



**Hanover Township Board of Trustees
December 9, 2015 Meeting Minutes**

Call to Order: Board President Douglas Johnson called the meeting to order at 6:00 PM. Mr. Stitsinger then led the pledge of allegiance and gave the opening invocation.

Roll Call: Fiscal Officer Greg Sullivan took a roll call with Messer's Johnson, Stitsinger, and Miller present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Project Coordinator Julie Prickett; and BCSO Deputy Tanner. Fire Chief Phil Clark was excused absent due to a family medical emergency.

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Stitsinger to approve the November 11, 2015 Regular Meeting minutes and the December 2, 2015 Special Meeting minutes as submitted and to approve the warrants signed for release. All three Trustees voted yes. Status reports were distributed to the Board for review and were approved.

Guest Speakers: There were no guest speakers scheduled.

Citizen Participation: None of the citizens in attendance chose to address the Board.

Administration Reports

Law Enforcement: Deputy Tanner gave the following report for the month of November 2015:

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for November
2015

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 174		1767
• Felony Reports: 01		54
• Misdemeanor Reports: 08		100
• Non-Injury Crash: 09		58

• Injury Crash: 05	28
Total Reports: 23.....	242
• Assists/Back Up: 09	239
• Felony Arrests: 04	26
• Misdemeanor Arrests: 03	46
• OMVI Arrests: 0	03
Total Arrests: 07	82
• Traffic Stops: 26	175
• Moving Citations:20	127
• Warning Citations: 04	79
• FIR Cards: 0	00
• Civil Papers Served: 0	06
• Business Alarms: 2	28
• Residential Alarms: 08	116
• Special Details: 14	111
• COPS Times: 3,100 (<i>Min.</i>)	31,450
• Vacation Checks: 26	233

Reporting: Deputy Tanner and Deputy Mayer/by BEH. Deputy Tanner started direct Hanover Township assignment on September 19, 2015 replacing Deputy Bowling.

Fire/EMS: In Chief Clark's absence, Mr. Henry presented the following report for the month of November 2015.

Hanover Township Fire Department
Monthly Report for November- Phil Clark Fire Chief
(Presented in November 2015)

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

• Emergency Medical Operations/Squad Runs:	37
• Motor Vehicle Accidents:	09
• Fire Runs:	06
• Fire Inspections:	05
• Air & Light Truck Call Out:	01
• Knox Box Details	00

- Other 00
- Total for the month: **58 Runs/Operations**
(52 Fire/EMS Runs)

Total Year to Date: 667 Runs/Operations

(Nov 2014): 56 Runs/Operations)

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Total for 2014	809	
Total for 2013	750	<i>Nine Year Average: 699</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	

Mr. Henry also reported that Barb Stitsinger had submitted her letter of resignation as EMS Coordinator effective January 31, 2016.

Road/Cemetery: Road Superintendent Scot Gardner presented the following report for the month of November 2015:

SUPERINTENDENT'S REPORTS
(December 9, 2015)

Millville Cemetery Operations Report November 1 through November 30, 2015

5 Graves sold to Township residents (@ \$610)-----	\$ 3,050.00
0 Graves sold to nonresidents-----	\$ 0.00
0 Old resident graves-----	\$ 0.00
4 Full Interments-----	\$ 3,800.00
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 768.00
Total: -----	\$ 7,618.00

Other Cemetery activities:

1. Cleaned equipment
2. Walked through entire Cemetery and picked up trash
3. Fixed graves
4. Cleaned Shop
5. Swept all the roads
6. Painted the front fence
7. Trimmed bushes up in front
8. Fixed the diesel mower

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

1. Replaced two fluorescent light ballasts and bulbs in the Firehouse.
2. Cleaned fuel containment system and painted fuel tanks.
3. Cleaned years of sediment out of our calcium chloride tank.
4. Cut up a tree leaning into the roadway on Cochran Road.
5. Picked up a deer carcass on Hamilton-Richmond Road and one on Stahlheber Road.
6. Replaced a garage door roller and repaired trim falling off the building at the Firehouse.
7. Repaired a ditch pipe on Wencella Drive.
8. Installed the fascia boards and wood trim on the Community Center sign.
9. Removed Purple Martin house. Replaced all the rotten wood and repainted it and put it on a new pole.
10. After high winds, checked all roads and cut up downed trees on Salman Road, Darrtown Road, Hussey Road, and Claude Court.
11. Cut up and removed 40 dead trees on Decamp Road.
12. Performed monthly park, truck and storm water inspections.

