



**Hanover Township Board of Trustees
January 13, 2015 Meeting Minutes**

Call to Order: Board President Fred Stitsinger called the meeting to order at 6:00 PM. Mr. Stitsinger then led the opening ceremonies 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 Bowling and Project Coordinator Julie Prickett.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller to approve the December 10, 2014 Meeting minutes and January 2, 2015 Special 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 Presentation: There were no guest speakers scheduled for the January Board meeting.

Reorganization of the Board of Trustees – Election of Board Officers

Resolution No. 03-15: (Adjourn Sine & Die) *Be it resolved:*

Mr. Miller made a **motion** that the Board adjourn Sine & Die with a second by Mr. Johnson. Upon roll call, Mr. Stitsinger: yes, Mr. Johnson: yes, and Mr. Miller: yes. *The meeting was turned over to the Fiscal Officer, Elizabeth A. Brosius.* The Fiscal Officer called for nominations for Officers of the Board. Nominations were made as follows:

Resolution No. 04-15: (Open Nominations for President) *Be it Resolved:*

Mr. Miller nominated Mr. Douglas Johnson for President, seconded by Mr. Stitsinger. Nominations for President were closed with a **motion** by Mr. Miller and seconded by Mr. Stitsinger. Mr. Johnson, Mr. Stitsinger and Mr. Miller voted yes. Mr. Johnson was elected Board President.

Resolution No. 05-15 (Open Nominations for Vice President) *Be it Resolved:*

Mr. Stitsinger nominated Mr. Miller for Vice President, seconded by Mr. Johnson. Nominations were moved to be closed by Mr. Johnson, seconded by Mr. Stitsinger. Upon roll call, all members voted yes. Mr. Miller was elected Vice President of the Board.

Resolution No. 06-15 (Out of Sine & Die) *Be it Resolved:*

Mr. Stitsinger made a **motion** with Mr. Miller seconding for the Board to move out of Sine & Die and resume the regular meeting with Mr. Johnson presiding. Upon roll call, Mr. Johnson, Mr. Stitsinger, and Mr. Miller voted yes.

Citizen Participation: Angela Lampy, building a house at 415 Sir Edward Drive, addressed the Board to express her appreciation for law enforcement officers in general and Deputy Damon Mayer specifically. Deputy Mayer had provided Ms. Lampy information in a professional and courteous manner. Ms. Lampy also thanked the Board and Administrator for appointing individuals such as Deputy Mayer to law enforcement positions.

Administration Reports

Law Enforcement: Deputy Bowling gave the following report for the month of December 2014:

Butler County Sheriff's Office District #6
Hanover Township Contract Cars
Monthly Report for December 2014

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 133		1,605
• Felony Reports: 07		81
• Misdemeanor Reports: 11		173
• Non-Injury Crash: 4		98
• Injury Crash: 02		47
Total Reports: 122.....		364
• Assists/Back Up: 27		304
• Felony Arrests: 12		49
• Misdemeanor Arrests: 06		82
• OMVI Arrests: 0		11
Total Arrests: 18		141
• Traffic Stops: 17		374
• Moving Citations: 11		211
• Warning Citations: 07		185
• FI Cards: 0		00
• Civil Papers Served: 0		05
• Business Alarms: 2		30
• Residential Alarms: 08		117
• Special Details: 08		46
• COPS Times: 1320 (<i>Min.</i>)		50,805
• Vacation Checks: 12		154

Reporting: Deputy Bowling and Deputy Mayer/by BEH. *Please note that Deputy Lentz retired from BCSO on October 31, 2014.

Deputy Bowling noted an increase in thefts from vehicles. He reported that typically the vehicles have been left unlocked by the owners. Deputy Bowling also thanked the Board for providing lock-out kits.

