



**Hanover Township Board of Trustees
May 11, 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 April 13, 2016 Regular Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentations:

Mark Bishop and Bill Grafe of Energy Alliances – Mr. Bishop and Mr. Grafe made a presentation to the Board regarding their company's energy aggregation program. Energy Alliances functions as an energy broker, identifying energy suppliers with lower rates and arranging for residents to receive energy from these alternative, lower-cost suppliers. Mr. Henry noted that the Energy Alliances representatives had previously met with Mr. Henry and Mr. Sullivan and provided background information. Mr. Henry noted that with this program there would be no costs for the Township and there would be no requirement for the Township to conduct a special study; however, in order to proceed there would be a requirement for the Board to approve ballot language to allow for aggregation. Mr. Bishop offered to provide a list of communities that have worked with Energy Alliances. Mr. Grafe stated that residents who are Duke Energy customers could realize cost savings through aggregation, noting that costs savings for other former Duke Energy customers have averaged 10 to 15%. Mr. Bishop stated that customers are free to opt out of the program at any time with no penalty and that service, maintenance and billing would all continue to be done through Duke Energy for those residents who are currently Duke customers. Mr. Henry stated that if the Board wanted to proceed with an aggregate program through Energy Alliances, the next steps would be to enter into a contractual agreement with Energy Alliances and to adopt a resolution to place the issue on the ballot. The Board instructed Mr. Henry to proceed with making arrangements for a contract with Energy Alliances and preparing a resolution to place the issue on the ballot.

David Brown – Butler County Auditor's Office – Mr. Brown gave an update on the activities of the Auditor's Office. Mr. Brown reported that the Auditor will be holding a "Skimmer Summit"

on May 18 to discuss the increasing problem of thieves using credit card skimming devices at gas pumps. Mr. Brown also reported that the forfeited land sale was scheduled for July 20.

Joe Prescher – Building Art Work/Township Logo – Mr. Prescher did not attend the meeting.

Citizen Participation: Phil Chenoweth (2563 Gardner Road) addressed the Board regarding flooding issues he has experienced at his property. Mr. and Mrs. Chenoweth described flooding of their property in 1998, 2001, 2009 and most recently in May 2016. Mr. Chenoweth attributed the flooding of his property to a subdivision that was built upstream from his property. Mr. Chenoweth expressed frustration that the Township had not resolved the drainage issue on his property, stating that the Township could rebuild the culvert, install a larger pipe and/or purchase their property to solve the problem. Mr. Chenoweth stated that he would file a lawsuit to get the matter resolved. Mr. Henry noted that the Township has no authority over the water retention issue and he also noted that the Township had no role and/or authority over the platting of the subdivision to which Mr. Chenoweth attributed his flooding problem. Mr. Stitsinger referred to a 2001 report to Mr. Chenoweth from the County Engineer’s Office that indicated the finished floor of the house is 1.02 feet below the Gardner Road roadway and that the existing culvert was installed before the house was built. Mr. Chenoweth indicated he did not recall this report. Mr. Henry stated that three years ago the County Engineer’s Office estimated it would cost \$350,000 to just rebuild the culvert but that there may be downstream problems created.. Mr. Chenoweth stated he did not believe it would cost that much. Mr. Stitsinger asked Mr. Chenoweth if he would email concerns/questions such as this (i.e. cost to rebuild culvert) so that the Township could provide documentation to answer these questions. Mrs. Chenoweth stated she had photos of the flooding on her smart phone and she was asked to forward these photos to the Township in order to show the engineers. Mr. Henry indicated that the Township had requested FEMA funds and Community Development funds for the Chenoweths and these requests were pending. Mr. Chenoweth requested that the Township ask the County Engineer’s Office to send someone out to talk to them, review the situation and study what retention work is needed. Mr. Stitsinger stated that the Township could arrange for someone from the County Engineer’s Office to meet with the Chenoweths.