Mr. Miller thanked the Road crew for a great job with its work cleaning up Decamp Cemetery.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

**Administrator November 2015 Summary Report
(Presented December 9, 2015)**

- **Fire/EMS Run Data:** Prepared report for October runs. Run times continue to be better overall; mutual aid called in 1 time. Average run response time for November 2015 was 10.07, compared to 10.55 minutes in October; both months are very good response times. With the new pay plan and on station scheduling, personnel costs totaled \$108,341.67 through November.
- **Fire Department:** Followed up on background checks and new hire applications for appointees to the department in November.
- **Personnel:** Continued review of Code of Conduct changes and reviewing Township Classification Plans. Prepared language for some changes to be reviewed in December by the Board. New overall policy book being worked on.
- **Ohio BWC:** Reviewed premium data and required training for future discounts. Provided Safety Council training agenda for fire division meetings.
- **Board and Financial 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.
- **Park Committee/Veterans Committee and Special Events:** Met with the Park/ Veterans Committee to plan Veterans Day Ceremony and Luncheon. Followed up on logistics and

participated in the event held on November 11th. Meals were served to 110 people.
Finalized schedule for 2016 events.

- **Insurances:** Followed up with the Broker on renewal issues for dental and health insurances approved by the Board.
- **Road Program:** Provided follow up to BCEO for 2016 Road Program. Received estimates and began reviewing same for review by the Board in December.
- **Township Newsletter:** Began collection and writing of articles for the fall/winter newsletter. Publication period is estimated to be in January 2016.
- **Nuisance Properties:** Continued work on issues associated with US 27 (2 locations), Old Oxford Road, Millville Avenue (2 locations) and Hamilton Scipio Road- nothing new at this time.
- **GovDeals.Com:** Continued preparing items from the Road Department and Administration for approval for sale on GovDeals.
- **Land Bank:** Continued discussions with Land Bank officials in the event one of our projects moves ahead that qualifies for their assistance.
- **BCEO:** Met with the Engineer's Office staff for reviewing potential 2016 projects and presented the preliminary 2016 Road Program listing. AS met with BCEO on Wencella Drive drainage issues.

Personnel Actions and Other Items of Note

Appointment of new personnel:

Fire Department:

None for December

Road Department:

None for December

Other Personnel Actions: None at this time.

Other General Actions Non Personnel Related:

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.

Continuing review of Township Rules of Conduct and Fire Department SOPs that are related for possible changes and follow up based upon evolving departmental needs. Some updates to be considered in December.

Working on Road Program 2016 reviewing updates from BCEO for final approval by the Board in January.

Of Note- Budget Information for November, 2015

Cash Balance as of November 30, 2015: \$1,194,472.00

- 1) Total Expenditures all funds for November 2015: \$111,944.24
- 2) Total General Fund cash on Hand November 2015: \$540,519.42 (42.25%) of Total funds
- 3) Total Fire/EMS Fund cash on hand November 2015: \$274,203.76 (22.96%) of Total funds
- 4) *Monthly Revenue and Expenditure Reports by fund are attached.*

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

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry noted that the cash balance was down compared to prior years.

Mr. Henry also reported that the Mr. Sullivan had received valuation information from the Auditor's Office. The values are much lower than when the fire levy was originally passed. This decrease in property values affects how to proceed with the new levy request.

Old Business

Fire/EMS Run Data Analysis for November 2015: Mr. Henry presented the run data report for the month of November. He reported the average run time for the month was 10.07 minutes and that Mondays were the busiest run days of the week. Mr. Henry also noted that mutual aid was way down for the month of November.

