



**Hanover Township Butler County, Ohio**

**Board of Township Trustees Special Meeting  
January 12, 2018  
(10:00AM)**

A Special Meeting was called to order by Vice President Douglas L. Johnson on January 12, 2018 with following personnel present: Trustee Miller, Trustee Johnson, Trustee Buddo, Fiscal Officer Sullivan, Township Administrator Henry and Road Superintendent Scot Gardner.

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

- A) Status Township Operations/ Status: Snow and Ice Control
- B) 2018 Proposed Road Program: Balancing of Needs/Equipment
- C) Township Pay Plan: Changes, Need to move ahead
- D) Township Meeting Rules of Conduct
- E) Update: Public Employee Risk Reduction Inspection BWC
- F) Other

A) Mr. Henry and Mr. Gardner explained the shortage of qualified personnel to fully support Snow and Ice control efforts. This is due to resignations and lack of qualified drivers who will work part time. As such, the Township will have 4 full time operating the trucks/plows and one part time assisting. Roads may not be cleared as fast in previous years but the teams will work in shifts to keep all Township roads clear.

B) Mr. Henry and Mr. Gardner began the discussion by reviewing the preliminarily approved Road Program for 2018. Estimates received in late November 2017 from the County Engineer's Office showed a total of \$356,787.00 plus \$35,000.00 for the Gene Avenue culvert repair. Scott Bressler from BCEO called to say they couldn't do Gene Avenue culvert in 2018 that it would have to wait until 2019 but he believed the culvert would hold up until then. Regardless, the total amounts specified are beyond the normal contract limits the Township can agree upon. Therefore, work was done to go through each suggested item to determine which items could wait until 2019. After analysis, a decision was made to remove Hussey Road at cost of \$54,518.00 and Krucker Road at a cost of \$49,485.00 for a total of \$104,003.00. The Administrator is directed to prepare the changes for a resolution to be passed on January 17, 2018.

C) The proposed Township Pay Plan was distributed and discussed which affects all operations. The major changes were contained within the Fire operational area. It was noted that many of these changes were needed to attract and keep personnel in the Fire Department. Also the trend is continuing to work toward a more part time operation as opposed to volunteer call in. The matter is to be reviewed and approved at the January 17, 2017 meeting. (refer to Handouts)

D) Proposed meeting rules of conduct has been pending for some time. Legal Counsel recently completed a review and the draft is ready for adoption if the Board desires to move ahead. All Trustees agreed minimum guidelines were needed to be in place to insure the orderly conduct of business. Mr. Miller made a motion to approve meeting rules and guidelines as listed below. Mr. Buddo seconded the motion. Resolution No. 18-19 was assigned. After discussion, a roll call vote was taken with all three Trustees voting yes.



## Hanover Township Butler County, Ohio

### Conduct of Hanover Township Public Meetings

#### Introduction

Even though Ohio's Open Meetings Law requires that public bodies conduct deliberations and take actions at meetings open to the public, that law does not mandate that the public be permitted unlimited participation in a public body's deliberations. While the First Amendment to the U.S. Constitution guarantees freedom of speech and the right to petition government officials, government bodies are permitted to adopt content-neutral regulations which may impose reasonable restrictions on the time, place, or manner of speech as long as the restrictions are: (1) justified without reference to the content of the regulated speech, (2) narrowly tailored to serve a significant or substantial (as opposed to compelling) governmental interest, and (3) leave open alternative channels for communication of the information. *Mahoning Edn. Assn. of Dev. Disabilities v. State Emp. Relations Bd.*, 2012-Ohio-3000, 973 N.E.2d 322, ¶ 8, *aff'd on other grounds*, 137 Ohio St.3d 257, 2013-Ohio-4654, 998 N.E.2d 1124, ¶ 8 (2013). "[A] regulation is said to be content-neutral if it is unrelated to the content of the speech and merely regulates the time, place, and manner of the speech." *Id.* at ¶ 10.

**To facilitate the effective handling of Township business during its meetings, the Board of Township Trustees hereby establishes the following policy for the conduct of Township meetings:**

- 1) The Board will be guided by Robert's Rules of Order and relevant Ohio Revised Code provisions in its deliberations and actions.
- 2) The Board President will preside at and supervise the meetings of the Board of Township Trustees in accordance with the accepted agenda. In the Board President's absence, the Vice President of the Board will preside at the meeting.
- 3) While the Board is considering legislation or discussing issues on the agenda, members of the public in attendance at the meeting may not interrupt the Board.
- 4) The meeting agenda may designate a time for input from the public in attendance at a meeting.
  - a. Meeting attendees may only address the Board after seeking recognition by the President during the designated time.
  - b. Unless otherwise allowed or changed by the Board President, presentations or questions from meeting attendees shall be limited to 5 minutes or less.
  - c. In the interest of efficient management of the business legitimately before the Board, the President may limit the number of attendees who will be permitted to address the Board on any particular topic.
  - d. Each person who wishes to speak must come to the podium and state their name, address and phone number prior to making their presentation.
  - e. The Board President may terminate comments from a meeting attendee if the comments:
    - i. Are unreasonably argumentative or repetitive;
    - ii. Involve the repeated use of profanity;
    - iii. Constitute a personal attack on a Township official or employee or are otherwise unreasonably disruptive of the meeting; or
    - iv. Fail to address matters which are reasonably within the scope of the Board's authority.

