



**Hanover Township Board of Trustees
October 12, 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 September 14, 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: There were no guest presentations scheduled for the meeting.

Citizen Participation: No citizens chose to address the Board.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 152		1430
• Felony Reports: 06		43

- Misdemeanor Reports: 29 111
- Non-Injury Crash: 03 53
- Injury Crash: 06 24

Total Reports: 44.....221

- Assists/Back Up: 16 181
- Felony Arrests: 02 15
- Misdemeanor Arrests: 07 38
- OMVI Arrests: 00 03

Total Arrests: 0957

- Traffic Stops: 23 164
- Moving Citations:25 183
- Warning Citations: 06 44
- FIR Cards: 0 00
- Civil Papers Served: 0 01
- Business Alarms: 3 24
- Residential Alarms: 07 85
- Special Details: 16 127
- COPS Times: 4,800 (*Min.*) 40,000
- Vacation Checks: 05 342

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

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

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

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

- Emergency Medical Operations/Squad Runs: 28
- Motor Vehicle Accidents: 08
- Fire Runs: 15

- Fire Inspections: 02
- Knox Box Details 00
- Other 00
- Total for the month: **53 Runs/Operations
(51 Fire/EMS Runs)**

Total Year to Date: 492 Runs/Operations

(September 2015): 68

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 September 2016:

**SUPERINTENDENT'S REPORTS
(October 12, 2016)**

Millville Cemetery Operations Report September 1 through September 30, 2016

2 Graves sold to Township residents (@ \$610)	-----\$ 1,220.00
7 Graves sold to nonresidents	-----\$6,265.00
0 Old resident graves	-----\$ 0.00
7 Full Interments	-----\$ 7,100.00
0 Baby interments	-----\$ 0.00
2 Cremations	-----\$ 800.00
Foundation and Marker installation fees	-----\$ 520.80
0 Grave Transfer	-----\$ 0.00
Total:	-----\$ 15,905.80

Other Cemetery activities:

1. Fixed graves
2. Cleaned and picked up debris in Cemetery
3. Cut grass five times and trimmed twice
4. Cleaned garage and equipment
5. Serviced mowers
6. Picked up two loads of topsoil
7. Helped Road Crew with tree downed on Hogue Road

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

1. Cut up a large tree that fell on Hogue Road and pushed dead trees over along Metro-Parks.
2. Plowed gravel off roads after heavy rains.
3. Finished cleaning up downed trees after storms.
4. Worked on a catch basin and pipe on Wencella Drive.
5. Started third round of roadside mowing and cutting back brush and trees.
6. Replaced 25 feet of curb in front of a driveway on Timber Creek Drive.
7. Cleaned carpet at the Community Center.
8. Replaced two boxes of ceiling tile at the Firehouse.
9. Pressure washed Firehouse.
10. Trimmed bushes at the Firehouse and at the Veterans Memorial.
11. Performed some minor ditching on Fairy Drive.
12. Put concrete in a culvert and cold patch in the road on a culvert that is collapsing on Stahlheber Road.
13. Picked up a television dumped on Darrtown Road.
14. Cut grass on all Township properties four times.
15. Welded an extension onto the flag pole and replaced the pulley-rope and flag at the Cemetery.
16. Picked up deer carcass from a front yard on Route 27.
17. Cleaned out debris in front of a driveway pipe on Vizedom Road.
18. 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 September Summary Report
(October 2016)

- **Fire/EMS Run Data:** Dispatch Log information for September 2016. Prepared summary overview of data.
- **Fire Department:** Worked on Fire Operation financial reports and summary of expenditures for public handouts. Answered public questions by residents about fire operational costs.