Fire Station Ice/Snow Rails Proposal: Mr. Henry reported that although requests were made for two proposals to perform the work to install ice/snow rails on the Firehouse roof, only one proposal was received from KC (Kelly & Carpenter). After discussing the proposal, Mr. Miller made a **motion**, which was seconded by Mr. Stitsinger, to contract with KC to perform the ice/snow rail work for the Firehouse roof for an amount not to exceed \$12,630. Upon roll call, all three Trustees voted yes. Mr. Henry asked Mr. Sullivan to prepare a purchase order for the work.

Fire Department Gear Proposal: Mr. Henry stated that the Fire Chief had brought this issue to the Board's attention last year, and at that time the Board had agreed to purchase 10 sets of gear in 2014 and then an additional 10 sets in 2015. Mr. Henry reported that funds were available to cover this expense and he recommended that the Board approve the purchase for 2015. After

some discussion, Mr. Johnson made a **motion**, which was seconded by Mr. Miller, to authorize the expenditure of \$20,955 to purchase 10 set of firefighting gear from Vogelpohl. Upon roll call, all three Trustees voted yes.

ISO Rating Letter – Fire Department: Mr. Henry asked Mr. Stitsinger to report on the ISO rating letter. Mr. Stitsinger reported that the Township’s new ISO rating was 4/4Y and this rating is an improvement over last year’s rating. Mr. Henry noted that adding the new ladder truck and improving response times helped to improve the rating.

2016 Road Program Estimates from BCEO: Mr. Henry distributed copies of the BCEO 2016 road program estimates for Hanover Township and requested that the Trustees review the report to be prepared to take formal action to approve 2016 road program projects at the January 2016 Board meeting. Mr. Henry noted this would allow the Fiscal Officer time to determine fund balances as well as meet the February 1st deadline to respond to BCEO.

Other Old Business: Mr. Henry reported that the Fire Chief was requesting new aluminum wheel rims and tires for the ladder truck. The items could be purchased from Ziegler Tire through the State bid list. Mr. Henry reported that Mr. Miller and Captain Wyatt had also reviewed the need for new rims and tires and both had indicated aluminum rims were much safer than split rims. Mr. Miller then stated that he recommended that the Township purchase these items. Mr. Stitsinger made a **motion**, which was seconded by Mr. Johnson, to authorize the purchase of aluminum rims and tires for the ladder truck from Zeigler Tire. Upon roll call, all three Trustees voted yes. Mr. Henry asked Mr. Sullivan to prepare a purchase order.

Also under Other Old Business, Mr. Henry provided the Board two versions of a letter to the County EMA Director regarding the annual EMA assessment and the costs incurred by the Township for housing the EMA’s air and light truck. Captain Wyatt noted that in addition to the costs associated with housing this equipment, the Township’s Fire Department personnel must staff this equipment when it is called out which takes staff out of the Township making them unavailable to respond to runs. The Board selected one of the versions of the letter and signed it. The previously tabled motion to approve the Township’s annual EMA assessment remained tabled.

New Business

Resolution No. 57-15 “Then and Now” Action: This resolution is routine in nature and covers various expenditures. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 57-15 which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

Resolution No. 57-15

Approving Purchase Orders and Subsequent Expenditures Provided Under the “Then and Now” Process as Recommended by the Fiscal Officer

Whereas, the Fiscal Officer reported on recent “Then and Now” activity and in particular actions associated with payments; and

Whereas, the Fiscal Officer recommends that payment associated therewith be authorized through a “Then and Now” Purchase Order (amounts over \$3,000.00) officially approved by the Board and payment made accordingly; and

Whereas, the Board of Trustees concurs with the recommendation of the Fiscal Officer,

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

Section I. That to promote sound and efficient fiscal operations for the Township, the following items are hereby approved:

- A) **\$6,174.48 Blust Motor Company:** \$6,174.48 (Fund 2141)
- B) **\$10,985.50 Prus Construction:** \$10,985.50 (Fund 2241)
- D) **\$31232.44:Barrett Asphalt Material** \$19,000.00 (Fund 2021); \$9,300.00 (Fund 2031); \$2,932.44 (Fund 2141)
- E) **\$14,772.13 Nancy Nix, BC Treasurer:** (Fund 1000)

Section II. That the Fiscal Officer is authorized to take all necessary steps to process said expenditures and provide payment accordingly.

