



**Hanover Township Board of Trustees  
December 13, 2017 Meeting Minutes**

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

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

**Swearing-In Ceremony:** Judge H.J. Bressler conducted the swearing-in ceremony for Douglas Johnson and Jeff Buddo who took their oaths of office as Trustees with an effective date of January 1, 2018. The Board presented a plaque to Fred Stitsinger in appreciation for his years of service as a Trustee. There followed a brief recess and reception.

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Johnson, to approve the November 8, 2017 Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

**Guest Presentation – Chad Smith, Three Valley Conservation Trust:** Mr. Smith stated that he started his position as Executive Director in September and was visiting local governments to introduce himself. Mr. Smith explained that the Three Valley Conservation trust works with property owners to help them obtain conservation and agricultural easements. Mr. Smith shared brochures and information sheets with the Board.

**Guest Presentation – David Brown, Butler County Auditor's Office:** Mr. Brown was present to address the Board as part of the Auditor's Office Quarterly Outreach Program. Mr. Brown reported that dog tag season had started and was open through January 31<sup>st</sup>. Mr. Brown noted that dog owners could purchase tags online. Mr. Brown also reported that the Auditor's Office had completed its tri-annual property values updates and letters had been mailed to property owners. Mr. Brown reported that overall Hanover Township's total values increased 4.2%.

**Citizen Participation:** No citizens addressed the Board.

**Administration Reports**

**Law Enforcement:** In Deputy Tanner's absence Mr. Henry gave the following report for the month of November 2017:

**Butler County Sheriff's Office**  
**District #6**  
**Hanover Township Contract Cars**  
**Monthly Report for Nov 2017**

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 221		1846
• Felony Reports: 01		36
• Misdemeanor Reports: 09		100
• Non-Injury Crash: 06		58
• Injury Crash: 04		41
<b>Total Reports: 20.....</b>		<b>216</b>
• Assists/Back Up: 18		232
• Felony Arrests: 02		13
• Misdemeanor Arrests: 04		31
• OMVI Arrests: 00		00
<b>Total Arrests: 06 .....</b>		<b>40</b>
• Traffic Stops: 28		145
• Moving Citations: 21		151
• Warning Citations: 13		64
• Civil Papers Served: 0		02
• Business Alarms: 0		22
• Residential Alarms: 09		87
• Special Details: 22		164
• COPS Times: 5,200 ( <i>Min.</i> )		57,000
• Vacation Checks: 21		152

\*\*\*\*\*

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

**Fire/EMS:** Chief Clark presented the following report for the month of November 2017:

**Hanover Township Fire Department**  
**Monthly Report for November- Phil Clark Fire Chief**  
**(Presented in December 2017)**

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

	<u>Month</u>	<u>YTD</u>
• Emergency Medical Operations/Squad Runs:	37	520
• Motor Vehicle Accidents:	08	65
• Fire Runs:	08	98
• Fire Inspections:	00	08
• Knox Box Details	00	
• Other	00	
• Total for the month:	<b>53 Runs/Operations (53 Fire/EMS Runs)</b>	

**Total Year 2017: 678 Runs/Operations**

(November 2016: 56

Runs/Operations)

Total for 2016	705	
Total for 2015	733	
Total for 2014	809	<i>5 year average: 738</i>
Total for 2013	750	<i>11 Year Average: 702</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:** Road Superintendent Scot Gardner presented the following report for the month of November 2017:

**SUPERINTENDENT'S REPORTS**  
**(December 13, 2017)**

Millville Cemetery Operations Report November 1 through November 30, 2017

<b>9 Graves sold to Township residents (@ \$610)</b> -----	<b>\$5,490.00</b>
<b>2 Grave sold to nonresidents</b> -----	<b>\$1,790.00</b>
<b>0 Old resident graves</b> -----	<b>\$ 0.00</b>
<b>8 Full Interments</b> -----	<b>\$ 8,000.00</b>
<b>0 Baby interments</b> -----	<b>\$ 0.00</b>
<b>1 Cremation</b> -----	<b>\$ 0.00</b>
<b>Foundation and Marker installation fees</b> -----	<b>\$ 150.00</b>
<b>0 Grave Transfer</b> -----	<b>\$ 0.00</b>
<b>0 Donation</b> -----	<b>\$ 0.00</b>
<b>Total:</b> -----	<b>\$15,430.00</b>

