



**Hanover Township Board of Trustees
February 8, 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, Miller 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. Miller, seconded by Mr. Johnson, to approve the January 18, 2017 Regular Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation:

David Brown/Butler County Auditor's Office – Mr. Brown was present as part of the Auditor's Office Quarterly Outreach Program. Mr. Brown reported that the deadline for enrollment in the CAV (current agricultural value) Program was March 3 and the deadline to file an objection regarding property valuation with the Board of Revision was March 31. Mr. Brown also reported that tax bills would be due on March 9 and he noted that disbursements to local governments would be made about a week later than in previous years.

Tom Yeager/Southwest Regional Water District – Mr. Yeager gave the Board a copy of the Water District's master plan which includes capital improvements and a projects list for the next 30 years. Mr. Yeager noted that 12 projects were included for Hanover Township and that two of these projects were already completed. Upcoming projects included waterline replacements on Reily Millville Road and on Woodbine. Mr. Yeager explained that this work will cause disruption for residents. Mr. Yeager also stated that the Water District was celebrating its 50th anniversary and the Board was invited to the Water District's annual meeting at Hueston Woods.

Citizen Participation: Craig Rowlette (2484 Sir Douglas Drive) expressed his thanks for assistance the Fire Department gave his wife when she had a stroke.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 180		180
• Felony Reports: 04		4
• Misdemeanor Reports: 09		9
• Non-Injury Crash: 05		5
• Injury Crash: 06		6
Total Reports: 24.....		24
• Assists/Back Up: 20		20
• Felony Arrests: 00		20
• Misdemeanor Arrests: 04		04
• OMVI Arrests: 00		00
Total Arrests: 04		04
• Traffic Stops: 16		16
• Moving Citations: 24		24
• Warning Citations: 03		3
• FIR Cards: 0		00
• Civil Papers Served: 0		00
• Business Alarms: 2		02
• Residential Alarms: 06		06
• Special Details: 10		10
• COPS Times: 5,000 (<i>Min.</i>)		5,000
• Vacation Checks: 20		20

 Reporting: Deputy Tanner and Deputy Mayer/by BEH.

Fire/EMS: Chief Clark presented the following report for the month of January 2017.

Hanover Township Fire Department
Monthly Report for January - Phil Clark Fire Chief
(Presented in February 2017)

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

• Emergency Medical Operations/Squad Runs:	58
• Motor Vehicle Accidents:	07
• Fire Runs:	07
• Fire Inspections:	01
• Knox Box Details	00
• Other	00
• Total for the month:	73 Runs/Operations (72 Fire/EMS Runs)

Total Year 2017: 73 Runs/Operations

(January 2016: 47

<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 January 2017:

**SUPERINTENDENT’S REPORTS
(February 8, 2017)**

Millville Cemetery Operations Report January 1 through January 31, 2017

6 Graves sold to Township residents (@ \$610)-----	\$	\$3,660.00
3 Graves sold to nonresidents-----	\$	\$2,685.00
0 Old resident graves-----	\$	0.00
5 Full Interments-----	\$	\$4,600.00
0 Baby interments-----	\$	0.00
0 Cremations-----	\$	0.00
Foundation and Marker installation fees-----	\$	0.00
0 Grave Transfer-----	\$	0.00
Total: -----	\$	\$10,945.00

Other Cemetery activities:

1. Fixed graves as part of the regular maintenance
2. Cleaned the office and garage areas
3. Fixed/repared several sink holes
4. Worked on Trees/ removal of limbs and stumps

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

1. Cleaned carpet at the Community Center.
2. Replaced a stop sign and posts ran over by a car on Gardner Road.
3. Performed a road inspection and picked up tree limbs after January 11 windstorm.
4. Performed ice and snow control on January 5, 11, 27 and 29.
5. Cleaned trucks and snow equipment after snow events.
6. Picked up flowers blown around the Cemetery after the wind storm.
7. Cut four tree trunks from the Cemetery.
8. Cut down a large ash tree and removed the debris at the Cemetery.
9. Removed a large ash tree from the corner of Columbus Drive and Martha Lane.
10. Repaired the edge of the road on Santa Maria and Ross Hanover roads.
11. Repaired potholes on Salman off Stillwell.
12. Replaced a photocell in a flood light on the front of the firehouse.
13. Pressure washed the salt off the front garage doors at the firehouse.
14. Picked up downed tree limbs on Taylor School and Four Mile Roads.
15. We’re in the process of installing road signs and posts obtained with grant funds.
16. 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 January Summary Report
(February 2017)

- **Fire/EMS Run Data:** Dispatch Log information for January 2017. Prepared summary overview of data.
- **Fire Department:** Prepared information for Fire Department Officer's Meetings. Made presentations on January 20th and February 1st.
- **Personnel:** Updated Township Employment Application Form and New Hire Packets. New overall personnel policy book going through final review and legal considerations.
- **Website:** Updated information on the Township Website. Listed schedule of meetings and events.
- **OTA Conference January 2017:** Prepared OTA packets and tax forms for Township Officials attending the OTA Conference January 25th through January 27th. Attended classes and prepared a notebook of relevant information.
- **Facility Rentals:** Updated all contract forms; set up new scheduling books;
- **Nuisance Properties:** Contacted the Community Development Department seeking follow up on grant request to tear down burned out structure at Jesse Drive SR 177. Discussed funding with Desmond Maaytah.
- **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:** Prepared and filed documentation for PUCO approval for Hanover Township to become an electric aggregator. Sent energy source contract to the Prosecutor for review.
- **Federal & State Reports:** Prepared several reports for the U.S. Government and State of Ohio regarding employment statistics, payroll data, insurances, and schedules.
- **Aetna:** Completed Aetna Insurance Audit and employment data required for compliance with Affordable Care Act.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department:

Two Fire Officers meetings have been held since the new year started. Committees have been formed to address SOPs, hiring and other operational planning issues.

Resigned: Jacob Colvin resigned his position effective February 2, 2017 due to family and personal concerns.

Road Department and Cemetery:

Job interviews with PT personnel will be held February to hire a full time position.

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 last quarter of 2016 or first quarter of 2017.

For the Road Department: Examining Mater Lease Purchase agreements and rates to possibly purchase replacement truck or tractor.

Of Note- Budget Information for January 31, 2017

Cash Balance as of January 31, 2017: \$888,346.09

- 1) Total Expenditures all funds for January 2017: \$192,618.93 / Revenue: \$33,968.51**
- 2) Total General Fund cash on hand January 2017: \$195,024.27 (21.95%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand January 2017: \$222,259.23 (21.23%) 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

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 that the cash balance for January was the lowest it had been for quite some time. Mr. Henry also expressed

his continued concern regarding the general fund balance and the lack of rebound in property values.

Old Business

January 2017 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of January and noted the average response time was 7.7 minutes, which is the best monthly average run time to date. The busiest day was Sunday and first shift was the busiest shift. Mr. Henry also noted that the new staffing schedule was implemented in January.

Summary – Officers’ Meetings and Operational Update: Mr. Henry reported that meetings were held January 17 and February 1. Agendas for these meetings were included in the Trustees’ meeting packets. Mr. Henry stated that, as a result of switching to the new schedule, the Fire Department payroll costs doubled in the month of January. Mr. Henry noted that plans had not been made for this additional expense as the new schedule was originally to have been implemented in April.

Electric Aggregation Update/PUCO Certificate: Mr. Henry referred the Trustees to a copy of the PUCO certificate which was included in their meeting packets. Mr. Henry explained that Dynergy was in the process of negotiating with an electric supplier for aggregate rates. Mr. Henry also reported that he had forwarded a list of Duke Energy customers to Dynergy so that an information letter regarding aggregate rates and cost savings could be sent to these residents.

Other Old Business: Chief Clark gave a report from the Fire Department Officers’ meeting regarding hiring procedures for new part time staff and requested that the Board approve the procedures. Mr. Henry noted that the Board had already authorized the Chief to proceed with the hiring procedures so there was no need for any additional Board approval. Mr. Henry also noted that several of the screening steps in the hiring process must occur after the job offer is extended to a candidate. Mr. Henry also noted that the cost of a pulmonary function test had not been factored into the budget for the hiring process and suggested that a recent doctor’s statement of health might suffice as an acceptable alternative.

New Business:

Resolution No. 18-17 – Authorizing Filing of BECR Grant Applications (Feb. 28): Mr. Henry noted that the Township is permitted to submit two proposals for grant money and that the filing deadline for the grant application is February 28. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 18-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 18-17

Authorizing the Filing of February 2017 Applications for the Butler Rural Community Connections Grant Program

Whereas, the Board of Trustees has reviewed the requirements for the February 2017 Community Connections Grant program sponsored by the Butler Rural Electric Cooperative; and,

Whereas, the Township has a Hanover Township Memorial Park Master Plan for continuing the development of the Hanover Township Memorial Park and Strategic Planning Objectives including but not limited to use of the Community Center and Fire Station; and,

Whereas, reduction in revenues resulting from property devaluations and funding cuts from the State of Ohio have reduced the ability of the Township to fund a number of projects and equipment such as those referenced herein; and,

Whereas, the Board of Trustees rates basic services such as those items that relate to serving the emergency needs of the public as a high priority and recognize the need for the continued development of the Hanover Township Memorial Park, Community Center and programming that serves the overall best interests of Township residents; and,

Whereas, the projects submitted for Community Connections Funding have no assigned funding source but the Township will continue to focus on key priorities,

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

Section I. That Board authorizes up to two applications to be submitted at the Administrator’s discretion to the Butler Rural Cooperative Community Connections Program by the end of February 2015 as reflected in the attachment labeled: Attachment to Resolution No. 18-17 Grant Projects.

Section II. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit one or both applications referenced herein.

Section III. That the Board of Trustees acted upon this matter in an open public meeting on February 8, 2017 with all three Trustees voting in favor of Resolution No. 18-17.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Township Tax Rate Schedule Updated/For Information: Mr. Henry provided the Board members a chart with updated tax rate information from the results of the November 2016 election. Mr. Henry noted that Hanover Township remains one of the lowest taxing districts in the area.

Cochran Road Bridge – Indian Creek: Mr. Henry referred the Trustees to photos in their packets which showed a hole on Cochran Road which goes through the roadway. The Engineer’s Office was notified and a metal plate was installed to temporarily cover the hole as the bridge will soon be replaced. Mr. Henry noted the road would be closed by the end of February.

Report – 2016 Building Permits and Fees Summary for Hanover Township: Mr. Henry referred the Board to a report showing data regarding building permits and fees for construction in Hanover Township for calendar year 2016.

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 January 2017; a notice from District #10 Public Works Integrating Committee requesting nominees for appointments to the Natural Resources Assistance Council; communications from the United Way of Oxford, Ohio; and a press release from McGonigle United Methodist Church announcing upcoming events. Mr. Henry also distributed a briefing paper on medical marijuana to the Trustees.

Also under Other New Business, Mr. Henry noted that the Cancer Society had requested that the Board designate September as Prostate Cancer Awareness Month. Mr. Stitsinger requested that legislation to make this designation be prepared for the next Board meeting.

Also under Other New Business, Mr. Sullivan reported that the Township’s 2016 financial report had been submitted to the State Auditor.

There being no further regular business to be considered by the Board of Trustees, Mr. Miller made a **motion** to adjourn this part of the meeting and move into Executive Session to discuss personnel issues related possible disciplinary action, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

The Board reconvened into regular session.

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

Motion to Adjourn: Mr. Miller moved, seconded by Mr. Johnson, to adjourn the Board of Trustees meeting. Upon roll call, both Trustees voted yes.

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

Frederick J. Stitsinger, President: _____

Douglas L. Johnson, Trustee: _____

Larry Miller, Trustee: _____

Date: _____

Verified by: Greg Sullivan, Fiscal Officer: _____