



**Hanover Township Board of Trustees
February 11, 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 Elizabeth Brosius took a roll call with Messer's Johnson, Stitsinger and Miller present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Clark; BCSO Deputy William Bowling and Project Coordinator Julie Prickett.

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Stitsinger to approve the January 13, 2015 Regular Meeting minutes as submitted and to approve the warrants signed for release. All Trustees present voted yes. Status reports were distributed to the Board for review and were approved.

Guest Speakers: David Brown, representing the Butler County Auditor's Office, addressed the Board. Mr. Brown reported that the Homestead Exemption period was now open through June 30. Mr. Brown also shared information regarding a new exemption benefit available to 100% disabled veterans. Mr. Brown reported that the overall property valuation for Hanover Township increased 3.1% which will yield approximately \$27,000 in additional property tax revenue for Hanover Township.

Citizen Participation: Lori Kelly, 2427 Morman Road, addressed the Board with a presentation outlining her concerns and solutions regarding semi-tractor trailer traffic through the Township and the transportation of hazardous materials through the Township. Mr. Stitsinger, Mr. Miller and Chief Clark explained the meaning of certain ORC sections, what qualifies as a hazardous material under the law, and the authority of county commissioners to set weight limits for roadways and the authority of the State to set speed limits. Mr. Henry further clarified the legal limits of township authority in all of these areas. Mr. Stitsinger and Mr. Miller suggested that Ms. Kelly approach the County Commissioners regarding her concerns as the County has more legal authority to address these issues.

Jeff Buddo, 2436 Morman Road, stated he requested a speed limit study on Old Oxford Road after a double fatality had occurred. Mr. Buddo asked if the study had been done by the State. Mr. Stitsinger stated that the study had been done and the State determined the speed limit was safe for the roadway.

Administration Reports

Law Enforcement: Deputy Bowling gave the following report for the month of January 2015:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 175		175
• Felony Reports: 08		08
• Misdemeanor Reports: 09		09
• Non-Injury Crash: 5		05
• Injury Crash: 02		02
Total Reports: 24.....		24
• Assists/Back Up: 25		25
• Felony Arrests: 03		03
• Misdemeanor Arrests: 07		07
• OMVI Arrests: 1		01
Total Arrests: 11		11
• Traffic Stops: 13		13
• Moving Citations: 12		12
• Warning Citations: 05		05
• FI Cards: 0		00
• Civil Papers Served: 0		00
• Business Alarms: 5		05
• Residential Alarms: 12		12
• Special Details: 09		09
• COPS Times: 4,260 (<i>Min.</i>)		4,260
• Vacation Checks: 38		38

Reporting: Deputy Bowling and Deputy Mayer/by BEH.

Fire/EMS: Chief Clark presented the following report for the month of January 2015.

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

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

- Emergency Medical Operations/Squad Runs: 47
- Motor Vehicle Accidents: 05
- Fire Runs: 05
- Fire Inspections: 00
- Air & Light Truck Call Out: 04
- Knox Box Details 00
- Other 00
- Total for the month: **61 Runs/Operations
(57 Fire/EMS Runs)**

Total Year to Date: 61 Runs/Operations

(January 2014): 78 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	

Chief Clark also reported that the new squad was in service now and outside for the Board to see.

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

**SUPERINTENDENT'S REPORTS
(February 11, 2015)**

Millville Cemetery Operations Report January 1 through January 31, 2015

7 Graves sold to Township residents (@ \$610)-----	\$ 4,270.00
2 Graves sold to nonresident-----	\$ 1,790.00
0 Old resident graves-----	\$ 0.00

16 Full Interments-----	\$ 14,800.00*
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 1,183.20
Total: -----	\$ 22,043.20

*14 @ regular fee of \$900 = 12,600; 2 @ weekend fee of 1,100 each

Other Cemetery activities:

1. Cleaned equipment.
2. Walked through entire cemetery and picked up trash.
3. Fixed graves.
4. Cleaned the shop.
5. Moved dirt pile away from the road.
6. Installed new bucket on the Excavator.