- **Election Board Filings and Levy Information:** Follow up on ballot issues, worked on Electric Aggregation materials, reviewed handouts with Prosecutor's Office.
- **Levy Information:** Met with several residents about the levies and township finances. Met with citizens committee supporting the levies and provided handout information. Set up and organized "Coffee with the Trustees" on September 30th.
- **Personnel:** New overall personnel policy book still being worked on. The Trustees were given an outline for review and comment.
- **Park Committee/Veterans Committee and Special Events:** Prepared sponsorship packets for the Haunted Harvest, met with the Park Committee and secured two sponsorships. Preparing outline of Veterans Day Ceremony and Luncheon.
- **Cemetery:** Assisted with paperwork to transfer grave sites and sell back sites. Prepared items for Trustees approval. Reviewed cemetery maintenance issues.
- **Drainage Issues:** Fielded several drainage complaints from residents and provided technical information. Met with CD officials about possible assistance.
- **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. Prepared related handouts for voter review.
- **Open Burning Issues:** Prepared technical handouts for residents and fielded three calls about requirements
- **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 Morman Road on the selection, purchase and memorial marker under the Memorial Tree program for the Park.
- **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: Michael Jackson, Lt. resigned effective August 30, 2016

Hire: None at this time for the Fire Department

Road Department and Cemetery: In accordance with the approved Township Classification and Pay Plan, hired three part time personnel:

Brian Coffey: Entry Level Public Works Worker II \$11.00 per hour.

Joseph Jenkins: Experienced Level Public Works Worker II \$16.00 per hour

Samuel Smith: Experienced Level Public Works Worker II \$16.00 per hour.

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. Provided draft outline to the Board for any suggested changes.

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.

For the Road Department, the 2002 International 4900 Dump Truck/Snow Plow Unit may not be road worthy for the winter operations. In addition, the 1994 Ford Mower with mount used for roadside mowing and general maintenance is close to becoming inoperable. Cost to replace both units is in the \$225,000 range.

Of Note- Budget Information for September 30, 2016

Cash Balance as of September 30, 2016: \$1,231,337.97

1) Total Expenditures all funds for September 2016: \$151,594.96

2) Total General Fund cash on hand September 2016: \$463,372.43 (37.63%) of Total funds

3) Total Fire/EMS Fund cash on hand September 2016: \$222,490.90 (28.86%) 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
Aug- Cash Balance: \$1,088,071.02
Sept- Cash Balance: \$1,231,337.97

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 filed in July 2016 had some significant reductions. Tax revenue is not rebounding and passage of suggested levies is critical to the Township well being.

Mr. Henry also distributed revenue and expenditure reports and a pie chart which provided an overview of revenue sources and budgeted funds for 2016. Mr. Henry noted that there was a slight increase in revenue due to receipt of property taxes but overall fund levels continue to drop.

Old Business

September 2016 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of September and noted the average response time for the month of September was 12.34 minutes, which represented a decrease from the previous month's average, with the busiest

days being Thursday and Saturday and second shift being the busiest shift. Chief Clark noted that two of the mutual aid requests were for fires which required additional assistance.

Update -- Nuisance Complaints (41 Cochran Road): Mr. Henry presented the following list of complaints/nuisance property issues that he had been working on:

**Complaints/Nuisance Property Notes
(October Meeting 2016)**

- **41 Cochran Road:** Junk vehicles, debris and garbage- County Prosecutor has filed a complaint in court, case #CV2016-02-0528; case decided in our favor. Checking out site to see what the Township must authorize.
- **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)./ **pipng has been removed; no further action required.**
- **4280 Hamilton Scipio Road:** The County Prosecutor on behalf of the Treasurer Nix has filed a foreclosure action against Robert D. Boomershine on 9/22/2016. Mr. Boomershine owes about \$3500.00 in back taxes. (Case # CV2016-09-2030)
- **1992 Jesse Drive:** Burned out house- met with the owner and a tentative agreement has been reached to tear down the structure. Met with Desmond Matayah regarding assistance through the Community Development Block Grant Program for 2017 and waiting for official response.
- **620 Boyle Road:** High grass, weeds, some trash; owner came in and stated he would start mowing and cleaning up. Work is partially complete. Same as in September. Awaiting possible foreclosure action.
- **371 Millville Oxford Road at Fairy Drive:** Weeds, debris and junk vehicle are on the property. The matter has been referred officially to County Zoning and follow up is under way.

