016, two individuals are classified in the Administrative Assistant category in the Fire Department, one Administrative Assistant II in Administration and one as a Project Coordinator working in the Township Administration. Unless otherwise noted, the Township Administrator is authorized to adjust PT employees up to 3% depending upon recommendations, performance, tenure and market necessity.

The Township Administrator is authorized on behalf of the Board of Trustees to employ individuals as needed within these ranges and subject to budget capability. When a new hire is appointed, when an increase is granted and when there is a job classification change, the Township Administrator shall report these items to the Board during a regular or special meeting of the Board in the Administrator's Report..

Reference: Resolution No. 47-16 December 2016
Amended by Motions in 2008, 2009
Resolution No. 17-09 Update PT Pay Plans January 2010
Revised by Motion: April 11, 2012
Revised by Resolution: December 2016

**Amend Hanover Township Pay and Classification Plans for 2017
April 11, 2012**

Background: Periodically the Federal and State Minimum Wage rates are adjusted by statute and rule. The 2017 State of Ohio requirement adjusts minimum wage rates to \$8.15 per hour which is currently higher than the federal standard. For the new PT/Seasonal help being hired and quarterly Fire Department payroll it is necessary to make the adjustment for the classifications/jobs if necessary.

Motion: To comply with applicable statutory requirements, all Township Classification and Pay Plans are hereby amended to reflect the minimum wage rate of \$8.15 per hour. Position classifications affected include: Fire Department Trainee; Public Works Helper Part time and

Seasonal range- \$8.15 to \$9.00; Part Time Administrative Clerical \$8.15 to \$9.00. The Township administrator is hereby authorized to make the adjustments as noted and the Fiscal Officer is authorized to make such payments as necessary.

**Hanover Township Butler County, Ohio
 FIRE AND EMERGENCY MEDICAL SERVICE
 VOLUNTEER AND PART TIMEPAY PLAN 2016*
 (Attachment to Resolution No.47-16)**

- Fire Chief Salaried at \$988.00 per month (no separate run pay)

	<u>FIRE RUNS</u>	<u>EMS RUNS</u>
● Deputy Chief: N/A	\$15.00 per run	For those officers
● Assistant Chief: \$166.55 per month plus	\$15.00 per run	qualified to make EMS
● Captain: \$111.38 per month plus	\$15.00 per run	runs, see standard below.
● Lieutenant:	\$15.00 per run	

	<u>FIRE RUNS</u>	<u>EMS RUNS</u>
● Firefighter/Paramedic:	\$15.00 per run	See standard below.
● Firefighter/EMT – 1:	\$15.00 per run	

	<u>FIRE RUNS</u>	<u>EMS RUNS</u>
● Firefighter/EMT:	\$15.00 per run	See standard below.
● Firefighter:	\$15.00 per run	-----
● EMT:	-----	See standard below
● New Trainee:	\$8.15 per run until certified and cleared for other classifications.	

Fire Inspections: Flat rate for each inspection- \$20.00. One inspector per inspection unless authorized by the Fire Chief.

Stipend-On-Station Assignment for effective January 1, 2017 24 hour coverage, Monday through: Range of Pay: \$132.00 for 12 hours/ \$264.00 for 24 hour shifts. No individual per run pay. Any individual assigned on station stipend duty must be on station and make any fire or EMS run that is dispatched during that time frame except for stacked or B-C runs. No other responsibilities are assigned. This stipend is to offset volunteer expenses. If only one qualified

employee is scheduled on station, an employee who lives within a three mile radius of the Fire Station may fill in the other on station position by responding from home and shall receive the \$66.00 stipend for the 12 hour period. This employee must make the runs as they come up on the shift. This availability must be noted in order that any on station personnel knows this another person is responding.

Qualified members of the department may “team up” or pair together to share a twelve hour on station assignment broken down into 6 hour increments and approved ahead of time by the Fire Chief or designated officer. Each member shall receive a \$66.00 stipend for each six hour on station assignment. Only one on station position may be scheduled this way.