Also under **Citizen Participation**, County EMA Director Matt Haverkos addressed the Board. Mr. Haverkos read a letter he was sending to the Township to express thanks for the Township’s support of the EMA’s air and light truck during the past ten years. Mr. Haverkos also reported on the Regional Radio Program and noted that Chief Clark and Lt. Badin assisted with the application process and that Hanover Township would be receiving four radios for Fire Department communications.

Administration Reports

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

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

Activity Area

Month Totals*

YTD

- Dispatched Calls: 174 677
- Felony Reports: 07 25
- Misdemeanor Reports: 13 36
- Non-Injury Crash: 08 29
- Injury Crash: 01 09

Total Reports: 29.....99

- Assists/Back Up: 18 70
- Felony Arrests: 00 08
- Misdemeanor Arrests: 01 12
- OMVI Arrests: 00 03

Total Arrests: 0123

- Traffic Stops: 14 63
- Moving Citations: 21 75
- Warning Citations: 05 12
- FIR Cards: 0 00
- Civil Papers Served: 0 00
- Business Alarms: 3 15
- Residential Alarms: 12 45
- Special Details: 15 53
- COPS Times: 4,800 (*Min.*) 17,400
- Vacation Checks: 18 301

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

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

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

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

- Emergency Medical Operations/Squad Runs: 31
- Motor Vehicle Accidents: None Reported
- Fire Runs: 11
- Fire Inspections: 05
- *Air & Light Truck Call Out: Moved by EMA to Ross Township*

- Knox Box Details 00
- Other 00
- Total for the month: **42 Runs/Operations
(42 Fire/EMS Runs)**

Total Year to Date: 199 Runs/Operations

(Apr 2015): 63 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 April 2016:

**SUPERINTENDENT'S REPORTS
(May 11, 2016)**

Millville Cemetery Operations Report April 1 through April 30, 2016

| | |
|-------------------------------------------------------|-------------------------|
| 10 Graves sold to Township residents (@ \$610) | -----\$ 6,100.00 |
| 0 Graves sold to nonresidents | -----\$ 0.00 |
| 0 Old resident graves | -----\$ 0.00 |
| 7 Full Interments | -----\$ 6,700.00 |
| 0 Baby interments | -----\$ 0.00 |
| 0 Cremations | -----\$ 0.00 |
| Foundation and Marker installation fees | -----\$ 336.00 |
| Total: | -----\$13,136.00 |

Other Cemetery activities:

1. Fixed graves and sink holes.
2. Cleaned office.
3. Cleaned truck.
4. Mowed grass five times.
5. Trimmed twice.
6. Put mulch in scattering garden.
7. Put mulch in front flower beds.

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

1. Hauled a mattress and big screen TV from the Park recycling dumpsters.
2. Installed no dumping signs at the recycling dumpsters.
3. Replaced shingles blown off the Community Center and Shelter by high winds.
4. Replaced the 6 X 6 posts on the Minton Road Cemetery sign.
5. Picked up six tires on Darrtown Road and seven tires on Salman off Stillwell Road.
6. After high winds, we cut up a tree on Morman Road, a tree on Hogue Road, and a tree in the Millville Reily Cemetery.
7. Performed ice and snow control on April 9.
8. Painted the lower part of the Community Center sign.
9. Cleaned up a fallen tree on Four Mile and went along Four Mile and pushed dead trees back into the woods.
10. Cut down and hauled away a tree on Huston Road.
11. Mowed grass on all Township properties five times.
12. Changed the fuel and ran all of the generators.
13. Decamp Cemetery on the big side: we re-raked the area, performed dirt work, re-erected 7 headstones and planted grass seed. On the small side: we removed all remaining stumps/roots/rocks and pulled out honeysuckle. Work still to do on the small side: rake the area, some dirt work and grass seed.
14. On Amarillo Drive chained the storm sewer lid down to prevent it from coming off during heavy rains.
15. Repaired pot holes on Rafuse Avenue and along street edges in Alamo Heights.
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 April Summary Report
(May 11, 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:** Continued work with Chief Clark, Greg Sullivan and Jennifer Mason on EMS issues. Worked with Verizon officials and fire department staff as well as Greg Sullivan to order Wi-Fi Hot Spots needed for operations and two tablets. Also new squad phones were authorized.
- **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. Next meeting is scheduled for May 24th.
- **Drainage Issues:** Followed up questions about Wards Way subdivision. Prepared certain R/W questions for the Prosecutor's Office. Scheduled meetings with Roger Gates in April.
- **Insurances:** Completed final paperwork and transition associated with cancer and disability coverages through Colonial Life Insurance. Followed up transition problems and concerns.
- **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.
- **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 and sent to residents by the end of April.
- **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 and Personnel actions:

Fire Department:

Road Department:

Roger Allen returned from extended sick leave on April 4, 2016, light duty; still on light duty in April. Caleb Keeler PT/seasonal rate is \$9.00 per hour prior experience with Township.

Cemetery: Micah Combs returned as seasonal/pt at the Cemetery (\$9.0/Hr): Adrian Couch and George Lawson return pay set at \$8.45 per hour within the approved classification plan. Brandon Combs submitted two week's notice to resign effective end of the day May 13, 2016.

We are extremely short handed overall due to death, injury and resignation. We are interviewing 6 excellent candidates for full time. It will be several weeks before we can begin to get caught up on Cemetery and Road Projects.

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. Five major requests by department have been submitted.

Of Note- Budget Information for April 30, 2016

Cash Balance as of April 30, 2016: \$1,259,751.18

- 1) Total Expenditures all funds for April 2016: \$118,596.61**
- 2) Total General Fund cash on hand April 2016: \$481,146.78 (38.43%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand April 2016: \$299,629.10 (23.79%) 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

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. Staffing for Road and Cemetery operations are below minimums due to death, injury and resignations leading to a backlog of projects in these areas.

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry asked the Board to note the additional remarks in his report expressing his and the Fiscal Officer's concerns regarding on-going budgetary shortfalls. Mr. Henry stated that cutbacks in Fire Department expenditures would slowly begin to be implemented.

Old Business

April 2016 Fire/EMS Run Data Summary: Mr. Henry presented the run data report for the month of April. He reported the average response time for the month was 11.27 minutes (up from March but still improved over response times prior to implementation of the stipend program) and that Wednesday was the busiest run day of the week, with second shift being the busiest shift period.

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

Complaints/Nuisance Property Notes (May 11, 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). Beginning steps to address through direct action.
- **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.
- **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. Still waiting of Fire Department declaration.
- Added: **2441 Salvatore-** property vacant, has high weeds and grass. Attempting to get action from a responsible party.
- Added: **2470 Isabella Lane-** property vacant, has high weeds and grass. Attempting to get action from a responsible party which is currently PNC Bank.
- Added: **1936 Vanda and 1912 Vanda-** junk vehicles, tires, carpet, and debris. Referring to County Building and Zoning
- Added: **2462 Queen Mary-** being handled by County Building and Zoning. Debris, junk and excessive storage of recreational equipment etc.

- **Hamilton Richmond Road** adjacent to 1931- vacant property

Mr. Henry noted the dilemma faced by the Township that when it moves to declare a property a nuisance it also incurs the costs to clean up the property and cannot recover these costs unless/until the property is sold and a tax lien can be placed on the sale to recover the Township's clean-up expenses. Mr. Henry stated he would like to contract for mowing of several properties with excessively high weeds and the Board agreed.

Motion – Accept Board of County Commissioners R/W Vacation of Salmon Road: Mr. Henry reported that the Butler County Board of Commissioners recently passed a resolution to vacate Salmon Road right-of-way. Mr. Henry explained that a motion to accept the vacation of this right-of-way needed to be passed by the Township Board of Trustees. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Stitsinger, to accept Butler County Board of Commissioners Resolution No. 16-04-01777 vacating right-of-way on Salmon Road. Upon roll call, all three Trustees voted yes.

