



**Hanover Township Board of Trustees
June 14, 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; Project Coordinator Julie Prickett; and BCSO Deputy Tanner. Road Superintendent Scot Gardner and Fire Chief Phil Clark were excused absent.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the May 10, 2017 Regular Meeting minutes and the May 16, 2017 Special Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation – Jarrod T. Patt, Recognition of Achievement – Resolution No. 34-17: Mr. Henry explained that Jarrod Patt had recently achieved Eagle Scout status and invited Jarrod to address the Board. Jarrod described the projects he worked on to obtain Eagle Scout status. Mr. Stitsinger made a **motion** to adopt Resolution No. 34-17 in recognition of Jarrod's accomplishment, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 34-17

Recognizing the Outstanding Achievement and Expressing Congratulations to Jarrod Thomas Patt, a Hanover Township Resident

Whereas, Hanover Township has been blessed with a supportive and involved citizen base contributing to the well being of the entire area; and

Whereas, Jarrod Thomas Patt has achieved the Boy Scout Rank of an Eagle Scout on May 7, 2017 and recently graduated from Calatwanda High School; and

Whereas, Eagle Scout is the highest achievement or rank attainable in the Boy Scouting program of the Boy Scouts of America (BSA). The designation "Eagle Scout" was founded over one hundred years ago. Only four percent of Boy Scouts are granted this rank after a lengthy review process. The requirements necessary to achieve this rank take years to fulfill. Since its founding, the Eagle Scout rank has been earned by more than 2.5 million young men. ; and

Whereas, through his Scouting activities Jarrod has assisted with community projects which included rehabbing equipment sheds for the Miami Little League ; and

Whereas, it is appropriate at this time to recognize Jarrod's outstanding service and dedication to the community and wish him the best of success in his future endeavors;

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

Section I. That on behalf of Hanover Township residents and officials, Jarrod Thomas Patt is hereby recognized by the Township for his significant achievements and service to the community in achieving the Eagle Scout rank as well as being a successful graduate of the Talawanda Class of 2017.

Section II. That the Board of Trustees, Fiscal Officer, Township Administrator and staff express their appreciation to Jarrod Thomas Patt for his service to the community and a sincere wish for great success in all of his future endeavors.

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 14th day of June 2017.

Board of Trustees

Attest:

Fred J. Stitsinger _____
Douglas L. Johnson _____
Larry Miller _____

Gregory L. Sullivan
Fiscal Officer

Citizen Participation: Randy Rhodus, 696 Beissinger Road, reported that the new En Charge software was working well for the Fire Department and expressed his thanks to the Board.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 139		770
• Felony Reports: 03		14
• Misdemeanor Reports: 07		37
• Non-Injury Crash: 05		23
• Injury Crash: 02		18
Total Reports: 17.....		93
• Assists/Back Up: 26		104
• Felony Arrests: 00		07
• Misdemeanor Arrests: 08		19
• OMVI Arrests: 00		00
Total Arrests: 08		26
• Traffic Stops: 14		65
• Moving Citations: 14		76
• Warning Citations: 07		26
• FIR Cards: 0		00
• Civil Papers Served: 0		00
• Business Alarms: 2		11
• Residential Alarms: 10		41
• Special Details: 14		57
• COPS Times: 5,200 (<i>Min.</i>)		25,700
• Vacation Checks: 02		78

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

Fire/EMS: In Chief Clark's absence, Mr. Henry presented the following report for the month of May 2017:

Hanover Township Fire Department
Monthly Report for *May* - Phil Clark Fire Chief
(Presented in June 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:	55	242
• Motor Vehicle Accidents:	04	29
• Fire Runs:	15	44
• Fire Inspections:	01	08
• Knox Box Details	00	
• Other	00	
• Total for the month:	75 Runs/Operations (74 Fire/EMS Runs)	

Total Year 2017: 320 Runs/Operations

		(May 2016: 66 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: In Road Superintendent Scot Gardner’s absence, Mr. Henry presented the following report for the month of May 2017:

**SUPERINTENDENT’S REPORTS
(June 14, 2017)**

Millville Cemetery Operations Report May 1 through May 31, 2017

4 Graves sold to Township residents (@ \$610)-----\$2,440.00
4 Graves sold to nonresidents-----\$3,580.00

0 Old resident graves -----	\$ 0.00
9 Full Interments -----	\$ 8,510.00
0 Baby interments -----	\$ 0.00
0 Cremations -----	\$ 0.00
Foundation and Marker installation fees -----	\$2,379.60
0 Grave Transfer -----	\$ 0.00
Total: -----	\$16,909.60

Other Cemetery activities:

1. Fixed graves and sink holes
2. Cleaned the office and garage
3. Cut grass 5 times
4. Did weed eating 3 times
5. Edged and mulched front of cemetery
6. Installed 2 veteran markers
7. Did weed eating and cleaned both sides of south fence
8. Cleaned honeysuckle and weeds from west fence

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

1. Made repairs on the train in the Playground.
2. Removed and repainted Park sign.
3. Installed bricks in the Memorial.
4. Installed a brick in front of a memorial tree.
5. Trimmed bushes, planted flowers and re-mulched around the Memorial.
6. Planted new bushes and re-mulched at the Gazebo.
7. Set up Community Center for multiple room rentals and committee meetings.
8. Picked up litter around recycling dumpsters twice a week when Rumpke empties them.
9. Cut and trimmed grass on all Township property four times.
10. Put out flags at Millville Reily Cemetery.
11. Bush-hogged the walking field twice.
12. Worked on the driveway at 817 Millville Oxford Road. Regraded the driveway, installed 10 ton of gravel, flattened out ruts beside the driveway, performed dirt work, seed and straw.
13. Performed first round of roadside mowing and trimmed around signs and guardrails.
14. Plowed gravel off of multiple Township roads after heavy rains.
15. 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 May Summary Report
(June 2017)**

- **Fire/EMS Run Data:** Dispatch Log information for May 2017. Prepared summary overview of data.

- **Fire Department:** Continued facilitating potential new Fire Department employees for Physicals and Polygraphs. Relaxed guidelines for existing personnel who have served more than two years with the Township.
- **Personnel:** Continued using part time and seasonal employees to provide catch up in the Cemetery and Road/Park operations.
- **BWC and Care Works:** Continued follow up and worked with BWC and Care Works in reference to claim associated with Clint Nigg's injury in January 2017. Also examined premium billings to insure proper discounts due the Township.
- **Cemetery Grave Issue (Spicer):** Spoke with Carol Spicer and relatives about gravesite claim with no documentation and worked with Brian Batdorf on same. Brian through extra efforts solved the problem and there is no claim being presented to the Board.
- **2017 Road Program:**
- **Nuisance Properties:** Working on issues ref. Fairy Drive, Millville Avenue, 41 Cochran Road, 620 Boyle, 3409 Old Oxford Road and Shady Nook. Waiting to hear from Butler County about 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:** Received several calls from residents in May about electric contract with Dynegy. Helped them to convert if eligible.
- **Park and Land Use Committees:** Prepared documents for the committee meetings in April and May. Held a Committee meeting May 16th. Park Committee met on May 23rd.
- **OTARMA:** Began preliminary work on property and liability insurance renewals.
- **Driver Histories:** Processed several driving history inquiries for potential hiring of employees.
- **Newsletter:** Ms. Prickett and Mr. Henry prepared articles and photos for use in the Township Newsletter to be sent to residents the week of June 19th. Mr. Henry worked with Stacey Castle to do finished product for uploading to Quality Publishing to assist in meeting schedule deadlines for mailing.
- **BCSO Contract:** After consultation with Sheriff Jones, the Township will proceed on a month to month basis until further notice for the BCSO contract cars.

- **Health Insurance:** Spent numerous hours examining options for health insurance renewal and options. Consulted with Wichert Insurance, the Township Broker, seeking options and recommendations. After a lengthy review, detailed information was forwarded to the Board of Trustees for a final decision.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department:

1) Christopher Brown and Michael R. Vawter were scheduled for physicals and polygraph. Dillon Hyden was sent a conditional pre employment letter and asked to set up physical and polygraph.

Employment Procedures and Checklist: The Township Administrator put in writing as 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.