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 9th day of December 2015.

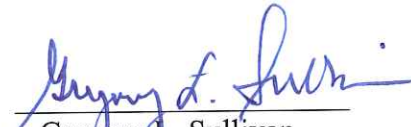
Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Fred J. Stitsinger

YES



Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 58-15 Amend 2015 Certificate of Estimated Resources: Mr. Henry reported that the Township's Certificate of Estimated Resources needed to be amended to reflect receipt of a \$480 memorial donation. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 58-15 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 58-15

Amending the Certificate of Resources for Hanover Township and Adjusting Permanent Appropriations for the Balance of Fiscal Year 2015 To Reflect Additional Revenue for the General Fund

Whereas, the Fiscal Officer reported on recent revenue adjustments as the result of revenue derived from a memorial donation of \$480.00; and

Whereas, the Fiscal Officers recommends acknowledgement of the foregoing and amending the Revenue and Appropriation documents as well as establish the necessary accounting structure to accurately reflect the acceptance and expenditure of these additional funds totaling \$480.00; and

Whereas, the Board of Trustees concurs with the recommendation of the Fiscal Officer.

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

Section I. That to promote sound and efficient fiscal operations for the Township, the Certificate of Estimated Resources and Permanent Appropriations for Fiscal Year 2015 are hereby amended subject to the County Budget Commission approval reflecting the receipt of additional revenue for General Fund 1000 of \$480.00 and appropriating said amount to fund to the General fund for use as a memorial project in the park.

Section II. That the Fiscal Officer is authorized to take all necessary steps to implement said 2015 Revenue and Expenditure adjustments for the Permanent Appropriations and make payments accordingly.

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 9th of December 2015.

Board of Trustees	Vote	Attest and Authenticate:
Douglas L. Johnson	_____	_____
Larry Miller	_____	Gregory L. Sullivan
Fred J. Stitsinger	_____	Fiscal Officer/Clerk

Resolution No. 59-15 Approving Temporary Appropriations: Mr. Henry explained this legislation was adopted annually in order to allow the Township to continue operations pending final approval of appropriations for the new calendar when the official Certificate of Resources is received from the County during the first quarter of the new calendar year. After some additional discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 59-15 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 59-15
Approving Temporary Appropriations for Fiscal Year 2016 for Hanover Township
Butler County, Ohio

Whereas, the Board of Trustees, Fiscal Officer and Administration have been reviewing the necessary operating fiscal requirements for the first quarter of 2016; and

Whereas, there is a need to set temporary funding of activities for all Township Operations until a final appropriation can be prepared and approved during the first quarter of 2016; and

Whereas, the Fiscal Officer has prepared said temporary appropriations for all services and set forth the first quarter 2016 anticipated revenues and expenditures in the attached document entitled: **Attachment Resolution No. 59-15 Temporary Appropriations 2016.**

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

Section I. That to promote efficient and sound fiscal operations for the Township, the Board hereby adopts a Temporary Appropriation for 2016 totaling \$348,295.00 as reflected in the attachment hereto entitled: **Attachment Resolution No. 59-15 Temporary Appropriations 2016.**

Section II. That the Fiscal Officer is authorized to process expenditures in accordance with the Temporary Appropriation 2016 document.

