



**Hanover Township Board of Trustees
March 9, 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 Johnson, Stitsinger, and Miller 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 February 10, 2016 Regular Meeting minutes and March 8, 2016 Special Meeting minutes, warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Speakers: Matt Haverkos, Butler County EMA Director addressed the Board to follow-up on February 10, 2016 Board meeting discussions about concerns raised by the Township in regard to the housing and staffing of the Air and Light Truck by the Hanover Township Fire Department. Mr. Haverkos reported that the EMA Board discussed the matter and will not reduce Hanover Township's per capita rate in exchange for the Township housing and staffing the EMA's air and light truck. Mr. Haverkos noted the per capita rate charged is lower than the per capita rates charged in many other counties. He also stated that the EMA pays for liability insurance and maintenance of the air and light truck and is appreciative of the service provided by Hanover Township. John Detherage, Oxford Fire Chief and President of the Butler County Fire Chiefs' Association, addressed the Board and stated that the Fire Chiefs' Association was recommending the development of a response team to staff the air and light truck in order to alleviate the burden on Hanover Township Fire Department members who currently provide all staffing. Mr. Miller asked for Chief Clark's input and Chief Clark stated that the Township wants the equipment moved. Mr. Miller noted that the Township has housed the equipment for 10 years and it is now someone else's turn to do so. Mr. Stitsinger stated staffing the equipment was also an issue. Mr. Johnson stated that the Township doesn't want to house the equipment anymore. Mr. Henry invited Mr. Haverkos and Chief Detherage to the April Board meeting to provide an update on the plan for a response team to staff the equipment. The Board agreed to continue to house the air and light truck for the time being to allow the EMA time to find a new location for the equipment.

Benjamin Rhodes, President of the Hanover Township Firefighters Association, addressed the Board. Mr. Rhodes stated the Association was interested in becoming a 501(c) (3) organization and requested assistance with filing IRS paperwork from Fiscal Officer Greg Sullivan. Mr.

Rhodes also stated that the Association wants to help the Township any way it can and the Association plans to have a representative attend future Board meetings.

Citizen Participation: Charles Deneler, 2475 Decamp Road, thanked the Board for work performed to clean up Decamp Cemetery near his property. He requested additional work be performed, including reassembling broken headstones, resetting stones that have been knocked over and/or moved around, and erecting a blank stone on an unmarked foundation. Mr. Deneler stated he would donate his time to help and would put flags on graves in observance of Memorial Day. Mr. Miller stated he would give Mr. Deneler's contact information to Road Superintendent Scot Gardner.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 244		294
• Felony Reports: 03		10
• Misdemeanor Reports: 06		14
• Non-Injury Crash: 05		12
• Injury Crash: 03		07
Total Reports: 17.....		43
• Assists/Back Up: 13		35
• Felony Arrests: 02		06
• Misdemeanor Arrests: 03		05
• OMVI Arrests: 00		03
Total Arrests: 05		14
• Traffic Stops: 12		27
• Moving Citations: 13		33
• Warning Citations: 03		04
• FIR Cards: 0		00
• Civil Papers Served: 0		00
• Business Alarms: 2		08
• Residential Alarms: 10		17
• Special Details: 12		23
• COPS Times: 3,600 (<i>Min.</i>)		7800
• Vacation Checks: 93		199

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

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

Hanover Township Fire Department
Monthly Report for February - Phil Clark Fire Chief
(Presented in March 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: 03
- Fire Inspections: 02
- Air & Light Truck Call Out: 01
- Knox Box Details 00
- Other 00
- Total for the month: **51 Runs/Operations
(48 Fire/EMS Runs)**

Total Year to Date: 98 Runs/Operations

(Feb 2015): 50 Runs/Operations

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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 February 2016:

SUPERINTENDENT'S REPORTS
(March , 9, 2016)

Millville Cemetery Operations Report February 1 through February 29, 2016

5 Graves sold to Township residents (@ \$610)-----	\$ 3,050.00
0 Grave sold to nonresident-----	\$ 0.00
0 Old resident graves-----	\$ 0.00
2 Full Interments-----	\$ 2,000.00*
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 00.00
Foundation and Marker installation fees-----	\$ 0.00
Total: -----	\$ 5,050.00

*1 @ regular fee of \$900 = \$900. One at Saturday fee \$1,100 + 1 hour OT

Other Cemetery activities:

1. Fixed graves and sink holes
2. Cleaned Office
3. Cleaned truck
4. Painted outside walls of the office
5. Painted shelves in the Tool room
6. Painted tool room
7. Painted outside walls of the bathroom
8. Painted the bathroom
9. Put new tile in the bathroom

Road, Streets and Park
(Scot Gardner)

1. Picked up garbage at railroad tracks on Hussey Road.
2. Replaced all the fluorescent tubes in the rear of the Firehouse.
3. Replaced the light bulbs in the day room and replaced bulbs, eyes and ballasts in the door entry lights at the Firehouse.
4. Picked up garbage on Gene Avenue.
5. Replaced bulbs and two ballasts at the Community Center.
6. Plowed gravel that washed onto the roads after heavy rains.
7. Cleaned up a fallen tree on Four Mile Road.
8. Removed a dead tree fallen in the phone lines on Stahlheber Road.
9. Put gravel on Pearle Lane.
10. Picked up tree limbs on Morman Road.
11. Replaced shingles blown off of the Community Center, Shelter One and Two, the Road Department and the Salt Barn.
12. Installed a dry erase board cabinet at the Firehouse training room.
13. Performed ice and snow removal on February 8, 9, 14, 15, 25 and 26.
14. Cleaned trucks after snow events.
15. Replaced plow blades on two trucks.
16. 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 February Summary Report (Presented March 10, 2016)

- **Fire/EMS Run Data:** Prepared report for February 2016 runs. Run times continue to be better overall; mutual aid called in 4 times. Average run response time for February 2016 12.68 minutes was compared to 9.86 minutes in January 2016. Both months are very good response times compared to earlier years.
- **Fire Department:** Worked on personnel matters and followed up on EMS Coordinator transition. Also held discussions with Medicount Management regarding transition.
- **Personnel:** New overall personnel policy book still being worked on. The goal is to have a complete book for approval by May-June 2016. Worked on Sick Leave Policy clarification as well.
- **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. Scheduled a meeting February but to cancel due to lack of available members to attend.
- **Drainage Issues:** Followed up several catch basin and road flooding issues as the result of heavy rainfall Columbus Drive, Regina Drive and Millville Avenue.
- **Insurances:** Continued work with our insurance broker regarding issues associated with our life, disability and cancer policies through Teacher's Protective Mutual which have to be changed and go with other companies. Completed final paperwork and transition.
- **Road Program:** Prepared follow up documents for the Engineer's Office concerning the 2016 Road Program based upon grant information received for Alamo Heights.
- **Township Newsletter:** Continued working on articles for the winter newsletter. Publication period is estimated to be in late February 2016.
- **Nuisance Properties:** Continued work on issues associated with US 27 (2 locations), Old Oxford Road, Millville Avenue (2 locations) and Hamilton Scipio Road- nothing new during January 2016.
- **Cemetery:** Worked on Cemetery planning issues and personnel issues.
- **Development:** Coordinated with Butler County Zoning regarding variance for a development at 2600 Millville Oxford Road.

- **Finances and Tax Levy Issues:** Researched numerous election and tax documents. Prepared information pieces for the Board of Trustees and Fiscal Officer about tax levies and revenues. Met with Mary Ann Nardiello of the Prosecutor's Office 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:

William Rye resigned.

Road Department:

Roger Allen went on extended medical leave effective February 11, 2016.

Cemetery:

Other Personnel Actions: Working on Township Sick Leave Policy Clarification

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 February 29, 2016

Cash Balance as of February 29, 2016: \$975,051.11

- 1) Total Expenditures all funds for February 2016: \$118,596.61
- 2) Total General Fund cash on Hand February 2016: \$479,133.41 (49.14%) of Total funds
- 3) Total Fire/EMS Fund cash on hand February 2016: \$214,323.16 (21.98%) 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

Fiscal Year 2015

Jan: \$1,148,374.71
Feb: \$1,158,413.75
Mar: \$1,551,667.37

April-Cash Balance: \$1,546,929.78	Apr: \$1,458,584.04
May-Cash Balance: \$1,524,373.14	May: \$1,477,662.73
June-Cash Balance: \$1,506,977.71	June: \$1,393,267.44
July-Cash Balance: \$1,517,738.15	July: \$1,332,264.37
Aug-Cash Balance: \$1,286,101.15	Aug: \$1,125,949.35
Sept-Cash Balance: \$1,533,842.91	Sept: \$1,449,880.79
Oct- Cash Balance: \$1,444,676.89	Oct: \$1,362,945.99
Nov- Cash Balance: \$1,384,569.72	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

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry noted that the cash balance continues to run lower compared to prior years. Mr. Henry also noted that the property devaluation has hurt the General Fund.

Old Business

February 2016 Fire/EMS Run Data Summary: Mr. Henry presented the run data report for the month of February. He reported the average run time for the month was 12.68 minutes (up from January) and that Sundays were the busiest run days of the week. Mr. Henry noted that although the average run time had increased from the previous month, overall the average response time is much lower than before the program was implemented.

Update BREC Grant Requests (2): Mr. Henry reported that two project proposals were submitted to Butler Rural Electric Cooperative for consideration for Community Connection Grant funds: Park Message Center Board (\$969) and the Hanover Township Firefighters' Association proposal for ice rescue suits and cleats (\$1320).

Variance Request 2600 Millville Oxford Update: Mr. Henry reported that the Board of Zoning Appeals approved a parking variance for the property located at 2600 Millville Oxford Road; however, the developer will be required to provide a driveway connection to the Marathon station.

Other Old Business: There was no Other Old Business.

New Business

Resolution No. 24-16 Approve Then and Now Action: This resolution is routine in nature and covers various expenditures. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 24-16 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 24-16

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) \$17,244.23 Nancy Nix, BC Treasurer: (Fund 1000)
- B) \$2,920.80 Harvest Land Coop:(\$565.74 Fund 1000; 15.46 Fund 2031; \$2339.60 Fund 2281)

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 20th day of January 2016.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Fire Training Report: Mr. Henry presented the following report:

Fire Training

Hanover Township will put on a 36 hour Firefighter State Certified Course as chartered through Colerain Township Fire Department. Class size will be up to 15. Anticipated start date is March 23, 2016 and ending April 16, 2016. Certified instructors from with Hanover Township will be used. Cost will be \$2,200.00 which includes instructors, books and administrative charter agency fee.

Hanover Township Fire Department has 4-6 members who need this class. Members of the Fire Department have to be crossed trained in Fire and EMS. We have members who need the fire class to maintain their status which allows no OPERS payments.

The extra class spots can be offered to surrounding townships which will help offset the costs for Hanover Township.

Questions may be answered by the Fire Chief.

Chief Clark added that three individuals from New Miami and two individuals from Reilly were planning to take the training and will be charged \$275 per person. Chief Clark also stated that the Township will receive grant money later in the year to offset the Township's costs.

Mr. Stitsinger expressed concerns stating that there were problems with instructor payments the last time training classes were offered. Mr. Stitsinger stated he wanted guidelines created to prevent similar problems from occurring again. Mr. Miller asked Mr. Henry and Mr. Sullivan to prepare guidelines.

Butler County Auditor Levy Notice: Mr. Henry reported the Township received official notice from the County Auditor's Office regarding expiring levies for 2015 and the deadline to file (August 8, 2016) documents for renewal or replacement levies to appear on the November 8, 2016 ballot. It appears that several levy issues from various jurisdictions will be on the fall ballot.

Resolution No. 25-16 – Clarify and Amend Township Sick Leave Policy: Mr. Henry explained the Township has a sick leave policy and practices which have evolved over the years. This legislation would consolidate these practices and policy, make clarifications, and incorporate a new "no-fault" policy regarding the use of sick leave. Mr. Henry noted the recommended changes and updates would not change the Board's role regarding suspensions and dismissals. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 25-16 which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

**Resolution No. 25-16
Clarifying and Amending Hanover Township Sick Leave Policy and Guidelines**

Whereas, in accordance with the Ohio Revised Code Townships have authority to set policy and guidelines concerning the accumulation and use of sick leave; and,

Whereas, the Township sick leave policy and guidelines require clarification and amending to avoid employee confusion and assist in fair implementation; and,

Whereas, to address statutory and audit provisions, the Township Administrator recommends a formal policy clarification be adopted as outlined in the attachment submitted with this resolution,

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

Section I. That to promote sound and efficient operations to address work requirements for the Township, the Hanover Township Sick Leave Policy and Guidelines are hereby clarified and amended as reflected in the attachment labeled "Attachment to resolution No. 25-16 is hereby approved and effective upon passage.

Section II. That the Township administrator shall distribute this policy to supervisors of the Township for all affected personnel to follow.

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 9th day of March 2016.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Attachment: Resolution No. 25-16

Hanover Township Sick Leave Policy

Purpose:

To state the method of accumulating sick leave and leave of absence days for full time employees of the Township as well as to clarify existing policy.

Policy:

Full-time employees are eligible to accrue sick leave for each month of employment in active pay status. The sick leave accrual rate shall be 8 hours for each calendar month.

Guidelines:

- (a) Sick leave may be used for the purpose of visiting doctors, dentists or other medical arts practitioners in their offices. Sick Leave may also be used for tending to a serious illness suffered by a member of your immediate family. Immediate family includes your spouse, children, siblings, parents, grandparents, grandchildren and your spouse's children, siblings, parents, and grandparents, or other person who stands in the place of a parent (loco parentis) or other relative residing in the same household.
- (b) Sick leave may be used in units of no less than one-half (1/2) hour at any one time.
- (c) Employees who intend to utilize sick leave must complete a Leave Request form for leave utilized immediately upon their return to work and submit that form to their department head for approval. The employee must state the specific reason for the sick leave within the form. If the specific reason stated for using sick leave creates a reasonable belief that this sick leave may qualify as a Family and Medical Leave absence, the employee may be requested to complete additional documentation including a Certification of

Health Care Provider to appropriately qualify the leave. Examples of reasons which may raise questions concerning a qualified leave include *employee's serious illness or to care for a spouse or child with a serious illness*. This is not an exhaustive list of the specific reasons which may raise a question as to whether or not the leave qualifies as Family and Medical Leave. Employees may refer specifically to the Family and Medical Leave Policy, Policy and Guidelines published by the Department of Labor to determine whether or not you are eligible for Family and Medical Leave, and whether or not a particular leave is qualified under the Family and Medical Leave Act.

- (d) The Township reserves the right to require a doctor's certificate for the use of any sick leave by an employee or to permit an employee to return to work after an illness or injury.
- (e) If an employee is required to take a medical leave of absence, including FMLA leave, the employee shall be required to use all accumulated sick leave. If sick leave is exhausted, the employee shall be required to use all accumulated vacation time.
- (f) If an employee calls in to work sick, sick leave must be used unless vacation is otherwise approved by the Township Administrator or Board of Trustees. If an employee has exhausted all leave time, the employee may request approved leave without pay. Such approval is at the discretion of the Township. Absence from work without approved leave under this circumstance may result in termination of employment.
- (g) It is the responsibility of the employee to complete time cards and related support documentation forms clearly and accurately identifying the leave dates for any affected pay period.
- (h) Sick leave accrual may be used for funeral leave up to three days for a member of the immediate family of the employee whose definition is outlined under section (a) herein.
- (i) 1. Should the Township determine that an employee has not used sick leave properly or has shown a pattern of abuse, payment may be denied and discipline imposed. Excessive use or chronic abuse is defined as using sick leave on more than 7 separate incidents (not days) over a 12 month period that do not qualify for FMLA leave.

2. Examples of when sick may not be approved: concerted use of sick leave by an employee singly or in concert with others as a means of withholding services; a chronic abuse of sick leave in an established pattern; or other situations where past history and facts do not substantiate the legitimate use of sick leave.
- (j) The Township Administrator is authorized to make interpretations of this policy for the effective implementation of the policy consistent with the overall spirit and intention of the policy.

Other New Business

Under Other New Business, Mr. Henry reported that he and Deputy Tanner had been researching the cost of a document scanner. Deputy Tanner explained that all of his documents must be scanned to the Court and that he must leave the Township whenever he needs to use a scanner. Mr. Henry recommended the Township purchase a scanner and noted that the BCSO IT staff would maintain the equipment. Mr. Henry reported the cost of a scanner was less than \$500. The Board agreed, noting that this plan would help keep the contract cars in the Township. Due to the low dollar amount, no formal Board action was needed to approve this purchase. The Township Administrator will make arrangements to have the equipment installed.

Also under Other New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: *Butler County Building Permit Report for February 2016, an open house invitation from the Ohio State University Extension, a Medicount Management Report for Hanover Township EMS, Butler County Township Association March meeting agenda, and a thank you note from a resident to the Road Department.*

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

Motion to Adjourn: Mr. Stitsinger moved, seconded by Mr. Johnson, 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: _____