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

1. Picked up tires on Stahlheber Road and Woodbine Road.
2. Picked up deer carcasses on Old Oxford Road and on Stahlheber Road.
3. Replaced a double and a single chevron on Nichols Road, one "yield" sign on Sir Douglas Drive, and a "35 MPH" sign on Gene Avenue. Signs were run over by motorists.
4. Worked on the Township's road sign replacement program.
5. Performed ice and snow control on January 5, 6, 11, 12, 25, 26, and 30th.
6. Replaced snow plow blades and performed truck maintenance.
7. Cleaned trucks and equipment after snow events.
8. Replaced flag at the Community Center.
9. 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 January 2015 Summary Report
(Presented February 11, 2015)

- **Fire/EMS Run Data:** Prepared report for January runs. Run times are overall better but mutual aid called in 3 times while Hanover provided mutual aid three times. However, the average run time for January decreased to 11.75 minutes compared to 12.42 minutes in November and 11.79 minutes in December.
- **Fire Department:** Worked on rules regarding social media and personal electronic devices as they pertain to use in the fire service of the Township.
- **Board and Financial Reports:** Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly and special Board meetings. Prepared Trustee packets. Prepared numerous contracts and permits for facility rentals.
- **Maintenance Issues:** Spoke with residents again about yard maintenance issues on Laredo, Millville Avenue and Old Oxford Road. **Building and Zoning:** Have been

working with Jim Fox on Old Oxford Road and Hogue Road issues. Old Oxford was resolved and Hogue Road is in the court process.

- **Park Committee/Special Events:** Worked with Eddie MacDonald and Julie Prickett on the planning for Township events in particular the Wine Tasting-Cruise In- Concert. September 11th was originally examined but conflicts necessitate a change. Examining dates in August and end of September.
- **Community Development Block Grant Planning:** Participated in County CD planning sessions and met with staff about the needs of Hanover Township.
- **Insurances:** Worked on Health Care Insurance transition issues and looking for other alternatives.
- **Road Program:** Continued discussions with BCEO regarding the 2015 Road Program.
- **CSX Railroad Issues:** Worked with BCSO to get trains moved that were blocking Darrtown Road. Spoke with Tim Derickson about the issue and requests CSX contact information. Following up with CSX to prevent future problems.

Personnel Actions and Other Items of Note

**Appointment of new personnel: Fire Department- Appoint David Taylor FF/Paramedic
(1739 Del Rio)**

Road Department- No Changes for February

Other General Actions:

Continuing work on revising records policy to be submitted to the state. Our changes were approved at the Hanover Township Records Commission meeting held in December 2014. Have to revise and reformat the Township policy.

Continuing review of Township Rules of Conduct and Fire Department SOPs that are related for possible changes and follow up in the next 5 months.

Items Still Pending/Delayed: Fuel Card follow up is still pending; Program set up at Marathon and Stephenson Oil. Meijer still pending. Personnel Policy Review with changes still pending.

Of Note- Budget Information for January 31, 2015

Cash Balance as of January 31, 2015: \$1,148,374.71

1) Total Expenditures all funds for January 2015: \$243,041.70*

2) Total General Fund cash on Hand January 31, 2015: \$577,220.45 (50.26%) of Total funds)

3) Total Fire/EMS Fund cash on hand January 31, 2015: \$196,822.33 (17.14%) of Total

4) *Monthly Revenue and Expenditure Reports 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:
Mar:
Apr:
May
June:
July:
Aug:
Sept:
Oct:
Nov:
Dec:

Mr. Henry also reported on fire and EMS run data for the month of January. He noted that in future reports, data regarding air & light truck call outs will be removed from the reports as this information artificially inflates the figures for average run time.

Mr. Henry also noted that revenues are approximately \$200,000 lower than figures for last year at this time and he explained this variance was partly due to funds expended for the new ambulance which will be partially offset from a reimbursement check from the Township's insurance carrier.

Old Business

Update – Fire/EMS Run Data for January: See Administrator's Report.

Newsletter Update: Mr. Henry reported that due to the lateness in receiving some information/articles important to the Township, a decision had been made to publish the newsletter at the end of March. Also, due to scheduling conflicts, the document cannot be completed earlier. Articles tentative for publication are: Schedule of Events, recap of Veterans Day activities/photos, an article from the Marine Corps League, Legislative Update, 2015 Road Program, New Business information, Ladies Industrial Band information, Special Thanks to groups/individuals who helped the Township in 2014, Cemetery Information and Fee update, crime prevention tips, and Board reorganization/appointments. Space will dictate final editing and publication.

Community Development Block Grant Update: Mr. Henry reported the Township had not yet received word; however, the determination should be made by the County that week or the next. The project for Curb/Gutter for Alamo Heights was rated very high.