Other Old Business: Mr. Henry requested that the Board accept the Fire Chief's letter stating that the property located at 2001 Hamilton Richmond Road is unsafe. After some discussion, Mr. Stitsinger made a **motion**, seconded by Mr. Johnson, to accept the Fire Chief's letter declaring the property located at 2001 Hamilton Richmond Road unsafe and to direct the Township Administrator to send orders via certified mail to repair or raze the building at that address. Upon roll call, all three Trustees voted yes.

New Business

Motion – Accept ODOT Safety Signage Grant (\$6,911.18): Mr. Henry stated that during the last Board meeting it was noted that the Township was submitting a grant request for a Safety Signage Grant through ODOT for Fiscal Year 2017 beginning in July 2016. The amount awarded was \$6911.18 and the Township will receive instructions shortly as to when to commence implementation and reimbursement steps. Mr. Henry explained that for audit purposes, a motion is required to accept said grant and to authorize expenditures accordingly. A **motion** was made by Mr. Stitsinger, seconded by Mr. Johnson, to accept the grant award and authorize the implementation of the sign changes. After discussion, a roll call vote was taken and all three Trustees voted yes.

Motion – Approve Kids Fest Expenses and Sponsorship: Mr. Henry reported that this is the 8th year for holding Kids Fest which serves 200 to 300 kids with the various activities. Mr. Henry explained that the Township spends between \$1500.00 and \$3000.00 each year for the kids' games, advertising, port-o-lets, music, food, booths and displays. This amount is generally offset by sponsorships and in-kind contributions. The Park Committee members are in the process of seeking sponsorships. (As of the May Board meeting sponsorships included Stony Run Enterprises, Ladies Industrial Band, Julie Prickett and Bruce Henry). Mr. Henry requested a motion to approve expenses for the 2016 Kids Fest at an amount not to exceed \$3,000.00. Mr. Henry noted that it is hoped this amount will be significantly reduced by sponsorships. A **motion** was made by Mr. Stitsinger, seconded by Mr. Johnson, to approve expenses for the 2016 Kids Fest event at an amount not to exceed \$3,000.00. After discussion, a roll call vote was taken with all three Trustees voting yes.

Motion-- Accept BCTA Meal Sponsorship – Energy Alliances: Mr. Henry reported that Hanover Township is hosting the dinner and meeting for the May Butler County Township Association function. Energy Alliances graciously agreed to be a meal sponsor to help offset the costs

associated with the function. Mr. Henry explained that for audit purposes, a motion is needed to accept the sponsorship and appropriate the funds accordingly. A **motion** was made by Mr. Johnson, seconded by Mr. Miller, to accept the sponsorship from Energy Alliances in the amount of \$500.00 and to authorize the amending of the Certificate of Resources and appropriating same to the General Fund. After discussion, a roll call vote was taken and all three Trustees voted yes.

Claude Court Ditching Issue – BCEO Response: Mr. Henry stated that last year the Township requested assistance from the Engineer’s Office with clearing out the ditch line along Claude Court. The Engineer’s Office cleared some of the ditch line but did not complete the project. Subsequently, the Township received complaints from residents and Mr. Henry contacted the Engineer’s Office to request completion of the work. Mr. Henry provided a copy of the response from Scott Bressler of the Engineer’s Office, indicating follow-up would occur after allowing time for the area to dry out in order to determine if additional ditch work is needed.

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 April 2016, Butler County Township Association Legislative Update, a notice from the Ohio Division of Liquor Control regarding permits, a message from the Prosecutor’s Office regarding a recent Ohio Supreme Court case (White v. King) regarding open meetings law, a thank you note and decision not to open Family Promise location on Millville Avenue, an email message regarding Prostate Cancer Awareness Month, and materials relating to the drainage issue at 2563 Gardner Road. Mr. Henry requested that the Trustees note the information from the Prosecutor’s Office regarding the recent Ohio Supreme Court case (White v. King) regarding open meetings law.

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, 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: _____