Fire/EMS: Chief Clark presented the following written report for the month of December 2014:

Hanover Township Fire Department
Monthly Report for December 2014- Phil Clark Fire Chief
(Presented in January 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: 03
- Fire Runs: 05
- Fire Inspections: 00
- Air & Light Truck Call Out: 02
- Knox Box Details 00
- Other 00
- Total for the month: **57 Runs/Operations**
(55 Fire/EMS Runs)

Total Year to Date: 809 Runs/Operations

(December 2013): 62 Runs/Operations)

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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	

Road/Cemetery: Mr. Gardner presented the following report for the month of December 2014:

**SUPERINTENDENT'S REPORTS
(January 13, 2015)**

Millville Cemetery Operations Report December 1 through December 31, 2014

2 Graves sold to Township residents (@ \$610)-----	\$ 1,220.00
0 Graves sold to nonresident-----	0.00
0 Old resident graves-----	0.00
9 Full Interments-----	8,900.00
0 Baby interments-----	0.00
0 Cremations-----	0.00
Foundation and Marker installation fees-----	576.00
Total: -----	10,696.00

Other Cemetery activities:

1. Cleaned equipment
2. Walked through entire cemetery and picked up trash
3. Swept all the roads in the cemetery
4. Put new baseboard in the office
5. Fixed graves
6. Cleaned shop

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

1. Put down gravel on Rafuse Avenue.
2. Placed stone around a catch basin on Wincella Drive.
3. Moved a big concrete chunk knocked over in front of a culvert and picked up garbage left from a truck wreck on Gardner Road.
4. Picked up deer carcass on 177.
5. Filled a pot hole on Vizedom.
6. Cleaned carpet at the Community Center.
7. Cleaned, organized, and disposed of 25 old filing cabinets upstairs at the Community Center.
8. Took 10 tires to Rumpke recycling.
9. Removed graffiti from road signs on Hussey Road.
10. Repaired pot holes on Four Mile Road.
11. Replaced road signs on our sign replacement program.
12. Ran electric and installed two 8-foot fluorescent light fixtures at the firehouse in the storage area.
13. Completed the yearly storm water report and submitted it to the Township Administrator.
14. Performed monthly truck, park and storm water inspections.

Administrator's Report

Administrator December 2014 Summary Report (Presented January 13, 2015)

- **Fire/EMS Run Data:** Prepared report for December runs. Run times are overall better but mutual aid called in 5 times while Hanover provided mutual aid twice. However, the average run time for December decreased to 11.79 minutes compared to 12.42 minutes in November.
- **Fire Department:** Prepared report and resolution regarding the Annual Ambulance Inflation Factor increase for 2015 for third party billing operations through MBI Solutions.
- **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 Fatima. **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:** Held meetings/Worked with the Park Committee to plan and make recommendations for 2015 events. Also met with Eddie MacDonald of Hanover Winery about special events. Planned and set up Holiday function for Township employees and volunteers.
- **Health Insurance:** Continued working on transition issues with InHealth and worked on dental and vision plan renewals.
- **Storm Water and Safety Employee Meeting:** Held training for Road and Cemetery employees regarding best housekeeping practices for storm water management and containing oil spills. Also went over payroll matters and safety issues.
- **Ambulance Accident:** Continued working with OTARMA to obtain repair and/or replacement funds to purchase a unit to replace the wrecked unit.(2002 Ford 450). Also worked with David Meyers Equipment Company to obtain a ready to go demo unit. Worked with the Prosecutor's Office on this matter and prepared necessary documents for review by the Board of Trustees.

Personnel Actions and Other Items of Note

Working on final review of the proposed 2015 Road Program contracted through the Butler County Engineer's Office. Sent copies to the Board.

Appointment of new personnel: Fire Department- Nothing recommended this month.

Road Department- No Changes for December

Other General Actions:

Working with Road and Cemetery personnel to catch up on maintenance, examining alternative sources for revenue, cemetery pricing, and discussed work levels/output. Brandon Combs is still performing as the acting Cemetery Sexton.

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; Personnel Policy Review with changes still pending.

Of Note- Budget Information for December 31, 2014

Cash Balance as of December 31, 2014: \$1,324,682.90

1) Total Expenditures all funds for December 2014: \$129,414.82

2) Total General Fund cash on Hand December 31, 2014: \$592,984.82 (44.76% of Total funds)

3) Total Fire/EMS Fund cash on hand December 31, 2014: \$301,665.21 (22.77% of Total

4) *Monthly Revenue and Expenditure Reports are attached.*

History of Cash Balances

Fiscal Year 2014

Cash Balance: \$1,380,611.21
Cash Balance: \$ 1,331,175.05
Cash Balance: \$1,259,054.92
Cash Balance: \$1,546,929.78
Cash Balance: \$1,524,373.14
Cash Balance: \$1,506,977.71
Cash Balance: \$1,517,738.15
Cash Balance: \$1,286,101.15
Cash Balance: \$1,533,842.91
Cash Balance: \$1,444,676.89
Cash Balance: \$1,384,569.72
Cash Balance: \$1,324,682.90