Hire/Appoint:

Resigned:

Other: Please note: The Township Administrator is requesting discretion to retroactively correct and document properly hourly rates of Fire Department personnel who worked hours since April 1, 2017 (personnel paid at one rate; promised another rate). Representations were made within the Fire Department about rates that did not get properly set up and communicated for audit purposes and fiscal requirements documentation. The work has been performed as ascertained by the Fire Department Command Staff and has been reviewed by the Fiscal Officer. Personnel Action forms are being prepared to note the adjustments and rational. The actions would be consistent with the overall authorized Pay Plan approved by the Board once the documentation is complete. The Fiscal Officer is in concurrence with this correction.

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

1) Noah Russell Public Works Helper 5856 Stillwell Beckett Road 45056; \$8.30/Hr effective May 25th.

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 May 31, 2017

Cash Balance as of May 31, 2017: \$1,413,018.92

- 1) Total Expenditures all funds for May 2017: \$183,226.11 / Revenue: \$118,533.29**
- 2) Total General Fund cash on hand May 2017: \$348,027.74 (24.63%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand May 2017: \$395,699.84 (28.01%) 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

Fiscal Year 2017

Jan: \$ 888,346.09
Feb: \$ 902,459.77
Mar: \$ 900,176.59
Apr: \$1,471,639.15

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

May: \$1,413,018.92

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. He noted that funds were tracking slightly better and efforts continued to keep expenditures lower; however, soon road program expenses would begin to occur.

Old Business

May 2017 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of May and noted the average response time was 9.05 minutes. The busiest day was Monday and second shift was the busiest shift.

Nuisance Update/ Nuisance Declaration – 41 Cochran Road (Resolution No. 31-17):

Mr. Henry provided the following report to the Board:

Complaints/Nuisance Property Notes (June Meeting 2017)

- **41 Cochran Road:** Junk vehicles, debris and garbage- New orders sent June 7, 2017. Nuisance resolution set for June 14th meeting. Prosecutor's office notified the property is in tax default.

- **4280 Hamilton Scipio Road:** Property was purchased; back taxes paid; structure torn down.
- **2001 Hamilton Richmond Road:** Burned out house- Still waiting for Desmond Maaytah to follow up. Spoke with the owner again and they are willing to work with all authorities.
- **620 Boyle Road:** Sent new orders to cut weeds/grass and clean up debris on May 31, 2017.
- **2460 Ross Hanover Road:** Weeds and debris orders were sent May 24, 2017.
- **1624 Morman Road:** Received complaints about lack of mowing. The Structure appears to be vacated and the owner passed away. Written orders sent May 24, 2017.
- **3409 Old Oxford Road:** High grass and weeds; orders sent May 30, 2017. Owner has complied.
- **2500 Columbus West:** High Gras and Weeds. Orders sent June 12, 2017.
- **2643 Millville Oxford Road:** Owner passed away. Property has high weeds and grass. Orders were sent June 12, 2017.
- **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.

After some discussion, Mr. Stitsinger made a **motion**, which was seconded by Mr. Miller, to authorize the Administrator to address those properties where orders were sent more than seven days ago. Upon roll call, all three Trustees voted yes.

Mr. Henry also reported that he had consulted with the Prosecutor's Office regarding the Board taking action to declare the property at 41 Cochran Road a nuisance due to the presence of junk autos, high weeds and no water or sewer service at this address. Mr. Henry also reported that the Prosecutor had recently submitted the property for foreclosure and Sheriff's sale, noting that this process would wipe out the Township's tax lien to recover clean-up expenses. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 31-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

RESOLUTION NO. 31-17

A Resolution Declaring the Property Owned by Opha Jane Jones Located at 41 Cochran Road in Hanover Township, A Nuisance

Whereas, the Board of Trustees of Hanover Township has determined by a records search and information received through the Butler County Prosecutors' Office that Opha Jane Jones is

deceased and no heirs or owners of record have been officially determined and the property located at 41 Cochran Road Tax Parcel Number B1310031000040 is littered with uncontrolled vegetation, debris and a junk auto; and

Whereas, pursuant to Section 505.87 of the Ohio Revised Code, the Board is authorized to determine that the maintenance of vegetation, debris and junk vehicles upon a property constitutes a nuisance and order the property owner to remove such vegetation and debris within seven days, and if the owner fails to remove the nuisance or make arrangements therefore within the allotted time period, the Board may proceed to make provision to remove the nuisance and enter the entire cost of such removal on the tax duplicate for the property; and

Whereas, to address community complaints and prevent further deterioration of the neighborhood it is in the best interests of the Township to proceed under Section 505.87 of the Ohio Revised Code in order to remove the nuisance consisting of uncontrolled vegetation, debris and junk auto from the property.

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

Section I. That the Board has found that the property owned by Opha Jane Jones located at 41 Cochran Road Tax Parcel Number B1310031000040 is littered with uncontrolled vegetation, debris and a junk auto constituting as nuisance under Ohio Revised Code Section 505.87 and orders the following actions:

A. The Owner of the referenced property is hereby ordered to remove the uncontrolled vegetation, debris and junk auto or make arrangements within seven (7) days after receipt of notice of this resolution.

B. The Board authorizes the Township Administrator or his designee to make the notifications provided for under Section 505.87(B) of the Ohio Revised Code or to post said notice given the unique circumstances of the ownership status.

C. If the owner of record does not remove the uncontrolled vegetation, debris and junk vehicle or make arrangements for the removal within seven (7) days after receipt of notice hereof, the Township Administrator is authorized to use Township resources including personnel or a subcontractor to remove the nuisance has described herein with all costs incurred to be documented and reported to the Fiscal Officer.

D. The Fiscal Officer shall report all expenses that the Township incurs for the removal of the uncontrolled vegetation, debris and junk auto to Board of Trustees and prepare the necessary documentation to present to the Butler County Auditor for entry upon the tax duplicate as a lien upon the property for collection and reimbursement to the Township.

E. For the record it is noted that the Township Administrator sent a notice to the owner of record of record seeking compliance on June 7, 2017 as well as visited the property. The Township Administrator ascertained that the uncontrolled vegetation, debris and junk auto were present. Also noted that verification was made that no running water, sewer service or electric service is functioning on the property. Additionally there are broken windows on the structure which appears to be in a very dilapidated condition.

F. For the record, Butler County Common Pleas Court Case Number CV2016-12-0528 contained a finding which determined violations existed related to debris and junk autos under the County Zoning Code for which Hanover Township was requested to address which was completed in November 2016.

Although similar conditions exist today, the Butler County Prosecutor's Office advised to restart the nuisance sequence under Ohio Revised Code Section 505.87.

G. For the record, updated photos of 41 Cochran Road are entered into the record as taken by the Township Administrator.

H. The Board expresses concern about the safety issues associated with the deteriorating structure which adds to the nuisance problem and requests the Fire Chief to review the property and determine if safety issues or problems exist for which the Township should consider further legal action. Additionally, the Board directs that a copy of this resolution be sent to the Chief Building Official of Butler County.

Section II. That all deliberations and actions by the Board that resulted in formal actions have been open to the public and in compliance with all legal requirements including but not limited to Ohio revised Code Section 121.22 except as otherwise permitted thereby.

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 14th day of June 2017.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Shady Nook Update: Mr. Henry referred the Board to their packets for a copy of the letter from Cheryl Ommert, owner of the Shady Nook property. Mr. Henry reported he met with Ms. Ommert and offered assistance through CD grant money to help her tear down the dilapidated structure on her property. She declined the assistance and indicated that she had a buyer for the sign on the property. The Board discussed the need for clean-up of this property. After discussion, Mr. Stitsinger made a **motion**, seconded by Mr. Johnson, to authorize the Administrator to notify Ms. Ommert to report to the Board her clean-up plans for the property by August 15 or the Board would proceed with the legal process to deal with the property clean up. Upon roll call, all three Trustees voted yes.

Update – Road Program 2017 through BCEO: Mr. Henry provided the following report to the Board:

Old Business June 14, 2017 Road Program Update

The 2017 Road Program as bid through the Butler County Engineer's Office for Chip Seal, Black Matt, Paving and Retrace came in at 64% above the County's original estimates which formed the basis for budgeting 2017 funds. The program was as follows: Salmon Road will have a double chip seal application placed on the road, Washburn and Rafhuse Streets will receive a paving application, and Gene Avenue, Shady Road and Alton Road will receive a black mat application. The streets in Alamo Heights

were to receive a surface application of Black Mat to seal the street surface and compliment the curb and gutter work previously completed. However, final approval to proceed from the grant source was not received in time to complete the work in 2016. The new estimate is \$201,000.00. The overall program costs and increases are as follows:

- 1) Double Chip Seal- Salman Road (Stillwell to Dead End): **\$43,181.88**
- 2) Black Mat Estimate- 5 roads (See BCEO pages): **\$104,238.27**

Krucker Road: SR 130 to Stillwell Beckett Road
Gene Avenue: Stahlheber to the Cul de Sac
McWhorter Drive: Gene to the Cul de Sac
Shady Road: Woodbine Road to Dead End
Alton Road: Shady Road to Resident's Driveway

- 3) Black Mat Estimate- Alamo Hts Streets CD Grant: **\$201,825.38**
- 4) Paving for Washburn & Rahfuse Streets: **\$29,013.56 (\$168.36 less than estimate)**
- 5) Retrace for 5 streets (see BCEO page): **\$6,951.21**

Total for all proposed work: \$385,211.20 as of May 16, 2017

For Alamo Heights CD Grant from 2016: \$101,000.00 (Block Grant Program)

Net required from the Township minus grant for all proposed work: \$284,211.20*

The following was approved by the Board in a May Special Board meeting:

After much discussion among Board members and listening to the recommendations of Mr. Gardner and Mr. Henry, it was decided at least \$60,000.00 needed to be trimmed from the budget. Larry Miller made a **motion** seconded by Fred Stitsinger to eliminate the Black Mat application for McWhorter Road And Krucker Road (Water Works still working in the Right of Way) totaling \$62,342.17. After discussion, a roll call was taken by the Fiscal Officer with all three Trustees voting yes. The Township Administrator is instructed to notify the County Engineer's Office accordingly.

Decision Alamo Heights Black Mat Application: Due to the promises made in 2016 and the need to follow up with work since the curb and gutter project was completed, the Board determined it was necessary to proceed with the Black Mat Application. Mr. Johnson made a **motion** which was seconded by Mr. Miller to proceed with the Alamo Heights CD project totaling \$201,825.38 which includes a grant of \$101,000.00 with the balance provided by the

Township. After discussion, the Fiscal Officer took a roll call vote with all three Trustees voting yes.

Update: This information was communicated to Kelly Nuxhall of the Butler County Engineer's office on May 16, 2017.

Other Old Business: There was no Other Old Business.

New Business:

Resolution No. 32-17 – Resolution of Necessity Operating Levy: Mr. Henry explained the Board had already passed this legislation. However, in light of recent litigation brought forward by Mr. Gary Sheets on behalf of St. Clair Township against the City of Hamilton, the Prosecutor's Office has recommended Hanover Township start the process over with the addition of new language which addresses residents of annexed territory. Mr. Miller made a **motion** to adopt Resolution No. 32-17, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

RESOLUTION NO. 32-17

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 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 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 14th day of June 2017.

Attest: _____
Gregory L. Sullivan
Fiscal Officer/Clerk

Safety Award – 7th in Last 8 Years: Mr. Henry reported that Hanover Township received recognition during the 74th annual Greater Hamilton Safety Council Awards Banquet held on May 18, 2017. The award is the "100% Award" for organizations that worked the entire year of 2016 without a lost time injury or illness. Butler County Recorder Danny Crank served as the Master of Ceremonies and Michelle Francisco from the Ohio Bureau of Workers Compensation recognized the organizations receiving awards. Hanover Township Administrator Bruce Henry and Road Superintendent Scot Gardner represented the Township at the Awards Banquet. Hanover Township achieved a milestone as the 2016 award is the 7th 100% Award received by the Township in the last eight years.

Resolution No. 33-17 – 2018 Tax Budget: Mr. Henry provided a draft of Resolution No. 33-17 and explained that legislative action was not needed until the July Board meeting. Fiscal Officer Greg Sullivan provided a projected fund balance report. After some discussion, Mr. Stitsinger made a **motion** to hold a Public Hearing on the 2018 Proposed Tax Budget on July 15, 2017 the changed to July 19, 2017 at 5:45p.m. Upon roll call, all three Trustees voted yes.

Resolution No. 34-17 – Recognition of Jarrod T. Patt – Eagle Scout: See Guest Presentation section of minutes.

Motion – Approve Indigent Burial Expenses: Mr. Henry provide the following information to the Board:

Pursuant to the ORC and Township provisions, a request was received by Avance Funeral Home for the cremation and burial of David W. Gray who passed away on May 17, 2017 with a residence located at 5 Island Lake Drive in Hanover Township. The Township provisions state:

Pursuant to provision set forth in the Ohio Revised Code Sections 9.15, 1713.34 and 5101.521 Hanover Township has established guidelines and procedures for a determination of indigent burials and for the handling of such matters.

- 1. When the body of a deceased person is found in Hanover Township and such person was not an inmate of a correctional, benevolent or charitable institution of the State of Ohio, and the body is not claimed by any person for private internment or cremation at the person's own expense, or delivered for the purpose of medical, surgical or dissection studies (ORC 1713.34), it shall be handled as follows:**
 - a) If the person was a legal resident of the Township and there is no known next of kin, the deceased shall be buried at the expense of the Township based upon the determination of the legal residence of the deceased.**
 - b) If the deceased has assets on account with a nursing home or similar facility, the Township shall make a claim to said facility for reimbursement of its costs.**
 - c) Hanover Township shall provide a grave or cremation area, a grave marker and the opening/closing costs for the burial of the remains.**

- d) **Indigent deceased veterans shall be provided for under the provisions of 5901.25 of the Ohio Revised Code. The Veterans Service Commission of Butler County shall be contacted to make the proper arrangements.**
 - e) **The remains of the deceased shall be buried in an area designated by the Cemetery Sexton in Millville Cemetery.**
2. **The Hanover Township Indigent Burial Program is not a supplemental program. Funeral Home personnel shall not be entitled to any funds except for the amount of \$800.00 for each indigent service which includes cremation but not any visitation or formal service.**
 - a) **Funeral homes shall make an attempt to ascertain if the deceased is a veteran and be aware of the provisions of Ohio Revised Code 5901.25. The Funeral home shall notify the Township if the deceased is determined to be a veteran.**
3. **In accordance with Section 5101.521 of the Ohio Revised Code, Hanover Township will cooperate with an indigent person who claims the body of a loved one. The Township will consider the preferences and sensibilities of the claimant within appropriate financial limitations. The Township's responsibility to provide for cremation, internment and a plaque.**

Mr. Henry noted that the proper paperwork had been submitted by Michelle Lynn Roberts, daughter of Mr. Reynolds and requested a motion to approve payment to the Avance Funeral Home. Mr. Miller made a **motion** to approve payment of \$800.00 to the Avance Funeral Home for the indigent burial of Robert Reynolds, a resident of Hanover Township, based upon the documentation submitted, with said action consistent with State law and Township Policy. Mr. Johnson seconded the motion. After discussion, the Fiscal Officer took a roll vote and all three Trustees voted yes.

Zoning Appeal – 460 Morman Road/Accessory Structure and Farm Animals: Mr. Henry reported the Township received notice of hearing on this matter from the County Board of Zoning Appeals. No action was required from the Hanover Township Board.

Ohio EPA Notice – Deposit of Bio-solids –Corner of Stillwell Beckett and Darrtown Roads: Mr. Henry provided a copy of the EPA notice to the Trustees and explained that the Ohio EPA was authorizing waste from the City of Oxford to be deposited at this location in Hanover Township. Mr. Henry noted the Township has no authority in this matter and can take no action.

Park Committee Report: Mr. Henry provided the following report to the Board:

Hanover Township Park Committee
May 23, 2017 Meeting Highlights

(Members Present: Angie Clausen, Terry Moran, Bob Krieger, Mike Tilton, Julie Prickett and Bruce Henry. Absent: Diana Ramsey, Jeff Buddo, Joe Pyfrin and Stephanie Lentz. Others present: Beth and Eddie McDonald from Hanover Winery.)

Farmers Market Discussion: Background: Hanover Winery has suggested working with the Township to promote a Farmers Market Event for 2018. The winery held one on Wednesdays but visibility was an issue. A roundtable discussion continued seeking each person's view.

The consensus reached was to continue to explore the idea for holding this activity on Thursday evenings from 4:00PM to 8:00PM beginning in 2018 (possibly late May through October). Also the group felt that trying something on Saturday morning conflicted with too many existing markets. The objectives for the event would be to showcase area produce and products, provide a community activity for residents and showcase the Township. Participants should be restricted to produce, honey, wines, agricultural related crafts, etc. The number of times per month was discussed and the group felt holding it twice per month would be a good start until we see what happens. Other suggestions included setting up the market along the walking path in the Park; creating a permanent sign so that the public would know which Thursdays the Market would be open (e.g. first and third or second and fourth Thursdays each month); have kids' activities; sell food items such as hot dogs to be consumed at the event; and permit musical entertainment (performers play for tips – no cost for the event.)

Materials were presented by Julie Prickett and Bruce Henry about area Farmer's markets in Butler and Hamilton Counties as well as more information provided by Hanover winery. Although this would be a Township event it was believed that a number rotating volunteers would be needed.

Kids Fest Planning Elements: An updated list of activities and options was presented by Bruce Henry to committee members. For the most part activities will remain the same. One change made was to the patriotic theme contest judged by the Marine Corps League as discussed a month earlier. Terry Moran will continue to follow up with Bass Pro Shops for Kids Fest participation and/or sponsorship.

Park Committee members are asked to follow up on their areas of responsibility as well as to work on obtaining sponsors or contributors.

Sponsorships Letter and Forms: Additional 2017 forms were handed out to contact potential sponsors/contributors. Still need sponsors. Sponsors and contributors to date: Stony Run Enterprises, Butler Rural Electric, Rice Auto Body, First Millville Baptist Church, Reffitt's Garage and Towing, Julie Prickett and Bruce Henry.

Wine Tasting/Cruise In: (same as last month) This event is scheduled for August 26th. At this point in time, event elements remain the same. Members are asked to consider any changes to improve the event. McGonigle Methodist Church has requested to serve food again in addition to Park Committee sales and any other food vendor we invite.

Haunted Harvest: Scheduled for October 29th and no changes suggested at this time.

Veterans Day Ceremony and Luncheon: Scheduled for **Saturday**, November 11th. First Millville Baptist Church will be supporting the luncheon again. Congressman Warren Davidson, a military veteran, has been confirmed as the keynote speaker.

Other (No action, same as last month):

A. A vendor that specializes in family outdoor movies and set up has been identified. This vendor is self contained. Pricing was not available but there is some interest in having a "movie night" in the park. The Committee will continue to review and discuss. No action taken.

B. There was a recommendation to explore the possibility of having the Hamilton Fairfield Symphony Orchestra perform in the Park. The Conductor lives in Hanover Township. Bob and Mary Kay Krieger will follow up on this issue.

C. Park Committee members expressed an interest in holding an event such as a chili cook-off, spaghetti dinner or similar function to help raise funds for the Park. The matter will be researched for future consideration. No action taken.

Next meeting: Meet at the Community Center on June 24th at 9:30AM – Kids Fest event set-up!

Mr. Henry reminded the Board that Kids’ Fest was scheduled for June 24 and he requested a motion authorizing necessary expenditures for the event. Mr. Stitsinger made a **motion**, seconded by Mr. Johnson, to authorize all necessary expenditures for the June 24, 2017 Kids’ Fest event. Upon roll call, all three Trustees voted yes.

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 May 2017; a letter from the County Board of Health regarding mosquito dunks and educational materials; OTA Legislative Update; a photo of the Cochran Road Bridge construction; a copy of a Morgan Township Fire Department recruitment notice; information from the Butler County Recycling and Solid Waste District regarding educational materials; and other miscellaneous correspondence.

Also under Other New Business, Mr. Henry reported that as the Fire Department is in the process of transitioning from an all volunteer department to more paid part-time staff, there is a need to revise existing and draft new SOP’s. Mr. Henry stated that he would be drafting a new SOP dealing with security of the firehouse which would include delineating limits to access for family and friends of members of the department. After some discussion, Mr. Stitsinger made a **motion**, seconded by Mr. Johnson, to authorize the Township Administrator to implement new security standards for the Fire Department. Upon roll call, all three Trustees voted yes.

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

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