



**Hanover Township Board of Trustees
May 8, 2019 Meeting Minutes**

Call to Order: Board President Larry Miller called the meeting to order at 6:04 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 Mayer.

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Johnson, to approve the April 10, 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 from the Butler County Auditor's Office addressed the Board. He reported that work continues at the State level for legislation which would permit county auditor's offices to monitor gas pump fuel quality. Mr. Brown also reported that representatives of the Auditor's Office would be out in the community to determine property values for new construction and this work will take several months. Mr. Brown also reported that settlements had been sent to local jurisdictions and Hanover Township received a 14% increase over the previous first half year. Mr. Henry asked if Hanover Township's property valuation was back up to the 2009 level. Mr. Brown indicated he would research this information and email it to Mr. Henry.

Citizen Participation: Ms. Desiree Ochs, 3350 Stillwell Beckett Road, addressed the Board. She requested a step stool be installed in the Park restroom as the toilet is too high for small children. Mr. Henry stated he would not be opposed to a step stool as long as it could not be removed from the restroom. The Board indicated that the Administrator would look into the matter.

Administration Reports

Law Enforcement: Deputy Mayer gave the following report for the month of April 2019:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 196		875
• Felony Reports: 03		10
• Misdemeanor Reports: 21		79
• Non-Injury Crash: 16		54
• Injury Crash: 04		22
Total Reports: 44.....		164
• Assists/Back Up: 20		89
• Felony Arrests: 00		00
• Misdemeanor Arrests: 05		23
• OMVI Arrests: 00		00
Total Arrests: 05		23
• Traffic Stops: 15		62
• Moving Citations: 18		66
• Warning Citations: 01		06
• Civil Papers Served: 1		03
• Business Alarms: 1		03
• Residential Alarms: 03		24
• Special Details: 23		61
• COPS Times: 5,200 (<i>Min.</i>)		20,800 Min
• Vacation Checks: 10		55

Reporting: Prepared by BEH.

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

Hanover Township Fire Department
Monthly Report for April 2019- Phil Clark Fire Chief
(Presented in May 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:	50	212
• Motor Vehicle Accidents:	06	34
• Fire Runs:	19	47
• Fire Inspections:	00	02
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	75 Runs/Operations (Fire/EMS Runs)	

Total Year 2019: 295 Runs/Operations

(Apr 2018: 63 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 April 2019:

**SUPERINTENDENT'S REPORTS
(May 8, 2019)**

Millville Cemetery Operations Report April 1 through April 30, 2019

5 Graves sold to Township residents (@ \$610)	-----\$3,050.00
2 Graves sold to nonresidents (@ \$895)	-----\$1,790.00
0 Old resident graves	-----\$ 0.00
5 Full Interments	-----\$ 3,995.00
0 Baby interments	-----\$ 0.00
1 Cremations	-----\$ 400.00
Foundation and Marker installation fees	-----\$3,405.60
0 Grave Transfer	-----\$ 0.00
Donations	-----\$ 0.00
Total:	----- \$ 12,640.60

Other Cemetery activities:

1. Fixed graves and sink holes
2. Cleaned the office and garage
3. Picked up and removed flowers from stones
4. Cut grass four times
5. Weed eat twice
6. Built 25 forms for foundations
7. Mulched front of Cemetery

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

1. Replaced missing roof shingles on the Community Center, Road Department Building and Park shelters.
2. Picked up a mattress and box springs on Old Oxford Road.
3. Picked up landscape debris on Stephenson Road.
4. Replaced two bent road signposts on Darrtown Road and Gardner Road.
5. Repaired a catch basin on Sheerin Drive and cleaned out a catch basin on Ranlyn Drive.
6. Cut up a tree that fell in the roadway on Krucker Road.
7. Picked up broken glass on the dead-end of Darrtown Road and around recycling dumpsters.
8. Picked up a large pile of garbage on Nichols Road.
9. Hauled four loads of dirt from the Park to the Cemetery to fix graves.
10. Cut grass on all Township properties three times.
11. Cut the grass at 1624 Morman Road.
12. Replaced a board on a picnic table at the Park.
13. Hauled wood chips over to the Park and placed around playground equipment.
14. Helped Brian cut the road and install some drainage pipe to help dry a wet area in the lower part of Section H of the Cemetery.
15. Worked on removing moles from the Park.
16. Worked on the F450 after the bed broke off while hauling gravel to the Cemetery.

