



**Hanover Township Board of Trustees  
April 12, 2017 Meeting Minutes**

**Call to Order:** Board President 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. Mr. Miller was excused absent due to an out of town commitment.

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Stitsinger, to approve the March 15, 2017 Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, both Trustees voted yes to approve all.

**Guest Presentation – Mark Bishop, Energy Alliance:** At the Board's request at its March 15, 2017 Meeting, Mr. Henry arranged for Mr. Mark Bishop to attend the April Board meeting in order to answer questions regarding the electric aggregation program. Mr. Bishop explained that the electric aggregation program had started with residents being enrolled beginning with billings occurring in late February. Mr. Bishop answered questions that Pat Miller and Mary Kay Krieger had regarding aspects of their bills which they did not understand. Mr. Bishop explained how to read an electric bill and how to determine cost per kilowatt hour. Mr. Bishop also provided a contact name and phone number for Dynegy, the electric supplier, and he noted that Energy Alliance staff were also available to assist residents who had questions regarding the program.

**Citizen Participation:** Mike Fawns, 2695 Stahlheber Road, asked the Board why Board meeting minutes were not posted on the website on a regular basis. Mr. Henry explained that the website was updated with Board meeting minutes on a quarterly basis.

**Administration Reports**

*Law Enforcement:* Deputy Tanner gave the following report for the month of March 2017:

**Butler County Sheriff's Office**  
**District #6**  
**Hanover Township Contract Cars**  
**Monthly Report for March 2017\*\***

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 142		499
• Felony Reports: 01		7
• Misdemeanor Reports: 06		26
• Non-Injury Crash: 02		13
• Injury Crash: 02		13
<b>Total Reports: 11.....</b>		<b>60</b>
• Assists/Back Up: 16		56
• Felony Arrests: 00		01
• Misdemeanor Arrests: 00		09
• OMVI Arrests: 00		00
<b>Total Arrests: 00 .....</b>		<b>10</b>
• Traffic Stops: 04		33
• Moving Citations: 06		47
• Warning Citations: 03		12
• FIR Cards: 0		00
• Civil Papers Served: 0		00
• Business Alarms: 3		07
• Residential Alarms: 08		18
• Special Details: 11		35
• COPS Times: 5,000 ( <i>Min.</i> )		15,000
• Vacation Checks: 16		63

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Reporting: Deputy Tanner and Deputy Mayer/by BEH.

\*\* Deputy Mayer had 5 training days and one week off for vacation.

*Fire/EMS:* Chief Clark presented the following report for the month of March 2017:

**Hanover Township Fire Department**  
**Monthly Report for March - Phil Clark Fire Chief**

**(Presented in March 2017)**

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

	<b><u>Month</u></b>	<b><u>YTD</u></b>
• Emergency Medical Operations/Squad Runs:	46	145
• Motor Vehicle Accidents:	06	22
• Fire Runs:	09	24
• Fire Inspections:	01	07
• Knox Box Details	00	
• Other	00	
• Total for the month:	<b>62 Runs/Operations (61 Fire/EMS Runs)</b>	

**Total Year 2017: 195 Runs/Operations**

(March 2016: 59)

<u>Runs/Operations</u>	-----	
Total for 2016	705	
Total for 2015	733	
Total for 2014	809	<i>5 year average: 738</i>
Total for 2013	750	<i>11 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 March 2017:

**SUPERINTENDENT'S REPORTS  
(April 12, 2017)**

Millville Cemetery Operations Report March 1 through March 31, 2017

<b>2 Graves sold to Township residents (@ \$610)</b>	<b>-----\$ 1,220.00</b>
<b>1 Graves sold to nonresidents</b>	<b>-----\$ 895.00</b>
<b>0 Old resident graves</b>	<b>-----\$ 0.00</b>
<b>5 Full Interments</b>	<b>-----\$ 4,900.00</b>
<b>0 Baby interments</b>	<b>-----\$ 0.00</b>
<b>0 Cremations</b>	<b>-----\$ 0.00</b>
<b>Foundation and Marker installation fees</b>	<b>-----\$ 1,630.80</b>
<b>0 Grave Transfer</b>	<b>-----\$ 0.00</b>
<b>Total:</b>	<b>-----\$ 8,645.80</b>