- 5) Anyone who attempts to disrupt the meeting, or otherwise fails after a warning from the President to follow the guidelines of the Township may be asked to leave the meeting. A meeting attendee who fails upon request to leave the meeting may be removed by the Butler County Sheriff.
- 6) Request for minutes from previous meetings shall be handled either by the Fiscal Officer or Township Administrator. Past minutes may be viewed on the Township website at [www.hanovertownshipohio.org](http://www.hanovertownshipohio.org)

(Reference: Approved by Resolution No. 18-19 January 12, 2018)

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E) Mr. Henry reported on the meeting with representatives from the Public Employment Risk Reduction Program from Ohio BWC on January 11, 2018. Present were Lt. Baden, Mr. Henry, Chief Clark, Tim Clay-BWC and Kim Mitchem. A review of documents and specified areas of the Fire Department took place. For the most part the Township seems to be in compliance except for some documentation issues and mask fit testing procedures which is under way. A follow up visit has been scheduled for later in January.

F) Other

Mr. Sullivan requested approval for the following: Requesting an Advance of Funds; Approving Tax Rates and Amounts; Accepting and Approving the Amended Certificate of Resources. Mr. Henry had prepared resolutions for these matters to be considered on January 17th. However, Mr. Sullivan indicated the County Budget Commission was meeting on January 17th and passage of these matters today would help the Township.

After review and discussion, Mr. Miller made a **motion** to approve Resolution No. 15-18 which was seconded by Mr. Johnson. A roll call vote was taken with all three Trustees voting yes.



**Hanover Township Butler County, Ohio**

**Resolution No. 15-18**

**Approving the 2018 Amended Official Certificate of Estimated Resources to be Submitted to the County Budget Commission**

*Whereas*, the Board of Trustees, Fiscal Officer and Administration have been evaluating Hanover Township's finances and reviewed the proposed tax rates and levies based upon information from the Board of elections and County Auditor; and

*Whereas*, the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) had previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2018; and,

Whereas, The County Budget Commission has to review and certify the amounts submitted by the Township, which will be used as the basis for establishing Permanent Appropriations for 2018,

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

*Section I.* That the Amended Official Certificate of Resources for Hanover Township for Fiscal Year 2018 totaling \$3,5777,831.84 is hereby accepted and approved (Reference ORC 5705.36) as reflected in the attachment herewith labeled "Attachment Resolution No. 15-18".

*Section II.* That the Fiscal Officer is authorized to set 2018 appropriations and budgets based upon said projections of fund balances and anticipated revenues.

The foregoing resolution was adopted in an open public special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 17<sup>th</sup> day of January 2018.

***Board of Trustees***

***Vote***

***Attest and Authenticate:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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Gregory L. Sullivan  
Fiscal Officer/Clerk

After review and discussion, Mr. Miller made a **motion** to approve Resolution No. 15-18 which was seconded by Mr. Buddo. A roll call vote was taken with all three Trustees voting yes.



**Hanover Township Butler County, Ohio**

**Resolution No. 16-18**

**Requesting the County Auditor to Provide An Advance of Funds to Hanover Township**

*Whereas*, Hanover Township has experienced property devaluation and state budgets cuts straining the Township's ability to adequately fund all township services; and

*Whereas*, the Fiscal Officer has reviewed fund balances and has determined a need to request an advance of fund settlement payments in accordance with ORC requirements; and

*Whereas*, the Board of Trustees concurs that such an advance is appropriate and necessary;

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

*Section I.* Resolution No. 16-18 is hereby approved requesting an advance of settlement funds due to Hanover Township prior to receipt of the final first half settlement from the Butler County Auditor.

*Section II.* That the Fiscal Officer is authorized to proceed with said request in accordance with ORC requirements.

*Section III.* That this Resolution is to be delivered to the Butler County Auditor's Office as soon as practicable.

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 17th day of February 2018.

**Board of Trustees**

**Vote**

**Attest and Authenticate:**

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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Gregory L. Sullivan  
Fiscal Officer/Clerk

After review and discussion, Mr. Miller made a **motion** to approve Resolution No. 15-18 which was seconded by Mr. Buddo. A roll call vote was taken with all three Trustees voting yes.



**Hanover Township Butler County, Ohio**

**Resolution No. 18-18**

**Accepting The Amounts and Rates as Determined By The Budget Commission And Authorizing the Necessary Tax Rates and Certifying Them to the County Auditor**

*Whereas*, the Board of Trustees and Administration have been evaluating Hanover Township's finances and reviewed the proposed tax rates and levies based upon information from the County Budget Commission together with an estimate by the County Auditor of the rate of tax necessary to be levied by this Board, and what part thereof is without, and what part is within the ten mill tax limitation; and

*Whereas*, the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2018;

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

**Section I.** That the amounts and rates as determined by the Budget Commission in its Certification, be and the same are hereby accepted.

**Section II.** That there be and hereby is levied on the tax duplicate of Hanover Township the rate of each tax necessary to be levied within and without the ten mill limitation as reflected in the attachment labeled "Resolution No. 18-18 Attachment (Tax Rates)".

**Section III.** That the Fiscal Officer is directed to deliver this Resolution and supporting documentation to the County Auditor and County Budget Commission as required by law.

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 12<sup>th</sup> day of January 2018..

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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Gregory L. Sullivan  
Fiscal Officer/Clerk

The agenda for the January 17th meeting was reviewed.

No further business required action by the Board.

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

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

*Frederick J. Stitsinger, President:*

*Douglas L. Johnson, Trustee:*

*Larry Miller, Trustee:*

Date:

1-17-2018

*Verified by: Greg Sullivan, Fiscal Officer:*

Gregory L. Sullivan