18. Worked on roadside mowers getting them ready.
19. Cleaned out flower beds around the Park and the Firehouse.
20. Cut down a large dead ash tree on the corner of our neighbor's property.
21. 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 **April** Summary Report (May 2019)

- **Fire/EMS Run Data:** Dispatch Log information for April 2019; Prepared summary overview of data.
- **OHIO BWC:** Attended Ohio Safety Congress training/ classes which helps to reduce the Townships BWC costs. Sought information about reclassifying the Fire Department to get a better premium rating category. Still in progress and hopefully resolved before end of the year.
- **Recognition Issues:** Prepared recognition resolutions for the Board to approve for two County Employees which included Roger Gates for exceptional performance.
- **Fire Department:** Finalized documents for the purchase of a new Command Vehicle off the State Bid Listing. Truck was delivered. Sent contract documents to have Fire Station leak repaired as the Board approved.
- **Nuisance Properties:** Working on properties located along Morman Road, Hamilton Richmond Road, Stahlheber Road and Del Rio.
- **Special Event Radios:** Using a prior BREC Community Connections Grant handheld portable radios were purchased for use by staff and the Park Committee during special events and possibly for use in daily field communications.
- **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.
- **Grants:** Received reimbursement from the Butler Rural Electric Cooperative Community Connections program for the purchase of radios for the Road and Maintenance crews and Park Committee to use during special events.
- **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:** Sent requests for assistance and follow up on Stahlheber Road 4040 and 2433 Vizedom.
- **Decamp Road Drainage Issue:** Resolution was sent to the Reily Township Trustees seeking assistance for solving the farm runoff drainage problem. Expect to have a meeting with Reily officials in early May.
- **Wencella Drive Drainage Issues: Ongoing-** 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.
- **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.
- **Legal:** Worked with the Prosecutor's Office regarding Township legal questions and made contact with the firm of Jonson and Montgomery (Linda Woeber) to follow up on key policy issues related to personnel.

Personnel Actions and Other Items of Note

Personnel actions and appointment of new personnel:

Fire Department:

No Personnel added.

Road Department and Cemetery:

Hire: Devin Blaylock 813 Prytania Hamilton, Ohio 45013 as a Public Works Helper Seasonal Part Time assigned to the Cemetery at a rate of \$8.55 per hour effective April 22, 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 card board file boxes stored in the garage area. More permanent solutions need to be determined.

Road Department Truck: The unit was delivered. Decals to be placed on the unit. Financing 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 April 30, 2019

Cash Balance as of April, 2019: \$1,876,385.79

- 1) **Total Expenditures all funds for April 2019: \$202,921.25 / Revenue: \$214,232.66**
- 2) **Total General Fund cash on hand April 2019: \$572,025.87 (30.49%) of Total funds**
- 3) **Total Fire/EMS Fund cash on hand April 2019: \$654,101.27 (34.86%) 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

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 some of the General Fund expenditures were for cemetery operations.

Old Business

April 2019 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of April and noted the average response time was 8.05 minutes. The busiest day for runs was Sundays and second shift was the busiest shift.

Shady Nook Comments: Mr. Henry reported that although the Township and Ms. Ommert had reached an agreement that the Shady Nook property would be donated to the Land Bank, the Township had not received pending documents from Ms. Ommert's attorney, and the attorney had not responded to emails or phone calls. Mr. Henry reported that he received a phone call from Ms. Ommert's attorney yesterday afternoon and the attorney notified Mr. Henry that the agreement was withdrawn, and Ms. Ommert would be filing a declaratory judgment lawsuit against the Township. Mr. Henry stated he had not yet received the lawsuit and asked the Trustees to notify him if they are served.

Drainage Issues Update – Decamp Road, Stahlheber Road and Krucker Road: Mr. Henry reported that he met with Denny Conrad, Reily Township Trustee, regarding the drainage issue on Decamp Road. Reily Township will perform ditch work to help water drain properly at this location. Mr. Henry reviewed photos of Krucker Road deterioration with the Trustees. Mr.

Henry stated that he and Road Superintendent Scot Gardner were concerned regarding the roadway deterioration. Mr. Henry was checking with the Prosecutor's Office to determine if the Township can bill the owner of the property where two new houses are being constructed. The construction was creating water run-off which was destroying the road.

Bond Rating Update – Moody's: Mr. Henry gave the following report to the Board:

Moody's Report

The Township received a bond rating and financial analysis in 2009/2010 to secure financing for the construction of the Fire Station. Based on our size, staff backgrounds and financial management as well as outlook, the Township received an A1 rating – good but certainly not in the top tier. Each year Moody's reviews the Township's financial statements and asks questions of staff. Moody's just completed an annual review and provided us with a draft which became the final report. To obtain the final report a fee must be paid so the draft is attached for review. Certain sections have been highlighted in yellow.

To improve our rating several factors would need to change. These factors include a more solid financial base to fund ongoing operations such as we did with the increased fire levy approved in 2016 as well as continuing strong management of our existing assets while maintaining staff with strong qualified backgrounds as future reviews unfold.

Other Old Business:

There was no other Old Business.

New Business:

Resolution No. 35-19 – Confirm Contract Project No. CDBG-18-6 (Sink Hole): Mr. Henry explained Resolution No. 35-19 authorizes the contractor to perform the sink hole project work on Amarillo Drive. Mr. Henry reported that the Community Development Block Grants funds and property easements had been secured. Mr. Buddo made a **motion** to adopt Resolution No. 35-19, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 35-19

Confirming and Authorizing a Contract with Butler County and W.G. Stang, LLC. as Funded Through CDBG 18-5

Whereas, Hanover Township was awarded a Community Development Block Grant of up to \$33,000 as part of the CDBG process 2017 application to address a sink hole problem negatively impacting the public right of way 1720 Amarillo Drive as well as Resolution No. 40-16 authorizing the original filing for the grant work; and

Whereas, originally an agreement was signed with the County in October 2018 to construct said drainage improvements addressing the sink hole problem; and

Whereas, the County asked for an updated agreement for said work which included language for the W.G. Stang, LLC. to conduct said work,

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

Section I. That CDBG 18-5 Grant for drainage improvement work to take place at 1720 Amarillo Drive is hereby confirmed and updated to include the work to be done by the W.G. Stang LLC. at a cost of \$31,150.00 with said agreement approved by the County Prosecutors Office which was previously signed by the Board of Trustees and forwarded to the Board of County Commissioners.

Section II. That the Township Administrator is hereby authorized to sign and execute any additional documents that may be associated with this project consistent with the agreement and CDBG Award 18-5.

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 10th day of April 2019.

Board of Trustees

Vote

Attest and Authenticate:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 36-19 – Amend Job Classifications and Pay Plan Framework: Mr. Henry explained that periodically the Township revises its job classifications and pay plan framework. The amendments to be made effective by this resolution would ensure conformity with State minimum wage rates, clarify language regarding probationary periods, and adjust pay ranges. The revisions are consistent with audit guidelines and FLSA regulations. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 36-19, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 36-19

Amend and Approve Changes to the Hanover Township Pay Plan Associated with All Township Operations

Whereas, The Township Administration has been evaluating the hiring needs of the all the departments as well as the need to retain qualified personnel and update the classification plan/pay plan framework; and

Whereas, there is a need to make adjustments associated with all classifications within the Township system to expand classification categories, offer more flexible pay ranges and rates, update minimum wage requirements, and clarify language to reflect current conditions;

Whereas, to facilitate the quality presentation of services to the public by a well-qualified work force, amendments and adjustments are deemed to necessary to the existing Township Classification and Pay Plan; 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 all operations in the Township. (Two Attachments)

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.

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 8th day of May 2019.

<i>Board of Trustees</i>	<i>Vote</i>	<i>Attest and Authenticate:</i>
Larry Miller	_____	_____
Jeff Buddo	_____	Gregory L. Sullivan
Douglas L. Johnson	_____	Fiscal Officer/Clerk

**Attachment A (Resolution No. 36-19)
Hanover Township Butler County, Ohio**

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. 36-19.

Public Works (Road) and Cemetery

Public Works Helper: **\$8.55 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.**

Part Time Administrative Services Including the Fire Department

Clerical Assistant \$ 8.55 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

**Amend Hanover Township Pay and Classification Plans for 2019-2020
 January/May 2019**

Background: Periodically the Federal and State Minimum Wage rates are adjusted by statute and rule. The 2019 State of Ohio requirement adjusts minimum wage rates to \$8.55 per hour which is currently higher than the federal standard. For the new PT/Seasonal help being hired and Fire Department payroll it is necessary to make the adjustment for the classifications/jobs if necessary.

**Hanover Township Butler County, Ohio
 FIRE AND EMERGENCY MEDICAL SERVICE
 PAY PLAN AND POSITIONS
 (Attachment to Resolution No.36-19)**

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. | |

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, 1 Captain, 3 Lieutenants and 1 EMS Coordinator. Any promotions must be approved by the Board of Trustees.

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 \$16.00 per hour based upon experience, training and record. (Must be documented)

EMT- A: \$13.50 to \$18.00 per hour based upon experience, training and record. (Must be documented)

EMT- P: \$15.00 to \$20.00 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.

Fire/EMS Trainee: \$8.55 per hour.

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Fire Inspections: Flat rate for each inspection- \$20.00. One inspector per inspection assignment unless otherwise authorized by the Fire Chief.

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Classification and Pay Ranges for Instructors**

Primary Instructor	Range: \$20.00 to \$25.00 per hour
Assistant Instructor	Range: \$15.00 to \$18.00 per hour
Course Assistant	Range: \$13.00 to \$15.00 per hour

** Must have the prior approval of the Fire Chief and Township Administrator.

Note:

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.

Fire Operation/Office Support/Part Time:

Administrative Assistant Pay Range: \$9.00 to \$12.00 per hour

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 ensure 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 Years 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 Biweekly 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 ensuring 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

Attachment to Resolution No. 17-10 Fire Department Pay Scales

Updated by Motion: April 11, 2012

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

Resolution No. 37-19 – Lease Purchase Agreement – Road Department Dump Truck: Mr. Henry explained that Resolution No. 37-19 was legislation to authorize the financing agreement for the dump truck purchase. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 37-19, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 37-19

Authorizing Hanover Township’s Financing through Daimler Truck Financial of the Purchase of a 2019 Single Axle Dump Truck with snow plow attachments as reviewed with the Board as purchased through Henderson Products- Ohio for the dump body and snowplow attachments for \$67,965.00 and Western Star 4700 PRL 16T chassis for \$87,836.00 under a State of Ohio purchase agreement satisfying all Ohio bidding requirements (pursuant to Ohio Revised Code Section 124.04) for an amount not to exceed \$155,801.00.

Whereas, Resolution No. 30-18 authorized the purchase of a of a 2019 Single Axle Dump Truck with snow plow attachments as reviewed with the Board is hereby approved to be purchased through Henderson Products- Ohio for the dump body and snowplow attachments for \$67,965.00 and Western Star 4700 PRL 16T chassis for \$87,836.00 under a State of Ohio purchase agreement satisfying all Ohio bidding requirements (pursuant to Ohio Revised Code Section 124.04) for an amount not to exceed \$155,801.00; and,

Whereas, the Fiscal Officer and Township Administrator have been exploring finance options for this purchase and have determined working with Daimler Truck Financial (Mercedes-Benz Services USA LLC is the best method and rate for the aforementioned acquisition on a Lease-Purchase basis; and,

Whereas, the unit has arrived and has been inspected and financing on a Lease Purchase basis is the best method to proceed for payment,

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

Section I. That approval is hereby granted to finance said acquisition and payment on a Lease Purchase agreement basis with Daimler Truck Financial (Mercedes-Benz Services, LLC) with terms of four years at 4.19%.

Section II. That the Fiscal Officer and Township Administrator are authorized to execute all documents and commitments related hereto after review by the Butler County Prosecutor's Office.

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 8th day of May 2019.

Board of Trustees

Vote

Attest and Authenticate:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Discussion/Motion – Health Care Issues and Possible Resolution No. 38-19: Mr. Henry reviewed options for group health insurance coverage, noting that the current contract expires June 30, 2019. After some discussion, Mr. Johnson made a ***motion***, seconded by Mr. Miller, to adopt Resolution No. 38-19. Upon roll call, all three Trustees voted yes.

Resolution No. 38-19

Approving Health Insurance Contract with Anthem Blue Cross Blue Shield Effective July 1, 2019 through June 30, 2020

Whereas, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care and prescription drug coverage at affordable rates to maintain a competitive work force; and

Whereas, the Township's Broker, Wichert Insurance Agency has been reviewing options for this insurance (under the ACA and MEWA) due to the notification from Anthem regarding certain changes and costs increases for the current plan; and,

Whereas, during the last contract period (2018-2019), the program offered by Anthem when the Township was required to change carriers saved the Township 7.9% compared to the Aetna Plan and other carriers; and,

Whereas, the Wichert Insurance Agency stated that the 8.48% increase proposed by Anthem for the renewal period is lower than many of the Townships the agency represents and is not uncommon for a group of the Township's size and participants therein;

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

Section I. Resolution No. 38-19 is hereby approved authorizing a health insurance renewal contract with RX with Anthem Blue Cross/Blue Shield PPO 1000 to cover eligible Hanover Township Employees for contract year July 1, 2019 through June 30, 2020 for an annual premium dependent upon final enrollment of \$270,391.44 which represents an increase of 8.48% over the current contract period.

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 this renewal contract.

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 8th day of May 2019.

Board of Trustees

Vote

Attest and Authenticate:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Safety Council Banquet – May 16, 2019: Mr. Henry asked the Trustees and staff to let him know if they planned to attend the annual Safety Council Banquet so that reservations could be made. Mr. Buddo and Mr. Gardner indicated that they would attend on behalf of the Township.

Recommendation Recycling Project – Holiday Lights Program – Park Committee: Mr. Henry explained that at the March Park Committee meeting, Mr. Moran presented an idea about the Township/Park Committee sponsoring a recycling program for the disposal of old holiday lights. This project would be a good "green" project, generate a little revenue and keep the lights out of the landfill. If approved, the project would take place during a designated time in late October or early November with a collection site staffed by Park Committee members on Township property. After the collection is completed the lights would be turned in for recycling and any profits would be donated for park facilities.

After some discussion, Mr. Buddo made a **motion**, seconded by Mr. Johnson, to approve the holiday lights recycling project as a Township Project to be implemented in the fall of 2019. Upon roll call, all three Trustees voted yes.

Information Only – Medicount Management Review Excerpts: Mr. Henry shared information with the Board which showed Medicount Management account activity for a 12-month period.

Other New Business

Under Other New Business, Chief Clark asked the Board if it wanted to authorize additional paid EMS shifts to cover the upcoming Queen of Peace Festival. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, to authorize a paid shift from 5pm to 1am on Friday, May 31 and a paid shift from 5pm to 1am on Saturday, June 1. Upon roll call, all three Trustees voted yes.

Also under Other New Business, Mr. Henry reported that there would be increased semi-truck traffic on Morman Road due to road closures in the area.

Also under Other New Business, Mr. Henry reported that had been a change in electric rates and the Township could get a lower electric rate for Township buildings. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Buddo, to authorize the Administrator to execute a new contract with Dynegy to get the lower electric rates. Upon roll call, all three Trustees voted yes.

Also under Other New Business, Mr. Henry reported that residents on Krucker Road were concerned regarding the surveying of property across the road from their homes. If new houses were built on this site, would access be from Krucker Road or Old Oxford Road, and would a variance be required. Mr. Henry indicated he would keep the Board and the property owners updated.

Also under Other New Business, Mr. Henry reported that cemetery fees and rental fees for park shelters, the gazebo and the Community Center room were being reviewed. Recommendations for fee changes may be presented to the Board in July.

Also under Other New Business, Mr. Henry reported that there had been a change in State law which would now allow for a design/build plan for the Park restroom. Previously a design/build plan was not permitted.

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 April 2019; an Ohio Township Association legislative update; a Clean Ohio Fund notice regarding nominations to fill a vacancy; and an invitation from the Coalition for a Healthy Community to attend its May event.

There being no further regular business to be considered by the Board of Trustees, Mr. Buddo made a **motion** to adjourn this part of the meeting and move into Executive Session (ORC 121.22 Purpose Personnel Issues) which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

The Board reconvened the regular meeting.

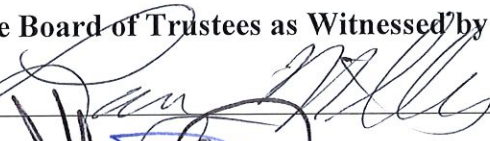
Mr. Miller made a **motion** to grant authority to the Township Administrator to process a 3% cost-of-living adjustment (COLA) to all employees' wages except Fire Department employees who would receive COLA adjustments on a case-by-case basis in an amount not to exceed 3% for any Fire Department employee. Mr. Buddo seconded the motion. 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. Miller moved, seconded by Mr. Buddo, to adjourn the Board of Trustees meeting. Upon roll call, both Trustees voted yes.

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

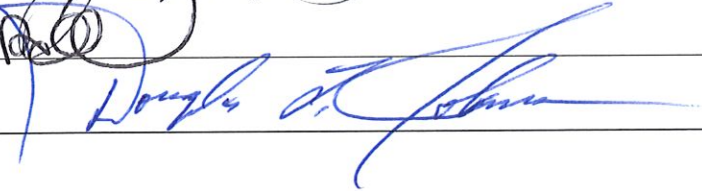
Larry Miller, President: _____



Jeff Buddo, Trustee: _____



Douglas L. Johnson, Trustee: _____



Date: _____

6-12-19

Verified by: Greg Sullivan, Fiscal Officer: _____