2015 Road Program Update: As discussed at the Board meeting earlier, Mr. Henry noted the Township submitted a road program package that exceeds the Township's available funds based upon the chance of receiving a CDBG allocation for Alamo Heights. Once the Township learns whether or not it will receive CDBG funds, the road program submittal to BCEO will have to be amended.

CSX Issue and Follow-Up: Mr. Henry reported that on Saturday January 31, 2015 a CSX train blocked Darrtown Road for over 3 hours. The CSX crew left the train due to federal work time restrictions. Mr. Henry notified Deputy Bowling who was going to issue citations based upon

ORC 5589.21. Mr. Henry also informed Tim Derickson of the situation and Mr. Derickson provided a name to contact with CSX. Mr. Henry eventually made contact with Mr. Rusty Orben, a Vice president with CSX- office based in Columbus, and Mr. Henry voiced the Township's concerns and complaint. Mr. Henry also reviewed the history of the Township's problems with CSX crews. Mr. Orben was very apologetic and said there was a policy directive being circulated for this area to insure that no dead-end street in the Township would be blocked for more than just a few minutes. Mr. Henry plans to contact Mr. Orben to discuss the matter again next week to review what has happened since. Mr. Stitsinger made a **motion**, seconded by Mr. Miller, to send a letter to Mr. Orben (and copying Mr. Derickson) expressing the Township's concern for the safety of its residents and putting CSX on notice regarding issues of liability. Upon roll call, all three Trustees voted yes.

Other Old Business: Mr. Miller thanked Mr. Jeff Buddo for allowing the Fire Department to perform cold water rescue training on his property.

New Business

Resolution No. 18-15 Approve 2015 Certificate of Estimated Resources: Mr. Henry explained this annual legislation satisfies an audit requirement to accept and approve the 2015 Certificate of Estimated Resources. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 18-15 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 18-15

Accepting The Amounts, Rates and Projections of Revenue as Determined By The County Budget Commission through The Certificate of Estimated Resources for 2015 and Approving 2015 Certificate of Estimated Resources

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; 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, 2015; and,

Whereas, The County Budget Commission has certified the 2015 of Estimated Resources for Hanover Township totaling \$3,073,002.85 to be used as the basis for establishing Permanent Appropriations,

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 2015 is hereby accepted and approved (Reference ORC 5705.36) as reflected in the attachment herewith labeled "Attachment Resolution No. 18-15".

Section II. That the Fiscal Officer is authorized to establish 2015 appropriations and budgets based upon said projections of fund balances and anticipated revenues.

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 11th day of February 2015.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Fred J. Stitsinger

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 19-15 Approve Filing Community Connections Grants: Mr. Henry explained this resolution authorizes the filing of up to two grant applications. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 19-15 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 19-15

Authorizing the Filing of February 2015 Applications for the Butler Rural Community Connections Grant Program

Whereas, the Board of Trustees has reviewed the requirements for the February 2015 Community Connections Grant program sponsored by the Butler Rural Electric Cooperative; and,

Whereas, the Township has a Hanover Township Memorial Park Master Plan for continuing the development of the Hanover Township Memorial Park and Strategic Planning Objectives including but not limited to use of the Community Center and Fire Station; and,

Whereas, reduction in revenues resulting from property devaluations and funding cuts from the state have reduced the ability of the Township to fund a number of projects and equipment such as those referenced herein; and,

Whereas, the Board of Trustees rates basic services such as those items that relate to serving the emergency needs of the public as a high priority and recognize the need for the continued development of the Hanover Township Memorial Park, Community Center and programming that serves the overall best interests of Township residents; and,

Whereas, the projects submitted for Community Connections Funding have no assigned funding source but the Township will continue to focus on key priorities,

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

Section I. That Board authorizes up to two applications to be submitted at the Administrator's discretion to the Butler Rural Cooperative Community Connections Program by the end of February 2015 as reflected in the attachment labeled: Attachment to Resolution No. 19-15 Grant Projects.

Section II. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit one or both applications referenced herein.