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 9th day of December 2015.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
 Larry Miller
 Fred J. Stitsinger

 Gregory L. Sullivan
 Fiscal Officer/Clerk

**Temporary Appropriations 2016
 Attachment Resolution No. 59-15**

General Fund

1. Trustees Salaries	\$10,000.00
2. Fiscal Officer	\$ 7,000.00
3. Administration Salary	\$20,000.00
4. OPERS	\$ 5,000.00
5. Medicare	\$ 450.00
6. Insurance	\$20,000.00
7. UAN	\$ 795.00
8. Property Tax Collection Fee	\$ 50.00
9. Travel	\$ 2,400.00
10. Workers Comp.	\$ 1,000.00
11. Postage	\$ 150.00
12. Office Supplies	\$ 1,500.00
13. Other #110-599	\$14,000.00
14. Other Salaries #120-190	\$ 1,500.00
15. Telephone	\$ 1,700.00
16. Electric	\$ 1,600.00
17. Water	\$ 150.00
18. Natural Gas	\$ 2,500.00
19. Supplies	\$ 500.00
20. Other	\$ 1,000.00
21. Heat Oil	\$ 1,000.00
22. Law Enforcement	\$26,000.00
23. Other #210-599	\$16,000.00
Total General Fund	\$134,295.00

Gasoline Fund

Repairs	\$ 500.00
Con Services	\$ 7,000.00
Other	\$ 2,000.00
Total	\$ 9,500.00

Rd & Bridge Fund

Salaries	\$26,000.00
OPERS	\$ 2,200.00
Medicare	\$ 300.00
Repairs	\$ 700.00
Phones	\$ 1,200.00
Electric	\$ 1,200.00
Water	300.00
Natural Gas	2,000.00
Other Utilities-Oil	1,500.00
Contracted Services	3,000.00
Other #330-389	15,000.00
Supplies	3,000.00
Other #330-599	2,000.00
Total	\$ 58,400.00

Cemetery

Salaries	\$ 8,000.00
OPERS	2,000.00
Medicare	250.00
Insurance	7,000.00
Other #410-499	2,500.00
Mach Equip.	5,000.00
Total	\$ 24,750.00

Road District

Salaries	\$ 1,500.00
OPERS	100.00
Medicare	\$ 50.00
Repairs	1,000.00
Con Services	4,000.00
Supplies	1,600.00
Total	\$ 8,250.00

MVLPT Fund

Salaries	\$ 4,000.00
OPERS	\$ 500.00
Con Services	\$10,000.00
Supplies	\$ 2,000.00
Other	\$ 3,000.00

Total \$19,500.00

Fire/EMS Fund

Salaries	\$40,300.00
OPERS	500.00
Social Security	2000.00
Medicare	500.00
Training	\$ 2,000.00
Tax Collection	300.00
Other #230-599	\$10,000.00
Repairs	\$14,000.00
Travel	\$ 3,000.00
Telephone	1,500.00
Electric	1,300.00
Water	200.00
Heating Oil	2,100.00
Contracting Services	3,000.00
Other Supplies	200.00
Supplies	1,000.00
Other #230-490	2,000.00
Dues	200.00
Contingencies	7,500.00
Total	\$93,600.00

Total All Funds: \$348,295.00

Resolution No. 60-15 Clarifying Personnel Policies: Conduct, Payroll, and Information

Systems: Mr. Henry stated that the recommended changes were housekeeping in nature to reflect the election of a new Fiscal Officer. Mr. Henry noted similar amendments would be needed again after January 31 and the appointment of a new EMS Coordinator. Mr. Henry also reported that the resolution would amend the Rules of Conduct to include a reference to violation of ORC Sec. 124.34. This amendment was recommended by the Ohio Township Association. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 60-15 which was seconded by Mr. Stitsinger. Upon roll call, all three voted yes.

Resolution No. 60-15

Clarifying and Amending Personnel Policies Associated with Township Pay Plans and Rules of Conduct Rules for All Township Departments and Employees

Whereas, from time to time the Board of Trustees clarifies Township regulations, payroll policies and information system policies; 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. 32-13 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 and Fiscal Officer; 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 Policies is hereby amended by the Board of Trustees to add subsection Z under the title Section of Rules of Conduct to read as follows: **"Any behavior or infraction that constitutes a violation of Section 124.34 of the Ohio Revised Code"**.
(Refer to attachment)

Section II. That the Personal Information System as adopted by Resolution No. 26-14 is hereby amended to insert **Gregory L. Sullivan as Fiscal Officer and Brandon Combs as Cemetery Sexton.** *(Refer to attachment)*

Section III. 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 9th day of December 2015.

