



**Hanover Township Board of Trustees
September 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 August 14, 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.

Citizen Participation: Bobby Howard, 1747 Vizedom Road, addressed the Board. Mr. Howard had a complaint regarding his neighbor at 1767 Vizedom Road who had trash in the yard, was burning rubbish, and was keeping a camper in the driveway. Mr. Howard also stated that people were living in the camper. Mr. Howard stated that Mr. Henry had instructed him to call 911 when burning was occurring, but Mr. Howard noted that he had not done so yet. Mr. Miller and Chief Clark also instructed Mr. Howard to call 911 when the neighbor was burning items on his property. Mr. Henry stated that the Township would follow-up as well and he would also contact the County Building and Zoning Department.

Administration Reports

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

Butler County Sheriff's Office
District #6

Hanover Township Contract Cars
Monthly Report for August 2019

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 203		1726
• Felony Reports: 06		20
• Misdemeanor Reports: 17		140
• Non-Injury Crash: 09		82
• Injury Crash: 03		30
Total Reports: 35.....		271
• Assists/Back Up: 29		199
• Felony Arrests: 00		00
• Misdemeanor Arrests: 05		43
• OMVI Arrests: 00		00
Total Arrests: 05		40
• Traffic Stops: 17		120
• Moving Citations: 15		122
• Warning Citations: 06		21
• Civil Papers Served: 1		08
• Business Alarms: 1		09
• Residential Alarms: 09		48
• Special Details: 15		122
• COPS Times: 5,200 (<i>Min.</i>)		41,600 Min
• Vacation Checks: 08		111

 Reporting: Prepared by BEH.

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

Hanover Township Fire Department
Monthly Report for August 2019- Phil Clark Fire Chief
(Presented in September 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:	54	444
• Motor Vehicle Accidents:	04	60
• Fire Runs:	13	100
• Fire Inspections:	00	03
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	71 Runs/Operations (Fire/EMS Runs)	

Total Year 2019: 607 Runs/Operations

		(Aug 2018: 61 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 August 2019:

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

Millville Cemetery Operations Report August 1 through August 31, 2019

7 Graves sold to Township residents (@ \$610)-----	\$4,270.00
1 Graves sold to nonresidents (@ \$895)-----	\$ 895.00
0 Old resident graves-----	\$ 0.00
6 Full Interments-----	\$ 5,700.00
0 Baby interments-----	\$ 0.00
2 Cremations-----	\$ 800.00
Foundation and Marker installation fees-----	\$3,387.80
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00
Total: -----	\$ 15,052.80

Other Cemetery activities:

1. Fixed 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 11 foundations
7. Set 2 Veteran markers

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

1. Picked up tires on Darrtown Road.
2. Replaced several deck boards on the Park Gazebo.
3. Re-striped the parking lot at the Park, the Community Center, and the Fire House.
4. Removed a large sycamore tree that fell onto Four Mile Road.
5. Finished cutting back brush on Township roads.
6. Performed cold patching on Ross Road.
7. Put concrete in the floor of six rotten culverts where the roads are collapsing.
8. With the help of Cemetery crew, we performed ditching on Stahlheber Road.
9. Cut grass on all Township properties three times.
10. Performed monthly truck, park, and storm water inspections.

Mr. Johnson and Mr. Miller both stated they had received compliments regarding the mowing on Darrtown Road.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

Administrator August Summary Report
(September 2019)

- **Fire/EMS Run Data:** Dispatch Log information for August 2019; Prepared summary overview of data.