Other Cemetery activities:

1. Fixed graves and sink holes
2. Cleaned the office and garage

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

1. Checked roads for storm damage on March 1.
2. Cut a tree hanging out on the road on Hogue.
3. Plowed off gravel washed into the roadway on the dead-end of Darrtown and Krucker Roads.
4. Cut down a tree and cleaned up debris in the Minton Road Cemetery.
5. Finished road sign replacement.
6. Placed gravel on Pearle Lane.
7. Cut a tree hanging in the road on Morman Road.
8. Picked up garbage dumped on Morman Road.
9. Hauled off scrap Road signs and posts to Hamilton scrap processors.
10. Hauled 10 used tires to Rumpke scrap tire recycling.
11. Picked up a deer carcass on Cochran Road and a skunk on Millville Avenue.
12. Made a catch basin grate for a box on Four Mile.
13. Cut off stumps in the ditch on Stahlheber Road.
14. Performed ditching on Huston Road and Morman Road.
15. Got out all the generators, changed the fuel and ran them.
16. Performed cold patch on the berm on Santa Maria, Nichols and Hussey Roads.
17. Replaced burned out lights at the Firehouse.
18. Cut down and cleaned up debris from thirty dead trees on Morman Road.
19. Worked on a drainage issue in the Playground.
20. Performed monthly truck, park, and storm water inspections

*Administrator's Report (Financials and Personnel Issues)*

Mr. Henry presented the following report to the Board:

Administrator **March** Summary Report  
(April 2017)

- **Fire/EMS Run Data:** Dispatch Log information for March 2017. Prepared summary overview of data.
- **Fire Department:** Prepared information for Fire Department Background checks, physical testing and hiring documents.
- **Personnel:** Slightly revised job application forms; tracked new submissions for the Fire Department. Held discussions with staff regarding various personnel issues. Sent out revised Rules of Conduct to each department.
- **BWC Safety Grant:** Provided follow up to BWC on Fire Department Safety grant. Secured final approval, awaiting check.
- **BWC and Care Works:** Worked with BWC and Care Works in reference to claim associated with Clint Nigg's injury in January 2017.
- **Facility Rentals:** Prepared new checklist form for room rental post event clean up issues. Revised contract documents.
- **Grants:** Followed up on grant issues with BWC, ODNR, BREC and Community Development Block Grant awards.
- **Nuisance Properties:** Continued follow up with the Community Development Department of Butler County to secure grant funds to tear down the structure at 2001 Hamilton Richmond Road.
- **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.
- **Electric Aggregation:** Held conversations with Energy Alliance and Dynegy regarding contract for residential electric rates. Talked with a number of residents about the process and their particular electric bill.
- **Park and Land Use Committees:** Prepared documents for the committee meetings. The Park Committee met on March 28th.

## **Personnel Actions and Other Items of Note**

### ***Appointment of new personnel and Personnel actions:***

#### ***Fire Department:***

***Procedures and Testing*** Fire Department PT Hiring procedures established. Job Ads posted. Polygraph and Physical testing set up for PT applicants.

***Hire/Appoint:*** \*Blake Olson Oxford, Ohio 45056 as FF/EMT-A; range \$13.50 to 14.50/Hr TBD  
\*Robert Hughes Hamilton, Ohio 45013 as FF/EMT-P; range \$15.00 to \$16.50 TBD  
\*Nicholas F. Bomske 3619 Old Red Band Road Cincinnati, Ohio 45227 FF/EMT-P  
(Shift Duty PT Range \$15.00 to \$16.50)  
***(\*Final appointment subject to Physical results and polygraph.)***

Evan North, 3102Stahlheber Road Hamilton, Ohio FF/EMT-B Volunteer Status

***Resigned:*** Lt. Steve Locke resigned March 22, 2017; Mike Fawns, Lt. resigned March 30, 2017; Joe Perkins resigned April 1, 2017; Dalton Helton resigned April 1, 2017; Zach Rogers resigned April 1, 2017.