Mr. Henry noted that the appeal period for the Cochran Road property had expired and the Township could proceed with clearing the site. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, authorizing the Township Administrator to arrange for the necessary work to clear the site at 41 Cochran Road. After further discussion, a roll call taken with all three Trustees voting yes.

Also after some additional discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, authorizing the Township Administrator to arrange for the necessary work to clean up the

property 4280 Hamilton Scipio Road as the site was an eyesore for neighboring property owners. A roll call was taken with all three Trustees voting yes.

Road Program 2017 Report: Mr. Henry provided the 2017 Proposed Road Program report to the Board. Mr. Henry explained that he and Road Superintendent Scot Gardner met with the BCEO on September 28 to review the proposed road program for 2017. Mr. Henry noted the program included the Alamo Heights black mat project. Mr. Henry also explained that he had requested technical assistance from the County Engineer to prepare a cost estimate to repair the sinkhole on a lot at the intersection of Amarillo Drive and Gene Avenue. Mr. Henry also stated he had met with the CD Block grant staff to determine if the sinkhole project could be considered for CD block grant funding. The Trustees indicated they would call a special meeting to review the site before deciding to make a request for CD grant money to fund the project.

Community Development Input and Ranking of Projects: Mr. Henry provide a list of suggested ideas for Community Development Block Grant funds based upon citizen input, Park Committee input, and suggestions from the Township Administration. Mr. Henry explained that the Township can submit applications for up to three projects. The Board determined the Park restroom project and Park utilities (water and electric) project would be two of the project applications submittals and the third project would be determined at the Special Meeting.

Other Old Business: Mr. Henry noted that at the September Board meeting, Mr. Stitsinger had asked about a drainage issue on Stillwell Road that was causing a dispute between two property owners. Mr. Henry reported that the problem was on private property and he was unable to see anything from the public roadway. Mr. Stitsinger stated the issue was resolved as the two property owners had worked the problem out.

New Business:

Resolution No. 40-16 – Community Development Block Grant Application and Ratings: Mr. Henry explained that this resolution authorizes the Administrator to submit three project applications for CD grant funds. Based on discussions earlier in the meeting, the Park restroom project would be the ranked the highest priority project, the Park utilities project would be ranked the second highest priority, and the third highest priority project would be determined at the Board’s special meeting. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 40-16, which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

Resolution No. 40-16

Authorizing the Filing of the 2017 Application(s) for Community Development Block Grant Funding and Prioritizing of Projects for Hanover Township

Whereas, the Board of Trustees and Township Administration have reviewed the requirements for the 2016 Community Development Block Grant Program; and

Whereas, the Township has several key projects that merit consideration under the Community Development Block Grant Program as suggested by citizens and the Administration; and

Whereas, key projects were discussed in two Public Meetings with public input solicited on September 14, 2016 and October 12, 2016 and recommendations were received from the Township Ad Hoc Park Committee through discussions over the last 11 months; and,

Whereas, all the projects discussed have been placed on a list for continued consideration and guidance to the Township and are reflected in the attachment herewith,

Whereas, the Board of Trustees rate several of these projects as a high priority based upon resident input this year and input received from a 2012 Citizen Survey conducted by Miami University.

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

Section I. That the Township after considering citizen input as well as recommendations from the Park Committee do hereby authorize three project applications for Community Development Block Grant Funding in 2016-2017 identifying and rating these projects as set forth in the attachment hereto labeled "Attachment to Resolution No. 40-16 CD Project Ratings."

Section II. That the Board will commit in kind services and/or direct cash contribution of up to 10% or more for each of the three projects submitted. Amounts are specified in the attachment hereto.

Section III. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit said project applications to the Butler County Community Development Department by November 3, 2016.

Section IV. That the Board of Trustees acted upon this matter in an open public session and is a reflection of the action taken on October 12, 2016.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 41-16 – Then and Now: Mr. Henry explained the routine housekeeping nature of this resolution. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 41-16, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 41-16

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) \$67,530.82 American Pavements, Inc. \$20,350.00 (Fund 2021); \$26,460.82 (Fund 2031); \$11,100.00 (Fund 2141); \$9,620.00 (Fund 2231)

B) \$114,314.86 Miller Mason Paving Company \$35,495.68 (Fund 2021); \$3,539.18 (Fund 2031); \$14,900.00 (Fund 2141); \$20,380.00 (Fund 2231).

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 October 12, 2016.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Motion – Approve Acceptance of BREC Grants for Fire Department Tablets and for Park Message Board: Mr. Henry explained that Hanover Township applied for two grants in August 2016, one for a park information kiosk/sign and one for Fire Department tablets. The full requests were not awarded but \$500.00 was granted for the park sign and \$900.00 was granted for the computer tablets. For tracking and audit purposes, a motion would be required to accept the grant money. **Motion:** Moved by Mr. Stitsinger, seconded by Mr. Johnson, to accept \$500.00 for Park Sign and \$900.00 for the Fire Department tablets from the Butler Rural Electric Cooperative Community Connections program as well as to authorize expenditures associated therewith. After discussion, a roll call vote was taken with all three Trustees voting yes.

Motion – Approve Expenses for Haunted Harvest and Veterans Day Events: Mr. Henry explained that for several years Hanover Township has sponsored "Hanover Haunted Harvest" for kids as recommended by the Park Committee in order to provide a safe place to "trick or treat" with community involvement. Sponsorships are sought each year and currently over \$650.00 in cash and in-kind product has been provided. However, in case expenses would exceed donations, **a motion** is in order to approve the expenses. Moved by Mr. Miller, seconded by Mr. Johnson, to approve the Township's sponsorship of the Haunted Harvest and approve expenses associated therewith. After discussion, a roll call vote was taken with all three Trustees voting yes.

Mr. Henry next explained that Hanover Township sponsors an annual Veterans Day Ceremony and Luncheon on Veterans Day November 11th. In 2016 this day falls on a Friday. Although there will be several private contributions made to support the event, there may be items not totally covered. Therefore **a motion** is in order to approve expenses. Moved by Mr. Johnson, seconded by Mr. Stitsinger, to approve the Township's sponsorship of the Veterans Day Ceremony and Veterans Luncheon and approve expenses associated therewith. After discussion, a roll call vote was taken with all three Trustees voting yes.

Confirm Dates – Upcoming Events: As a reminder, Mr. Henry reviewed the schedule for public forums and coffees with the Trustees which would occur in October and November. The Board had approved the meeting schedule at its September meeting.

Information – Proposed Township Schedule for 2017: Mr. Henry provided a proposed schedule for 2017 Board meetings and special events. Mr. Henry requested the Board review the schedule and, if acceptable, approve it at the next Board meeting.

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 September 2016, Ohio Township Association Legislative Update, OTA Annexation Information, notes from the quarterly Butler County Emergency Planning Committee, a letter from the Talawanda School District inviting community leaders to a drug prevention forum, and a request for residents to serve on the County Board of Zoning Appeals.

Also under Other New Business, Chief Clark reported that the Fire Department received an anonymous donation which could be used to purchase three AED's. After some discussion, Mr. Stitsinger made a **motion**, seconded by Mr. Miller, to authorize the Administrator to enter into a lease/grant agreement with McCollough Hyde/TriHealth for three AED's. Upon roll call, all Trustees voted yes.

Also under Other Old Business, Mr. Henry shared a thank you letter the Township received from Jean and Mel Derickson regarding assistance received from the Fire Department with a carbon monoxide leak in their home.

Also under Other New Business, Mr. Stitsinger noted the assistance Travis Reffitt provided the Fire Department with a difficult extrication at an auto accident on September 22 and asked if the Township had sent Mr. Reffitt a thank you letter. Mr. Henry stated a thank you letter had been sent shortly after the incident.

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: _____