- **Fire Department:** Worked on background checks for possible new hires. Also worked on a Fitness for Duty examination.
- **Road Department:** No word on tractor order- was supposed to be here by mid-August.
- **2020 Road Program:** Finishing recommendations for the 2020 Road Program to be bid through the County Engineer's Office. A project meeting will be held on September 12th.
- **Community Development Block Grant:** Applications for the 2020 funding cycle will be due November 6th. During the September and October Board meetings ideas will be reviewed for application submittals.
- **Nuisance Properties:** Following up issues on Hamilton Richmond, Morman and Old Oxford Roads.
- **Cruise In-Wine Tasting- Concert Event:** Held meetings with the Park Committee and provided detail set up for the Wine Tasting-Cruise In- Concerts which was held on August 24th. Had a very good turnout and good weather. Passed the Board of Health temporary food service permit inspection for the Park Grill. Special thanks to Joe Pyfrin, John Baumgartner, Julie Prickett, Angie Clausen, Mike Tilton, Jeff Buddo, Robert Krieger, Diana Ramsey and Terry Moran for working the event.
- **Fiscal Operations:** 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 the end of October.
- **Partition Fence Dispute:** Arranged meetings, viewings and coordination of required documents for the Dingleline/Verigood Partition Fence Dispute according to ORC Chapter 971. Met with the staff of the County Prosecutor's office on August 28, 2019 to review the matter.
- **Newsletter:** Planning another newsletter for September covering various Township issues and events.
- **Open Burning:** Continues to be a problem with many misunderstandings about the law. Mailed brochures to certain properties requesting procedures/requirements for open burning. Also fielded phone calls covering the guidelines.
- **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. Purchased more storage boxes.
- **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:** Follow up still underway with 4004 Stahlheber and 2433 Krucker.
- **Catch Basin Repairs:** Still working on how to bid out the work needed for the failing catch basins.
- **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**.)
- **Liability and Property Insurance Renewal:** All documents were completed for the 2019-2020 coverage year. Renewal rates presented to the Board in August for review and approval.
- **Cemetery:** Ongoing: Working with Brian Batdorf in reviewing possible fee adjustments for the Millville Cemetery. A recommendation will likely be made in September.
- **Community Center Flooring:** In Progress: Working on flooring types and estimates for Board review in September if proposals are made.

Personnel Actions and Other Items of Note

Personnel actions and appointment of new personnel:

Fire Department: During meeting added Abigail Nienabor 5454 Bluesky Drive Cincinnati, Ohio 45247 as an EMT-P at \$17.00 per hour part time subject to successfully completing background check and physical.

Road Department and Cemetery:

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 August 31, 2019

Cash Balance as of August 31, 2019: \$1,641,391.20

- 1) **Total Expenditures all funds for August 2019: \$194,811.14 / Revenue: \$197,817.78**
- 2) **Total General Fund cash on hand August 2019: \$634,118.32 (38.63%) of Total funds**
- 3) **Total Fire/EMS Fund cash on hand August 2019: \$409,000.79 (24.92%) 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

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- Cash Balance: \$1,083,268.01
Dec- Cash Balance: \$1,046,996.51

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

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.

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.

Mr. Henry amended his report to include authorization for the hiring of Abigail Neinabor as a part-time paramedic at \$17.00/hour, pending satisfactory completion of pre-employment steps. (See above Personnel Report)

Mr. Henry also distributed revenue and expenditure reports to the Board.

Old Business

August 2019 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of August and noted the average response time was 7.71 minutes. The busiest day for runs was Saturdays and second shift was the busiest shift. Mr. Henry also noted that 19 of the 74 dispatched calls were calls with no transport (mostly calls for lift assists.)

Partition Fence Issue Decision – Resolution No. 42-19: Mr. Miller asked Mr. Henry to provide an overview of the issue. Mr. Henry stated that the fence viewing was conducted by the Board members on August 12 and both parties presented information to the Board at its August 14 meeting. The information was taken to the County Prosecutor who determined that the Township has no jurisdiction over the matter as the properties are located in a registered

subdivision. Mr. Buddo made a **motion**, seconded by Mr. Miller, to adopt Resolution No. 42-19. Upon roll call, all three Trustees voted yes.

Resolution No. 42-19

Board of Trustees Determination and Decision Regarding a Complaint Filed by David Dingleline of 1820 Millville Oxford Road Seeking a Partition Fence Declaration Under Chapter 971 of the Ohio Revised Code

Whereas, Mr. David Dingleline stated he constructed a fence along the property line of 1820 Millville Oxford Road and 1832 Millville Oxford Road in 1991 as well as contacted the Township Administration in early June 2019 requesting the Board of Trustees consider his complaint that he constructed a "partition fence" in accordance with Chapter 971 of the Ohio Revised Code, which was damaged by horses owned by Stanford Verigood in 2016, now seeking a cost sharing payment to repair approximately 600 feet of fence from Mr. Stanford Verigood based upon the referenced ORC chapter; and,

