



**Hanover Township Board of Trustees  
August 15, 2012 Meeting Minutes**

**Call to Order:** Board President Doug Johnson called the meeting to order at 6:00 PM and led the opening ceremonies with Mr. Stitsinger giving the opening invocation.

**Roll Call:** Fiscal Officer Elizabeth Brosius took a roll call with Messrs. Johnson, Stitsinger and Miller present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; BCSO Deputy Jason Hatfield and Project Coordinator Julie Prickett. Absent: Fire Chief Phil Clark.

**Approval of Meeting Minutes:** Motion made by Mr. Stitsinger, seconded by Mr. Miller, to approve the July 9, 2012 Meeting minutes as submitted and to approve the warrants signed for release. All Trustees present voted yes. Status reports were distributed to the Board for review and were approved.

**Guest Presentation:** David Brown – Butler County Auditor’s Office. Wendy Hart represented the Auditor’s Office on behalf of Mr. Brown who was unable to attend the meeting. Ms. Hart stated her visit was the annual visit from the Auditor’s Office as part of its public outreach program. Ms. Hart reported the deadline for submitting special assessments was September 10. She also noted the Auditor’s CAFR and PAFR reports are available online.

Ed Creighton – Butler County Historical Society – Mr. Creighton and Kathy Creighton (Executive Director of the Butler County Historical Society) addressed the Board to request permission to conduct a tour of historic Bethel Cemetery in Hanover Township as they had done last year. They also requested permission to hold a cemetery restoration clinic (regarding proper methods for cleaning/repairing headstones) at Bethel Cemetery next spring. They also requested permission to erect a shadow box sign with a picture of the church and a list of names of individuals buried in Bethel Cemetery. Mr. and Mrs. Creighton stated the tour, clinic and sign would be done with no cost to the Township. After some discussion, Mr. Stitsinger made a **motion**, which was seconded by Mr. Miller, to grant permission to Mr. and Mrs. Creighton for all three of their requests. Upon roll call, all three Trustees voted yes.

Miami University – Citizen Survey Results – Dr. Mark Morris and students. Dr. Morris gave a PowerPoint presentation and distributed copies of the survey results to the Trustees. Dr. Morris provided an explanation of the methodology and process used to conduct the survey. He noted there was a high response rate (40.7%) and highlighted some of the key findings when comparing 2003 survey responses to 2012 survey responses. Dr. Morris noted a majority of the respondents were long term residents. He noted the following changes in responses from the 2003 survey: an increase in the percentage of respondents answering “things are getting better”; a decrease in the

percentage of respondents answering “things are getting worse”; and an increase in responses indicating satisfaction with the Park. When asked to list preferred services by priority, respondents listed the top four services as follows: EMS, fire, law enforcement and road maintenance.

**Citizen Participation:** Craig Rowlette, 2484 Sir Douglas Drive, addressed the Board to request a sign be erected to identify a private access lane (Morman Road) to make it easier for police and fire personnel to locate the lane when responding to calls for assistance.

**Administration Reports**

**Law Enforcement:** Deputy Hatfield gave the following report for the month of July 2012:

**Butler County Sheriff’s Office**  
**District #6**  
**Hanover Township Contract Cars**  
**Monthly Report for July2012**

<b><u>Activity Area</u></b>	<b><u>Month Totals</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 114		983
• Felony Reports: 2		33
• Misdemeanor Reports: 12		97
• Non-Injury Crash: 04		50
• Injury Crash: 3		35
<b>Total Reports: 21</b>		<b>211</b>
• Assists/Back Up: 41		351
• Felony Arrests: 2		15
• Misdemeanor Arrests: 06		49
• OMVI Arrests: 2		13
<b>Total Arrests: 10</b>		<b>74</b>
• Traffic Stops: 39		269
• Moving Citations: 23		147
• Warning Citations: 22		107
• FI Cards: 0		0
• Civil Papers Served: 0		0
• Business Alarms: 3		39
• Residential Alarms: 09		103
• Special Details: 1		12
• COPS Times: 5800 (Min.)		44,260
• Vacation Checks: 23		278

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Reporting Deputies: T. Lentz and J. Hatfield/ Report prepared by HT Administration

Special Note: Both Deputies had some time off during July.

Deputy Hatfield invited Colleen McDaniel, 386 Charlberth Drive, to address the Board. Ms. McDaniel reported her property is located on a dark cul-de-sac. Someone has been ringing her doorbell late at night. She stated she assumes it's just kids but it frightens her. Mr. Johnson requested Deputy Hatfield have Road Patrol do extra patrol of this area at night.

*Fire/EMS:* Mr. Henry presented the following report for the month of July 2012 on behalf of Chief Clark who was out of town:

**Hanover Township Fire Department**  
**Monthly Report for July 2012**  
**(Presented in August 2012)**

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

- Emergency Medical Operations/Squad Runs: 38
- Motor Vehicle Accidents: 7
- Fire Runs: 12
- Fire Inspections: 0
- Air & Light Truck Call Out: 0
- Knox Box Details 0
- Other (Fire Safety Week Details) 0
- Total for the month: **57 Runs/Operations**  
**(57 Fire/EMS Runs)**

**Total Year to Date** **366 Runs/Operations**  
(58 Runs/Ops Lower than same time last year)  
(June 2011: 61 Runs/Operations)

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<b>Total for 2011</b>	<b>719</b>
<b>Total for 2010</b>	<b>748</b>
<b>Total for 2009</b>	<b>676</b>
<b>Total for 2008:</b>	<b>669</b>
<b>Total for 2007:</b>	<b>717</b>
<b>Total for 2006:</b>	<b>505</b>

Road/Cemetery: Mr. Gardner presented the following reports for the month of July 2012:

**SUPERINTENDENT’S REPORTS  
(August 15, 2012)**

Millville Cemetery Operations Report July 1 through July 31, 2012

3 Graves sold to Township residents-----	\$ 1,830.00
8 Graves sold to Township residents (old rate)-----	\$ 4,640.00
2 Grave sold to nonresidents-----	\$ 1,790.00
0 Cremation grave-----	\$ 0.00
5 Full Interments-----	\$ 5,100.00*
0 Baby interments-----	\$ 0.00
2 Cremations-----	\$ 800.00
Foundation and Marker installation fees-----	\$ 3,768.00
<b>Total: -----</b>	<b>\$ 17,928.00</b>

\*2 @ regular fee of \$900 = \$1800.00; 1@ regular fee of \$900 + 1 hour OT = \$1000;  
1@ regular fee of \$900 + 2 hours OT = \$1100; 1@ regular fee of \$900 + 3 hours OT = \$1200

Other Cemetery Activities

1. Mowed twice and trimmed once.
2. Cleaned the shop.
3. Fixed and seeded 5 graves.
4. Repaired mowers.
5. Sprayed weed killer on front 3 sections.
6. Watered trees at Park and at the Cemetery.
7. Cut down two dead trees in the Cemetery.
8. With help from the Eagle Scouts, straightened the headstones behind the building.

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

1. Worked on 84” culvert pipe on Krucker Road.
2. Pressure washed under the porch of the Community Center and front and rear porch at the Fire house and cleaned lobby.
3. Cut down a large tree at the Millville Cemetery.
4. Cut up a tree and limbs in the Millville Reilly Road Cemetery after windstorm.
5. Cleaned up Township roads after windstorm.
6. Picked up deer carcasses on Cochran Road and on Darrtown Road.
7. Repaired a section of fence behind the Community Center which was damaged by the windstorm.
8. Repaired potholes on Stahlheber, Nichols, Round Hill, and Amarillo.
9. Swept Washburn, McWhorter and Shady Road in preparation for dura-patching.
10. Worked on replacing road signs.
11. Performed painting and maintenance in the Community Center.
12. Performed monthly park, truck and storm water inspections.

## *Administrator's Report*

### Administrator July 2012 Summary Report (Presented August 2012)

- **Employee and Citizen Surveys:** Miami University will present results on citizen Surveys on August 15, 2012. I have been in contact with Mark Morris and a detailed notebook will be presented to each elected official. Also have been reviewing internal and committee survey results which will be compared and presented in September.
- **Website Transition:** Worked with Stacey Castle to transfer our website successfully from Miami University. Also purchased a new domain name and set up new email addresses. Our new domain is [www.hanovertownshipohio.org](http://www.hanovertownshipohio.org).
- **Car Show:** Have worked on trophy ordering, dash plaques, sponsors, prepared fliers and publicity information as well as met with Park and Car Show Committee members.
- **Land Use:** prepared information for Land Use Committee members to review regarding the Fluid Technology proposal and suggestions made by BC Planning Commission in regard to temporary signs and front yard parking requirements.
- **Workers Compensation:** Worked on second half BWC Comp premium issues and filed required data with the Greater Hamilton Safety Council. Premiums may be adjusted slightly again in our favor. Our reductions in costs have saved the Township almost \$40,000 over the last 3 years.
- **Playground Equipment:** Working on follow up to playground equipment replacement by meeting vendors for best pricing. Have received proposals and will be ordering equipment soon as we are discussing installation costs and timing. Our time table now looks like work will be done in next 60 days..
- **Board and Financial Reports:** 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.
- **Drainage Issues:** Worked on problems located on Gardner, Alamo Heights, Woodbine Road and Vizedom Road. BCEO is assisting on these issues.
- **NIMS:** Worked with the Fire Chief to complete required NIMS reporting to the State and Federal governments. We are in compliance.

**Personnel Actions:** None for this report or approval.

Also included with the Administrator's Report were revenue and expenditure reports. Mr. Henry noted EMS insurance reimbursements were down.

### **Old Business**

***Nuisance Properties -- Update:*** Mr. Henry presented the following report to the Board:

## Complaint Properties Under Review- Report to the Board

August, 2012

- 2550 Columbus: Vacant house, received complaints about the pool in rear and property condition. Following up with the County and checking ownership. Health dept. has placed treatments in the pool; maintenance company notified to maintain property.
- 1334 Old Oxford: Same Status- House vacated; High weeds and grass- will refer to a contractor for mowing. Completed as of June 13, 2012- Township authorized. Received title search on June 12<sup>th</sup>. Will refer for lien.
- 2452 Queen Mary: Same as in July- No new complaints; in compliance.
- 2170 Hamilton Richmond: abandoned block structure; no plumbing- Pending- was referred to the County. Title search underway. Still pending.
- Corner of Darrtown and Stillwell Beckett vacant lot: Complaints received about tics, weeds and lack of maintenance. Lot was cut after no response. Lien to be considered.
- 1743 Stahlheber Road: High weeds and grass. Dealing with bank with no progress; directed Road Department to mow front yard area. Update: title work completed for new orders and assessment. Maintenance Company has been working on the site in July.
- 1651 Gardner: Vacant House- complaint lodged about rodents and snakes coming from there. Letter sent and returned to us on June 4<sup>th</sup>. Ordered private contractor to cut for the Township. Update- no word, will likely have to cut again. No change in July; set for review in August.
- 1580 Hamilton Richmond Road: High weeds and grass- complaints about rodents and snakes coming from this area. Orders mailed but returned to the Township on June 5<sup>th</sup>. Asked private contractor to cut for the Township. Update: no word yet, will likely have to cut again. No change in July; set for review in August.
- 3295 Stillwell Beckett: Has been vacant for some time; asked County to do something but doesn't fit their criteria. Receiving new complaints about the weeds reference tics. A 20' strip behind and along the residential properties were mowed at the Township's direction. July: still pushing for action from the County.
- Vacant/ Foreclosed properties: This problem continues to haunt the Township and County. We have several on our list for follow up but it is time consuming and can be expensive to achieve results. As a consequence we are working by priority of deterioration and how these properties impact surrounding properties. Please let the Administration know of any complaints you may receive.

Mr. Henry noted Ms. Hart from the Auditor's Office reported under Guest Presentations that the deadline for submitting special assessments was September 10. In light of this deadline, Mr. Henry requested the Board adopt **Resolution No.40-12, Authorizing Special Assessments on Specified Nuisance Properties**. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 40-12, which was seconded by Mr. Johnson. The resolution enables the Township administrator at his discretion to file any necessary assessments with the County Auditor for the Township's work on vacant or foreclosed properties. Mr. Henry noted many were ongoing and

would check with the Prosecutor about filing now or when the work is complete as there isn't much to time to assemble the material and most are still in progress. Upon roll call, all three Trustees voted yes.

**Road Program Update:** Mr. Henry reported he was still waiting for information on costs from the County Engineer's Office so there was no update to present to the Board.

**Website Change Update:** Mr. Henry reported that as of July 31, 2012 Miami University discontinued its support to Townships for operating websites including Hanover Township's ([www.hanovertownship.net](http://www.hanovertownship.net)). The Board had authorized the Administrator to work with Stacey Castle to convert the Township's website and keep it operational- said task was completed. The Administrator reviewed with the Board an opportunity to purchase a more user friendly domain site more consistent with government titles last month and a new domain has been acquired [www.hanovertownshipohio.org](http://www.hanovertownshipohio.org). With this change, an upgrading of the website is underway to make it user friendly and more colorful/creative. New email addresses have been set up for the Road, Cemetery, Fire and Administration operations. For an interim period current Road Runner email addresses would continue to be used until a more public announcement can be made and business cards can be updated.

**Reminder – Public Records Training August 17:** Mr. Henry reminded the Trustees and Fiscal Officer that the Hanover Township Community Center would be the hosting site for a mandatory three hours Public Records Training pursuant to ORC 109.43 (B) on Friday August 17, 2012. Mr. Henry reported registration could still be made by accessing the State Auditor's Website at [www.auditor.state.oh.us](http://www.auditor.state.oh.us) and "walk ins" would also be accepted. Mr. Henry requested that the Trustees inform him if they wanted him to serve as their designee for this training.

**Other Old Business:** There was no other Old Business.

## **New Business**

**Resolution No. 37-12 Then and Now:** Mr. Henry explained the routine "house-keeping" nature of this resolution. . This resolution covers payments to several vendors. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 37-12 which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

### **Resolution No. 37-12**

#### **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" purchase of products and services from Nancy Nix, Butler County Treasurer, Stephenson Oil Company and Dean's Painting; 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: \$11,632.78 Nancy Nix, Treasurer Butler County \$1160.00 Fund 1000; \$44,005.00 Stephenson Oil Company Fund; and \$4,750 Dean’s Painting Company Fund 2281.

***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 15<sup>th</sup> day of August 2012.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Douglas L. Johnson  
Fred J. Stitsinger  
Larry Miller

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

\_\_\_\_\_  
Elizabeth A. Brosius  
Fiscal Officer/Clerk

***Resolution No. 38-12 Authorizing Filing Community Connections Grants:*** Mr. Henry noted the Township applies for these grants every grant cycle. These grant applications were for safety and Park-related items. After some discussion, Mr. Johnson made a ***motion*** to adopt Resolution No. 38-12, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 38-12**

**Authorizing the Filing of August 2012 Applications for the Butler Rural Community Connections Grant Program**

Whereas, the Board of Trustees has reviewed the requirements for the August 2012 Community Connections Grant program sponsored by the Butler Rural Electric Cooperative; and,

Whereas, the Township has a Hanover Township Memorial Park Master Plan for continuing the development of the Hanover Township Memorial Park; and,

Whereas, reduction in revenues and funding cuts from the state have reduced the ability of the Township to fund a number of projects and equipment such as those referenced herein; and,

Whereas, the Board of Trustees rates basic services such as those items that relate to serving the emergency needs of the public as a high priority and recognize the need for the continued development of the Hanover Township Memorial Park and Community Center which serves the west side of Butler County; and,

Whereas, the projects submitted for Community Connections Funding have no direct funding source but the Township will continue to focus on key priorities,

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

Section I. That the Township has determined the need to provide equipment for safety reasons to the Park overall and Children’s Playground area as noted and necessary equipment replacement



for the Community Center; that Board authorizes up to two applications to be submitted at the Township Administrator's discretion to the Butler Rural Cooperative Community Connections Program by the end of August 2012.

Section II. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit up to two applications referenced herein.

Section III. That the Board of Trustees acted upon this matter in an open public meeting on August 15, 2012 with all three Trustees voting in favor of Resolution No. 38-12-12.

Board of Trustees	Vote	Attest:
Douglas L. Johnson	_____	_____
Fred J. Stitsinger	_____	Elizabeth A. Brosius
Larry Miller	_____	Fiscal Officer/Clerk

**Resolution No. 39-12 Property/Liability Insurance Renewal:** Mr. Henry reported he had conducted a review of the Township's property/liability insurance coverage for the annual renewal period. As there still existed the potential for the filing of a claim against the Township, no other carriers could offer a quote. However, the renewal with the existing carrier represented a net decrease in costs after the Township receives a rebate from the carrier. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 39-12, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

### **Resolution No. 39-12**

#### **Approving Property, Vehicle and Liability Insurance Renewals Through a Contract With the Ohio Township Risk Management Authority for Policy Year September 2012 to September 2013**

**Whereas**, it is in the best interest of the Township to provide insurance coverage for Township property, vehicles, and liability; and

**Whereas**, prices were examined and updated information was filed to determine best pricing;

**Whereas**, the Ohio Township Risk Management Authority has presented renewal coverage for General Liability (Legal) and Coverage Extensions, Property Insurance and Coverage Extensions, Public Officials Wrongful Acts and Coverage Extensions, Vehicle Insurance Coverage and Umbrella Liability Coverage Extensions as well as credit of \$175 for CDL Drug Testing/ \$65.12 for MVR checks for an annual premium cost of \$22,247.88 with a rebate to be returned totaling \$2,386.44 resulting in a net cost for the new policy period of \$19,861.44;

**Whereas**, the OTARMA renewal proposal is the most cost efficient coverage given the Township's circumstances and the net cost is less than in the last policy period,

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

**Section I.** Resolution No. 39-12 is hereby approved authorizing the renewal of the property, vehicle, and liability insurance coverage for the period commencing September 2, 2012 through

September 1, 2013 with the Ohio Township Risk Management Authority as represented locally by Lovins Insurance Agency for a cost not to exceed \$22,247.88 (with a rebate to be returned of \$2,386.44) as outlined in an attachment herewith labeled " Attachment Resolution No.39-11".

**Section II.** The Board President and Township Administrator are hereby authorized to execute all contracts and related documents thereto.

The foregoing resolution was adopted in a special public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 15<sup>th</sup> day of August 2012.

**Board of Trustees**

**Vote**

**Attest:**

Douglas L. Johnson  
Fred J. Stitsinger  
Larry Miller

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Elizabeth A. Brosius  
Fiscal Officer/Clerk

**Motion – Approve Expenses for Car Show August 26, 2012:** Mr. Henry reported that the Hanover Township Classic Car and Truck Show is in its fifth year and is scheduled for August 26, 2012. This is a Township sponsored event with the Fire Department, Park Committee and Road Department providing support to make the event successful. The combined Park and Car Show Committees have been raising funds through sponsorships to offset costs. These donations will be received up to the day of the event. However, the Township Administrator has had to make arrangements for supplies and services (not to exceed \$5,000) for the event which will be partially offset by sponsorship funds. Mr. Henry requested a motion to authorize these expenses which are the same as last year.

**Motion:** Mr. Miller made a motion to authorize the Township Administrator to enter into agreements and authorize expenditures for Alleen Rents, Rumpke, GNS Printing, Magnet Signs, TNT Trophies, Cross Roads Talent Agency, Grandma’s Rentals, Staples, SAMS, Meijer, Wal Mart and Rumpke subject to availability of funds. Mr. Stitsinger seconded the motion. After discussion, a roll call vote was taken and all three Trustees voted yes.

**Other New Business:** Mr. Henry asked the Trustees to review the correspondence and general information included in their meeting packets.

Also under New Business, Mr. Henry reported he was getting revised quotes on the cost of an automated fire extinguisher training system. He stated he anticipated the system would cost approximately \$9000 to \$10,000. A Butler Rural Electric Community Connections Grant for \$1000 would be applied to the purchase. Mr. Henry requested a motion to authorize proceeding with this purchase. After some discussion, Mr. Miller made a **motion**, which was seconded by Mr. Johnson, to authorize the Administrator to proceed with the purchase of the automated fire extinguisher training system at a cost not to exceed \$10,000. Upon roll call, all three Trustees voted yes.

Also under New Business, Mr. Henry reported the Township had received an invitation to participate in the Bureau of Workers’ Compensation group retrospective rating program. Mr. Henry explained this program is designed to help employers reduce the cost of workers’ compensation coverage. However, Mr. Henry noted he only recently received this invitation and

needed time to review the program requirements. Mr. Henry requested a motion to authorize proceeding with joining the group retrospective rating program if, upon review, he was able to determine the program was in the best interest of the Township. After some discussion, Mr. Stitsinger made a **motion**, which was seconded by Mr. Miller, to authorize the Administrator to proceed with enrolling the Township in the BWC Group Retrospective Rating Program through Frank Gates Company if the Administrator determined it was in the best interest of the Township. Upon roll call, all three Trustees voted yes.

Also under New Business, Ms. Brosius gave a report on expenses and revenues.

Also under New Business, Mr. Henry reported the Planning Commission held its first hearing for Fluid Technology's request for a zoning change. Mr. Henry reported he attended the hearing and noted the issues raised by adjacent property owners had already been addressed by the Hanover Township Land Use Committee.

Also under New Business, Mr. Henry reported that Jim Fox would be issuing a violation letter to the owner of property on US 27 (used as a dumping site for debris). Mr. Henry noted this is a change in the County's position as originally no violation letter was to be issued.

Also under New Business, Mr. Stitsinger reported the County would be installing a turn lane into Woods of Hanover.

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

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