



**2018 Tax Budget Public Hearing
July 19, 2017
5:45PM**

The Public Hearing was called to order at 6:00PM by Mr. Stitsinger. Fiscal Officer Greg Sullivan explained the ORC requirements for an annual tax budget to be adopted and forwarded to the County. Resolution No. 33-17 outlines the approval with the attachment the 2018 Tax Budget with 8 funds totaling \$2,862,500.00 with a Debt Service payment in the Fire Department totaling \$137,210.00. The final budget and appropriation will be considered and approved during the first quarter of 2018.

**Hanover Township Board of Trustees
July 19, 2017 Meeting Minutes**

Call to Order: Board President Fred Stitsinger called the meeting to order at 6:15 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; Project Coordinator Julie Prickett; BCSO Deputy Tanner; Road Superintendent Scot Gardner and Fire Chief Phil Clark.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the June 14, 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 – State Representative Candice Keller: Representative Keller presented a commendation from the State House of Representatives to Mr. Henry and Mr. Gardner for their efforts which resulted in the Township receiving a 100% Award from the Greater Hamilton Safety Council. This award is presented to employers that have zero job-related accidents during the previous year. Hanover Township achieved a milestone as the 2016 award is the 7th 100% Award received by the Township in the last eight years. Representative Keller noted that safe work environments are the result of good leadership and teamwork.

Citizen Participation: Andrea Anglin, 1938 Vizedom Road, addressed the Board regarding a partition fence dispute she was having with her neighbor, Billie Jo Follick, at 1922 Vizedom Road. Ms. Anglin stated that she and her neighbor share 880 feet of partition fence which was purchased and installed by Ms. Anglin. Ms. Follick benefits from the fence due to animals on her property and therefore, Ms. Anglin wants Ms. Follick to share in the cost of the fence. Mr. Henry referred Ms. Anglin to the documents he had provided to her earlier which she would need to complete in order to file a complaint with the Board regarding the partition fence. Mr. Henry explained the procedure set forth in the ORC which, upon receipt of a properly filed complaint, requires the Trustees to examine the fence, to notify the other party and to consider the matter at a regularly scheduled Board meeting, Mr. Miller made a **motion**, seconded by Mr. Johnson, to schedule the matter upon presentation of the required information by Ms. Anglin. regarding the partition fence issue at 1938 and 1922 Vizedom Road at the next regular Board meeting on August 16, 2017. Upon roll call, all three Trustees voted yes.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 172		942
• Felony Reports: 09		23
• Misdemeanor Reports: 14		51
• Non-Injury Crash: 02		25
• Injury Crash: 03		21
Total Reports: 28.....		121
• Assists/Back Up: 16		120
• Felony Arrests: 01		08
• Misdemeanor Arrests: 03		22
• OMVI Arrests: 00		00
Total Arrests: 08		26
• Traffic Stops: 08		73
• Moving Citations:06		82
• Warning Citations: 05		31
• FIR Cards: 0		00

- Civil Papers Served: 0 00
- Business Alarms: 1 12
- Residential Alarms: 08 49
- Special Details: 20 77
- COPS Times: 5,200 (*Min.*) 30,900
- Vacation Checks: 24 102

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

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

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

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

	<u>Month</u>	<u>YTD</u>
• Emergency Medical Operations/Squad Runs:	48	290
• Motor Vehicle Accidents:	07	36
• Fire Runs:	05	49
• Fire Inspections:	00	08
• Knox Box Details	00	
• Other	00	
• Total for the month:	60 Runs/Operations	(60 Fire/EMS Runs)

Total Year 2017: 380 Runs/Operations

(June 2016: 62 Runs/Operations) ..

