



**Hanover Township Butler County, Ohio**

**Board of Township Trustees Special Meeting  
November 1, 2017  
(6:00PM)**

A Special Meeting was called to order by President Fred Stitsinger at 8:00AM on November 1, 2017 with following personnel present: Trustee Miller, Trustee Johnson, Trustee Stitsinger, Fiscal Officer Sullivan, Township Administrator Henry and Fire Chief Phil Clark.

**The Board approved the following agenda items as New Business:**

- A) Status Township Operations/ Status of Finances
- B) Fire Department Operations: Scheduling Issues/ Concerns
- C) Discussion of Capital Equipment Purchase and Financing- Fire Department
- D) Discussion of Pay Plan: Any changes needed?
- E) Review of Critical Culverts- Road Department
- F) Veterans Day Ceremony Outline
- G) Holiday Function (Suggested December 9th)
- H) Other

A) Fiscal Officer Sullivan presented the Board with the Fund Balances/ Cash Position as of November 1, 2017. The Fire/EMS Fund totaled just over \$500,000.00. Insurance revenues are running higher than anticipated. Also review was the total property valuation from 2011 through 2016.

B) Mr. Henry began the discussion by reviewing the operational costs of the Fire Department as well as some of the hiring/scheduling challenges. Chief Clark discussed the problems with people calling off and not enough staff to cover. The Chief stated that on an emergency fill in basis members were called in to fill critical shifts for coverage. Also, the pool of available EMTs/Paramedics is shrinking and the Township has to compete with larger jurisdictions. The Board emphasized the requirement to fill the schedule as promised to the electorate.

C and D) Mr. Henry presented copies of the current Fire/EMS Pay Plan to all parties present for discussion. The Fire Chief stated that Madison Township, Morgan Township and others raised their rates above Hanover Township's scale making it difficult to get qualified personnel. The Chief and Deputy Chief recommend that members who are currently compensation one amount for a run no matter how much time is spent needs to be changed. Here was a suggestion to set up ranges of pay for all positions allowing a higher upper end of hourly rate to keep and attract new personnel. There was a discussion to pay a holiday bonus or premium for members who have to work such holidays as Thanksgiving and Christmas. Ranges of bonus for this work was \$50.00 to \$150.00. The consensus of the Board was to have the Township Administrator put together a draft Pay Plan for fire operations based upon the discussion and points brought up. This Pay Plan would be effective until sometime during the first quarter of 2018.

As far as the Fire Pumper/Tanker is concerned the financing documents are being process through the various steps. Annual payments are estimated to be \$59,043.81 over a ten year period. Total cost is \$540,272.71 plus interest of \$86,165.30. This purchase satisfies the schedule of capital acquisitions for the next five years based upon commitments made to the electorate.

E) Critical Culverts along with photographs were presented to the Board as the Road superintendent has identified the need to start the repairs. BCEO needs to be consulted. Not sure of the total costs but projections could be up to \$90,000.00. The Board wants to hold a meeting to discuss this matter early in 2018. (Passage of the levy could help address these concerns.)

F) The Veterans Day Ceremony outline was presented to the Board. The event is scheduled for Saturday November 11th at 11:00AM. Most of the costs are covered by donations or in kind services.

G) The Board discussed whether or not to hold a holiday function to thank Township volunteers and employees for their services and commitment during 2017. The Trustees stated this would be a good idea to hold the event but keep the budget as low as possible. The date selected was Saturday December 9, 2017. A **motion** was made by Mr. Miller, seconded by Mr. Johnson to hold a Holiday Function on December 9, 2017 at the Community Center, suspending for 24 hours the alcohol requirement and approving up to \$1200.00 for the event to be offset by private donations. After discussion, a roll call vote was taken with all three Trustees voting yes.

H) Mr. Henry presented a recommended contract from Modern Office Methods. Mr. Sullivan was in attendance at the meeting during which it was shown the Township could save between \$50.00 and \$100.00 per month compared to the current expenses for the copier owned by the Township. The proposed new agreement is for 5 years at a cost all inclusive of \$205.00 per month. The contract has been reviewed by legal counsel. Mr. Johnson made a motion to approve said agreement and authorize the Township Administrator to execute said agreement, seconded by Mr. Miller. After discussion, a roll call vote was taken with all three Trustees voting yes.

It was noted the 1938 Vizedom Road partition fence issue will be heard on November 8th as the two parties could not agree.

No further business required action by the Board.

**Motion to Adjourn:** Mr. Johnson moved, seconded by Mr. Stitsinger, 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:* \_\_\_\_\_