Whereas, The Township Administrator on behalf of the Board of Trustees sent notice to both parties on July 11, 2019 advising them of the fence "viewing" set for August 12, 2019 at 8:30AM and first consideration of the matter by the Board during their regularly scheduled meeting set for 6:00PM August 14, 2019; and,

Whereas, the Board after listening to comments during the fence viewing from both parties and comments made by both parties during the August 14, 2019 Board meeting during which time Board members asked several questions of each party; and,

Whereas, the Board directed the Township Administrator to review all comments and documents presented and to seek advice of legal counsel regarding the interpretation of Section 971.03 (B) as to jurisdiction of the Board; and,

Whereas, the Township Administrator provided copies of Chapter 971 of the Ohio Revised Code to both parties and Notice of Rights and Responsibilities to Mr. Dingleline; and,

Whereas, after considering the questions suggested for review in Chapter 971 of the Ohio Revised Code, the viewing and discussions held with the respective parties as well as written representations submitted including the legal opinion from the County Prosecutor's Office, the Board of Trustees has reached decision,

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

Section I. Based upon all facts known to the Board, the Board's understanding of provisions of Chapter 971 of the Ohio Revised Code and the legal review provided by the County Prosecutor's Office, the Board finds that the property in question has been laid out as part of Lot 1 of Colerain Township Tracts Subdivision.

Section II. Based upon the recorded written documentation and the opinion of legal counsel, the Board hereby denies the complaint and request filed by David Dingleline 1820 Millville Oxford Road as according to Section 971.03 (B) the Board has no jurisdiction to consider this matter as a Partition Fence Dispute.

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

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 September.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Approve Preliminary 2020 Road Program: Mr. Henry provided the following report to the Board:

***Proposed 2020 Road Program Considerations (Preliminary)
September 2019***

Re-Base Work

Darrtown Road Dead End: Work to address to 4' by 150'
Decamp Road: Tow sections 4' by 70' and 5' by 100'
Cochran Road: 4' by 110'
Jesse Drive: Repair 22 cross cracks

Chip Seal

Hussey Road: Dead end to US 27
Brunner Road: Dead end to Stahlheber Road

Retrace

Cochran Road from Reily Millville to Hamilton Scipio
Stahlheber Road from Millville Oxford to Township Line
Nichols Road: From Lanes Mill to Township Line
Vizedom Road from Old Oxford to Hamilton Richmond Road

*****Gene Avenue Culvert Replacement- Still need financial assistance. Will likely be submitted as a Community Development Project this year. Will need BCEO to update estimates for 2019.***

Mr. Henry noted that due to lack of funding not much of the 2019 Road Program was completed; therefore, these projects were carried forward into the proposed 2020 Road Program. Mr. Henry also noted the need to request assistance with the culvert on Gene Avenue.

Report – Wine Tasting/Cruise-In/Concert: Mr. Henry provided the following report to the Board:

Cool Cars- Fine Wine- Good Music Event Summary 2019

Financial Sponsors: Stony Run Enterprises, Butler Rural Electric Cooperative, Medicount Management: Total \$1500.00

In Kind/Special Contributions: Texas Roadhouse and Patient Care Pharmacy, Park Committee Members.

Cash Taken In through Sponsorships and Event Sales (food, wine tasting, raffle, split the pot) Total: \$7,678.50

Cash outlay for direct expenses (Bands, trophies, large tent and chairs, wine sales, ice, food, drinks, prizes, start up cash): \$5,346.33

Cash Cleared: \$2,632.17

Workers/Volunteers for the Whole Event: Joe Pyfrin and Grandson, John Baumgartner, Julie Prickett, Angie Clausen, Mike Tilton, Jeff Buddo, Robert Krieger, Diana Ramsey, Bruce Henry

Road Department Set up/Take Down: Scot Gardner, Sam Smith, Darryl Perkins and Roger Allen.

Mr. Henry stated that the event was very successful, and he noted the event benefitted from the good weather.

Other Old Business: There was no other Old Business.

New Business:

Fire Prevention Week Activities/Schedule: Mr. Henry provided the following schedule to the Board:

*Fire Prevention Week Activities (October 7-12)
Hanover Township Fire Department*

1. *October 8th: Fire Prevention Education at Queen of Peace*
2. *October 10th: Fire Prevention Education at Marshall Elementary*
3. *October 12th (Saturday): Fire Station Open House (Noon to 4:00PM)*

Resolution No. 43-19 – Mutual Aid/Disaster Assistance: Mr. Henry explained the Township has provided this type of emergency disaster assistance in the past. Mr. Henry noted the resolution provides a framework for reimbursement of related expenses to provide emergency assistance to those in need due to Hurricane Dorian. After some discussion, Mr. Buddo made a **motion**, seconded by Mr. Johnson, to adopt Resolution No. 43-19. Upon roll call, all three Trustees voted yes.

Resolution No. 43-19

Authorizing Deployment of Emergency Personnel in Response to Disaster Assistance Needed for States Impacted by Hurricane Dorian

Whereas, Hanover Township, a political subdivision of the State of Ohio, has trained personnel and resources suitable for allocation in response to public emergencies and disasters; and

Whereas, Hanover Township participates in County Wide Disaster Assistance programs through the Emergency Management Agency and Butler County Sheriff's Office; and

Whereas, Hanover Township may benefit from mutual aid assistance in the event of a public emergency or disaster beyond its ability to manage; and

Whereas, Hanover Township through Resolution No. 53-11 and Resolution No. 46-18 has provided for the framework for deployment of Township personnel in response to intergovernmental requests and within authority set forth in Titles V, XV, XXIII, XXXIII, and XXXVII of the Ohio Revised Code; and

Whereas, Hanover Township may be eligible to receive reimbursement for authorized expenses incurred with regard to eligible public emergency and disaster response in conjunction with the Butler County Emergency Management Agency, Ohio Emergency Management Agency, Butler County Sheriff's Office and related regional responses.

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

Section I. Pursuant to authority in Titles V, XV, XXIII, XXXIII and XXXVII of the Ohio Revised Code, the Board of Township Trustees hereby authorizes Intergovernmental Agreements in furtherance of Emergency Management and Interstate Mutual Aid and deployment of personnel.

Section II. The Board of Township Trustees hereby authorizes the Township Administrator to allocate Township Personnel and resources including any equipment as well as to execute Intergovernmental Agreements to provide Emergency Assistance so long as Hanover Township retains adequate personnel and resources to serve its reasonably foreseeable operating needs. In addition, the Township Administrator is authorized to prepare any necessary pay plan documents in compliance with the FEMA format.

Section III. The Board of Trustees declares this resolution to be an emergency measure pursuant to the Ohio Revised Code to facilitate appropriate response to public emergencies and disasters and to facilitate intergovernmental cooperation.

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 September 2019.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 44-19 – Then/Now BCSO Payment: Mr. Henry explained the Then and Now Resolution was needed to comply with Auditor’s requirements for sound and efficient fiscal operations and record-keeping. Mr. Miller made a **motion**, seconded by Mr. Johnson, to adopt Resolution No. 44-19. Upon roll call, all three Trustees voted yes.

Resolution No. 44-19

Approving Purchase Orders and Subsequent Expenditures Provided Under the “Then and Now” Process as Recommended by the Fiscal Officer

Whereas, the Fiscal Officer reported on recent “Then and Now” activity and in particular actions associated with payments; and

Whereas, the Fiscal Officer recommends that payment associated therewith be authorized through a “Then and Now” Purchase Order (amounts over \$3,000.00) officially approved by the Board and payment made accordingly; and

Whereas, the Board of Trustees concurs with the recommendation of the Fiscal Officer,

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

Section I. That to promote sound and efficient fiscal operations for the Township, the following items are hereby approved:

A) \$10,040.10: (Fund 1000) Butler County Sheriff's Office Contract- Add amount not covered in PO.

Section II. That the Fiscal Officer is authorized to take all necessary steps to process said expenditures and provide payment accordingly.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 11th day of September 2019.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 45-19 – Amend Classification and Pay Plan: Mr. Henry explained that the resolution would expand pay ranges for Fire Department positions which was needed in order to remain competitive with other jurisdictions. Mr. Henry stated the changes would not result in automatic raises for personnel. Mr. Buddo made a **motion**, seconded by Mr. Miller, to adopt Resolution No. 45-19. Upon roll call, all three Trustees voted yes.

Resolution No. 45-19

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

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 all classifications within the Fire Department Classification and Pay Plan to expand classification categories, offer more flexible pay ranges and rates, 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 Fire Department 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 Fire Department operations.