Section III. That the Board of Trustees acted upon this matter in an open public meeting on February 11, 2015 with all three Trustees voting in favor of Resolution No. 19-15.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson

Elizabeth A. Brosius

Larry Miller
Fred J. Stitsinger

Fiscal Officer/Clerk

Resolution No. 20-15 Then and Now Issues: This resolution covers payments to Coordinated Health Mutual; Harvest Land Co-op; Nancy Nix, Treasurer; Meyers Equipment Company and Cargill, American Pavement Company. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 20-15 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 20-15

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 to Coordinated Health Mutual, Harvest Land Coop, Nancy Nix, Treasurer, Meyers Equipment Company; American Pavement Company; 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) \$21,852.83 Coordinated Health Mutual (2 months) (Fund 1000)-\$14,932.30; (Fund 2031)-\$59565.59; (Fund 2041)- \$963.94.**
- B) \$6,405.90 Harvest Land Coop (Fund 2281 \$4,351.37 Fund 2011 \$924.63 Fund 1000 \$1,129.90)**
- C) \$62,756.44 American Pavement Company (Fund 2141 \$15,000.00, Fund 2231 \$25,000.00 Fund 2031 \$21,756.74 Fund 2011 \$1,000.00) Road Program Completion 2014.**
- D) \$103,000.00 Meyers Equipment Company (Fund 2281)**
- E) \$16,119.90 Nancy Nix, 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 11th day of February 2015.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson

Elizabeth A. Brosius

Resolution No. 21-15 Approve 2015 Permanent Appropriations: Mr. Henry explained this type of legislation is adopted annually for each new fiscal year. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 21-15 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 21-15

Approving 2015 Permanent Appropriations and Budget

Whereas, the Board of Trustees and Administration have been evaluating Hanover Township's finances and reviewed the 2015 Certificate of Estimated Resources based upon information from the County Budget Commission; 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, 2015; and,

Whereas, The County Budget Commission has certified the 2015 of Estimated Resources for Hanover Township totaling \$3,073,002.85 to be used as the basis for establishing Permanent Appropriations,

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

Section I. That the Appropriations and Budget for Hanover Township for Fiscal Year 2015 is hereby accepted and approved as presented by the Fiscal Officer in the Attachment labeled "Attachment Resolution No. 21-15".

Section II. That the Fiscal Officer is authorized to establish 2015 appropriations and budgets based upon said projections of fund balances and anticipated revenues.

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 11th day of February 2015.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Fred J. Stitsinger

Elizabeth A. Brosius
Fiscal Officer/Clerk

County Engineer's Township Seminar February 26, 2015: Mr. Henry asked the Board members to take note of the information regarding the County Engineer's annual dinner and seminar. Mr. Stitsinger offered to call in the RSVP's for the Township.

Zoning Appeals Case – New Home Set-back Variance 3191 Old Oxford Road: Mr. Henry reported that the County is required to notify the Township whenever a zoning appeals case is set

for a hearing. Mr. Henry noted he did not receive a copy of the plans so he was unable to comment. The Board indicated it had no objection to the variance request.

Zoning Appeals Case – Second Accessory Structure Variance 1890 Vizedom Road: The Board indicated it had no objection to the variance request.

Fire Tax Levy Update: Mr. Henry explained that the Board had the option of placing a fire tax levy on the November 2015 ballot or on any 2016 election ballot. Mr. Henry asked the Board to consider how it wanted to proceed and he explained that no action had to be taken that evening.

SAFER Grant Discussion: Mr. Henry explained that he and Chief Clark had been reviewing the application process and requirements for a SAFER grant. Chief Clark explained the grant provided funding to staff fire departments for a three year period. If the jurisdiction lays off staff after the three year period, the grant money must be repaid. Mr. Henry noted the application deadline was March 6 and while he wanted the Board to be made aware of this funding option, Mr. Henry stated he did not think the Township was in a position to apply for this type of grant at this time.

Other New Business

Under Other New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Reports for January 2015, Request for Nominations for Zoning Appeals Board members, Veterans Memorial contributions made in memory of John Burkhardt, an invitation to a Girl Scouts award recognition ceremony, an invitation from the Southwest Regional Water District to its annual meeting, and a report from the Butler County Emergency Planning Committee.

Also under Other New Business, Chief Clark reported he received notification from the County EMA that the County will no longer pay for the fuel for the air & light truck. Departments will now have to pay for the fuel when they use the equipment. Because the equipment is stored at HTFD, the Township will have to track and invoice jurisdictions as they use the equipment.

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

Motion to Adjourn: Mr. Miller moved, seconded by Mr. Stitsinger, 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: March 11, 2015

Verified by: Elizabeth A. Brosius, Fiscal Officer: _____

Elizabeth Brosius