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 June 2017:

**SUPERINTENDENT’S REPORTS
(July 19, 2017)**

Millville Cemetery Operations Report June 1 through June 30, 2017

14 Graves sold to Township residents (@ \$610)-----	\$8,540.00
1 Graves sold to nonresidents-----	\$ 895.00
0 Old resident graves-----	\$ 0.00
8 Full Interments-----	\$ 8,000.00
0 Baby interments-----	\$ 0.00
2 Cremations-----	\$ 800.00
Foundation and Marker installation fees-----	\$3,380.40
0 Grave Transfer-----	\$ 0.00
1 Donation-----	\$ 100.00
Total: -----	\$21,715.40

Other Cemetery activities:

1. Fixed graves and sink holes
2. Cleaned the office and garage
3. Cut grass 3 times
4. Did weed eating 3 times
5. Dug and poured 14 foundations
6. Cleaned up east fence

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

1. Replaced a section of fence on the baseball field backstop.
2. Trimmed trees around the walking path and chipped up the brush.
3. Bush-hogged the walking path field three times.
4. Cut and trimmed grass on all Township property six times.
5. Ran 2 hundred and fifty foot on 3/4 water line along the top rail of the fence at the Park.
6. On Monday and Friday mornings, picked up broken glass and debris Rumpke leaves emptying the recycling dumpsters at the Park.
7. Trimmed around trees at the walking path.
8. Reinstalled the repainted Park sign.

9. Cleaned carpet at the Community Center.
10. Set up Community Center for multiple room rentals and committee meetings.
11. Re-stripped the walking path parking lot.
12. Raked and re-seeded DeCamp Road Cemetery.
13. Got Park ready for Kids Fest.
14. 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 **June** Summary Report (July 2017)

- **Fire/EMS Run Data:** Dispatch Log information for June 2017. Prepared summary overview of data.
- **Fire Department:** Continued facilitating potential new Fire Department employees for Physicals and Polygraphs. Prepared Personnel Action forms to properly document change in status from volunteer to part time and awaiting completion by the Command staff.
- **Personnel:** Continued using part time and seasonal employees to provide catch up in the Cemetery and Road/Park operations.
- **BWC:** Continued follow up and worked with BWC. It is expected the Township will receive a premium rebate due to a statewide refund formula. Care Works continued follow up with Clint Nigg.
- **Cemetery:** Due to the extra efforts by staff, compliments have been received about the appearance. Current staff works very hard and has kept things in a good state despite the rainy weather encountered.
- **2017 Road Program:** Revisions were made to balance road expense budget and communicated to the Butler County Engineer's Office.
- **Nuisance Properties (ongoing):** Working on issues ref. 2460 Ross Hanover Road, Millville Avenue, 41 Cochran Road, 620 Boyle, 1624 Morman Road, 2463 Millville Oxford Road, 2500 Columbus West and Shady Nook. Action underway to clear 2001 Hamilton Richmond (burned structure) by the grant program through the County.
- **Board, Financial Reports and Payroll Reports (ongoing):** 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:** Prepared documents for the committee meetings and Kids Fest in June.
- **OTARMA:** Continued work on property and liability insurance renewals set for August.
- **Kids Fest:** Coordinated set up and operation of Kids Fest on June 24th. Approximately 250 kids participated.
- **Newsletter:** The newsletter reached residents between June 12th and June 20th. Ms. Prickett and Mr. Henry prepared articles and photos for use in the Township Newsletter. Mr. Henry worked with Stacey Castle to do finished product for uploading to Quality Publishing to assist in meeting schedule deadlines for mailing, which included information regarding the General Operating Levy.
- **General Operating Levy:** Prepared information about the General Operating Levy. Worked with legal counsel to rework levy resolution already passed due to new legal interpretations by legal counsel. Coordinating all work to insure ballot information is submitted to the Board of Elections as required.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department: Received on July 19, 2017 from the Fire Chief, Darius Thompson of Stahlheber Road resigned his position as a Fire Fighter.

Employment Procedures and Checklist: The Township Administrator put in writing a checklist to be followed by the Fire Department when part time applicants are going through the hiring process. In addition, a slightly revised personnel action form was also sent to the Command Staff to be used to track employment recommendations, pay and promotion considerations. These items are necessary to comply with statutory requirements and audit procedures.

Road Department and Cemetery: Hiring for seasonal part time help-

Nothing to report.

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. Older files have been placed in file cardboard storage boxes.

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 2017.

For the Road Department: Equipment purchase put on hold pending finalization of 2017 Road Program costs and revenue generation.

Of Note- Budget Information for June 30, 2017

Cash Balance as of June 30, 2017: \$1,359,805.19

- 1) Total Expenditures all funds for June 2017: \$135,718.65 / Revenue: \$81,089.65**
- 2) Total General Fund cash on hand June 2017: \$322,916.09 (23.75%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand June 2017: \$363,952.75 (26.77%) 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

Fiscal Year 2017

Jan: \$ 888,346.09
Feb: \$ 902,459.77
Mar: \$ 900,176.59
Apr: \$1,471,639.15
May: \$1,413,018.92
June: \$1,359,085.19

Nov- Cash Balance: \$1,083,268.01

Dec- Cash Balance: \$1,046,996.51

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.

Old Business

June 2017 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of June and noted the average response time was 8.73 minutes. The busiest day was Thursday and second shift was the busiest shift.

Nuisance Updates – 2001 Hamilton Richmond Road: Mr. Henry provided the Board copies of email correspondence from the Butler County Community Development Department indicating a demolition agreement had been sent to the owner of the property at 2001 Hamilton Richmond Road. Upon execution of the agreement by the property owner, the County will demolish the blighted structure at this address at no cost to the property owner.

Mr. Henry also provided the following report to the Board:

Complaints/Nuisance Property Notes (July Meeting 2017)

- **41 Cochran Road:** Junk vehicles, debris and garbage- County Prosecutor has filed a complaint in court, case #CV2017 06 1366 to initiate foreclosure on the property to recover delinquent real estate taxes. The Township Administrator met with neighbors and the brother of the deceased property owner. The brother agreed to clean up the front and the Township agreed to cut the side and back yards. Nuisance orders were posted at the site. A junk van may have to be towed if no response.
- **2001 Hamilton Richmond Road:** 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 for which he has contacted the owners and prepared final documents for signing to proceed with the tear down.

- **620 Boyle Road:** High grass and weeds were cut earlier this year but now they have regrown and there is some debris in the front and side of the house. New complaints have been received; orders were sent (May 31st) but no response from the owner.
- **371 Millville Oxford Road at Fairy Drive:** Weeds, debris and junk vehicle are on the property. The matter was referred officially to County Zoning and follow up took place. A recent complaint and inspection revealed that the property is appears to be back in decline. The matter will be sent again to the County.
- **1624 Morman Road:** Received complaints about lack of mowing. The Structure appears to be vacated and the owner passed away. Orders were sent with no response. The Township had the property mowed.
- **3409 Old Oxford Road:** High grass and weeds; orders sent May 30, 2017. Owner has complied.
- **2500 Columbus West:** High Grass and Weeds. Orders sent June 12, 2017. No response from owners. (Vacant)
- **2643 Millville Oxford Road:** Owner passed away. Property has high weeds and grass. Orders were sent June 12, 2017. No response- the Township had the yard mowed.
- **Shady Nook:** Owner sent letter; met with the owner and stated more had to be done and extended offer for grant assistance to clear the site. A letter was sent stating that the owner had to continue to make improvements and to report to the Board in August 2017 or further legal action would be taken.
- **2460 Ross Hanover Road:** Vacant property; orders sent May 24th to remove debris and cut the weeds/grass.

Shady Nook Update: Mr. Henry stated that a letter had been sent to the property owner indicating that continued improvements to the property must be made and the owner must report to the Board in August 2017 or further legal action would be taken.

Update – Road Program 2017 through BCEO: There was no additional update to provide since the update which was presented at the June 14 Board meeting. Material from that meeting was in the Trustees' packets.

Resolution No. 33-17/2018 Tax Budget: The 2018 Tax Budget was discussed and reviewed during the Public Hearing which preceded the Board meeting. Mr. Johnson made a **motion** to adopt Resolution No. 33-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 33-17

Approving the Tax Budget for Hanover Township for Fiscal Year 2018 and Authorizing the Submission of the Budget to the County Auditor and Budget Commission

Whereas, the Fiscal Officer prepared the Fiscal Year 2018 Tax Budget, the main components of which were summarily reviewed during public meetings held on June 14, 2017 and Public Hearing held July 12, 2017 at 5:45 PM as advertised; and

Whereas, revenue and expenditure projections were based upon analysis of the last few years and adjusted for special circumstances identified in the current fiscal year (such as economic factors, grants, debt retirement, property evaluations and other reimbursements); and

Whereas, the actual 2018 budget and appropriations will not be adopted until the first quarter of 2018; and

Whereas, Ohio Revised Code requirements mandate the submission of the 2018 Tax Budget to the County Auditor by July 15, 2017,

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

Section I. That the 2018 Tax Budget(totaling \$2,892,500.00 plus Debt Service of \$137,210.00), as attached and presented by the Fiscal Officer, is hereby adopted and authorized for submission to the Butler County Auditor in accordance with requirements of the Ohio Revised Code. The Fiscal Officer is hereby requested to deliver said Tax Budget to the County Auditor as soon as practicable to comply with statutory requirements.

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 19th day of July 2017.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Other Old Business: There was no Other Old Business.

New Business:

Resolution No. 35-17 – Resolution to Proceed Tax Levy: Mr. Henry explained this legislation was the next step in the process to place a levy issue on the November ballot. Mr. Henry noted that wording changes required by Mary Ann Nardiello had been made. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 35-17, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

RESOLUTION NO. 35-17

RESOLUTION OF THE BOARD OF TOWNSHIP TRUSTEES OF HANOVER TOWNSHIP, BUTLER COUNTY, OHIO, DETERMINING TO PROCEED WITH SUBMITTING THE QUESTION OF A TAX LEVY

WHEREAS, on June 14, 2017, the Board of Township Trustees of Hanover Township, Butler County, Ohio, passed a resolution declaring the necessity to levy an additional tax of one and seventy-five hundredths (1.75) mills to constitute a tax in excess of the ten-mill limitation; and

WHEREAS, by a Certificate of Estimated Property Tax Revenue dated June 22, 2017, the Butler County Auditor has certified to the Board the dollar amount of revenue that would be generated by the tax levy, based on the current assessed valuation of Hanover Township, Butler County, Ohio;

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 the Board desires to proceed with submitting to the electors the question of an additional 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 Section 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 a period of five (5) years, commencing in tax year 2017, 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 Hanover Township, Butler County, Ohio, at the election to be held on November 7, 2017; and

BE IT FURTHER RESOLVED, that the form and content of the ballot upon which the question of such tax levy shall be submitted to the electors shall be substantially as shown in the attached Exhibit A; and

BE IT FURTHER RESOLVED, that the Fiscal Officer is hereby directed to certify to the Butler County Board of Elections, before August 9, 2017, a copy of the resolution declaring necessity passed June 14, 2017, and a copy of this resolution, together with the certification of the Butler County Auditor; and

BE IT FURTHER RESOLVED, that the Board hereby requests that the Butler County Board of Elections cause notice of election on the question of levying the tax to be given as required by law.

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 19th day of July, 2017.

Attest: _____
Gregory L. Sullivan
Fiscal Officer/Clerk

Motion – Accept Ohio EMS Grant of \$4,325.00: Mr. Henry reported that Hanover Township received notice of a grant award through the Ohio Department of Public Safety, Emergency Medical Services Division for contract year 2017 with an end date of December 31, 2017 in the amount of \$4,325.00. The program is a reimbursement program and reimbursement requests must be made no later than June 30, 2018 along with a final expenditure report. After discussion, Mr. Miller made **a motion** to accept said award and authorize expenditures accordingly. Motion seconded by Mr. Johnson. After discussion, a roll call was taken with all three Trustees voting yes.

Motion – Approve F-4 Permit Application and Fee – Wine Tasting: Mr. Henry provided the following information to the Board:

The Hanover Township special event entitled "Cool Cars, Fine Wine and Good Music" is scheduled for August 26, 2017 in Hanover Park. The Park Committee is working on logistical

details and seeking sponsorships and donations. Part of the logistics includes obtaining an F-4 Permit from the Ohio Department of Liquor Control for wine sales during the event. For a one day event such as the Township's the fee is \$60.00. Forms must be completed, including having Sheriff Jones sign off on the application.

Mr. Miller made a **motion** to authorize the Township Administrator to prepare and execute all documents related to obtaining an F-4 Permit from the Ohio Department of Liquor Control for the referenced August 26th event and approve payment of the required application fee. Mr. Johnson seconded the motion. After discussion, a roll call vote was taken and all three Trustees voted yes.

BWC Premium Rebates Totaling \$11,797.75: Mr. Henry reported that since 2007 Hanover Township has aggressively been working on safety issues, Workers' Compensation premium reductions, and participation in a safety program. The result has been substantially lower premiums and claims as well as recognition received through the Greater Hamilton Safety Council for the Township's effectiveness in preventing accidents and injuries in the workplace for the BWC years of 2009, 2011, 2012, 2013, 2014, 2015 and 2016.

Due to a statewide rebate/ refund program initiated and new cost structure introduced, Hanover Township has received a check in the amount of \$11,596.75 plus a true-up rebate of \$201.00 totaling \$11,797.75. These funds are to be distributed among the originating funds for premium payments. Mr. Johnson made a **motion** to accept BWC rebates/refunds totaling \$11,797.75 and distribute/deposit said funds into the originating premium payment accounts. Motion seconded by Mr. Miller. After discussion, the Fiscal Officer took a roll call vote resulting in all three Trustees voting yes.

Board of Elections Open House/Election Equipment: Mr. Henry referred the Board to flyer from the Board of Elections announcing an Open House on July 26 at which the public could provide input on new voting equipment options.

Update – Liability and Property Insurance Renewal: Mr. Henry recommended renewing with the current carrier for property and liability insurance as the carrier offers competitive rates and provides good service. In addition, the Township will be receiving a rebate. The Board concurred with the Administrator's recommendation. Mr. Henry stated he would have legislation prepared for the August Board meeting.

Other New Business

Under Other New Business, Chief Clark reported that the Truck Committee was scheduled to meet the next day. Chief Clark also reported that the Butler County Fire Chiefs Association was meeting at the HTFD the next day. Chief Clark also requested the Board add Mason Rhodus as a volunteer and paid trainee with the Fire Department. NO information was forwarded in advance to the Township Administrator. Mr. Stitsinger made a **motion**, seconded by Mr. Johnson, to appoint Mason Rhodus as a volunteer and paid trainee with the Fire Department in accordance with adopted Pay Plan and Personnel Policy requirements, effective July 19, 2017 subject to a satisfactory driving history check. Upon roll call, all three Trustees voted yes.

Also 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 June 2017; a memo from the County Board of Health regarding mosquito dunks; OTA Legislative Update; a thank you note and \$100 donation for the Millville Cemetery from Pat and Mary Massarelli; and correspondence from Butler County noting CDBG funds used for People Working Cooperatively projects in Hanover Township.

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

Motion to Adjourn: Mr. Johnson moved, seconded by Mr. Miller, to adjourn the Board of Trustees meeting. Upon roll call, all three 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: _____