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 11th day of September 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.45-19)**

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. ****

FIRE RUNS/EMS RUNS**

- 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.

****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.

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 insure 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

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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 Bi Weekly 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 a 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

- 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
- Amended September 2019**

Community Development Block Grant – Considerations for 2020 Funding: Mr. Henry provided the following report to the Board:

Suggested Ideas for Community Development Block Grant Funds
Citizen Input, Park Committee and Administration Suggestions
September-October 2019

General Projects Various Locations

1. *Park Restroom Replacement- High Priority from the Park Committee (Est \$239,475.00)*
2. *Extend Water/Electric Utilities (safety issue) to other parts of the Park- High Priority from the Park Committee. (Est. \$42,302.00)*
3. Community Center- Grind out old pavement, provide for drainage and repave parking lot and relocate Community Center sign. (October 2018 estimate is \$\$138,000.00)
4. Replace flooring in the Community Center (Est. depends upon flooring type- \$9,000.00)
5. Bridge Repair Work: Gene Avenue (\$127,685.00)
6. Drainage Improvements Park ball field/parking lot areas; no current estimates
7. Seek funding to install adverse weather sirens for placement in the Park Area & Alamo Heights, estimated \$30,000.00.
8. Add playground equipment.
9. Expand Veterans Memorial to include Flag Stanchions for all services

Existing Park Area

1. Add more picnic tables and grills throughout the site
2. Upgrade existing ball field; reorient the back-stop area and replace with new.
3. Build a combination concession stand, storage facility and modern restroom building.
4. Construct a Nature Preserve area in the rear area of walking path section.
5. Build a sizable community fire ring not too far away from the gazebo area
6. Add a small fountain/sculpture piece near the gazebo area or cascading fountain design.
7. Provide electric to all shelters and add security lighting for extended park use.
8. Add new, smaller shelters at appropriate locations.
9. Add basketball area to existing park.
10. Outdoor Fountain Spray Fun Area for kids.
11. *Construct Sand Volleyball Court. Recommended by the Park Committee*
12. *Construct an area for Frisbee Golf. Recommended by the Park Committee*
13. *Construct a "Ga Ga Ball Court". Reviewed by the Park Committee as an easy addition.*

Citizen Input: Based upon input received and Park Committee and Land Use Committee meetings over time. Ranking of projects and formal approval by the Board of Trustees will take took place during the October 9, 2019 meeting.

Due Date of Grant application(s): November 6, 2019 4:00PM

Mr. Henry explained that the County had moved the deadline for CDBG applications up to November 6. Mr. Henry asked the Board to review the suggested projects list and noted that the individuals in attendance were invited to provide input regarding the list as well. Mr. Henry explained that no Board action was required this evening; however, the Board would need to make a final determination at its October meeting regarding the top three projects to be submitted to the County for consideration.

Millville Cemetery – Minor Rule Changes and Proposed Fee Increases – Discussion Only:

Mr. Henry referred the Trustees to a report in their packets regarding recommended fee changes and rule changes/clarifications regarding cemetery operations. Mr. Henry noted that the Township’s cemetery fees were low compared to other area cemetery operations. The proposed fees would put the Township in the mid-range compared to fees charged by other cemeteries. Mr. Henry stated that no action was requested for this meeting. Mr. Henry asked the Board to review the recommendations and he would request Board approval at the October meeting, with implementation of the changes to be effective in January 2020.

Proposed 2020 Calendar – Review Only: Mr. Henry asked the Board to review the proposed 2020 Board meetings and special events schedule. Approval of the 2020 calendar from the Board would be requested at a future meeting.

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 August 2019; an Ohio Township Association legislative update; the agenda for the September 12 Butler County Township meeting; an electric aggregation report; an OTA report on House Bill 166; and a flyer regarding Healthy Communities Training on Suicide Prevention.

Also under Other New Business, Mr. Henry reported that Henderson Products was a new sponsor for Hanover Haunted Harvest and for the Veterans Day program (\$500.00 Total).

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

The Board reconvened the regular meeting. There being no further action or matters to consider, adjournment was in order.

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

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

Larry Miller, President:

Jeff Buddo, Trustee:

Douglas L. Johnson, Trustee:

Date:

10-9-2019

Verified by: Greg Sullivan, Fiscal Officer: