



**Hanover Township Board of Trustees
June 12, 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. Buddo, seconded by Mr. Johnson, to approve the May 8, 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: There were no guest presentations scheduled for this Board meeting.

Citizen Participation: Mr. Ted Hunter, 1409 Woodridge Drive, asked the Board if a location could be designated as a collection site for residents to drop off brush. Mr. Miller cited logistics and staffing issues but also indicated that the Board would be willing to look into possible ways (e.g. perhaps with volunteer staffing) to provide a location. Mr. Hunter also asked the Board if something could be done to clean-up the unsightly appearance of the property at 1901 Hamilton Richmond Road. Mr. Henry stated that this issue was on the meeting's agenda. Mr. Henry also noted that the matter was complicated by the fact that the property was in foreclosure and the owner had passed away.

Mr. Dave Dingledine, 1304 Morman Road (mailing address PO Box 13074, Hamilton, OH 45013), addressed the Board regarding a dispute he was having with his neighbor regarding his fence which runs between the two properties. Mr. Dingledine stated that his neighbor refused to repair damage to the fence caused by the neighbor's horse. Mr. Henry explained that the Township would send Mr. Dingledine a questionnaire to determine if the fence were a partition fence. If the fence is a partition fence, then the Board would conduct a fact-finding process and issue a decision regarding the dispute which would be final and binding under the provisions of the Ohio Revised Code. Mr. Henry also noted that Mr. Dingledine had the alternative option to file a case in court.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 280		1155
• Felony Reports: 01		11
• Misdemeanor Reports: 08		87
• Non-Injury Crash: 06		60
• Injury Crash: 01		23
Total Reports: 16.....		180
• Assists/Back Up: 36		125
• Felony Arrests: 00		00
• Misdemeanor Arrests: 04		27
• OMVI Arrests: 00		00
Total Arrests: 04		27
• Traffic Stops: 13		75
• Moving Citations: 12		78
• Warning Citations: 03		09
• Civil Papers Served: 3		06
• Business Alarms: 1		03
• Residential Alarms: 02		26
• Special Details: 24		84
• COPS Times: 5,200 (<i>Min.</i>)		26,000 Min
• Vacation Checks: 18		73

Reporting: Prepared by BEH.

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

Hanover Township Fire Department
Monthly Report for May 2019- Phil Clark Fire Chief
(Presented in June 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:	61	273
• Motor Vehicle Accidents:	12	46
• Fire Runs:	14	61
• Fire Inspections:	01	03
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	88 Runs/Operations (Fire/EMS Runs)	

Total Year 2019: 383 Runs/Operations

(Apr 2018: 75 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 May 2019:

**SUPERINTENDENT'S REPORTS
(June 12, 2019)**

Millville Cemetery Operations Report May 1 through May 31, 2019

7 Graves sold to Township residents (@ \$610)	-----\$4,270.00
3 Graves sold to nonresidents (@ \$895)	-----\$2,685.00
0 Old resident graves	-----\$ 0.00
6 Full Interments	-----\$ 5,400.00
0 Baby interments	-----\$ 0.00
1 Cremations	-----\$ 0.00
Foundation and Marker installation fees	----- \$ 706.80
0 Grave Transfer	-----\$ 0.00
Donations	-----\$ 0.00
Total:	----- \$ 13,061.80

Other Cemetery activities:

1. Fixed 30 graves
2. Cleaned the office and garage
3. Picked up and removed flowers from stones
4. Cut grass four times
5. Weed eat four times
6. Set and poured 26 foundations
7. Trimmed bushes out front
8. Set out flags for Memorial Day
9. Thanks to the road crew for the help to get ready for the holiday

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

1. Replaced trusses and deck boards in the Park Gazebo.
2. Hauled and placed wood chips around train in Playground area.
3. Picked up a playhouse dumped on Minton Road.
4. Cleaned out two culverts on Darrrtown Road and two on Hogue Road.
5. Placed #2 stone along the edge of the road at 2410 Darrrtown Road.
6. Cut up a tree that fell out of Metro Parks on Hogue Road.
7. Started first round of roadside mowing; including trimming around road signs, culverts and guardrails.
8. Cut grass on all Township properties four times and trimmed three times.
9. Cut the grass and trimmed at our inactive cemeteries and put out Veteran flags.
10. Cut the grass at 1624 Morman Road.
11. Plowed gravel off the road at 2433 Krucker Road.
12. Cut grass and brush on State Route 27 and Stephenson, at 177 and Hogue Road, and at 129 and Cochran Road.
13. 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 **May** Summary Report (June 2019)

- **Fire/EMS Run Data:** Dispatch Log information for May 2019; Prepared summary overview of data.
- **OHIO BWC:** Working with CareWorks and Ohio BWC officials to obtain a reclassification of the Fire Department rating factor in order to lower premiums as assigned to the 2019 work year.
- **Backflow Valve Inspections:** Made arrangements with Progressive Plumbing to complete the 3 required inspections of Township Backflow Valves for the Southwest Regional Water District and Health Department.
- **Fire Department:** As authorized by the Board, negotiated with Medicount Management Officials and coordinated approvals through the Prosecutor's Office to develop a more favorable and updated contract for EMS third party billing services.
- **Fire Department/OBWC Cot Grant:** Prepared response documents and uploaded to Ohio BWC regarding cot grant report and employee hours worked data.
- **Nuisance Properties:** Working on properties located along Morman Road, Hamilton Richmond Road, Stahlheber Road. Two properties are in foreclosure or Probate; waiting on resolution to forward orders.
- **Special Event Planning:** Held meetings among staff and Park Committee to plan details for Kids Fest scheduled for June 22, 2019. Seeking sponsorships and donations to cover costs.
- **Fiscal Operations:** The Fiscal Officer and Administrator are reviewing the approved list of capital purchases for the Road and Fire Departments to work out financing options and best approach for the most cost-effective operations. Finalization in May.
- **Newsletter:** Worked on articles and layout to be submitted to Quality Publishing for mailing the newsletter in mid-June.
- **Open Burning:** Fielded several calls and made referrals for permits regarding open burning.
- **Records and Records Commission:** Ongoing- A Records Commission meeting was held December 12, 2018. New Records Commission was formed in January. Working on changes approved by the Records Commission in regard to the existing retention schedule. Still need space for new records.

- **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.
- **Butler County Engineer's Office:** Continue to seek updates and assistance from BCEO for Stahlheber Road 4040 and 2433 Vizedom. No final resolution as of June meeting.
- **Decamp Road Drainage Issue:** Cooperation continues with Reily Township in resolving drainage issues and runoff problems.
- **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.)
- **Strategic Planning Issues and Challenges:** Followed up suggested Board priorities related to equipment purchases for the Fire Department and Road Department. The challenge list needs further review by the Board during the last half of the fiscal year.
- **Legal:** Worked with Dan Ferguson of the County Prosecutor's Office on financing contracts, EMS Billing contract and litigation matters. Copied minutes and other documents for review.

Personnel Actions and Other Items of Note

Personnel actions and appointment of new personnel:

Fire Department:

Hire: Timothy M. Vaughn 2665B Eagle View Oxford, Ohio 45056 EMT-P \$18.00 per hour effective June 3, 2019 subject to final background check and completion of documents.

Road Department and Cemetery:

Returning Seasonal Part Time: Michael Jackson Public Works Worker II (**Road**), \$12.10 per hour effective May 28, 2019. Brent Dunn Public Works Helper (**Cemetery**) \$9.25 per hour effective May 29, 2019.

Hire: Michael O'Neill Public Works Helper Seasonal PT (**Cemetery**) \$8.55 per hour effective June 3, 2019. Jaeden Noll Seasonal PT (**Cemetery**) \$8.55 per hour effective June 3, 2019.

Employment Terminated: Landon Gabbard Seasonal PT **Cemetery** effective May 17, 2019. Devin Blaylock Season PT **Cemetery** effective May 9, 2019.

Resigned: Cody Marlow Public Works Worker II resigning effective June 14, 2019.

Unpaid Leave until winter: William Flynn Public Works Worker III Seasonal PT effective May 6, 2019.

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.

Road Department Truck: The unit was delivered. Decals placed on the unit. Final Financing Package being arranged.

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 May 31, 2019

Cash Balance as of May 31, 2019: \$1,863,302.50

- 1) **Total Expenditures all funds for May 2019: \$186,333.27 / Revenue: \$164,559.01**
- 2) **Total General Fund cash on hand May 2019: \$593,829.83 (31.87%) of Total funds**
- 3) **Total Fire/EMS Fund cash on hand May 2019: \$610,176.51 (32.75%) 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

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.

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.

Mr. Henry also distributed revenue and expenditure reports to the Board. He noted that revenues were tracking well.

Old Business

May 2019 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of May and noted the average response time was 7.76 minutes. The busiest day for runs was Wednesdays and second shift was the busiest shift.

Drainage Issues Update – Decamp Road, Stahlheber Road and Krucker Road: Mr. Henry reported there was no update regarding these drainage issues as he was waiting for information from the County Engineer's Office.

Sink Hole Amarillo – Project Completed: Mr. Henry reported that the sinkhole project had been completed and was financed with grant money.

Other Old Business:

Mr. Henry showed the Board a photo of an unsightly and unkept property at 1901 Hamilton Richmond Road. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Buddo, to authorize the Administrator to contract for clean-up at 1901 Hamilton Richmond Road. Upon

roll call, all three Trustees voted yes. The Board also asked that snow fencing be erected at the end of the driveway at this property to prevent future occurrences of people dumping items at this property.

Mr. Henry showed the Board a photo of a property at 1951 Hamilton Richmond Road. Mr. Johnson had spoken to a complainant regarding trash in the rear yard of this property. Mr. Henry stated this complaint would be referred to Jim Fox. Mr. Henry noted that, because the trash cannot be seen from the street or without trespassing on the property, Mr. Fox would also need to hear from the complainant.

New Business:

Note for the Record – Safety Council 100% Award: Mr. Henry reported that the Greater Hamilton Safety Council, in conjunction with the Ohio Bureau of Workers' Compensation Division of Safety and Hygiene, recognized Hanover Township for its workplace safety record during the Council's annual Safety Awards Banquet in May 2019. Hanover Township received a 100% Award which recognizes organizations that worked the entire year of 2018 without a lost time injury or illness. Hanover Township achieved a milestone as the 2019 award is the 10th 100% Award received by the Township in the last eleven years. Mr. Henry expressed thanks to all the employees and officials of the Township who contribute to a safer work environment.

2020 Tax Budget Discussion: Mr. Henry requested that the Board schedule a public hearing for the 2020 Tax Budget which must be submitted to the County Auditor by July 15, 2019. After some discussion, Mr. Buddo made a **motion**, seconded by Mr. Miller, to schedule a Public Hearing for the 2020 Tax Budget at 5:45PM on Wednesday, July 10, 2019. Upon roll call, all three Trustees voted yes.

Motion – Kids Fest Expenses – June 22 Event: Mr. Henry explained that this event serves approximately 300 kids with various activities. The Township spends between \$1500.00 and \$3500.00 each year for the kids' games, advertising, port-o-lets, music, food, booths and displays. This amount is generally offset by sponsorships and in-kind contributions. The Park Committee members are in the process of seeking sponsorships. For 2019, staff is requesting a motion to approve expenses for Kids Fest at an amount not to exceed \$3,500.00. It is hoped this amount will be significantly reduced by sponsorships. A **motion** was made by Mr. Miller, seconded by Mr. Johnson, to approve expenses for the 2019 Kids Fest event at an amount not to exceed \$3,500.00. After discussion, a roll call vote was taken, and all three Trustees voted yes.

Motion – Approve Application and Fee F-4 Permit Wine Tasting: Mr. Henry explained that the Township's event entitled "Cool Cars, Fine Wine and Good Music" is scheduled for August 24, 2019 in Hanover Park. Mr. Henry noted that the Park Committee was working on logistical details and seeking sponsorships and donations. Part of the logistics includes obtaining an F-4 Permit from the Ohio Department of Liquor Control for wine sales during the event. For a one-day event the fee is \$60.00. Forms must be completed by the Township, including having Butler County Sheriff Jones sign off on the application. Mr. Buddo made a **motion**, which was seconded by Mr. Miller, to authorize the Township Administrator to prepare and execute all documents related to obtaining an F-4 Permit from the Ohio Department of Liquor Control for

the referenced August 24th event and approve payment of the required application fee. After discussion, a roll call vote was taken, and all three Trustees voted yes.

Other New Business

Under Other New Business, Mr. Henry reported that he would be bringing proposed changes to facility rental fees and cemetery fees to the Board for its consideration at a future Board meeting. Recommendations for fee changes may be presented to the Board in July.

Also under Other New Business, Mr. Henry reported that the carpet in the Community Center meeting room was worn and needed to be replaced. He recommended considering types of flooring options other than carpet. Carpet did not hold up well and has had to be replaced several times. Mr. Henry suggested scheduling a special meeting later this year for the Board to examine various alternative flooring options and pricing.

Also 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 May 2019; an Ohio Township Association legislative update; an Ohio Township Association update regarding medical marijuana; and a notice from the Butler County Development Department regarding HUD requalification.


Also under Other New Business, Mr. Gardner reported that the Community Center, Road Department Building and Park Shelters needed new roofing. Mr. Henry noted that Mr. Gardner had to obtain cost estimates for this work. Mr. Gardner also reported that the Park Gazebo needed to be pressure washed and sealed.

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

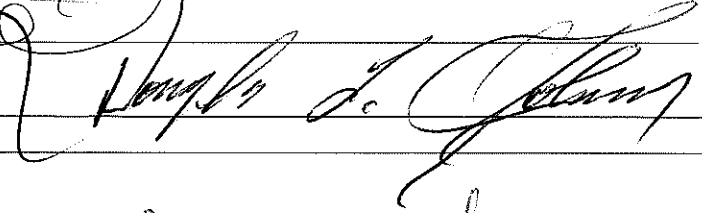
Motion to Adjourn: Mr. Johnson moved, seconded by Mr. Buddo, to adjourn the Board of Trustees meeting. Upon roll call, both Trustees voted yes.



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

Larry Miller, President: 

Jeff Buddo, Trustee: 

Douglas L. Johnson, Trustee: 

Date: 7-10-2019

Verified by: Greg Sullivan, Fiscal Officer: 