Effective April 2017: The Department will be transitioning to part time paid on station scheduled to start April 1, 2017 after a hiring process is completed. Part time Fire Department Classifications and pay ranges as follows:

EMT- B: \$11.50 to \$13.00 per hour based upon experience, training and record.

EMT- A: \$13.50 to \$14.50 per hour based upon experience, training and record.

EMT- P: \$15.00 to \$16.50 per hour based upon experience, training and record.

**Designation of pay rate within the ranges must have prior approval of the Township Administrator who shall report to the Board of Trustees.*

Other Shift Run Pay Schedules:

- **EMS Runs 6:00PM to Midnight:** Any Paramedic or EMT responding to a dispatched run during this time frame shall receive \$25.00 per run.
- **EMS Runs Midnight to 6:00AM:** Any Paramedic or EMT responding to a dispatched run during this time period shall receive \$30.00 per run.
- **EMS Runs 6:00AM to 6:00PM:** If additional dispatch runs occur during this time frame that cannot be handled by the on station assigned positions, then the rate of \$25.00 per run will be paid for responders. This rate also applies to additional personnel, specifically a paramedic that may needed in addition to the first two responders.

Pay Schedules: On station stipends will be paid on a monthly basis to be submitted with the regular part time employees as designated herein. All other run payments shall be made on a quarterly basis as in the past and consistent with prior Board directives. **The Board may require that all pay be set up on a monthly basis with cooperation of the Fiscal Officer.**

Implementation: The Township Administrator, Fiscal Officer and Fire Chief shall monitor and oversee implementation of these payroll classifications and pay. Additional Offices within the Fire Department may be assigned responsibilities to insure the objectives of the Board are met within the implementation of this pay plan.

Interpretations: The Township Administrator is hereby authorized to make any necessary interpretations of this plan consistent with the spirit and intent of the Board of Trustees in serving the needs of the Community. Additionally, the Township administrator may issue additional guidelines in the application of this pay plan.

Continuance of Pay Plan: The Board of Trustees may suspend the use of this pay plan at any time as the intent of this plan is to better serve the residents of Hanover Township. If other options are developed to better serve the residents then this pay plan may change.

Budget Considerations: It is expected that all Fire Department members shall work together to make the most efficient use of budgeted funds to insure Community needs/responses are addressed and tax funds are spent wisely.

Special Events: Hanover Township recognizes the importance of supporting community activities and those agencies that provide support and services to residents of the community. In the spirit, the Township believes it is important for an EMS or Fire Apparatus unit be assigned to the following community events:

- Queen of Peace Festival
- Kids Fest
- Butler Rural Electric Family Day
- Hanover Haunted Harvest
- Any other event specified in advance by the Board of Trustees or Administrator

Other events in which the Department is a sponsor or co sponsor is not listed here as it is anticipated that units from the department will be attending those events.

Volunteer Special Event Pay: \$60.00 per member; maximum two members assigned for a 4 hour period. No other duties assigned except the event.

Fire Operation/Office Support/PT:

Administrative Assistant Pay Range: \$9.00 to \$12.00 per hour

Administrative Assistant II Pay Range: \$12.00 to \$16.00 per hour

Volunteer Stipends for Instruction

(Hanover Township Fire and Emergency Medical Services Classification and Pay Plan Amendment

Resolution No.34-13 Amending Resolution No. 17-10)

The following volunteer position classifications and pay ranges are added to the Hanover Township Fire and Emergency Medical Services Classification and Pay Plan to establish appropriate ranges of compensation for expenses associated with the instruction of State and/or Federal certified courses by State/and or Federally certified fire and/or EMS instructors who also serve as members of the Hanover Township Fire Department.

To receive compensation within the following classifications, the individual must be a member of the Hanover Township Fire Department and have on file with the Township Administrator applicable State and/or Federal certifications required to be a primary instructor, an assistant instructor, and/or course assistant. Any course instruction work for which compensation is to be received shall be approved in advance by the Fire Chief. In addition, the Township Administrator shall be notified in advance of any such class. This type of compensation is limited to classroom instruction hours. Examples of courses which qualify for this type of compensation include but are not limited to EMT Basic, Paramedic Refresher, Basic Firefighter Class, Fire Fighter I and Fire Fighter II Classes, or any other related course which requires documented instructional topics, sign-in sheets, designated instructors, and a minimum of 24 hours of instructional time.

Upon consultation with the Fire Chief, the Township Administrator shall designate in advance the individuals assigned to the following classifications. The Fire Chief shall document these designations through use of the Personnel Action Form B or similar document which shall be kept on file in the Township Administrator’s office with a copy forwarded to the Fiscal Officer.

Classification and Pay Ranges for Instructors

Primary Instructor	Range: \$20.00 to \$25.00 per hour
Assistant Instructor	Range: \$15.00 to \$18.00 per hour
Course Assistant	Range: \$13.00 to \$15.00 per hour

Amendment History

Attachment to Resolution No. 17-10
Fire Department Pay Scales
Updated by Motion: April 11, 2012
Updated by Motion: January 16, 2013
Updated by Resolution: December 11, 2013
Update Approved for April 2014
Update Approved for May 2015/Res. No. 32-15
Amended December 14, 2016 Res. No. 47-16

Motion – Closed Point of Dispensing – Board of Health: Mr. Henry explained that Hanover Township was recently contacted regarding serving as a Closed Point of Dispensing to work with the Butler County Board of Health in the event there was a need to dispense rapidly needed emergency medications. Mr. Henry further explained that a motion was passed by the Board in May 2014 (see below); however, for updating purposes, the Board should approve an updated motion expressing the Township's willingness to cooperate in this program with the Board of Health to serve the residents and employees of Hanover Township. After some discussion, Mr. Stitsinger made a **motion** to authorize the Administrator and Fire Chief to take the necessary steps for the Township to renew the Township's interest and cooperation to serve as a Closed Point of Dispensing, which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

Motion: Passed at the regular Board of Trustees meeting on May 14, 2014

*Closed Point of Dispensing – Board of Health: Mr. Henry reported he met with Sarah Moore, Butler County Health Department, regarding the Township being designated as a Closed Point of Dispensing. In the event of a major outbreak of a contagious disease, instead of going to a general point of dispensing (POD), residents could get vaccinated at a closer location (e.g. local fire department) if designated as a Closed Point of Dispensing. The Health Department would provide training for the Township to become as a Closed Point of Dispensing. Mr. Henry asked the Board if it would be interested in the Township becoming a designated Closed Point of Dispensing. After some discussion, Mr. Miller made a **motion** to authorize the Administrator to take the necessary steps for the Township to become a Closed Point of Dispensing, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.*

Reminder – 2017 Organizational Meeting set for January 18, 2017: Mr. Henry provided a reminder to the Board regarding the Township's 2017 Organizational Meeting scheduled for January 18, 2017. Mr. Stitsinger noted that this meeting would occur on the third Wednesday of the month instead of the second Wednesday.

OTA Conference/Training Columbus – January 25 – 28, 2017: As a reminder, Mr. Henry noted the dates for the annual OTA Training/Conference and provided copies of a tentative conference schedule. Mr. Henry noted that he would have registration packets for the Board members at the January meeting.

Other New Business

Under Other New Business, Mr. Henry asked the Trustees to note miscellaneous correspondence including Butler County Building Permit Report for November 2016, Ohio Township Association Legislative Update, and a list of the volunteers and contributors to the 2016 Veterans Day event as well as noting Records Commission members briefly discussed before the regular meeting the issue of revising Records Retention Plan and the proposed video-taping change.

Also under Other New Business, Mr. Stitsinger expressed his compliments to everyone who worked on the Veterans Day event, noting that the event was well done and well attended and very much appreciated by the veterans and their families.

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, both 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: _____