31-Jan-14
28-Feb-14
31-Mar-14
30-Apr-14
5/31/2014
6/30/2014
7/31/2014
8/31/2014
9/30/2014
10/31/2014
11/30/2014
12/31/2014

Fiscal Year 2013

Cash Balance January 2013: \$1,490,856.40
Cash Balance February 2013: \$1,492,672.30
Cash Balance March 2013: \$1,419,215.62
Cash Balance April 2013: \$1,772,884.02
Cash Balance May 2013: \$1,738,209.80
Cash Balance June 2013: \$1,672,064.17
Cash Balance: July 2013: \$1,631,063.65
Cash Balance: August 2013: \$1,513,012.95
Cash Balance: September: \$1,668,378.75
Cash Balance: October: \$1,658,335.81
Cash Balance: November: \$1,554,026.65
Cash Balance: 12/31/2014: \$1,413,580.55

(Monthly Revenue and Expenditure Reports are attached.)

Mr. Henry noted that the only outstanding debt owed by the Township is debt service for the fire station bond.

Mr. Henry also reported that Chief Clark had given him paperwork at the Board meeting to hire Chad Heineman in the firefighter classification pending passing a background check.

Old Business

December 2014 Fire/EMS Run Data Summary: Mr. Henry reported that the fire department run data for the month of December 2014 indicate a decrease in response time from November 2014 run data and an increase in mutual aid requests.

New Ambulance Update: Mr. Henry reported that the new ambulance should be in service by the end of January. Mr. Henry noted the Board will need to pass a resolution to declare the old ambulance surplus property. Chief Clark noted that the decal markings were being added to the new ambulance. (Reference- See Special Meeting minutes January 2, 2015)

Road Program 2015/Continued Discussion: Mr. Henry noted that the Board had passed a resolution authorizing the 2015 Road Program; however, it is unknown whether CDBG funds will be approved for the Township's curb and gutter project. Mr. Henry asked Mr. Stitsinger if the Township could delay submitting its road program information to the County Engineer's Office pending notification of CDBG funding. Mr. Henry noted the Engineer's Office had requested the road program information be submitted by mid-January. Mr. Stitsinger indicated it would be permissible to submit the information at a later date; however, he suggested proceeding as if the CDBG funds would be awarded. Mr. Stitsinger noted that the Township could do a non-performance of funds if the grant money was not awarded.

Other Old Business: There was no Other Old Business to be reported.

New Business

Resolution No. 07-15 (EMA Representative): *Be it Resolved:*

Moved by Mr. Johnson, seconded by Mr. Stitsinger, to approve the appointment of Mr. Larry Miller to the Butler County Emergency Management Agency Advisory Council for calendar year 2015. Upon roll call, Mr. Johnson and Mr. Stitsinger voted yes. Mr. Miller abstained.

Resolution No. 08-15 (Township Meetings and Special Events): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Stitsinger, to approve Resolution No.08-15 designating the regular monthly Hanover Township meetings to be held on the second Wednesday of each month to start at 6:00 P.M and approving Township Special Events in accordance with the attached schedule. Upon roll call, all three Trustees voted yes.

Resolution No. 09-15 (Blanket Certificates): *Be it Resolved:*

Moved by Mr. Johnson, seconded by Mr. Miller, to allow the Fiscal Officer to open blanket certificates at \$5000.00 each to provide for ongoing Township expenditures in 2015. Upon roll call, all three Trustees voted yes.

Resolution No. 10-15 (Purchase Orders): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Stitsinger, to allow the Fiscal Officer to open Purchase Orders for Township expenditures in 2015. Upon roll call, all three Trustees voted yes.

Resolution No. 11-15 (Transfer of Funds and Balances): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Stitsinger, to authorize the Fiscal Officer to transfer funds among line items within major Funds, not affecting total fund balances, to make required expenditures within proper accounting requirements. Upon roll call, all three Trustees voted yes.

Resolution No. 12-15 (Records Commission Committee): *Be it Resolved:*

Moved by Mr. Stitsinger, seconded by Mr. Miller, to establish a Records Commission Committee consisting of the Fiscal Officer (Elizabeth A. Brosius) and the Board President. Upon roll call, all three Trustees voted yes.

Resolution No. 13-15 (Mutual Aid Agreement for Milford Township): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Stitsinger, to approve a mutual aid agreement with Milford Township and authorize payment in 2015 to Milford Township totaling \$400.00. Upon roll call, all three Trustees voted yes.

Resolution No. 14-15 Volunteer Firefighter Dependents Fund Board Appointments: Mr. Henry explained it was an annual requirement to appoint members to a Volunteer Firefighter Dependents Fund Board and certify the names of the members to the State Fire Marshal. After some discussion, Mr. Miller made a motion to adopt Resolution No. 14-15 which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

Resolution No. 14-15

Complying With ORC Sections 146.03 and 146.04 in Regard to the Volunteer Fire Fighter's Dependent Fund Board Elections and Certification of Form

Whereas, Hanover Township has maintained a Fire Department consisting of volunteer fire fighters as defined under Ohio law; and

Whereas, annually a Volunteer Fire Fighter Board must be duly elected and certified to the State Fire Marshal, whose members serve a one year term commencing January 1, 2015 through December 31, 2015; and

Whereas, the Board consists of five members: two selected by the Board of Trustees, two selected by the Fire Department and one selected by the other four; and

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

Section I. That the Board of Trustees elects Douglas L. Johnson and Elizabeth A. Brosius.

Section II. That the Fire Department has elected Pat Miller and Laura Weber.

Section III. Recognize that the four previously selected members elect Jeff Buddo to serve as the fifth board member.

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 13th day of January 2015.

Board of Trustees

Vote

Attest and Authenticate:

Douglas L. Johnson

Larry Miller

Fred J. Stitsinger

Elizabeth A. Brosius

Fiscal Officer/Clerk

*The Board then noted the designation of Doug Johnson as the Chairperson and Elizabeth Brosius as the Secretary of the Volunteer Fire Fighter Dependent Fund Board.

Resolution No. 15-15 Cooperative Purchasing Program: Mr. Henry explained that the Township must annually request to participate in the State's Cooperative Purchasing Program. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 15-15 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 15-15

Authorizing Hanover Township's Continued Annual Participation in the State of Ohio Cooperative Purchasing Program (Ohio Revised Code 125.04)

Whereas, Ohio's Cooperative Purchasing Act (AM. Sub. H.B. No. 100 Eff. March 6,1986) provides the opportunity for local governmental jurisdictions to participate to participate in contracts distributed by the State of Ohio (DAS) for the purchase of supplies, services, equipment and certain materials; and

Whereas, Hanover Township has been an active participant in the program in achieving tax dollar savings and efficiencies and wishes to continue participation; and

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

Section I. That Hanover Township requests participation in state contracts in which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Ohio Revised Code Section 124.04.

Section II. That Hanover Township, through its designated officials, is hereby authorized to participate and agrees to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing, prescribes including payment of reasonable contract participation fees. Further, Hanover Township does hereby agree not to misuse such contracts or make disclosures related thereto for the purpose of avoiding the requirements of Section 125.04 of the Ohio Revised Code.

Section III. That the Fiscal Officer is hereby authorized to make payments to vendors directly as the result of purchasing any items in the aforementioned state contracts.

Section IV. That the Fiscal Officer and Township Administrator are hereby authorized to execute any documents related to the participation in the Cooperative Purchasing Program as specified.

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 13th day of January 2015.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Fred J. Stitsinger

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 16-15 Approving Road Mileage Certificate for ODOT: Mr. Henry explained that the purpose of this resolution was to comply with provisions of the Ohio Revised Code which require townships to certify road mileage to ODOT by April of each year. Mr. Henry noted that Hanover Township's road mileage has not changed from 2014 to 2015. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 16-15 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 16-15

Pursuant to Ohio Revised Code Section 4501.04 Approve Road Mileage and Certify to ODOT the Road Mileage Certification Form as Required for 2015

Whereas, the Township road mileage has not changed 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, 2015,

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

Section I. That Hanover Township hereby certifies 35.995 of road miles and authorizes the signing of the Mileage Certification Form to be submitted to the Ohio Department of Transportation by April 1, 2015.

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 13th day of January 2015.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Fred J. Stitsinger

Elizabeth A. Brosius
Fiscal Officer/Clerk

BWC Premium 2015 (Decreased): Mr. Henry explained that at the beginning of each year, he presents a report to the Board regarding the Township's workers' compensation premiums. Mr. Henry reported that the Township has experienced a decrease of approximately \$100,000 in

premium costs over the past several years. Mr. Henry noted this decrease was the results of safety efforts made by employees, analysis and implementation of risk-reduction programs, and changes made by the Bureau of Workers' Compensation in how premiums are calculated.

Resolution No. 17-15 Amending Temporary Appropriations: Mr. Henry explained the purpose of this resolution was to amend the temporary appropriations to reflect the pending purchase of the new ambulance. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 17-15 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 17-15
Amending Temporary Appropriations for Fiscal Year 2015 and Resolution No.58-14 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 2015; and

Whereas, there was a need to replace a wrecked ambulance unit and a new purchase was authorized through Resolution No. 01-15 on January 2, 2015 and said funding was not taken into consideration for the Temporary Appropriations approved in December 2014 through Resolution No. 58-14; and

Whereas, to pay the new ambulance unit the 2015 Temporary Appropriations need tom be amended accordingly; and

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

Section I. That Resolution No. 58-14 and appropriation attachment are hereby amended to reflect the additional allocation of \$103,000.00 to Fund 2281 Fire/EMS for the capital purchase of an ambulance unit through the Myers Equipment Corporation and a total temporary appropriation of \$449,295.00 for the Township. (Reference Revised Attachment)

Section II. That the Fiscal Officer is authorized to process expenditures in accordance with the revised Temporary Appropriation 2015 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 13th day of January 2015.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Fred J. Stitsinger

Elizabeth A. Brosius
Fiscal Officer/Clerk

**Temporary Appropriations 2015
Attachment Resolution No. 58-14
Amended January 13, 2015 by Resolution No. 17-15**

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 2281 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 plus \$103,000.00
Total	\$19,600.00
<u>Total All Funds:</u>	\$449,295.00

Other New Business

Mr. Henry reported that the Township received a letter that day from David J. Harrison (1772 Laredo Drive) and Rick and Esther Harrison (891 Bishop Avenue) regarding a neighbor's (1780 Laredo Drive) sump pump water that flows onto the sidewalk and freezes. The Harrisons expressed a concern about the safety of the sidewalk as a result of the ice. Mr. Henry stated he had confirmed with the County Prosecutor's Office that the Township has no jurisdiction over this matter as it is a private property issue and case law finds that the Township is not liable for the sidewalk. Mr. Henry suggested the Township send a letter to the property owner encouraging the neighbors to work together to resolve the matter. Mr. Stitsinger after observation stated he believed the water was also running onto the road and freezing which was causing cracking in the roadway surface. (Photos presented by the Administrator) Mr. Stitsinger stated that since the freezing water was affecting the roadway, the Township could order the property owner with the sump pump discharge to fix the water overflow. M. Stitsinger made a **motion**, seconded by Mr. Miller, to accept the letter from the Harrisons and to declare that the sump pump water discharge was damaging the roadway. All three Trustees voted yes. The Township Administrator will follow up after researching the matter and preparing a letter stating the Trustees' position to the property owner at 1780 Laredo Drive.

Also under Other New Business, Mr. Henry informed the Board of a change in fuel pump procedures. Mr. Henry explained that as a result of continued diesel fuel spills at the Township pump and failure to log dates and amounts of fuel being dispensed, fueling of Fire Department equipment would no longer be permitted at the Township pump. Instead, fire department equipment must be fueled at the Meijer pumps and the Stephenson Oil (Marathon) pumps. This change will prevent further fuel spills (which is a violation of EPA storm water management requirements) and will provide a record of who, when and what quantity of fuel is dispensed (which is required for auditing purposes). Mr. Henry indicated this change in procedure would be effective in early February.

Mr. Henry also asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Reports for December 2014; OTA Training Conference Schedule of Classes; and the Butler County Township Association 2015-2016 Schedule.

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

Motion to Adjourn: Mr. Johnson moved, seconded by Mr. Miller, to adjourn the Board of Trustees meeting. Upon roll call, all three Trustees voted yes.

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

Douglas L. Johnson
Douglas L. Johnson, President:

Larry Miller
Larry Miller, Trustee:

Fred Stitsinger
Fred Stitsinger, Trustee:

Date: _____

2/11/15

Verified by: Elizabeth A. Brosius, Fiscal Officer

Elizabeth A. Brosius