Board of Trustees

Vote

Attest and Authenticate:

Douglas L. Johnson
Larry Miller
Fred J. Stitsinger

Gregory L. Sullivan
Fiscal Officer/Clerk



Hanover Township Butler County, Ohio

Hanover Township Guidelines and Rules of Conduct

Background:

The purpose of this document is to state the general expectations of workplace behavior and conduct that apply to all Township operations and departments. Unless otherwise defined by applicable law or any applicable collective bargaining agreement, any employment relationship with the Township is of an "at will" nature, which means that an employee may resign at any time, and, except as otherwise limited by applicable law, an employer may terminate the employment relationship at any time with or without cause. Nothing in this document is intended to alter this "at will" employment relationship, and no employee of the Township may rely on any provision of this document to alter his/her employment relationship with the Township.

Although the Board of Township Trustees is the appointing authority for all positions and final decisions rest with the Board, Ohio law provides that the Township Administrator shall, under the direction of the Board, assist in the administration, enforcement and execution of the policies of the Board and supervise and direct the activities of the affairs of the divisions of the Township. Any statements of procedures to be used to make employment decisions are intended only to provide guidance to the Township Administrator in performing his functions and shall not alter the employment relationship nor deprive the Board of Township Trustees of its authority to make employment decisions in accordance with Ohio law.

Guidelines:

1. The general purpose of discipline is corrective rather than punitive; it should encourage employees to correct improper behavior, which may be interfering with the functions and mission of the Township. Progressive discipline will generally take into consideration the nature of the behavior, the employee's record of discipline and the employee's record of performance. In instances where an employee's behavior involves a serious departure from the Township's expectations or seriously impairs the functions or mission of the Township, the typical steps in a progressive disciplinary cycle may be bypassed in favor of applying the appropriate level of discipline commensurate with the seriousness of the misconduct, including immediate termination of employment.
2. The Township may take this type of action for infractions occurring while an employee is on duty, instances where the employee represents himself as an employee of the Township whether or not the employee is on duty at the time of such occurrence, or when the employee's off-duty conduct affects the functions or mission of the Township or the employee's ability to fully perform his/her job responsibilities for the Township.
3. Forms of disciplinary action may typically include:
 - A. Verbal warning, counseling (written record)
 - B. Written reprimand
 - C. Suspension without pay
 - D. Reduction in classification or rank
 - E. Discharge from employment

Rules of Conduct

1. Each employee shall be held accountable for his/her personal appearance; friendly, courteous, and helpful attitude toward the public; loyalty to the Township; and willingness to cooperate with the employee's superiors and fellow employees. Improper language is in extremely poor taste and displays an unsatisfactory work attitude which shall not be tolerated.
2. Each employee should be especially careful that he/she does not engage in gossip, half truths, or the release of confidential information pertaining to the Township or its operations, employees, customers and residents. Employees shall use the utmost consideration and good judgment when speaking to others about their work or daily contacts.
3. The following list is intended to provide employees with a general idea of the type of behavior that may result in disciplinary action including dismissal. This list is not meant to be all inclusive:
 - a. Gross neglect of duty or refusal to comply with management's lawful instruction.
 - b. Insubordination- Failure to follow orders or directives of management and supervisory personnel.
 - c. Indecent conduct or conviction of a felony or of a misdemeanor while an employee of the Township (excluding minor traffic offenses).
 - d. Knowingly falsifying personnel records, time reports or other Township records.
 - e. Engaging in offensive conduct or using offensive language.
 - f. Sleeping on duty except when accepted as a defined, normal portion of the job assignment.
 - g. Being under the influence of intoxicants, drugs (legal or illegal), or other substances while on duty which impair the employee's ability to properly perform job duties or which jeopardize the safety of workplace;
 - h. Deliberate or careless conduct endangering the safety of the Employee or other employees