#### ***Road Department and Cemetery:***

*Samuel Smith currently PT was promoted to full time effective April3rd at \$17.00 per hour. As per Pay Plan, Brian Coffey and Joe Jenkins both PT, base pay adjustment up to 3.2% effective April 10, 2017*

### **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.

**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 first half of 2017.

**For the Road Department:** Examining Master Lease Purchase agreements and rates to possibly purchase replacement truck or tractor. Spoke with Scot Bressler at BCEO for specs and conferred with Scot Gardner.  
Specs have been acquired and meeting held with a manufacturer.

**Of Note- Budget Information for March 31, 2017**

**Cash Balance as of March 31, 2017: \$900,176.59**

- 1) Total Expenditures all funds for March 2017: \$183,226.11 / Revenue: \$118,533.29**
- 2) Total General Fund cash on hand March 2017: \$350,561.50 (39.43%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand March 2017: \$180,982.24 (20.11%) 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**  
**Oct- Cash Balance: \$1,199,176.98**  
**Nov- Cash Balance: \$1,083,268.01**  
**Dec- Cash Balance: \$1,046,996.51**

**Fiscal Year 2017**

**Jan: \$888,346.09**  
**Feb: \$902,459.77**  
**Mar: \$900,176.59**

**General Notes:** 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.

**January 2017:** Although expenses were held to essential items in 2016 and the total expenditures for 2016 were below 2015 expenditures showing a reduction of \$52,554.69, the General Fund revenues continue to shrink. The Township cannot continue to provide existing service levels through the General Fund as revenues continue to decrease.

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry noted cash flow for the General Fund was lower than any balances during the past four years. Mr. Henry also noted that for the first part of FY2017 the Township had been operating on carry-over funds. Mr. Sullivan explained that the County was processing the tax settlement and the Township should receive funds for the first half of the fiscal year sometime during the following week.

### ***Old Business***

**March 2017 Fire/EMS Run Data Summary:** Mr. Henry provided the run data summary for the month of March and noted the average response time was 7.94 minutes. The busiest day was Friday and first shift was the busiest shift.

**Motion – Accept BREC Community Connections Grant Awards:** Mr. Henry reported that Hanover Township applied for two grants for a special ladder for the Road and Cemetery Operations and for security cameras for the Fire Department in February 2017. The Township has received grant award notices for both but at reduced amounts. The full requests were not awarded but \$160.00 was granted for the Road Department ladder and \$1000.00 was granted for security cameras for the Fire Station. For tracking and audit purposes, Mr. Henry requested a motion to accept the grant funds. **Motion:** Moved by Mr. Johnson, seconded by Mr. Stitsinger, to accept \$160.00 for a specialized ladder and \$1000.00 for the Fire Department security system from the Butler Rural Electric Cooperative Community Connections program as well as authorize expenditures associated therewith. After discussion, a roll call vote was taken with both Trustees voting yes.

**Motion – Accept BWC Safety Grant Notification:** Mr. Henry explained that Hanover Township is eligible to apply for safety intervention related grants through Ohio BWC. This year within this fund the Township was eligible to receive \$11,155.56 which was applied for and approved. This money will be matched with local funds to purchase another power loader cot for EMS operations. The process includes obtaining quotes but no purchase takes place until BWC approves and cuts a check. To facilitate the process, the Township Administrator requested a motion approving the acceptance of the grant award and authorizing the purchase from Stryker EMS Equipment along with installation by Vogelpohl at a total cost of \$42,758.98 minus the grant of \$11,155.56.

A **motion** was made by Mr. Johnson to accept the grant award from the Ohio Bureau of Workers' Compensation for audit purposes and to authorize the Township Administrator to execute all documents on behalf of the Fire Department for the automated lifting cot contingent

upon compliance with all Ohio BWC requirements. The motion was seconded by Mr. Stitsinger. After discussion, a roll call vote was taken with both Trustees voting yes.

**Update – 2001 Hamilton Richmond Road Nuisance:** Mr. Henry explained that the Township has been working with the owners of 2001 Hamilton Richmond Road (a burned up property that



is condemned) and the Butler County Community Development Department to obtain a demolition grant to clear the site. This week Desmond Maaytah of the Community Development Department is meeting with the owners to get the paperwork and agreement signed. It is hoped there will be no snag and this property can be cleared in the next 120 days.

**Update – En Charge Software:** Mr. Henry explained that pursuant to the motion passed last month by the Board, Jennifer Mason, Greg Sullivan and the Administrator have been working with EF Recovery, Medicount Management and members of the Fire Department to work out issues with billing reimbursements, to examine contract documents for the proposed En Charge Software and to examine budget issues associated therewith. Mr. Henry noted that the Township has not received an answer as to why the Township’s existing program doesn’t work as it should and why it does work for the Fairfield Township Fire Department. Conference calls and follow up by Jennifer Mason with EF Recovery and Medicount Management seems to make it clear that EF Recovery cannot produce the necessary results and have not fulfilled their contractual obligations to the Fire Department. The existing Zoll software can be used to keep the Fire Reporting aspects successfully operating which addresses the concerns of Captain Wyatt expressed at the last Board meeting. Greg Sullivan is working on getting the exact numbers for En Charge and conversion costs, Jennifer Mason is following up on entering the reports herself so the Township can be reimbursed and Mr. Henry is working with legal counsel on the contractual terms in the En Charge (Emergency Networking Agreement). If these issues can be successfully resolved shortly it appears the En Charge software can be purchased through the agreement under review.

Mr. Henry also provided a chart to the Board which illustrated comparative costs for the existing program and the proposed new program.

**Other Old Business:** There was no Other Old Business.

**New Business:**

**Resolution No. 25-17 – Readopt Resolution of Necessity (updated):** Mr. Henry explained this resolution had been passed in January; however, the wrong paperwork was sent to the Auditor’s Office. Consequently, Mary Ann Nardiello was requiring the Board pass the legislation again. Passage of this resolution is the next step in the process to get the levy issue on the November 2017 ballot. Mr. Stitsinger made a **motion** to adopt Resolution No. 25-17, which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

## **RESOLUTION NO. 25-17**

### **RESOLUTION OF THE BOARD OF TOWNSHIP TRUSTEES OF HANOVER TOWNSHIP, BUTLER COUNTY, OHIO, DECLARING THE NECESSITY FOR LEVY OF A TAX**

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary operating requirements of Hanover Township, Butler County, Ohio; and

WHEREAS, Ohio Revised Code § 5705.03 requires that a resolution declaring the necessity of levying a tax outside the ten-mill limitation must be passed and certified to the county auditor in order to permit a board of township trustees to consider the levy of such a tax and must request that the county auditor certify to the board of township trustees the total current tax valuation in the township and the dollar amount that would be generated by the tax;

THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Hanover Township, Butler County, Ohio, at least two-thirds of all members elected thereto concurring, that it is necessary to levy an additional tax to constitute a tax in excess of the ten-mill limitation for the benefit of Hanover Township, Butler County, Ohio, for the purpose of current expenses, as authorized by Ohio Revised Code § 5705.19(A), at a rate not exceeding one and seventy-five hundredths (1.75) mills for each one dollar of valuation, which amounts to seventeen and five-tenths cents (\$0.175) for each one hundred dollars of valuation; and

BE IT FURTHER RESOLVED, that the tax levy is for tax years 2017, 2018, 2019, 2020, and 2021, first due in calendar year 2018, if approved by a majority of the electors voting thereon; and

BE IT FURTHER RESOLVED, that the question of such tax levy shall be submitted to the electors within the unincorporated areas of Hanover Township, Butler County, Ohio, at the election to be held on November 7, 2017; and

BE IT FURTHER RESOLVED, that the Fiscal Officer is hereby directed to certify a copy of this resolution to the county auditor and to the board of elections of Butler County, Ohio; and

BE IT FURTHER RESOLVED, that the Board of Township Trustees of Hanover Township, Butler County, Ohio, hereby requests that the Butler County Auditor certify to this Board the total current tax valuation of the unincorporated area of Hanover Township, Butler County, Ohio, and the dollar amount of revenue that would be generated by the tax levy if approved by the electors.

Trustee \_\_\_\_\_ moved for the adoption of the foregoing resolution. Trustee \_\_\_\_\_ seconded the motion, and upon call of the roll, the vote resulted as follows:

Trustee Stitsinger \_\_\_\_\_  
Trustee Johnson \_\_\_\_\_  
Trustee Miller \_\_\_\_\_

**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 12<sup>th</sup> day of April 2017.**

**Attest:** \_\_\_\_\_  
**Gregory L. Sullivan**  
**Fiscal Officer/Clerk**

CERTIFICATE

IT IS HEREBY CERTIFIED that the foregoing Resolution No. 25-17 is taken and copied from the record of proceedings of Hanover Township, Butler County, Ohio, and that it has been compared by me with the resolution on the record and is a true copy.

IN WITNESS WHEREOF, I have hereunto set my hand, this 12th day of April, 2017.

\_\_\_\_\_  
Gregory L. Sullivan, Fiscal Officer/Clerk  
Hanover Township  
Butler County, Ohio

**Resolution No. 26-17 – Amend Township Pay Plan:** Mr. Henry explained this resolution adjusted pay ranges for part-time and seasonal Road Department positions, added a Fire Department officer-in-charge pay rate, and added a stipend to compensate employee attendance at the Safety Council meetings on behalf of the Township . After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 26-17, which was seconded by Mr. Stitsinger. Upon roll call, both Trustees voted yes.

**Resolution No. 26-17**

**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 categorical wage adjustments for 2017 for changing Fire Department operations and further update regular part time pay scales for Road and Cemetery Operations,

**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 designation of Officers-In-Charge for Fire Department shifts and extension

of pay categories for part time/seasonal workers in the Road and Cemetery operations identified as "Attachment A" to Resolution No. 26-17.

**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 12<sup>th</sup> day of April 2017.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk



**Hanover Township Butler County, Ohio**

**FIRE AND EMERGENCY MEDICAL SERVICE  
VOLUNTEER AND PART TIMEPAY PLAN 2017\*  
(Attachment A to Resolution No.26-17)**

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

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- |  | <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  |                           |

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

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- |                    | <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.

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

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**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.*

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**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 be 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.

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**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. The Fire Chief is authorized and directed to schedule appropriately for the 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 Township 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 up to a 4 hour period. No other duties assigned except the event.

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**Safety Council Attendance:** Any volunteer member of the Fire Department designated by the Fire Chief or Township Administrator asked to represent the Department for credit at the Greater Hamilton Safety Council monthly training sessions shall receive an attendance stipend of \$25.00

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**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

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**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

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**Supervision Additional Responsibilities**

**Officer In Charge** (Schedule Stipend): The Fire Chief may establish a schedule whereby designated officers and/or members of the Department shall be assigned responsibility for daily supervision of shift operations and other station responsibilities as determined to facilitate efficient operations and command management. Said assignments shall be made in advance and all members are to be notified of said designations. These assignments are to be rotated based upon a predetermined system of weekly, biweekly or monthly scheduling. The Township Administrator is to be advised in advance of said assignments.

**OIC Stipend Pay:** \$125.00 per week payable on a monthly basis.

**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
- Amended April 12, 2017 Res. No.26-17





## Hanover Township Butler County, Ohio

### Attachment "A" Resolution No.26-17

#### **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 \$9.10	per hour	
Public Works Worker I:	\$9.15 to \$10.10	per hour	
Public Works Worker II:	\$10.15 to \$12.00	per hour	
Public Works Worker III:	\$12.10 to \$15.00	per hour	* CDL Required (or Extensive Experience)
Public Works Worker IV:	\$15.10 to \$19.75	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 IV requires a CDL unless otherwise waived by The Board of Township Trustees due to other qualifications held by the individual. For Public Works Worker III the Township Administrator is authorized to determine if there is extensive enough experience in an area useful to the Township to classify an employee at this level that does not possess a CDL.

#### 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 April 2017, 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.

**Administrative Actions**

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.

**Amendment History**

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  
Amended by Resolution No. 26-17 April 20

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**Resolution No. 27-17 – Salt Contract – County Engineer’s Office:** Mr. Henry noted this type of resolution is passed annually to provide for road salt. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 27-17, which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

**Resolution No. 27-17  
Authorizing Contract with Butler County Engineer’s Office for Road Salt**

**Whereas**, Hanover Township annually enters into an agreement for the purchase of road salt through the Butler County Engineer’s Office; and

**Whereas** the Butler County Engineer’s Office meets all applicable State and local requirements through its bid process for road salt; and

**Whereas**, in order to save money and expedite the bidding process, it benefits the Township to enter into an agreement with the Butler County Engineer’s Office for road salt in the 2017-2018 winter season,

**Now therefore be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio**

**Section I.** That the Board of Trustees of Hanover Township authorize entering into an agreement to participate with the Butler County Engineer’s Office for the bidding and purchasing of road salt for the 2017-2018 winter season.

**Section II.** That the Township Administrator and Road Superintendent are hereby authorized to file and sign all documents associated herewith including the forwarding of the estimated salt needed as prepared by the Road Superintendent (Attachment Resolution No. 27-17)

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 12<sup>th</sup> day of April 2017.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***Resolution No. 28-17 – Notice to the Butler County Sheriff/Contract:*** Mr. Henry explained the current contract with the Butler County Sheriff’s Office expires June 30, 2017. Mr. Henry recommended the Board notify the Sheriff that, due to budget constraints, the Township cannot commit to a new three year contract at this time. Mr. Henry also recommended that the Board authorize the Township Administrator to negotiate a monthly payment agreement for contract car services, pending the outcome of the levy issue on the November ballot. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 28-17, which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

**Resolution No. 28-17**

**Authorizing Notice to the Butler County Sheriff Regarding Contract Provisions**

***Whereas,*** Hanover Township contracts with the Butler County Sheriff’s Office to provide additional police protection for the Township on a three contractual basis; and

***Whereas,*** continuation of the contract is important to the Township in specifically serving the needs of Township residents; and

***Whereas,*** Township revenues have been strained by state budget cuts as well as a declining general property tax base creating difficulties in maintaining service levels in many areas,

***Whereas,*** the Township is placing a General Operating levy on the November 7, 2017 ballot seeking to fund services such as law enforcement and several other areas of service to the Township,

*Now therefore be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio*

**Section I.** That the Board of Trustees of Hanover Township provide notice to the Butler County Sheriff Richard K. Jones that renewal of a three year contract starting July 1, 2017 is not possible at this time due to declining General Fund revenues and request that such services proceed on a month to basis until further notice.

**Section II.** That the Township Administrator is hereby authorized to negotiate with the Butler County Sheriff's Office regarding this matter to balance the needs for service and the available revenues to pay for said service 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 12<sup>th</sup> day of April 2017.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
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\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***Update – Building and Zoning Issues:*** Mr. Henry reported that for some time now townships on the west side of the County have shared some of the same concerns held by Hanover Township regarding above-ground pools, storage of recreational vehicles and other building and zoning matters. The County is considering making changes to the zoning code and is seeking input. The County will be distributing proposed language changes for the townships to review and provide comments. Mr. Henry noted that the Township's Land Use Committee is scheduled to meet in May. Hopefully, the County will have its proposed language ready for review in time for this meeting. If so, the Land Use Committee could review the language and make its recommendations to the Board for its use in preparing comments back to the County.

***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 March 2017; an announcement from Butler Rural Electric regarding its annual meeting; a rate hike notice from Butler Rural Electric; a summary report of the March 28, 2017 Park Committee meeting; a thank you email from Prostate Cancer Awareness; an update from OTA regarding State law changes, and a notice from the County Engineer regarding Stahlheber Road closure.**

Also under Other New Business, Chief Clark appointed Andrew Wyatt to the position of Assistant Fire Chief.

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.

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**Minutes Approved by the Board of Trustees as Witnessed by their Signatures:**

*Frederick J. Stitsinger, President:* \_\_\_\_\_

*Douglas L. Johnson, Trustee:* \_\_\_\_\_

*Larry Miller, Trustee:* \_\_\_\_\_

Date: \_\_\_\_\_

*Verified by: Greg Sullivan, Fiscal Officer:* \_\_\_\_\_