Other Cemetery activities:

1. Fixed graves and sink holes
2. Cleaned the office and garage
3. Cut grass 1 time
4. Did weed eating 1 time
5. Installed 2 markers
6. Had truck fixed

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

1. Called in on November 5 to plow gravel off roads after heavy rain.
2. Performed ditching on Krucker Road and Wencella Drive.
3. Cleaned a catch basin on Gardner Road and cleaned in front of a driveway pipe on Gardner Road and one on Stahlheber Road.
4. Called in on November 19 to perform a road inspection after heavy winds. Cleared tree limbs on multiple roads and repaired 3 road signs.
5. Picked up garbage on Gene Avenue.
6. Picked up one deer carcass on Vizedom Road and one on Minton Road.
7. Put gravel in our snow route turn-arounds.
8. Cut down and cleaned up an ash tree in the Cemetery.
9. Hauled 25 loads of concrete to Four Mile Road.
10. Put up Christmas decorations at the Community Center.
11. Cleaned up litter around the recycling dumpsters twice a week.
12. Helped with multiple burials in the Cemetery.
13. Cut grass on all Township properties two times.
14. 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 November Summary Report (December 2017)

- **Fire/EMS Run Data:** Dispatch Log information for November 2017. Prepared summary overview of data.
- **Fire Department:** Held discussion with Leasing2 reference financing the purchase of a new Tanker/Pumper. Locked in rates and executed final paperwork.
- **Security Camera System:** Finished coordination and set up with Robinson Communications for the installation of a security camera system for the Fire Station. All work was completed. Trainings for personnel are being set up.
- **BWC:** Responded to BWC safety inquiry regarding the Fire Department Operations. Put together notebooks for central Township office regarding equipment testing. Sent a 67-page report to BWC.
- **2018 Road Program:** Adding consideration of "critical culverts" for possible replacement if funds become available. Late November received BCEO estimates for proposed Road Program. Also discussed BCEO repairing the Gene Avenue Culvert with Scott Bressler. Scot Gardner has recommended this project be undertaken in 2018.
- **Nuisance Properties (ongoing):** Still working on priority issues associated with 620 Boyle, 2048 Millville, Columbus and Martha Lane. 347 Fairy Drive and 746 Boyle were handed off to the County Zoning Office. Many others are in various stages of progress. Zoning violations were coordinated with County Zoning on Wencella, Morman, and Millville.
- **Board, Financial Reports and Payroll Reports (ongoing):** 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. Worked with Ms. Prickett on payroll issues and time sheets for staff.
- **Park Committee:** Prepared agenda and support documents for the Park/ Veterans Committee meetings in November. Finalized logistics for the Veterans Day ceremony and luncheon. A very successful event was held on November 11th.
- **Township Essential Equipment Needs:** Discussing equipment needs with Department Heads especially in the Road Maintenance function. Also met with outside vendors to assist with certain kinds of maintenance for which we do not have the staff or time to address.

- **Zoning:** Met with or talked to residents from Wencella, Boyle, Morman and Millville. Consulted with Zoning Inspector Jim Fox.
- **Partition Fence Issue:** Prepared documents for review by the Prosecutor's Office and received comments back. Notified all parties of an additional question crucial to the issue. Matter to be decided in December.

### **Personnel Actions and Other Items of Note**

#### ***Appointment of new personnel and Personnel actions:***

##### ***Fire Department:***

*Appoint Colin M. Berter\* 2551 Mack Road Fairfield, Ohio 45014 FF/EMT B (\$12.50 Hr)*

*Appoint Kyle D. Seymour\* 7358 Creek Water Drive Dayton, Ohio 45459 FF/EMT P (\$16.00 Hr)*

*Appoint Alex Weis\* 3651 Citation Drive Hamilton, Ohio 45011 FF/EMT B (12.50 per hour)*

*\* Subject to Completing All Required Hiring Procedures*

##### ***Road Department and Cemetery:***

None

### **Other General Actions Non-Personnel Related: (Still in Progress)**

**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. Older files have been placed in file cardboard storage boxes.

**Admin Security and Protection of Records:** This issue needs to be addressed as soon as the budget will allow.

**Capital Planning:** Need to review needs of the Road Department for equipment considerations. After assessment, determine what needs to be done the next six months.

**For the Fire Department:** Pumper/Tanker order was placed with Sutphen. Financing documents have been initiated and waiting on final approval.

**Of Note- Budget Information for November 30, 2017**

**Cash Balance as of November 30, 2017: \$1,286,649.51**

- 1) Total Expenditures all funds for November 2017: \$307,418.38 / Revenue: \$139,960.82**
- 2) Total General Fund cash on hand November 2017: \$321,542.25 (24.99%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand November 2017: \$515,709.25 (40.08%) of Total funds**
- 4) *Monthly Revenue and Expenditure Reports by fund are attached to this report.***

**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  
**Dec: \$1,093,559.61**

**Fiscal Year 2016**

Jan- Cash Balance: \$1,086,880.70  
Feb- Cash Balance: \$ 975,051.11  
Mar- Cash Balance: \$ 929,271.02  
Apr- Cash Balance: \$1,259,751.18  
May- Cash Balance: \$1,256,517.69  
June- Cash Balance: \$1,231,659.27  
July- Cash Balance: \$1,136,203.94  
Aug- Cash Balance: \$1,088,071.02  
Sept- Cash Balance: \$1,231,337.97  
Oct- Cash Balance: \$1,199,176.98  
Nov- Cash Balance: \$1,083,268.01  
Dec- Cash Balance: \$1,046,996.51

**Fiscal Year 2017**

Jan: \$ 888,346.09  
Feb: \$ 902,459.77  
Mar: \$ 900,176.59  
Apr: \$1,471,639.15  
May: \$1,413,018.92  
June: \$1,359,085.19  
July: \$1,321,950.79  
Aug: \$1,274,996.15  
Sept: \$1,646,935.23  
Oct: \$1,511,096.61  
Nov: \$1,286,649.51

**General Notes: The Fiscal Officer and Administrator are very concerned about the ongoing significant negative impact of property devaluations and state cuts have had on the budget/revenues as discussed in previous Board briefings and reports. Plans are underway to make any necessary adjustments for fire operations until levy revenues are received the first half of 2017. Other areas such as road related issues and General Fund problems continue to exist and will need attention as previously discussed. The Tax Budget**

filed in July 2016 had some significant reductions. Tax revenue is not rebounding and consideration of an operating levy or other related levy in 2017 is critical to the Township well-being.

January 2017: Although expenses were held to essential items in 2016 and the total expenditures for 2016 were below 2015 expenditures showing a reduction of \$52,554.69, the General Fund revenues continue to shrink. The Township cannot continue to provide existing service levels through the General Fund as revenues continue to decrease.

July 2017: The Township has not fully recovered from the State of Ohio cuts in revenue to the Township as well as the decrease property values. AS the lower valuation impacted the tax base, the overall budget and specifically the General Fund has decreased below 2015 levels. Projections for 2018 are slightly better but still below levels prior to 2015. To account for these shortages when faced with increasing costs, staff has been limited and no new maintenance projects have been undertaken in all areas- only absolutely necessary repairs.

September 2017: Questions arise about the Local Government allocation of the General Fund which has been shrinking over time. In 2007 Hanover Township's allocation was \$278,971.00; in 2017 the amount certified by the County Budget Commission is \$128,166.50 or a 54.1% decrease over this period.

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry noted that he did not anticipate reaching the general fund estimated amount for 2017, predicting it will fall \$20,000 to \$40,000 short Mr. Henry also noted that the Township would begin receiving the new levy funds in late March or early April. Mr. Henry also noted that even with the increase in property values as reported by the Auditor's office, these figures are still below 2011 values.

### ***Old Business***

***November 2017 Fire/EMS Run Data Summary:*** Mr. Henry provided the run data summary for the month of November and noted the average response time was 7.58 minutes. The busiest day for runs was Mondays and second shift continued to be the busiest shift.

***2018 Road Program – Estimates Update/Must Authorize at January Meeting (Gene Avenue Resolution):*** Mr. Henry referred the Board to their packets for copies of the summary Proposed 2018 Road Program submitted to the County Engineer's Office. Mr. Henry also reported that the Township received estimated costs from the County. Mr. Henry explained the Board would have to decide at its January meeting which projects to proceed with based on the cost estimates provided by the County. Mr. Henry noted that the Gene Avenue project costs would also have to be included.

***Resolution No. 45-17 – Brine/Beet Juice Purchase from Butler County Engineer's Office:*** Mr. Henry explained the purpose of this resolution was to authorize purchase of brine and beet juice for the Road Department's snow and ice control operations. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 45-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

### **Resolution No. 45-17 Authorizing Contract with Butler County Engineer's Office for Brine/Beet Juice**



*Whereas*, Hanover Township annually enters into an agreement for the purchase of road salt through the Butler County Engineer's Office (for 2017 cost is \$0.50) and now is offering purchase of brine/beet juice at \$0.46 per gallon delivered; and

*Whereas* the Butler County Engineer's Office meets all applicable State and local requirements through its bid process for road salt and related materials; and

*Whereas*, in order to save money and expedite the bidding process, it benefits the Township to enter into an agreement with the Butler County Engineer's Office for road brine/beet juice to assist with Hanover Township's clearing of roadways in the 2017-2018 winter season,

***Now therefore be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio***

***Section I.*** That the Board of Trustees of Hanover Township authorize entering into an agreement to participate with the Butler County Engineer's Office for the purchasing of road brine/beet juice at \$0.46 per gallon delivered for the 2017-2018 winter season.

***Section II.*** That the Township Administrator and Road Superintendent are hereby authorized to file and sign all documents associated therewith including the forwarding of the estimated brine/beet juice needed as prepared by the Road Superintendent.

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 13<sup>th</sup> day of December 2017.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***Resolution No. 47-17 – Partition Fence Issue:*** Mr. Henry reported he had consulted with the Prosecutor's Office and recommended that the Board adopt Resolution No. 47-17. ORC Chapter 971 was not applicable to this issue and the fence in question did not meet the definition of a partition fence. Therefore, it was recommended that the Board deny the complaint. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 47-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 47-17**

**Board of Trustees Determination and Decision Regarding a Complaint Filed by Andrea Anglin of 1938 Vizedom Road Seeking a Partition Fence Declaration Under Chapter 971 of the Ohio Revised Code**

**Whereas**, Andrea Anglin of 1938 Vizedom Road constructed a fence along the property line of 1938 Vizedom Road and 1922 Vizedom Road; and

**Whereas**, Ms. Anglin contacted the Township Administration in early August 2017 to request that the Board of Trustees consider her complaint that she constructed a "Partition Fence" in accordance with Chapter 971 of the Ohio Revised Code and was therefore due payment from Billie Jo Follick of 1922 Vizedom for a portion of the fence cost based upon this ORC chapter; and

**Whereas**, the Township Administrator on behalf of the Board of Trustees sent notice to both parties on August 4, 2017 informing them of the fence "viewing" set for August 16, 2017 at 4:00PM and first consideration of the matter by the Board during its regularly scheduled meeting on August 16, 2017 at 6:00PM; and

**Whereas**, the Board, upon receiving comments during the fence viewing from both parties and comments during the August 16, 2017 Board meeting, concluded that an agreement could be reached between the parties prior to any final consideration by the Board; and

**Whereas**, during a meeting of the parties on October 4, 2017 scheduled by the Township Administrator, Ms. Follick's attorney, Jay Bennett, presented a written agreement essentially addressing all of Ms. Anglin's points of concern; however, Ms. Anglin did not accept the written agreement as she had changed her position regarding the possibility of addressing the issue through such an agreement and preferred to continue to seek reimbursement from Ms. Follick for a portion of the cost of the fence in question; and

**Whereas**, both parties agreed the matter would be presented to the Board of Trustees at its regular meeting scheduled for November 8, 2017 as Mr. Bennett was scheduled to be out of town during the October 18 regular meeting of the Board of Trustees; and

**Whereas**, the matter was taken under consideration on November 8, 2017 by the Board of Trustees with both parties making presentations to the Board and Board Members asking questions of each party; and

**Whereas**, the Board, upon hearing the final presentations and reviewing documents related thereto, stated the Township's legal counsel would be contacted to review the information submitted prior to the Board rendering a decision; and

**Whereas**, documentation has been submitted that the subject properties 1938 Vizedom and 1922 Vizedom, lot numbers 23 and 24 respectively are platted within and part of the Wills Area Subdivision exempting them from the statutory provisions of Chapter 971 of the Ohio Revised Code; and

**Whereas**, after consideration of the questions suggested for review in Chapter 971 of the Ohio Revised Code, the fence viewing, the discussions held with the respective parties, and the written representations submitted, the Board of Trustees has reached its decision.

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

**Section I.** Based upon all facts known to the Board, the Board's understanding of provisions of Chapter 971 of the Ohio Revised Code and written documentation submitted, the Board finds that the fence in question at 1938 Vizedom is not a "Partition Fence" as defined in the statute.

**Section II.** The Board hereby denies the complaint and request filed by Andrea Anglin of 1938 Vizedom Road.

**Section III.** The Township Administrator is hereby directed to send a copy of this decision to the parties involved.

**Section IV.** The Township Administrator is hereby directed to send a copy of Resolution No. 47-17 to the Butler County Recorder in accordance with provisions of O.R.C. Sec. 971.09(F).

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 13<sup>th</sup> day of December 2017.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

**Other Old Business:** Mr. Miller asked for an update regarding the Shady Nook property. Mr. Henry reported he has asked the property owner's attorney to advise her that the Board would have a resolution declaring her property a nuisance at its January meeting.

**New Business:**

**Resolution No. 48-17 – Revise Township Pay Plans for Minimum Wage Requirements:** Mr. Henry explained the purpose of this resolution was to revise the Township's pay plan to reflect the new State of Ohio's minimum wage rate which would be effective January 1, 2018. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 48-17, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 48-17**  
**Approving Updated Township Pay Plan and Job Classifications for Full Time and Part Time/Seasonal Employees Associated with Minimum Wage Pay**

*Whereas*, Hanover Township has established pay plans and general job classifications for full time, part time and seasonal workers; and

*Whereas*, the current play plans and job classifications help facilitate Township operational efficiencies and selection of personnel; and

*Whereas*, there is a need to update the Township Pay Plans and provide for minimum wage requirements for 2018, new part time Fire Department positions, update regular part time pay scales for Road and Cemetery Operations and On Station Stipend Volunteer pay scales for 2018,

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

***Section I.*** That the Township Pay Plans and job Classifications as associated with Minimum Wage pay hourly rate are hereby amended as to reflect \$8.30 per hour in accordance with state law effective January 1, 2018.

***Section II.*** That the Township Administrator is authorized to make any adjustments related hereto to comply with Minimum Wage requirements.

The foregoing resolution was adopted in an open public special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 13<sup>th</sup> day of December 2017.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***Resolution No. 49-17 – Approve “Then and Now” for Barrett Asphalt-Road Paving:*** Mr. Henry explained the purpose of this resolution was to satisfy State audit requirements for recording of expenditures made to Barrett Asphalt as part of the 2017 Road Program. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 49-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 49-17**  
**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) \$2,083.97: (Fund 2011) For / Barrett Asphalt Material 2017 Road Program**
- B) \$5,000.00: (Fund 2021) For / Barrett Asphalt Material 2017 Road Program**
- C) \$25,000.00: (Fund 2041) For Barrett Asphalt Material/ 2017 Road Program**

***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 13th day of December 2017.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***Resolution No. 50-17 – Approve Delta Dental and VSP Plans:*** Mr. Henry explained the purpose of this resolution was to provide for group dental and optical insurance plans, noting that the current carriers provided good service at competitive rates. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 50-17, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 50-17**

**Approving Renewal of the Vision Service Plan and Delta Dental Plan as Part of the Overall Health Insurance Plan for the Township for 2017-2018**

*Whereas*, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care which includes vision care and dental services at affordable rates to maintain a competitive work force; and

*Whereas*, the Township's Broker Wichert Insurance Agency and the Township Administrator have reviewed renewal rates for vision and dental care as part of the overall Township Health Insurance Coverages and have determined the coverage provided through Vision Service Plan and Delta Dental represent the best approach for the Township as part of the overall health care plan for the Township; and

*Whereas*, for the new contract year premiums charged by Vision Service Plan have been reduced by 29.9% covering contract periods 2010 through 2013 with the total premium increase for the entire package in 2014 was \$78.00 with no increase in 2015, 2017, 2018 and Delta Dental premiums for 2018 are set with no increase complying in all aspects with the Affordable Care Act,

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

***Section I.*** Resolution No. 50-17 is hereby approved authorizing the renewal of the group Vision Service Plan for optical insurance at a single rate of \$11.19 monthly and family rate of \$25.33 monthly for the contract period January 1, 2018 through December 31, 2018. In addition, dental service insurance renewal is hereby approved through Delta Dental at the rate of \$28.27 monthly for a single and \$88.09 monthly for a family for the period December 1, 2016 through December 1, 2017 (0% increase).

***Section II.*** The Township Administrator is hereby authorized to execute contract documents in behalf of the Township and the Fiscal Officer is authorized to make premium payments as part of these contracts.

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 December 2017.

***Board of Trustees***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

***Vote***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Attest and Authentication:***

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***Resolution No. 51-17 – Towing of Inoperable Vehicle:*** Mr. Henry explained the purpose of this resolution was to approve the towing of a junk auto at 620 Boyle and to authorize contracting with Reffitt's for the towing service. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 51-17, which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

**Resolution No. 51-17**

**Enforcement of Section 505.871 of the Ohio Revised Code Regarding Junk Vehicles**

**Resolved:**

**Section I.** Paul Pleva 620 Boyle Road owner of a vehicle on jacks that is more than 3 years old and is inoperable has been notified to address this issue and has failed to respond, the Board of Trustees declares this vehicle to be a junk vehicle under the statute and authorizes the vehicle to be towed by Reffitt's Garage and Towing as soon as practicable.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

**Resolution No. 52-17 – 2018 Temporary Appropriations:** Mr. Henry explained the purpose of this resolution was to set temporary appropriations for the first quarter of 2018, noting this type of resolution was adopted annually in December to allow for the Township to continue operations pending the adoption of a final appropriation for the upcoming year. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 52-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 52-17**

**Approving Temporary Appropriations for Fiscal Year 2018 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 2018; 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 2018; and

**Whereas**, the Fiscal Officer has prepared said temporary appropriations for all services and set forth the first quarter 2018 anticipated revenues and expenditures in the attached document entitled: **Attachment Resolution No. 52-17 Temporary Appropriations 2018.**

**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 2018 totaling \$681,300.00 as reflected in the attachment hereto entitled: **Attachment Resolution No. 52-17 Temporary Appropriations 2018.**

**Section II.** That the Fiscal Officer is authorized to process expenditures in accordance with the approved Temporary Appropriation Document for 2018.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12<sup>th</sup> day of December 2018.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

**Resolution No. 53-17 – Amend 2017 Certificate of Estimated Resources and Appropriations:**

Mr. Sullivan explained that as a result of additional revenues derived from donations and received in certain funds, it was necessary to amend the Certificate of Estimated Resources and Permanent Appropriations for Fiscal Year 2017. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 53-17, which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

**Resolution No. 53-17**

**Amending the Certificate of Resources for Hanover Township and Adjusting Permanent Appropriations for the Balance of Fiscal Year 2017 To Reflect Additional Revenue Various Funds**

**Whereas**, the Fiscal Officer reported on recent revenue adjustments as the result of revenue derived from donations, additional revenue received in certain funds; 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; 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 2017 are hereby amended



subject to the County Budget Commission approval reflecting the receipt of additional revenue for various funds as reflected in the attachment hereto and appropriating said amounts to the various funds as outlined in the attachment herewith.

**Section II.** That the Fiscal Officer is authorized to take all necessary steps to implement said 2017 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 13th of December 2017.

**Board of Trustees**

**Vote**

**Attest and Authenticate:**

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

**Comprehensive Zoning Plan Amendments:** Mr. Henry referred the Trustees to a copy of suggested changes to the County's Comprehensive Zoning Plan to be reviewed by County Rural Zoning. Mr. Henry asked the Board to review the material and let him know if it wanted any other changes to be suggested to the County. Mr. Henry stated that the proposed changes addressed some, but not all, of Hanover Township's concerns with the current zoning regulations, noting that parking a camper in a side yard would continue to be prohibited.

**Zoning Appeal Hearing Notice – 1703 Darrtown Road:** Mr. Henry referred the Trustees to a Notice of Public Hearing from the County Board of Zoning Appeals regarding a request to split a property without proper road frontage.

**Resolution No. 54-17 – Amend Personnel Policies (Holidays 2017):** Mr. Henry explained the purpose of this resolution was to adjust the dates for the recognized employee holidays in December 2017 because of the way the holidays fell on the December 2017 calendar. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 54-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 54-17  
Clarifying and Amending Sections of Resolution No. 15-94 and Resolution No. 13-08  
(Employee/Personnel Policy)**

**Whereas,** sound personnel policies and procedures are essential to an efficient and effective organization;  
and

**Whereas,** the Board of Trustees recognizes the need to periodically review, clarify and amend the Township's Employee/Personnel Policy; and

Whereas, a certain section of Resolution No. 15-94 and Resolution No. 13-08 (Employee/Personnel Policy) require consideration of an amendment applicable to 2017, to insure proper practical scheduling practice,

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

Section I. Section VII. HOLIDAYS of Resolution No. 15-94 and Resolution No. 13-08 is hereby amended to read as follows for 2017 only and to take effect immediately:

Section VII. HOLIDAYS

Full-time employees are eligible for paid holidays upon hire. The employee must be in an approved paid status the day preceding and the day subsequent to the holiday in order to receive holiday pay, unless either day is a Saturday or Sunday.

Full-time employees are entitled to eight (8) hours\* of holiday pay for each of the following holidays, subject to the above. Employees are entitled to holiday pay in addition to any hours they may be required to work on these days:

- |                        |   |
|------------------------|---|
| New Year's Day         | Labor Day   |
| Martin Luther King Day | Veterans Day  |
| Presidents' Day        | Thanksgiving Day  |
| Memorial Day           | Friday after Thanksgiving                               |
| Independence Day       | <b>Christmas Eve (4 hours only)- Eliminate for 2017</b> |
|                        | <b>Christmas Day</b>                                    |
|                        | <b>Day After Christmas (8 Hours- for 2017 only)</b>     |

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 13<sup>th</sup> day of December 2017.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

**Resolution No. 55-17 – Requesting Assistance for Gene Avenue Culvert Repairs through BCEO:** Mr. Henry explained this resolution had been discussed earlier in the meeting as part of the 2018 Road Program update. Mr. Henry noted the County Engineer's Office would perform the work for this project. After some additional discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 55-17, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 55-17  
Authorizing Contract with Butler County Engineer's Office for Gene Avenue Culvert  
Repair Design Estimate**

*Whereas*, Hanover Township annually works with the Butler County Engineer's Office for road program projects and design engineering; and

*Whereas* the Butler County Engineer's Office offers cost effective cooperative arrangements to help solve township road and culvert related issues thereby saving tax payer money; and

*Whereas*, in order to save money and expedite the design and repair process associated with the Gene Avenue Culvert problem, it benefits the Township to enter into an agreement with the Butler County Engineer's Office for said services in 2018,

*Now therefore be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio*

*Section I.* That the Board of Trustees of Hanover Township requests the assistance of the Butler County Engineer's Office for the evaluation, design improvements and construction repairs associated with the Gene Avenue Culvert for the 2018 fiscal year.

*Section II.* That the Township Administrator and Road Superintendent are hereby authorized to file and sign all documents associated therewith.

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 13<sup>th</sup> day of December 2017.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***Resolution No. 56-17 – Transient Vendors and Solicitor Registration and Permit Process:*** Mr. Henry explained the Board had discussed this legislation several times in the past and that Mr. Miller had requested it be an agenda item for the December meeting. Mr. Henry also noted that the legislation had been reviewed by the Prosecutor's Office. After some additional discussion, Mr. Johnson made a **motion** to adopt Resolution No. 56-17, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**RESOLUTION NO. 56-17**  
**ADOPTING REGULATIONS ESTABLISHING THE TIME AND MANNER OF**  
**TRANSIENT VENDOR SOLICITATIONS AND THE PROCEDURES FOR**  
**OBTAINING A TRANSIENT VENDOR SOLICITATION PERMIT IN HANOVER**  
**TOWNSHIP**

WHEREAS, Section 505.94 of the Ohio Revised Code authorizes the Board of Township Trustees to require the registration of all transient vendors within the unincorporated territory of Hanover Township, Butler County, Ohio, and to regulate the time, place, and manner in which these vendors may sell, offer for sale, or solicit orders for future delivery of goods; and,

WHEREAS, the Board of Township Trustees determines that it is the best interests of the residents of the Township to exercise its authority under Section 505.94 of the Ohio Revised Code;

NOW, THEREFORE, BE IT RESOLVED, by the Hanover Township Board of Township Trustees that:

**SECTION 1.** No "transient vendor" as defined in Section 505.94(B) of the Ohio Revised Code shall operate within the unincorporated territory of Hanover Township without being registered, in good standing, in accordance with Transient Vendor Solicitation and Registration procedures, application forms, and standards developed and implemented by the Township Administrator.

- a. Applicants for Transient Vendor Solicitation permits must register with the Township located at 2595 Old Oxford Road Hamilton, Ohio 45013.
- b. Prior to solicitation, transient vendors shall provide the information required thereon: a copy of the company's valid current vendor's license issued by Butler County.
- c. No fee shall be charged for registration, and registration shall be valid for a period of one (1) year.
- d. If any transient vendor or representative of a transient vendor is found in violation of this Resolution or any section, procedure, or standard of this Resolution, the transient vendor solicitation permit may be revoked.

**SECTION 2.** Each registered transient vendor shall comply with the following operating requirements:

- a. Solicitation shall not occur on any residence where a no solicitation sign, decal, or other lawful display is exhibited.
- b. All solicitations shall be conducted in a respectful and courteous manner and shall be terminated immediately upon the verbal request of any person being solicited.
- c. No solicitation tactics shall be employed which are coercive, abusive, or misleading.
- d. No efforts may be made by any person, firm, or corporation to defraud any individual through the solicitation process.
- e. Transient vendors shall comply with all applicable Federal and State Laws governing the conduct of home solicitations in connection with the sale or marketing of "goods" as defined in Section 505.94(B) of the Ohio Revised Code.
- f. During the months of May through September, door-to-door solicitation and solicitation from motor vehicles shall only be permitted between 9:00 A.M. and 9:00 P.M. During the months of October through April, door-to-door solicitation and solicitation from motor vehicles shall only be permitted between 9:00 A.M. and 6:00 P.M.
- g. Each transient vendor shall carry and display on his/her person his/her current and valid transient vendor registration form and company identification at all times while selling on

the street, or while travelling about the Township for the purpose of selling or soliciting orders.

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 13<sup>th</sup> day of December 2017.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***Other New Business***

Under Other New Business, Mr. Henry asked the Trustees to note miscellaneous correspondence and general information in their meeting packets which included: Butler County Building Permit Report for November 2017; an OTA Legislative Update; a 2018 Township Meeting and Event Calendar; a rate hike notice from Duke Energy; and a letter from the County Commissioners regarding radio communications and a related newspaper article.

Also under Other New Business, Mr. Sullivan reported he had a surplus computer and offered it for the Fire Department's use.

There being no further regular business to be considered by the Board of Trustees, Mr. Henry requested an Executive Session to discuss personnel matters. Mr. Miller made a **motion** to adjourn this part of the meeting and move into Executive Session, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

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

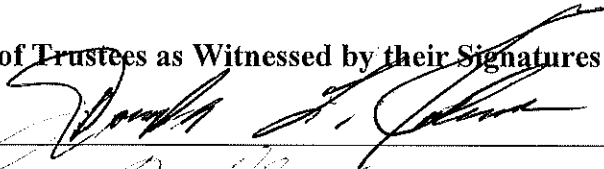
**Motion to Adjourn:** Mr. Johnson moved, seconded by Mr. Miller, to adjourn the Board of Trustees meeting. Upon roll call, both Trustees voted yes.

.....

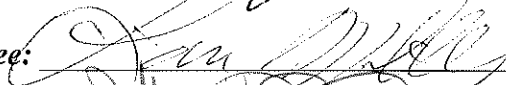
Minutes from December 13, 2017

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

Douglas L. Johnson, President:



Larry Miller, Trustee:



Jeff Buddo, Trustee:



Date:

1-17-2018

Verified by: Greg Sullivan, Fiscal Officer:

