



**Hanover Township Board of Trustees
December 11, 2019 Meeting Minutes**

Call to Order: Board President Larry Miller 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 Miller, Buddo and Johnson present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Clark; Project Coordinator Julie Prickett and BCSO Deputy Tanner.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Buddo, to approve the November 13, 2019 Regular Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation: David Brown, Deputy Auditor from the Butler County Auditor's Office, addressed the Board. Mr. Brown reported that Dog Tag season was now open and dog owners can register their dogs online through the Auditor's website. Mr. Brown also reported that appraisers had completed visual inspections of all County properties in preparation for the 2020 property evaluations. Mr. Brown also reported that legislation to permit county auditors to test gasoline fuel quality was pending with the State legislature and might be passed in May 2020.

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

Administration Reports

Law Enforcement: Deputy Tanner gave the following report for the month of November 2019:

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for November 2019

| <u>Activity Area</u> | <u>Month Totals*</u> | <u>YTD</u> |
|-------------------------------------|----------------------|------------|
| • Dispatched Calls: 235 | | 2440 |
| • Felony Reports: 02 | | 28 |
| • Misdemeanor Reports: 17 | | 196 |
| • Non-Injury Crash: 12 | | 116 |
| • Injury Crash: 05 | | 42 |
| Total Reports: 36..... | | 381 |
| • Assists/Back Up: 24 | | 294 |
| • Felony Arrests: 02 | | 04 |
| • Misdemeanor Arrests: 06 | | 59 |
| • OMVI Arrests: 00 | | 00 |
| Total Arrests: 08 | | 63 |
| • Traffic Stops: 18 | | 165 |
| • Moving Citations: 15 | | 171 |
| • Warning Citations: 05 | | 33 |
| • Civil Papers Served: 0 | | 09 |
| • Business Alarms: 2 | | 17 |
| • Residential Alarms: 04 | | 66 |
| • Special Details: 12 | | 177 |
| • COPS Times: 5,200 (<i>Min.</i>) | | 57,200 Min |
| • Vacation Checks: 05 | | 128 |

Reporting: Prepared by BEH.

Fire/EMS: Chief Clark presented the following report for the month of November 2019:

Hanover Township Fire Department
Monthly Report for November 2019- Phil Clark Fire Chief
(Presented in December 2019)

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: | 44 | 541 |
| • Motor Vehicle Accidents: | 08 | 77 |
| • Fire Runs: | 12 | 136 |

- Fire Inspections: 00 06
- Knox Box Details 00 00
- Other 00 00
- Total for the month: **64 Runs/Operations
(Fire/EMS Runs)**

Total Year 2019: 803 Runs/Operations

(Nov. 2018: 66 Runs/Operations)

| | | |
|-----------------|-----|--|
| Total for 2018 | 777 | |
| Total for 2017 | 689 | |
| Total for 2016 | 705 | |
| Total for 2015 | 733 | |
| Total for 2014 | 809 | <i>5-year average: 743</i> |
| Total for 2013 | 750 | <i>13-Year Average: 707 since 2006</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 2019:

**SUPERINTENDENT'S REPORTS
(December 11, 2019)**

Millville Cemetery Operations Report November 1 through November 30, 2019

| | |
|--|--------------------|
| 0 Graves sold to Township residents (@ \$610)----- | \$ 0.00 |
| 4 Graves sold to nonresidents (@ \$895)----- | \$3,580.00 |
| 0 Old resident graves----- | \$ 0.00 |
| 5 Full Interments----- | \$ 4,700.00 |
| 0 Baby interments----- | \$ 0.00 |
| 1 Cremations----- | \$ 400.00 |
| Foundation and Marker installation fees----- | \$1,502.40 |
| 0 Grave Transfer----- | \$ 0.00 |
| Donations----- | \$ 0.00 |
| Total: ----- | \$10,182.40 |

Other Cemetery activities:

1. Fixed graves
2. Cleaned the office and garage
3. Picked up and removed flowers from stones
4. Mulched leaves
5. Set one Veteran marker

Road, Streets and Park (Scot Gardner)

1. Picked up a deer carcass on Darrtown Road and one on Cochran Road.
2. Repaired potholes.
3. Cut grass and mulched leaves twice.
4. Assembled a bench and installed it in the Park.
5. Performed a road inspection and picked up limbs after high winds.
6. Cut up a tree that fell out of Metro Parks onto Hogue Road.
7. Got out equipment and prepared the Park for Veterans Day event.
8. Worked on road and berm repair on Cochran Road.
9. Performed ice and snow control on November 11 and 24.
10. Thatched and re-seeded the retention pond at the Firehouse.
11. Put up the holiday decorations at the Community Center.
12. Continued trapping moles at the Park.
13. Performed monthly truck, park, and storm water inspections.

Mr. Henry requested the Board convene into Executive Session to discuss a personnel matter regarding promotions and the pay plan. Mr. Buddo made a **motion**, seconded by Mr. Johnson, to convene into Executive Session. Upon roll call, all three Trustees voted yes and the Board convened into Executive Session at 6:20PM.

Mr. Miller made a **motion**, seconded by Mr. Buddo, to adjourn the Executive Session. Upon roll call, all three Trustees voted yes and adjourned the Executive Session at 6:35PM.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

Administrator November Summary Report (December 2019)

- **Fire/EMS Run Data:** Dispatch Log information for November 2019; Not available due to change in the Communications System.
- **Fire Department:** Worked on background checks for five possible new hires. These candidates are being processed in accordance with required checklist steps for employment. Provided buns and meat for the Fire Department Open House. Also purchased extra candy for the Fire Department Halloween activity in the neighborhoods on October 31st.

- **Road Department:** Duro-Patcher work completed by BCEO on driveway apron to the Community Center
- **Community Development Block Grant:** Completed on grant applications for Gene Avenue Culvert, Park Restroom and Community Center Parking Lot, which were submitted on November 6, 2019.
- **Nuisance Properties:** Following up issues on Cochran Road and Old Oxford Road. Some work has been completed but not all.
- **Veterans Day Ceremony and Luncheon:** Worked on program elements and discussed details with the Park Committee. Set up logistics and coordinated the program for a very successful event that was held on November 11th.
- **Fiscal Operations: Ongoing-** We are continuing the process of reviewing the General Obligation Bonds status and possible options for lowering the cost to the Township. Hope to have a recommendation by early 2020.
- **Newsletter:** Finished most articles and working on photos to use. Proof to be sent for review the first week of December with mailing to occur in December 2019.
- **Drainage Complaints:** Dealt with complaints on Vizedom Road, Regina, Krucker Road and Millville Avenue. The Township can act only on co complaints associated with Township roads and within the Township right of way.
- **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.
- **Catch Basin Repairs:** Still working on how to bid out the work needed for the failing catch basins. Road crew has been making some repairs. Scheduling a partial list for the 2020 construction season.
- **Wencella Drive Drainage Issues: Ongoing/No change-** In January and February began investigation into sink hole problems in and out of the right of way as presented to the Board in January. Will be working on information and documents to seek help from the County Engineer's Office. Road Department did some initial repair work in the right of way. Still need to determine what to do in the long run. There is no good solution as much of the problem exists outside the right of way. (Still trying to figure out how to deal with the private property and R/W issues and financing- **still pending**.)
- **Dental and Vision Insurance:** Worked with the Township broker to obtain renewal quotes from VSP and Delta Dental for the 2020 year.

- **Cemetery:** Completed review of the proposed Cemetery Regulation changes with the Board. Rechecking the changes and preparing booklets for distribution to the Funeral Homes and public.
- **Community Center Flooring:** Met with company representatives and locked in selected carpet squares and trim. Want to have Community Center walls painted before installation. painting and floor installation dates will take place in December after Christmas due to booked room activities.

Personnel Actions and Other Items of Note

Personnel actions and appointment of new personnel underway for November and December:

Fire Department: As discussed in a prior Board meeting, the Fire Department had resignations from three employees who helped fill the EMS positions on station schedule. These employees took full time jobs in other departments. The department has been actively recruiting new personnel.

Hire: Daniel Hunt 6539 Ohio 48 Springboro, Ohio 45066 as an EMT-B at \$14.00 per hour part time on station duty subject to successful completion of background review and physical/successful completion of hiring steps and sign off by the Township Administrator.

Hire: Tyler Ellis 4906 Peak Drive West Chester, Ohio 45011 as an EMT-B at \$14.00 per hour part time on station duty subject to successful completion of background review and physical/successful completion of hiring steps and sign off by the Township Administrator.

Hire: Kyle Madison 1492 Shadowood Trail Maineville, Ohio 45039 as an EMT-B/FF at \$15.00 per hour, part time on station duty subject to successful completion of background review and physical/successful completion of hiring steps and sign off by the Township Administrator.

Hire: Chad Wilson 4259 Darr Run Hamilton, Ohio 45011 as an EMT-B/FF at \$14.00 per hour part time on station duty subject to successful completion of background review and physical/successful completion of hiring steps and sign off by the Township Administrator.

Resignation: Jennifer Mason has resigned the Hanover Township Fire Department EMS Coordinator Position effective January 1, 2020.

Assuming Resolution No. 55-19 is approved by the Board, the following promotions are recommended by the Fire Chief effective January 1, 2020:

Promotions: Jeff Goble from Lieutenant to Captain to assume EMS Coordinator duties.
Harold Moore from EMT-B/FF to Lieutenant. For on station PT scheduled shift:
\$16.00 per hour.

Road Department and Cemetery: Nothing to report.

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

Ongoing: 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. (Still working on these issues). Records storage is a problem as space is very limited.

Admin Security and Protection of Records: Additional security measures were installed for the administration offices and entry ways. Continuing to box older records in temporary cardboard file boxes stored in the garage area. More permanent solutions need to be determined- still pending.

Road Department Mower: Road Department tractor mower ordered; delivery is scheduled for mid-August.

Strategic Planning Session Needed: A working meeting is recommended to assess the direction of the Township and priorities as schedule changes, costs, and settlements of new revenue have been received. This would include discussion of the adjustments made to the 2018 Road Program, the 2019 Road Program issues, equipment purchases, and projections for the future. Date was set for February 5, 2019. Broad overview objectives were set. Follow up is needed.

Of Note- Budget Information for November 30, 2019

Cash Balance as of November 30, 2019: \$1,861,470.50

- 1) **Total Expenditures all funds for November 2019: \$459,391.95 / Revenue: \$56,058.88**
- 2) **Total General Fund cash on hand November 2019: \$638,109.54(34.28%) of Total funds**
- 3) **Total Fire/EMS Fund cash on hand November 2019: \$493,356.19 (26.50%) 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
Dec: \$1,243,274.81

Fiscal Year 2018

Jan- Cash Balance: \$1,163,186.72
Feb- Cash Balance: \$1,073,432.10
Mar- Cash Balance: \$1,074,034.55
Apr- Cash Balance: \$1,716,834.06
May- Cash Balance: \$1,692,832.17
June- Cash Balance: \$1,622,292.66
July- Cash Balance: \$1,646,449.31
Aug- Cash Balance: \$1,584,537.39
Sept- Cash Balance: \$1,913,802.96
Oct- Cash Balance: \$1,598,162.43
Nov- Cash Balance: \$1,510,806.10
Dec- Cash Balance: \$1,415,972.54

Fiscal Year 2019

Jan- Cash Balance: \$1,285,186.49
Feb- Cash Balance: \$1,284,662.00
Mar- Cash Balance: \$1,282,053.24
Apr- Cash Balance: \$1,876,385.79
May- Cash Balance: \$1,863,302.50
June- Cash Balance: \$1,689,602.11
July- Cash Balance: \$1,627,758.24
Aug- Cash Balance: \$1,641,391.20
Sept- Cash Balance: \$2,153,934.83
Oct- Cash Balance: \$1,962,350.93
Nov- Cash Balance: \$1,861,470.50

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 wellbeing.

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.

December 2017: With the approval of the General Operating Levy, an additional \$368,262.00 is anticipated per year received in Fiscal Years 2018 through 2022 which will ease the strain on the General Fund. Identified projects needing attention over the 5-year period totals over \$1,890,560.00 with total expected revenue of \$1,841,310.00.

April 2018: Settlement from the County Auditor received second week of April. 2018 Road Program may need adjustment. CD Funding cleared for the sink hole problem on Amarillo Drive.

July 2018: New vehicles for the Fire Department and Road Department will be arriving the last quarter of the year. Lease Purchase agreements and financing must be set up while protecting the Township's Bond Rating. These costs should be examined when a Township Strategic Planning Session is scheduled by the Board.

November 2018: The Township strategy and goal session should be scheduled by the Board in January 2019 after close out of the 2018 fiscal year.

February 2019: Strategic Planning Session to be scheduled.

June 2019: The General Fund and Fire/EMS funds are holding consistent and moderately strong. Payments for equipment will hit these funds later in the year. General Obligation Bonds/Requirements being reviewed for possible changes more favorable to the Township. Goals for major purchases approved by the Board are being completed.

August 2019: The Fire Department Fund has been impacted by equipment purchases and station repairs. With the increased cost of personnel, fund revenues and expenditures must be continuously evaluated to ensure that revenues levels are sufficient to maintain at a high level the primary functions of the department. For the Road Department two major pieces of equipment will come online for scheduled payments impacting the overall available funds.

November 2019: Looking ahead with the Fiscal Officer regarding operational budgets and future levy requirements to ensure that Hanover Township remains on a sound financial basis especially in light of capital requests that will be facing the Township.

Mr. Henry also distributed revenue and expenditure reports to the Board. Mr. Henry noted that it was becoming more difficult to fill on-station shifts in the Fire Department as part-time

employees were leaving to take full-time jobs. Mr. Henry also noted that the new Community Center meeting room flooring would be installed on December 30.

Old Business

Nuisance Update: Mr. Henry reported that the Cochran Road property owner was making slow progress addressing violations and that he planned to ask the County to issue orders after the first of the new year.

Mr. Henry also reported that he continued to follow-up regarding issues with the Old Oxford Road property where there were multiple County building and zoning code violations (e.g. junk auto.)

Mr. Henry also reported that the Shady Nook property issue was still pending in the court system with both parties filing legal briefs.

Newsletter Update: Mr. Henry reported that the final proof would be reviewed that week and residents should receive the newsletter before Christmas. He reported that the newsletter contained photos of new equipment purchased in 2019, photos of Hanover Haunted Harvest and the Veterans Day ceremony, “thank you’s” to the Township’s supporters, and a listing of 2020 events.

Other Old Business: There was no Other Old Business.

New Business:

Resolution No. 54-19 Renewal Dental and Vision Insurances: Mr. Henry reported that the current dental and vision insurance carriers provided good service and were offering competitive rates. Mr. Henry recommended that the Board renew contracts with the current carriers for group dental and vision insurance coverages. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Buddo, to adopt Resolution No. 54-19. Upon roll call, all three Trustees voted yes.

Resolution No. 54-19

Approving Renewal of the Vision Service Plan and Delta Dental Plan as Part of the Overall Health Insurance Plan for the Township for 2019-2020

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 with a 2% increase for a new two year contract and Delta Dental premiums for 2020 are being reduced by 4%, 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. 54-19 is hereby approved authorizing the renewal of the group Vision Service Plan for optical insurance at a single rate of \$11.42 monthly and family rate of \$25.84 monthly for the contract period January 1, 2020 through December 31, 2022 (2% increase-contract period 2 years). In addition, dental service insurance renewal is hereby approved through Delta Dental at the rate of \$27.14 monthly for a single and \$84.57 monthly for a family for the period December 1, 2019 through December 1, 2020 (4% decrease).

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 11th day of December 2019.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller

Jeff Buddo

Douglas L. Johnson

Gregory L. Sullivan

Fiscal Officer/ Clerk

Resolution No. 55-19 to Amend Township Pay Plans – Op Changes and Minimum Wage: Mr. Henry explained that this resolution would provide for needed organizational changes in the Fire Department and would also provide for the new Ohio minimum wage rate effective January 1, 2020. After some discussion, Mr. Buddo made a ***motion***, seconded by Mr. Johnson, to adopt Resolution No. 55-19. Upon roll call, all three Trustees voted yes.

Resolution No. 55-19

Amend and Approve Changes to the Hanover Township Pay Plans Associated with Township Fire Department Operations and New Minimum Wage Requirements

Whereas, The Township Administration continues to evaluate the hiring needs of the Fire Department as well as the need to retain qualified personnel and update the classification plan/pay plan framework, especially in comparison to other area departments; and

Whereas, there is a need to make adjustments associated with the EMS Coordinator position in the Fire Department due to a resignation and reorganization of the function of that position as well as to amend all pay plans with regard to Ohio Minimum Wage requirements;

Whereas, to facilitate the quality presentation of services to the public by a well qualified work force as well as to comply with state law amendments and adjustments are deemed to necessary to the existing pay plans of the Township; and

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

Section I. That the attached Township Classification and Pay Plan is hereby adopted as it pertains to Fire Department operations and Ohio Minimum Wage Requirements.

Section II. That the Fiscal Officer and Township Administrator are authorized to take the necessary steps to set up and implement the Township Classification and Pay Plan adopted herewith effective January 1, 2020.

The foregoing resolution was adopted in an open special 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 December 2019.

Board of Trustees

Vote

Attest and Authenticate:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

**FIRE AND EMERGENCY MEDICAL SERVICE
PAY PLAN AND POSITIONS
(Attachment to Resolution No. 55-19)**

Officers of the Department

- Fire Chief: Monthly Stipend Pay Range \$800.00 to \$1,600.00*

*(appointment rate based upon experience/qualifications; increases in grade based upon performance and such other items as the Board of Trustees deems appropriate. Must be approved by the Board of Trustees. **In addition to the monthly stipend, the Fire Chief may be compensated for on station duty scheduling which shall be compensated at \$20.00 per hour. ****

- | | <u>FIRE RUNS/EMS RUNS**</u> |
|--|-----------------------------|
| • Deputy Chief: Range: \$217.00 to \$250.00 per month plus | \$20.00 per run hour |
| • Assistant Chief: Range: \$166.00 to \$210.0 per month plus | \$20.00 per run hour |
| • Captain: Range: \$111.00 to \$160.00 per month plus | \$20.00 per run hour |

- Lieutenant: (No monthly rate) if Authorized \$20.00 per run hour
- EMS Coordinator: Range \$22.00 to \$30.00 per hour. (Eliminate Position; assign responsibilities to a Captain position.

In order to progress through the pay ranges, the Board of Trustees must approve. All hourly rates will be paid if the personnel are qualified to make the Fire and EMS runs. The number and rank of officer positions are to be recommended by the Fire Chief and shall have the approval of the Board of Trustees prior to implementation. Current authorized positions include: 1 Deputy Chief, 1 Assistant Fire Chief, 2 Captains, 4 Lieutenants. Any promotions must be approved by the Board of Trustees.

**Fire/EMS Run Hourly Pay for all officers range from \$20.00 per hour up to \$25.00 per hour. Changes in hourly rates must be specifically approved.

All pay for the Fire Department shall be issued on a Bi-Weekly basis consistent with other payroll processing in the Township. Start date for this change shall occur in the first quarter of 2019 subject to implementation by the Fiscal Officer.

This schedule is applied to EMS personnel assigned duty on station on a 12 or 24 hour basis.

EMT- B: \$11.50 to \$18.00 per hour based upon experience, training and record. (Must be documented)

EMT- A: \$13.50 to \$20.00 per hour based upon experience, training and record. (Must be documented)

EMT- P: \$15.00 to \$22.00 per hour based upon experience, training and record. (Must be documented).

**Designation of pay rate within the ranges must have prior approval of the Township Administrator who shall report to the Board of Trustees to enter personnel decisions into the minutes of record. Any pay rate adjustments after initial appointment requires the use of the designated Personnel Action Form and shall be reviewed by the Township Administrator for consistency with Township Policies, budget constraints and Board authorized Pay Plan. All new hires and newly promoted personnel shall serve a one-year probationary period as previously directed by the Board of Trustees.*

Responders to the Fire Station: Call Response members responding from home shall be compensated for all EMS and Fire Runs at the rate of \$18.00 per hour. Concise time sheets must reflect the time spent and must be reported to the Fiscal Officer for compensation to be paid on a biweekly basis.

Fire/EMS Response: \$18.00 per hour in response to a run from home or off station.

Administrative Assistant II Pay Range: \$12.00 to \$16.00 per hour

(Must be specifically approved by the Township Administrator or Board of Trustees within budgetary constraints)

Implementation: The Township Administrator, Fiscal Officer and Fire Chief shall monitor and oversee implementation of these payroll classifications and pay. Additional Offices within the Fire Department may be assigned responsibilities to ensure the objectives of the Board are met within the implementation of this pay plan.

Interpretations: The Township Administrator is hereby authorized to make any necessary interpretations of this plan consistent with the spirit and intent of the Board of Trustees in serving the needs of the Community. Additionally, the Township Administrator may issue additional guidelines in the application of this pay plan.

Continuance of Pay Plan: The Board of Trustees may suspend the use of this pay plan at any time as the intent of this plan is to better serve the residents of Hanover Township. If other options are developed to better serve the residents then this pay plan may change.

Budget Considerations: It is expected that all Fire Department members shall work together to make the most efficient use of budgeted funds to insure Community needs/responses are addressed and tax funds are spent wisely. The Fiscal Officer and/or Township Administrator are to keep the Board advised as to the financial condition of the department.

Special Events:

Hanover Township recognizes the importance of supporting community activities and those agencies that provide support and services to residents of the community. In the spirit, the Township believes it is important for an EMS or Fire Apparatus unit be assigned to the following community events. The Fire Chief is authorized and directed to schedule appropriately for the events.

- Queen of Peace Festival
- Kids Fest
- Butler Rural Electric Family Day
- Hanover Haunted Harvest
- Any other event specified in advance by the Board of Trustees or Township Administrator

Other events in which the Department is a sponsor or co-sponsor is not listed here as it is anticipated that units from the department will be attending those events.

The rate of pay for special events shall be the same as the rate assigned to the position filled, in accordance with the adopted Pay Plan provisions. The Fire Chief or designee may cap the number of hours to be worked and compensated for any event. Budget allocations and constraints shall be considered when making decisions regarding scheduling.

Safety Council Attendance:

Any member of the Fire Department designated by the Fire Chief or Township Administrator asked to represent the Department for credit at the Greater Hamilton Safety Council monthly training sessions shall receive an attendance stipend of \$25.00

To receive compensation within the following classifications, the individual must be a member of the Hanover Township Fire Department and have on file with the Township Administrator applicable State and/or Federal certifications required to be a primary instructor, an assistant instructor, and/or course assistant. Any course instruction work for which compensation is to be received shall be approved in advance by the Fire Chief. In addition, the Township Administrator shall be notified in advance of any such class. This type of compensation is limited to classroom instruction hours. Examples of courses which qualify for this type of compensation include but are not limited to EMT Basic, Paramedic Refresher, Basic Firefighter Class, Fire Fighter I and Fire Fighter II Classes, or any other related course which requires documented instructional topics, sign-in sheets, designated instructors, and a minimum of 24 hours of instructional time.

Upon consultation with the Fire Chief, the Township Administrator shall designate in advance the individuals assigned to the following classifications. The Fire Chief shall document these designations through use of the Personnel Action Form B or similar document which shall be kept on file in the Township Administrator's office with a copy forwarded to the Fiscal Officer.

Supervision Additional Responsibilities

Officer In Charge (Schedule Stipend): The Fire Chief may establish a schedule whereby designated officers and/or members of the Department shall be assigned responsibility for daily supervision of shift operations and other station responsibilities as determined to facilitate efficient operations and command management. Said assignments shall be made in advance and all members are to be notified of said designations. These assignments are to be rotated based upon a predetermined system of weekly, biweekly or monthly scheduling. These assignments are not to be confused with on station part time scheduled duty or call for runs. Time spent and reporting are discretionary dependent upon need; no on duty station time required or clocking in required. The stipend is for voluntary non clock service. The Township Administrator is to be advised in advance of said assignments.

OIC Stipend Pay: \$125.00 per week payable on a Biweekly Basis consistent with the overall payroll plan for the Fire Department.

Holiday Period Bonus Stipend

Members of the department assigned to station duty for EMS during the following holidays shall receive a holiday bonus/stipend of \$75.00 per 24 shift or \$35.00 per 12 hours shift on the following dates:

- January 1st: New Year's Day
- May: Last Monday designated as Memorial Day
- July 4th: Independence Day
- September: 1st Monday designated as Labor Day
- November: 4th Thursday: Thanksgiving Day
- December 25th: Christmas

Basic Pay Plan Requirements

All personnel actions must be processed by the use of the designated Personnel Action Form and requires full and accurate completion to be signed off by the Township Administrator and forwarded to the Fiscal Officer.

All members of the department shall be compensated on a Bi Weekly basis with payroll deadlines and delivery of paychecks determined by the Fiscal Officer. All part time personnel are subject to the Fair Labor Standards Act and overtime is determined on a 212 hour period on a monthly basis. All hours worked over the 212 designated schedule period shall be compensated at an overtime rate. Fire Department scheduling officers and officers designated to prepare payroll to be forwarded to the Fiscal Officer are charged with insuring the aforementioned requirements are met.

All new hires shall be processed in accordance with the checklist hiring process schedule provided by the Township Administration. **Individuals cleared for hiring shall complete a "New Hire Packet"** to be forwarded to the Township Administrator. After review, a copy shall be forwarded to the Fiscal Officer.

All appointees and promotions to a new rank and/or position throughout Township operations shall be required to serve a probationary period of one year unless specifically waived or changed by the Board of Trustees. Further guidance regarding probationary periods and discipline are contained in previously approved Township Personnel Policies or seek advice from the Township Administrator.

Amendment History

Updated by Motion: January 16, 2013
 Updated by Resolution: December 11, 2013
 Update Approved for April 2014
 Update Approved for May 2015/Res. No. 32-15
 Amended December 14, 2016 Res. No. 47-16
 Amended April 12, 2017 Res. No.26-17
 Amended January 2018
 Amended March 2018
 Amended December 2018
 Amended May 2019
 Amended September 2019
 Amended December 11, 2019

Hanover Township Butler County Ohio Full Time, Seasonal and Part Time Pay Plan

In all areas of Township operations there is a need to employ full time, part time and seasonal workers as the need requires and the budget allows. The following classification and pay plan is set forth to facilitate operations and allow for discretion on the part of the Board of Trustees and/or Township administrator to meet the challenges of the Township. From time to time this pay plan may be amended by motion or resolution. There is a separate Pay Plan adopted for Fire Department operations as reflected in an attachment to the authorizing Resolution No. 55-19.

Public Works (Road) and Cemetery

| | | | |
|--------------------------|-------------------------|----------|----------------|
| Public Works Helper: | \$8.70 to \$9.50 | per hour | |
| Public Works Worker I: | \$9.55 to \$11.10 | per hour | |
| Public Works Worker II: | \$11.25 to \$13.00 | per hour | |
| Public Works Worker III: | \$13.05 to \$19.75 | per hour | * CDL Required |
| Public Works Worker IV: | \$20.00 to \$23.00 | per hour | * CDL Required |
| Road Superintendent: | \$23.00 to \$30.00 | per hour | * CDL Required |

Each level of pay is determined by past experience, training, prior work with the township and whether or not the individual has a CDL Classification. Public Works Worker III or above requires a CDL unless otherwise waived by The Board of Township Trustees due to other qualifications held by the individual. **Public Works Worker IV involves some supervisory responsibilities as directed by the Township Administrator.**

Part Time Administrative Services Including the Fire Department

| | | |
|-----------------------------|---|---------------------|
| Clerical Assistant | \$ 8.70 to \$9.60 | per hour |
| Administrative Assistant | \$ 9.75 | to \$12.00 per hour |
| Administrative Assistant II | \$12.50 | to \$16.00 per hour |
| Project Coordinator | Monthly Salaried; Range \$600.00 to \$1200.00 | |

Individuals hired into these positions will be assigned a job classification based upon experience, education, training and nature of assigned responsibilities. As of January 2019, there is one Administrative Assistant II in Administration and one as a Project Coordinator working in the

Township Administration. Unless otherwise noted, the Township Administrator is authorized to adjust PT employees up to 3% depending upon budget constraints, recommendations, performance, tenure and market necessity.

The Township Administrator is authorized on behalf of the Board of Trustees to employ individuals as needed within these ranges and subject to budget capability. When a new hire is appointed, when an increase is granted and when there is a job classification change, the Township Administrator shall report these items to the Board during a regular or special meeting of the Board in the Administrator's Personnel Report.

Reference: Resolution No. 47-16 December 2016/ January 2018 Amendments

Amended by Motions in 2008, 2009
Resolution No. 17-09 Update PT Pay Plans January 2010
Revised by Motion: April 11, 2012
Revised by Resolution: December 2016
Revised by Resolution: January 2018/ Amended by Motion March 2018
Amended May 2019
December 11, 2019

FYI – Santa Claus Fire Department Escort in Neighborhood Areas in December: Chief Clark reported that no dates had been set. Lt. Goble would notify Mr. Henry once the dates were scheduled so that this information could be shared with the press.

Accept and Recognize – Fire/EMS Donation: Mr. Henry reported that a motion was needed to accept and thank Mr. Joseph Stanton's \$100.00 contribution to the Hanover Township Fire Department for EMS operations. **Motion** made by Mr. Miller, seconded by Mr. Johnson, to accept the \$100.00 donation from Mr. Joseph Stanton for EMS operations. Further, the Board thanks Mr. Stanton for his donation. After discussion, the Fiscal Officer took a roll call vote with all three Trustees voting yes.

Reminder – Organizational Meeting January 22, 2020: Mr. Henry reminded the Trustees that the Board's first meeting in 2020 is the organizational meeting which is scheduled for January 22, 2020.

Motion – Approve Disposal of Surplus/Unneeded Vehicles/Equipment --- GovDeals: Mr. Henry explained that from time to time there is a need to dispose of obsolete, unusable, unneeded and surplus property within the Fire Department, Road and Cemetery Departments and Administration in accordance with Ohio Revised Code provisions. The departments have identified items to be sold through GovDeal.com. These items are outlined in the attachment hereto and include but are not limited to vehicles, fire hose, chain saws, radios, MSA air Packs, old printers and related attachments. After review and discussion, Mr. Johnson made a **motion** to approve the sale of Township obsolete, unusable, unneeded and surplus equipment and vehicles identified by the various departments. The motion was seconded by Mr. Buddo. After discussion, the Fiscal Officer took a roll call vote with all three Trustees voting yes.

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 2019; an Ohio Township Association legislative update; a flyer announcing Hanover Township's holiday lights recycling program; an article regarding House Bill 228 (firearms regulations); an article regarding the motor vehicle tax; a request for a school choice proclamation; and a report from Medicount Management.

Also under Other New Business, Mr. Henry and Mr. Gardner gave an update regarding the property at 1676 Vizedom Road. The property owner had installed a driveway with a 2.5-inch lip that extended into the roadway. Both Mr. Henry and Mr. Gardner talked to the property owner who agreed to make modifications. When no action had been taken by the property owner, a letter was sent giving a 14-day deadline to comply. The owner made some modifications but not sufficient to correct the hazard and the 14-day deadline expired. Mr. Gardner offered assistance to the property owner, but the property owner declined the assistance. The Board directed the Administrator to send the property owner a letter putting him on notice that the modifications are not acceptable and if damage occurs to Township equipment the property owner will be held financially liable.

Also under Other New Business, Mr. Henry reported that the McGonigle Millville United Methodist Church asked him to provide a copy of its billboard message to the Board, which he distributed to the Trustees.

Also under Other New Business, Mr. Henry reminded the Trustees that the Township's Employee and Volunteer Holiday Function was scheduled for Saturday, December 14 at 5:30PM.

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

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

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

Larry Miller, President: _____


Jeff Buddo, Trustee: _____


Douglas L. Johnson, Trustee: _____


Date: 1-22-2020

Verified by: Greg Sullivan, Fiscal Officer: _____
