



**Hanover Township Board of Trustees
April 10, 2013 Meeting Minutes**

Call to Order: Board President Fred Stitsinger called the meeting to order at 6:00 PM. Mr. Stitsinger then led the pledge of allegiance and gave the opening invocation.

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

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Stitsinger to approve the March 13, 2013 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 the Board.

Guest Presentation: David Brown spoke about activities within the County Auditor’s office including dates for filing the Homestead Exemption forms.

Citizen Participation: None of the citizens in attendance had any issues or comments to present to the Board.

Administration Reports

Law Enforcement: Deputy Hatfield gave the following report for the month of March 2013:

Butler County Sheriff’s Office
District #6
Hanover Township Contract Cars
Monthly Report for March 2013

(Note: Dep. Lentz Stats added after the Meeting)

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls:	145	404
• Felony Reports:	1	09
• Misdemeanor Reports:	9	28
• Non-Injury Crash:	05	19
• Injury Crash:	5	19

Total Reports: 2075

- Assists/Back Up: 50 147
- Felony Arrests: 1 03
- Misdemeanor Arrests: 05 12
- OMVI Arrests: 1 06

Total Arrests: 0721

- Traffic Stops: 39 100
- Moving Citations: 22 56
- Warning Citations: 19 57
- FI Cards: 0 00
- Civil Papers Served: 0 00
- Business Alarms: 3 12
- Residential Alarms: 10 34
- Special Details: 2 06
- COPS Times: 7050 (*Min.*) 19625
- Vacation Checks: 29 106

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

Fire/EMS: Chief Clark presented the February and March reports.

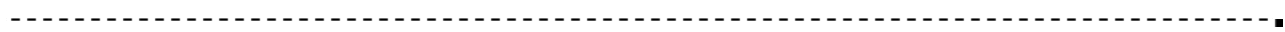
Hanover Township Fire Department
Monthly Report for February 2013
(Presented in April 2013)

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

- Emergency Medical Operations/Squad Runs: 87
- Motor Vehicle Accidents: 15
- Fire Runs: 11
- Fire Inspections: 02
- Air & Light Truck Call Out: 00
- Knox Box Details 00
- Other 00
- Total for the month: **58 Runs/Operations**
(56 Fire/EMS Runs)

Total Year to Date: 115 Runs/Operations

(February 2012: 97 Runs/Operations)



Hanover Township Fire Department
Monthly Report for March 2013
(Presented in April 2013)

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

- Emergency Medical Operations/Squad Runs: 51
- Motor Vehicle Accidents: 05
- Fire Runs: 12
- Fire Inspections: 07
- Air & Light Truck Call Out: 00
- Knox Box Details 00
- Other 00
- Total for the month: **75 Runs/Operations
(51 Fire/EMS Runs)**

Total Year to Date: 190 Runs/Operations

(March 2012: 51 Runs/Operations)

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
(Seven Year Yearly Average):	(675)

Phil Clark, Fire Chief

Other Fire Department Issues: Chief Clark stated he had to leave early for a fire class and asked to present a few items to the Board. Chief Clark asked approval to send up to five members of the Fire Department to Colerain Township for a basic EMT Class. **Motion:** Mr. Stitsinger moved to approve the Chief's recommendation with Mr. Johnson seconding the motion. After discussion, a roll call vote was taken with two Trustees voting yes. Chief Clark reviewed with the Board that the repairs would be moving forward to refurbish Pumper 181 later this month through Vogepohl and he would forward the final documents to the Administrator for approval. An enabling resolution was passed at the last meeting. Chief Clark also presented the Administrator with applications for review/background checks for the following: Mark T. Hagen of 3102 Darrtown Road 45013 as a FF/EMT and Rebecca Jackson of 575 Beissinger Road 45013 as a Trainee both in accordance with the Fire Department Classification and Pay Plan. Chief Clark asked the Board

to approve their appointments pending review and BMV check by the Administrator. Mr. Stitsinger made a **motion** to approve as recommended pending review by the Administrator which was seconded by Mr. Johnson. After discussion, a roll call vote was taken with two Trustees voting yes.

Road/Cemetery: Mr. Gardner presented the following report for the month of March 2013:

**SUPERINTENDENT'S REPORTS
(April 10, 2013)**

Millville Cemetery Operations Report March 1 through March 31, 2013

4 Graves sold to Township residents (@ \$610)-----	\$ 2,440.00
0 Graves sold to nonresidents-----	0.00
0 Old resident graves-----	0.00
6 Full Interments-----	5,600.00*
0 Baby interments-----	0.00
1 Cremation-----	400.00
Foundation and Marker installation fees-----	1,701.60
Total: -----	\$ 10,141.60

*5 @ regular fee of \$900 = \$4500; 1 @ regular fee + 2 hours OT = \$1100

Other Cemetery Activities:

1. Topped off and leveled 15 graves
2. Picked up all trash in the Cemetery
3. Assisted with snow removal

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

1. Installed new LED lighting on the Community Center Building and sign.
2. Picked up 3 mattresses/box springs, one dresser, and 3 bags of garbage on Nichols Road.
3. Picked up downed tree limbs in the Millville-Reily Road Cemetery.
4. Cleaned carpet in the Community Center.
5. Performed blacktop repair around a manhole on the dead-end off Salvatore Place.
6. Repaired a pothole and performed crack sealing in the cul-de-sac on Merle Court.
7. Performed ice and snow control on March 3, 5, 6, 21, and 25.
8. Cleaned and serviced snow equipment after snow events.
9. Removed a little digger from the Park playground and sent it out to be welded.
10. Performed monthly park, truck and storm water inspections.

Administrator's Report

Mr. Henry presented the following report to the Board:

**Administrator March 2013 Summary Report
(Presented April 2013)**

- **Property Acquisition:** Continued work on the purchase of 19.184 acres on Old Oxford holding meetings with Roger Gates and discussion with the Eaton Family. Contacted First Financial Bank. Fifth Third and Ross, Sinclair and Associates for financing options.
- **Community Connection Grants/BREC:** The Township submitted two projects and received an award for each project \$1120.00 for Park Equipment and \$1000 for a Water Rescue Craft.

- **Fire Department:** Updated Ohio Fire Code Inspection Policy for the Fire Chief to be issued to the Department.
- **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.
- **Park Project- Miami University:** An area has been preliminarily determined to place the swing set up. A date will be set for a groundbreaking activity.
- **Park Restroom Damage:** Grant pending for a new restroom was not funded; exploring options to replace as well as to repair existing structure. Next step is to review options with the Board.
- **Fleet Fuel Cards:** Preparing documents and set up for a fleet fuel system and tracking. The program should become operational in late April.
- **Personnel Policies:** Continued working on certain items for Township Policy approval/changes scheduled for either in April and May in areas where we need clarification or a new policy.
- **Payroll Reporting:** Reviewed payroll forms and reporting. Preparing clarification of Call In pay, regular OT and standard work week requirements.
- **Fire Department-EMS:** Reviewing and evaluating run data from the BCSO to help set the discussion for any changes in response elements.

Personnel Actions and Other Items of Note

Vacation: The Administrator will be taking three vacation days on April 19th, April 24th and April 26th to attend to some personal business. Messages may be called into cell phone number 513-478-1814.

Personnel Issues: None at this time. General raises approved last month for Road and Cemetery personnel went into effect the last pay period.

A staff meeting was held with Road and Cemetery personnel to discuss the Township's Code of Conduct and interpretation of the firearms prohibition.

Of Note- Budget Information

Cash Balance as of March 31, 2013: \$1,419,215.62

Total Expenditures all funds for March 2013: \$117,353.20

Total Revenues for March 2013: \$43,896.62

Also included with the Administrator's Report were year-to-date revenue and expenditure reports.

Old Business*****

➤ **BREC Community Connections Grant Awards**

Hanover Township received two partial grant awards from the Butler Rural Electric Community Connections Program. Applications were prepared and submitted in February 2013. The original budget submittals were as follows:

Community Connections Grant Request
Hanover Township
Park Equipment Purchase

Line Item Breakdown*

- 1. Base Package\$2,240.00
- 2. Shipping (Est.).....\$ 300.00
- 3. Base areas preparation/Installation.....\$ 500.00
- 4. Contingency.....\$ 200.00

Total: \$3,240.00

***Grant Request Community Connections: \$2,240.00/ \$1,000.00 to be paid by the Township.**

Community Connections Grant #2 Request Budget
Hanover Township Fire Department

Line Item Breakdown*

- 1. Rapid Deployment Water Rescue Craft.....\$4,400.00
- 2. Accessories.....\$ 500.00
- 3. Shipping.....\$ 250.00
- 4. Contingency/Price change.....\$ 100.00

Total: \$5,250.00

***Grant Request Community Connections: \$3,400.00/ Balance to be paid by the Township, Hanover Township Fire Fighters Association and possibly the regional BCSO Water Rescue Team.**

Action: The Township for audit purposes and eventual revenue recognition must accept the grant awards by motion.

Motion: Moved by Mr. Johnson, seconded by Mr. Stitsinger to accept a grant award from the Butler Rural Electric Cooperative Community Connections Program in the amount \$1,120.00 for park equipment. Upon a roll call vote, two Trustees voted yes.

Motion: Moved by Mr. Johnson, seconded by Mr. Stitsinger to accept a grant award from the Butler Rural Electric Cooperative Community Connections Program in the amount of \$1,000.00 for a water rescue craft. Upon a roll call vote, two Trustees voted yes.

- **Handicap Swing Project with Miami University:** All equipment and materials have been ordered and received. A location has been marked as outlined in the attached photos. The contractor for installation is David A. Williams & Associates. The Road Department will cut and prepare the area for the work. Once everything is completed we will have a ribbon cutting ceremony in conjunction with Miami University at the Park.
- **Annexation Revenue Agreement and Payments:** The Township is still reviewing data in cooperation with the County Auditor and County Engineer to clarify the element of the original revenue sharing agreement, formulas used and payments made. Some remaining calculations have to occur and certain legal questions must be answered before proceeding further.
- **Fire Department Complimentary Letter:** On March 27, 2013 Chief Clark received a letter from the General Manager of the Southwest Regional Water District complimenting the efforts of the Fire Department in responding to a fire at the district's office on March 21, 2013. The letter is attached.
- **Other:** The Ladies Industrial Band provided a gift certificate to the Township as a "Thank You" for the workers who set and clean the Community Center room to have pizza at the next staff or work meeting.

New Business*****

The Butler County Solid Waste District has announced that the Solid Waste Policy Committee has proposed a reduction to the solid waste generation fee as set forth in the Butler County Solid Waste Management Plan. The announcement and proposed amendment to the Plan are attached. There is a comment period from March 29, 2013 to April 29, 2013 if the Board wishes to comment. The amendment will eventually have to be voted upon by all jurisdictions.

Memorial Bench/Park: In accordance with past policy I have given preliminary approval to proceed with a memorial bench which is outlined in the letter below. Also attached is the general spec sheet we use. The Administrator is requesting formal approval by **motion**. Moved by Mr. Stitsinger, seconded by Mr. Johnson to approve the purchase and installation of a park memorial bench as outlined herein. After discussion, a roll call vote was taken with two Trustees voting yes.

*Mr. Thomas Stitzel
1962 Old Oxford Road
Hamilton, Ohio 45013*

Re: Park Memorial Bench

Dear Mr. Stitzel:

In response to our recent telephone conversation, I have included information regarding memorial benches to be placed in the Hanover Township Memorial Park. As we are trying to provide the most attractive, coordinated appearance and most wearable/maintenance free benches in the walking path area, we have established a basic specification for these benches for all future installations. Although we try to accommodate location requests, we will locate the bench in the most appropriate place given the operation of the park, taking into consideration your wishes.

As you can see from the enclosed information, the purchase price is \$1475.00 for the bench. The Township will pay \$275.00 toward the price and pay for the installation of the concrete upon which the bench will rest. Also the cost of the memorial plate will be included in the Township portion. If pricing is cheaper that lower cost will be passed onto you. Please let me know if you wish to proceed and I will make final arrangements to order the bench. Thank you for your interest in providing a lasting memorial to be located in the Hanover Township Memorial Park.

Spec sheet attached was attached in the Board's packets.

Park Restroom

We have removed the old park restroom facility to the Road Department garage area. It is our intent to repair this unit internally and reset it back in the original location to get the port-o-lets removed. We did not receive funding for the proposed new facility with running water and storage estimated at \$150,000.00 which included water tap and electric fees. This unit was designed to operate all year. We have been investigating prefabricated structures as depicted in the attached photos. We will have to review what the Board desires to do in terms of design and costs. **Action:** For the time being, the Board instructed that the old unit be repaired and placed back in the park until a more long term strategy and financing is determined.

Resolution No. 31-13 Then & Now Issues: This resolution is for natural gas payments to the Harvest Land Company totaling \$4,169.49 related to the Community Center, Fire Station and Road Department buildings. Mr. Stitsinger made a **motion** to approve Resolution No. 31-13 with Mr. Johnson seconding the motion. After discussion, a roll call vote was taken with two Trustees voting yes.

Resolution No. 31-13

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 Harvest Land Company.; 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: \$4,169.49 Harvest Land Company Fund 1000 \$649.54, Fund 2281 \$2,899.27 and Fund 2031 \$620.68.

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 10th day of April 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Butler Rural Electric Cooperative Annual Meeting

The annual meeting of the Butler Rural Electric Cooperative is set for April 25, 2013 at 5:00PM in Millette Hall on the campus of Miami University. The Township is entitled to a complimentary pass and to be present when grant award winners are announced. Unless each of you have received an invitation, the Administrator can send in a reservation to represent the Township, which has been in the past the Board President. Please advise. The two Trustees present said they sent their reservations in and Mr. Stitsinger would be representing the Township officially.

Township Newsletter

It is time to begin preparations for the next Township Newsletter which should be in the resident's hands by June 14-17, 2013. Some suggested topics are as follows: Kids Fest and Car Show articles, Open Burn Provisions, Millville Cemetery Update, Road Repair Program, Memorial Projects (benches, trees, other) available to the public, best summer recipe, land use/development update, and Handicap Swing Project. Please let the staff know if there is something the Board would like covered or addressed.

Other New Business*****

Road Department: Mr. Gardner presented a recommendation to purchase a Kubota Riding Mower Model 20331-60 31 HP Diesel from Zimmer Tractor based upon the State bid price of up to \$15,000.00. Mr. Henry noted this unit will replace the one that was destroyed by fire last season and the Township has received a partial insurance reimbursement. Mr. Stitsinger made a **motion** to approve the purchase of the replacement mower from Zimmer Tractor not to exceed \$15,000.00 and Mr. Johnson seconded the motion. After discussion, a roll call vote was taken with two Trustees voting yes.(Updated-Actual cost was \$13,287.50)

Cemetery: Mr. Henry reported that an indigent burial request was made for Sally A. Brumett who resided at 991 Gene Avenue and passed away with body claimed on April 8, 2013. The Weigel Funeral Home was contacted to handle. The funeral home will be completing the necessary paperwork and certifications. Mr. Henry recommends payment in accordance with the Township Policy of \$800.00 to offset funeral expenses and placement of the cremation ashes. **Motion:** Mr. Stitsinger made a motion to approve this expense which was seconded by Mr. Johnson. After discussion, a roll call vote was taken and two Trustees voted yes.

Cemetery Scattering Garden Concept: Jon Goldsberry has been working on ideas to improve the cemetery and revenue stream with Mr. Henry. One idea is to create a “Scattering Garden” area for cremation ashes. Mr. Henry presented a diagram of suggested planting and monument. The Board approved the design. Mr. Henry recommended a motion to proceed. Mr. Johnson made a **motion** to approve the creation of a “Scattering Garden” with plantings from Lakeridge Landscaping Services not to exceed \$2500.00 and a designated monument to identify the area and show names of the remains at an amount not to exceed \$6,000.00. After discussion, a roll call vote was taken with two Trustees approving the action.

Executive Session: Mr. Johnson made a **motion** to adjourn into an Executive Session to discuss property acquisition negotiations with Mr. Stitsinger seconding the motion. Upon roll call, two trustees voted yes. The Board convened into Executive Session.

Reconvene: The Board reconvened into Regular Session. There being no further action or matters to consider, adjournment of the meeting was in order.

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