- including provoking of or instigating of a fight during working hours or on Township premises.
- i. Inducing or attempting to induce any employee in the service of the Township to commit an unlawful act or to act in violation of any lawful departmental official regulations, orders, or professional ethics.
 - j. Accepting any fee, gift, or other valuable thing in the course of or in connection with work for personal use from any person or groups of persons. Ohio Ethics Statutes apply.
 - k. Unauthorized use of Township property, whether that property be vehicles, machinery, uniforms, supplies or office equipment.
 - l. Discussing with unauthorized persons any confidential information gained through employment with the Township.
 - m. Failure to properly prepare, fully complete or otherwise legibly write official reports, time cards, time sheets, run reports or other required instruments that document government functions.
 - n. Excessive tardiness, inattentiveness to work, failing to start work at a designated time, quitting work before proper time, or leaving Employer's premises during working hours without authorization from the Township Administrator or other designated supervisory official.
 - o. Using tobacco products in authorized areas.
 - p. Violating the Township's Safety Policy, safety rules or generally accepted safety practices. Failure to report an accident or to falsify reports concerning accidents is prohibited.
 - q. Failure to report to work without giving the supervisor, Township Administrator or other designated official, notice of absence by the beginning of that scheduled work day or shift, unless it is impossible to give such notice. Only emergency situations will be regarded as exceptions.
 - r. Unauthorized possession of items such as firearms, explosives, or other weapons on Township property or while on Township duty at any time unless authorized to do so by law.
 - s. Willful or careless abuse, damage or destruction of Township property at any time.
 - t. Engaging in sexual harassment.
 - u. Discourteous and/or unprofessional treatment of the public.
 - v. Failure to satisfactorily perform duties for the position employed or appointed to fill.
 - w. Any acts of misfeasance, malfeasance, or nonfeasance.
 - x. Employees are prohibited from using websites, chat rooms, email, or other forms of social media to post or display comments or photos about coworkers, supervisors or other officials of the Township that are vulgar, obscene, threatening, intimidating, harassing, designed to interfere with operations of the Township or are in violation of the Township's workplace policies against discrimination, harassment, or hostility. This rule is not to be construed as violating any employee right protected by statutory provision or case law.
 - y. Any violation of Township work rules, Departmental work rules, regulations or Departmental standard operating procedures.
 - z. Any behavior or infraction that constitutes a violation of Section 124.34 of the Ohio Revised Code.

Procedures:

Both oral and written reprimands may be issued by the employee's department head, designated supervisor or Township Administrator. A copy of the written reprimand, or in the case of an oral reprimand, documentation of the date, time, and location of the oral reprimand and subject matter of discussion should be provided to the employee and the original document given to the Township Administrator for placement in the employee's personnel file.

The employee's department head or other designated supervisory employee may recommend suspension, demotion or dismissal of a subordinate employee. Although the Township Administrator may implement discipline in the form of verbal warning/counseling or written reprimand, disciplinary action involving reduction in pay or rank, suspension from duty or termination of employment shall be made by action of the Board of Township Trustees. The only exception to this is in the case of a life or safety matter where the employee's department head or Township Administrator can impose a temporary suspension until such time when a formal recommendation for suspension or determination is made to the Board of Trustees.

Reference: Resolutions No. 32-12 and 60-15 Board of Trustees



Hanover Township Butler County, Ohio

Hanover Township Personal Information System Policy

In accordance with the Ohio Revised Code, Sections 1347.05 and 1347.07, Hanover Township requires that any personal information kept for either documenting the operation of Township functions or employee personal information for job related issues shall be collected and maintained in a manner complying with all applicable Federal, State and local statutory requirements.

Records that may contain personal information are kept within the Fiscal Officer, Administration and Fire Department in compliance with applicable statutory requirements.

In implementing ORC requirements, the following definitions are adopted:

(A) "Personal information" means any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possesses certain personal characteristics, and that contains, and can be retrieved from a system by, a name, identifying number, symbol, or other identifier assigned to a person.

(B) "System" means any collection or group of related records that are kept in an organized manner and that are maintained by the Township, and from which personal information is retrieved by the name of the person or by some identifying number, symbol, or other identifier assigned to the person. "System" includes both records that are manually stored and records that are stored using electronic data processing equipment. "System" does not include collected archival records in the custody of or administered under the authority of the Ohio Historical Society, published directories, reference materials or newsletters, or routine information that is maintained for the purpose of internal office administration, the use of which would not adversely affect a person.

Core Requirements:

(A) The Township shall collect, maintain, and use only personal information that is necessary and relevant to the functions that the agency is required or authorized to perform by statute, ordinance, code, or rule, and eliminate personal information from the system when it is no longer necessary and relevant to those functions.

(B)The Township shall only use the personal information in a personal information system in a manner that is consistent with the purposes of the system.

(C) The individual responsible for the different systems in the Township shall develop procedures for purposes of monitoring the accuracy, relevance, timeliness, and completeness of the personal information in this system, and, in accordance with the procedures, maintain the personal information in the system with the accuracy, relevance, timeliness, and completeness that is necessary to assure fairness in any determination made with respect to a person on the basis of the information.

(D) Unauthorized use or release of personal information by an employee that may be kept in any Township operation shall result in disciplinary action including termination from employment.

(E) The disclosure to members of the general public of personal information contained in a public record, as defined in section [149.43](#) of the Revised Code, is not an improper use of personal information under this policy.

(F) Inform a person who is asked to supply personal information for a system whether the person is legally required to, or may refuse to, supply the information. Such disclosures will depend upon what type of documentation is required and related statutory provisions.

(G) The following individuals/employees are responsible for applicable personal information systems maintained under their control and/or management:

1. Gregory L. Sullivan, Fiscal Officer: Payroll Records, Accounting records, Minutes.
2. Phil Clark, Fire Chief: All Fire and EMS Records related to operations and training.
3. Barbara Stitsinger: EMS Run Reports
4. Brandon Combs: Cemetery Records
5. Bruce E. Henry, Township Administrator: General Personnel records, Workers Compensation records and general Township Operation records/contracts.

Legislative History:

Attachment Resolution No. 26-14; Amended and Updated Resolution No. 60-15

Reminder – Board Organizational Meeting January 20, 2016: Mr. Henry reminded the Board that the next Board meeting was scheduled for January 20, 2016 and this meeting would be the annual organizational meeting. Mr. Henry also distributed a list of 2016 Board meeting and special event dates.

Other New Business

Under Other New Business, Mr. Henry reported the Township received Notice of Public Hearing from the County Board of Zoning Appeals for a zoning variance for property located at 189 Tulipwood Drive to split property without proper road frontage and a Notice of Public Hearing for a zoning variance for property located 1910 Millville Avenue to allow operation of a charitable

institution serving homeless children and their families. Mr. Henry noted the Board had already expressed support for the church's request at Millville Avenue and he also stated he had received no information regarding the variance request for the Tulipwood Drive property. The Board did not express any objections to the variance requests.

Also under Other New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Report for November 2015, the December Legislative Alert Bulletin from the Ohio Township Association, information regarding the 2016 Township Association Winter Conference, and a 2016 schedule of Board meetings and special events.

Also under Other New Business, Mr. Johnson reported he received a complaint from a resident regarding loud truck braking noise on SR 27. The resident had contacted the State to request a "No Jake Braking" sign and had asked Mr. Johnson for support of her request. Mr. Stitsinger noted the braking was a safety device and he did not support signage that might discourage safety. Mr. Miller stated he would not be in favor of this type of signage.

Also under Other New Business, Mr. Sullivan reported the Township received cemetery software from the state (as part of the UAN network.)

Also under Other New Business, Mr. Buddo reported that there was an opening on the Rural Zoning Commission.

Also under Other New Business, BCSO Sgt. Chuck Layman stopped by to wish everyone a happy and safe holiday.

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.

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

Douglas L. Johnson, President:

Larry Miller, Trustee:

Frederick J. Stitsinger, Trustee:

Date: 1/20/2016

Verified by Greg Sullivan, Fiscal Officer: