



**Hanover Township Board of Trustees  
March 15, 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; Project Coordinator Julie Prickett; and BCSO Deputy Tanner. Mr. Henry noted that Fire Chief Clark was excused absent due to a serious illness.

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the February 8, 2017 Regular Meeting minutes and the February 22, 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:** Mr. Stitsinger asked Jennifer Mason to present a recommendation to change Fire Department EMS reporting software. Ms. Mason explained issues with EF Recovery software failing to provide accurate run data to Medicount Management. As a result, billable runs were not being processed which was resulting in lost revenue and inaccurate run reporting. Despite Ms. Mason's efforts to follow up with EF Recovery staff to rectify the situation, no improvements occurred. Therefore, Ms. Mason began to manually track and report the run data to Medicount Management. Also, Ms. Mason explained that some users were having problems with data entry using the EF Recovery software. Ms. Mason began to research other software alternatives and found *Safety Pad* and *En Charge* software programs to be options. Several Hanover Township Fire Department members visited St. Clair Fire Department to see how the In Charge software works and found it to perform well. Ms. Mason recommended that Hanover Township cancel its EF Recovery software contract and obtain *En Charge* software and to also purchase a CAD interface.

There followed a lengthy discussion. There were no contract documents available for review but Ms. Mason was able to read features of the *En Charge* software to the Board from an Excel spreadsheet on Mr. Stitsinger's Smartphone. Mr. Henry asked if *En Charge* software was available through a contract or a subscription and asked what the length of the agreement would be. Mr. Miller asked how much the *En Charge* software would cost and expressed concern over

spending additional funds on another software program. Mr. Henry noted this would be the third software program for this application in the past ten years. Mr. Miller indicated it was premature for the Board to act as Mr. Henry and Mr. Sullivan had not yet had a chance to review the proposal. Mr. Sullivan addressed Ms. Mason stating he thought she was still reviewing the matter and would have additional detail to be considered by the Administration. Mr. Stitsinger noted there were problems with the current software and urged the Board to proceed with authorizing purchase of the *En Charge* software.

Andy Wyatt (who was sitting in the audience) asked if In Charge software was for both EMS and fire reporting. Ms. Mason explained that the software performed only EMS reporting. Mr. Wyatt pointed out that he did the fire reports through EF Recovery so if the Township cancelled this contract additional software would be needed for submitting fire reports to the State. Mr. Henry asked if it had been determined how Fairfield Township was able to make EF Recovery work and Ms. Mason stated they had not been able to determine this.

After some additional discussion, Mr. Stitsinger made **a motion**, seconded by Mr. Johnson, to approve proceeding with processing details of the *En Charge* software including any subscription and/or contract documents that needed legal review ( as suggested by the Township Administrator) and to work out details regarding the other current software issues in the best interest of the Township taking into consideration the questions from the Board. Upon roll call, Mr. Stitsinger voted yes, Mr. Johnson voted yes, and Mr. Miller abstained.

**Citizen Participation:** Andy Wyatt, 1859 Krucker Road, addressed the Board regarding a letter he received regarding the aggregate electric program through Dynegy. Mr. Wyatt stated he found the envelope to be misleading as it displayed the Township's logo. He also objected to the program's auto-enrollment feature. Mr. Wyatt also expressed concerns about potential additional charges through Dynegy. Mr. Wyatt explained he was speaking on his own behalf as well as on behalf of several elderly neighbors. Mr. Henry explained the auto-enrollment/opt-out features were the required format for an aggregate electric program. Mr. Henry also explained the Township logo was on the correspondence so that residents would know this was the program submitted by the Township and approved by the electorate last November. Mr. Henry also noted that Duke would be required to continue to deliver the electric and service the equipment. Mr. Henry also noted that an Energy Alliance representative had been at several public meetings to answer residents' questions about aggregation and possible changes. Mr. Stitsinger requested that Mr. Henry arrange to have a Dynegy or Energy Alliance representative at the next Board meeting to answer any questions residents may still have.

## **Administration Reports**

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 177		357
• Felony Reports: 02		6
• Misdemeanor Reports: 11		20
• Non-Injury Crash: 06		11
• Injury Crash: 05		11
<b>Total Reports: 25.....</b>		<b>49</b>
• Assists/Back Up: 20		40
• Felony Arrests: 01		01
• Misdemeanor Arrests: 05		09
• OMVI Arrests: 00		00
<b>Total Arrests: 06 .....</b>		<b>10</b>
• Traffic Stops: 13		29
• Moving Citations: 17		41
• Warning Citations: 06		9
• FIR Cards: 0		00
• Civil Papers Served: 0		00
• Business Alarms: 2		04
• Residential Alarms: 04		10
• Special Details: 14		24
• COPS Times: 5,000 ( <i>Min.</i> )		10,000
• Vacation Checks: 27		47

\*\*\*\*\*

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

**Fire/EMS:** In Chief Clark’s absence Mr. Stitsinger presented the following report for the month of February 2017.

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

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

Month                      YTD

- Emergency Medical Operations/Squad Runs: 41 99
- Motor Vehicle Accidents: 09 16
- Fire Runs: 08 15
- Fire Inspections: 05 06
- Knox Box Details 00
- Other 00
- Total for the month: **63 Runs/Operations  
(58 Fire/EMS Runs)**

**Total Year 2017: 133 Runs/Operations**

(February 2016: 51

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 February 2017:

**SUPERINTENDENT'S REPORTS  
(March 15, 2017)**

Millville Cemetery Operations Report February 1 through February 28, 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

<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>0.00</b>
<b>0 Grave Transfers</b> -----	\$	<b>0.00</b>
<b>Total:</b> -----		<b>\$10,945.00</b>

Other Cemetery activities:

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

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

1. Picked up a deer carcass on Hamilton Richmond Road, a deer carcass on Ross Hanover and a skunk on Stahlheber Road.
2. Picked up garbage on Gene Avenue.
3. Performed snow and ice control on February 8.
4. Cleaned trucks after snow event.
5. Continued work on road signs and posts we received from the sign grant.
6. Repaired edge of road on Cochran Road, one spot on Nichols Road and made pothole repairs on Salman, Stahlheber, Washburn and Amarillo.
7. Removed four large trees and cleaned up debris on Pearle Avenue.
8. Put up one piece of guardrail and two ends on Raffhuse Avenue.
9. Ground out 6 stumps and cleaned up debris at the Cemetery.
10. Put #2 stone at the outlet of a culvert on Gardner Road.
11. 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 February Summary Report  
(March 2017)**

- **Fire/EMS Run Data:** Dispatch Log information for February 2017. Prepared summary overview of data.
- **Fire Department:** Prepared information for Fire Department Officer's Meetings. Made presentations on January 20th and February 1st. Prepared updated job description for Paramedic/EMT.
- **Personnel:** Updated Township Employment Application Form and New Hire Packets. New overall personnel policy book going through final review and legal considerations.
- **BWC Safety Grant:** Met with BWC Rep on February 15th and prepared grant documents for a hydraulic cot.

- **BWC Reports:** Prepared "True Up" report and documentation to address BWC new requirements and payment schedule.
- **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. Follow up was made through email and meetings.
- **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 Dynegey regarding contract for residential electric rates. Finished final documents incorporating suggestions from Legal Counsel. Presented documents for approval to the Board of Trustees on February 22, 2017
- **Park and Land Use Committees:** Prepared documents for the committee meetings. meetings were held on February 21st and February 28th.

### **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 hiring and other operational planning issues.*

***Resigned:*** Eric Weiss resigned his position effective February 20, 2017.

Alex Weiss resigned his position effective end of the day March 10, 2017

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

*Job interviews with PT personnel were held on February 21, 2017 to select one of the part time qualified employees to become full time. Applications are being taken for summer/seasonal part time help.*

**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 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.

**Of Note- Budget Information for February 28, 2017**

**Cash Balance as of February 28, 2017: \$902,459.77**

- 1) Total Expenditures all funds for February 2017: \$63,139.15 / Revenue: \$51,804.71**
- 2) Total General Fund cash on hand February 2017: \$323,877.75 (35.89%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand February 2017: \$200,116.96 (22.18%) 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**

**Fiscal Year 2017**

**Jan: \$888,346.09**

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

**Feb: \$902,459.77**

**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 funds continue to run low. Mr. Henry also noted two Fire Department resignations and that the new hire to fill the open fulltime Road Department position would be made effective in April.

### ***Old Business***

**February 2017 Fire/EMS Run Data Summary:** Mr. Henry provided the run data summary for the month of February and noted the average response time was 7.7 minutes. The busiest day was Tuesday and first shift was the busiest shift.

**BREC Community Connections Grant Applications (2 filed):** Mr. Henry reported grant applications were submitted for a ladder and for a security camera and referred the Board members to their packets for detailed descriptions of the items for which funding was requested.

**Electric Aggregation Update:** Mr. Henry referred the Trustees to a copy of the letter sent from Dynergy to residents regarding the electric aggregation program.

**Notification/Motion to Accept CD Block Grant Award:** Mr. Henry explained that Hanover Township submitted three applications for Community Development Block Grant Funding for 2017. One application was funded for \$30,000.00 for the pipe break/drainage problem in the Alamo Heights subdivision (1720 Amarillo Drive) and the Township may add up to \$5,000.00 to complete the project. Mr. Henry explained a motion was needed to accept the notification of the



grant award. Later an agreement must be executed. The project cannot begin until final approval from the County which will be during the summer months. After discussion, Mr. Miller made a **motion** to accept the Community Development Block Grant Award notification of \$30,000.00 for the Alamo Heights sink hole/drainage problem affecting Township right-of-way. Mr. Johnson seconded the motion. Upon roll call, all three Trustees voted yes.

**Other Old Business:** Mr. Miller asked about the property on Jesse Drive. Mr. Henry explained the property has been condemned but the Township has no funds to pay for demolition. Mr. Miller asked about the status of the Shady Nook property. Mr. Henry reported that the owner has not done any additional work. The Township would have to begin the process of taking action all over again; however, if the Township would prevail, there are no funds to demolish the property.

***New Business:***

***Resolution No. 21-17 – Accept Certificate of Estimated Property Tax Revenue/Legal Review:***

Mr. Henry explained passage of this resolution was the next step in the process to get the levy issue on the November 2017 ballot. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 21-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 21-17**

**Acknowledge and Accept the Certificate of Estimated Property Tax Revenue in Response to the Resolution of Necessity of Levying a Tax Outside the Ten Mil Limitation for General Operating Expenses**

***Whereas,*** Resolution No. 15-17 was approved on February 8, 2017 declaring the necessity to levy a tax outside the ten mil limitation for general operating expenses; and

***Whereas,*** this resolution and a request was sent to the County Auditor to ascertain the estimated revenue to be received from a 1.75 mil General Operating Levy covering tax years 2017 through 2021,

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

***Section I.*** That Hanover Township hereby desires to move ahead with a Resolution to Proceed to a ballot issue and requests the Butler County Prosecutor's Office prepare said resolution containing language to submit the issue to the Butler County Board of Elections to be considered at the November 7, 2017 election.

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 15<sup>th</sup> day of March 2017.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

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

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

**Resolution No. 22-17 – Approve Township Road Mileage:** Mr. Henry explained this type of resolution was passed annually and is needed to certify road mileage to ODOT. Mr. Henry noted that the total road mileage had slightly decreased. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 22-17, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 22-17**

**Pursuant to Ohio Revised Code Section 4501.04 Approve Road Mileage and Certify to ODOT the Road Mileage Certification Form as Required for 2017**

*Whereas*, the Township road mileage has changed very little since January 2013; and

*Whereas*, pursuant to Ohio Revised Code Section 4501.04, Hanover Township must certify the current road mileage reflecting any changes to ODOT by April 1, 2017,

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

**Section I.** That Hanover Township hereby certifies 35.985 of road miles and authorizes the signing of the Mileage Certification Form to be submitted to the Butler County Engineer and Ohio Department of Transportation by April 1, 2017.

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 15<sup>th</sup> day of March 2017.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

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

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

**Resolution No. 23-17 – Resolution of Support – Prostate Cancer Awareness:** Mr. Henry noted the Board had requested this resolution be prepared for consideration at the March Board

meeting. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 23-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 23-17**

**Recognize September 2017 as Prostate Cancer Awareness Month and Urge Residents to Help Defeat the Third Leading Cause of Cancer Deaths Among Men**

*Whereas*, Prostate cancer constitutes 19% of all cancer diagnoses and 8% of all cancer deaths; In Ohio an estimated 5,840 new cases of prostate cancer and an estimated 1,020 deaths will occur; and

*Whereas*, Men with relatives – father, brother, son – with a history of prostate cancer are twice as likely to develop the disease and Veterans are 1.5 times more likely to get prostate cancer; and

*Whereas*, this year approximately 161,360 men will be diagnosed with prostate cancer in the United States alone every year – that’s one man every 3.3 minutes and roughly 26,730 die this year from the disease – which is one man every 20 minutes; and

*Whereas*, 1 in 8 men are diagnosed with prostate cancer. African American men are at the highest risk for the disease with a rate of 1 in 6 men. African American men are 2.3 times more likely to die from the disease: and

*Therefore Be It Resolved* that the Board recognizes September as Prostate Cancer Awareness Month and Encourages education regarding prostate cancer and that early detection strategies are critical to saving lives, preserving, and protecting our families and that all men are at risk for prostate cancer. Therefore we urge the citizens of Hanover Township to become better informed about the importance of prostate screenings.

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 15<sup>th</sup> day of March 2017.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

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

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

**Resolution No. 24-17 – Township Rules of Conduct Amendments:** Mr. Henry explained County Prosecutor Roger Gates recommended updates which improved wording and added new language regarding telecommunications. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 24-17, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 24-17**

**Clarifying and Amending Rules of Conduct for Township Employees**

*Whereas*, from time to time the Board of Trustees clarifies Township policies and rules as well as makes amendments thereto; and

*Whereas*, to clarify and to supplement departmental work rules to insure a general standard of work behavior and conduct that facilitates and enhances the efficient delivery of services to the public consistently among all Township Departments and employees (including stipend and paid volunteers); and

*Whereas*, the Rules of Conduct first approved by Resolution No. 32-12 and amended by Resolution No. 60-15 and Personal Information System regulations approved by Resolution No. 26-14 require clarification and amending to reflect current practices and changes in personnel as recommended by Township Administrator, Fiscal Officer and legal counsel; and

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

**Section I.** That the attached document entitled **Hanover Township Guidelines and Rules of Conduct** as part of the overall Township Personnel Polices is hereby amended and reenacted by the Board of Trustees as set forth in the attachment hereto.

**Section II.** The **Township** Administrator is hereby directed to notify and provide copies to the appropriate personnel affected by these changes or their supervisors for distribution.

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 15<sup>th</sup> day of March 2017.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

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

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

**Motion – Approve EMA Assessment \$3,261.57:** Mr. Henry explained that Hanover Township, in accordance with ORC provisions and as ratified by the EMA Executive Committee, had received an invoice for Fiscal Year 2017 from the Butler County Emergency Management Agency in the amount of \$3,2621.57 (39 cents per capita.) For tracking and audit purposes, a

motion was needed to accept. **Motion:** Moved by Mr. Miller, seconded by Mr. Johnson to approve payment to EMA in the amount of \$3,261.57. After discussion, a roll call vote was taken with the vote being as follows: Mr. Stitsinger – no, Mr. Johnson – yes, Mr. Miller – yes. Motion carried.

**Notice – Cochran Road Bridge Closing/BCEO:** Mr. Henry referred the Board members to a notice in their packets indicating that a portion of Cochran Road would be closed effective March 13 to perform work on a bridge replacement.

***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 February 2017; Ohio Township Association Legislative Bulletin; an invitation to the Butler County Board of Developmental Disabilities 23rd Annual Community Recognition Dinner; meeting highlights and summaries of Land Use and Park Committees; and an invitation to the Ohio State University Extension Open House.

Also under Other New Business, Deputy Tanner noted that he was receiving complaints about traffic back-up caused by an ODOT “road closure” sign on SR 177 which indicates the road is closed until 2PM when the road is actually closed later than the time specified on the sign. Mr. Henry stated the Township would follow-up with ODOT to get the sign corrected.

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:*** \_\_\_\_\_