



**Hanover Township Board of Trustees  
December 11, 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, 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: Phil Clark, Fire Chief

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Johnson to approve the November 21, 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.

**Guest Speaker – Judge Bressler, Retired – Swearing in of Re-elected Trustees:** Judge Bressler performed the oath of office ceremony for re-elected Trustees Mr. Johnson and Mr. Stitsinger. Oath and Bond forms were executed.

**Citizen Participation:** None of the citizens in attendance addressed the Board.

**Administration Reports**

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

**Butler County Sheriff's Office**  
**District #6**  
**Hanover Township Contract Cars**  
**Monthly Report for November 2013**

<b><u>Activity Area</u></b>	<b><u>Month Totals</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 144		1616
• Felony Reports: 3		41
• Misdemeanor Reports: 11		128
• Non-Injury Crash: 9		75

• Injury Crash: 7	56
<b>Total Reports: 30 .....</b>	<b>313</b>
• Assists/Back Up: 41	432
• Felony Arrests: 2	17
• Misdemeanor Arrests: 5	54
• OMVI Arrests: 4	36
<b>Total Arrests: 11 .....</b>	<b>86</b>
• Traffic Stops: 45	444
• Moving Citations:23	235
• Warning Citations: 22	211
• FI Cards: 0	00
• Civil Papers Served: 0	06
• Business Alarms: 3	46
• Residential Alarms: 2	111
• Special Details: 2	26
• COPS Times: 4,676 ( <i>Min.</i> )	70,085
• Vacation Checks: 18	330

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Reporting: Deputy Hatfield and Deputy Lentz

Deputy Hatfield complimented the Road Department for performing a good job with the recent snow removal activities.

*Fire/EMS*: Mr. Henry gave the following report for the month of November 2013 on behalf of Chief Clark:

**Hanover Township Fire Department**  
**Monthly Report for November 2013**  
**(Presented in December 2013)**

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

• Emergency Medical Operations/Squad Runs:	54
• Motor Vehicle Accidents:	06
• Fire Runs:	11
• Fire Inspections:	06
• Air & Light Truck Call Out:	01
• Knox Box Details	00

- Other 00

- Total for the month: **78 Runs/Operations  
(71 Fire/EMS Runs)**

**Total Year to Date: 688 Runs/Operations**

(November 2012: 66 Runs/Operations: YTD: 592)

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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

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

**SUPERINTENDENT'S REPORTS  
(December 11, 2013)**

Millville Cemetery Operations Report November 1 through November 30, 2013

<b>1 Grave sold to Township residents (@ \$610)-----</b>	<b>\$ 610.00</b>
<b>2 Grave sold to nonresident-----</b>	<b>\$ 1,790.00</b>
<b>0 Old resident graves-----</b>	<b>\$ 0.00</b>
<b>5 Full Interments-----</b>	<b>\$ 4,700.00*</b>
<b>0 Baby interments-----</b>	<b>\$ 0.00</b>
<b>1 Cremations-----</b>	<b>\$ 400.00</b>
<b>Foundation and Marker installation fees-----</b>	<b>\$ 1,363.20</b>
<b>Total: -----</b>	<b>\$ 8,863.20</b>

\*4 @ regular fee of \$900 = \$3600; 1 @ regular fee plus 2 hours OT = \$1100

Other Cemetery Activities:

1. Topped off and leveled 15 graves
2. Picked up all trash in the Cemetery
3. Mowed once
4. Poured 11 foundations

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

1. Replaced all the fluorescent light bulbs in the Community Center.
2. Replaced all the fluorescent light bulbs in the Road Department Building.
3. Replaced a light fixture on the Community Center sign.

4. Put up holiday decorations and cleaned the carpet in the Community Center.
5. Straightened a bent street name sign post at US 27 and Woodbine Road.
6. Continued with our road sign replacement program.
7. Serviced mowing equipment and put in storage.
8. Performed storm and ice control on November 27, 2013.
9. Replaced the plow blades on two plows and serviced all tucks and equipment.
10. Replace two auger gear boxes on our salt spreaders.
11. Performed paint work on our big trucks.
12. Disassembled bush hog, serviced and repainted it.
13. Mowed grass and mulched leaves twice on all Township property.
14. Performed monthly truck, park and storm water inspections.

**Administrator November 2013 Summary Report**  
**(Presented December 2013)**

- **Grants:** On November 1, 2013 I met with CD officials and submitted three grant packages for funding. Township should know in January 2014 if any of them receive funding approval.
- **Fire/EMS Run Data::** Reexamined run data from 2012 and prepared November 2013 data to add to Township reports. Information was broken down to determine mutual aid runs and general response times and gaps. Data will be presented to the Board in December.
- **Citizen Relations:** Spoke with residents about speed zones, street lighting and nuisance properties.
- **Veterans Committee and Veterans Day Ceremony:** Held Veterans Committee meetings to solicit input for the ceremony and luncheon scheduled for November 11, 2013. Worked with Julie to prepare program. Ordered and picked up items for the luncheon.
- **Property Acquisition:** Same as last month- Continued work on the purchase of 19.184 acres on Old Oxford holding discussions by with the Bill Eaton, including a counter offer. Working on new financial borrowing plan based upon the appraisal and new negotiations related thereto. Roger Gates informed of our last position on the matter.
- **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.
- **Workers Comp:** Worked with the Bureau, Frank Gates Company and Care Works regarding a medical claim in the Fire Department. Issue is still pending.
- **Items Still Pending/Delayed:** Fuel Card follow up is still pending; Personnel Policy Review with changes still pending.
- **Pay Plan:** Certain potential changes put on hold until further review of Fire/EMS operations is complete. Must revise pay plan to reflect Minimum Wage Requirements.

## **Personnel Actions and Other Items of Note**

The following personnel actions were put in motion by the Fire Chief and approved by the Township Administrator subject to any review by the Board:

***Terminations from Service/ (Did not meet departmental requirements):  
Letters were sent in November to the following-***

- Susan Luttrell
- Robert settles
- Mindy Settles
- Dana Furlong
- Laura Doan
- Tracy Amann
- Christopher Thomas
- Tad Preston
- Michael Rhoades
- Michael Rye

***Last Chance/Warning Letters:***

- Seth Adams
- Kirsten Ward: ***Kirsten Ward Resigned and turned in equipment.***
- Thomas Schumate

**Other General Actions:** As stated last month, the Township has kept Michael Jackson on the payroll as permanent part time employee not to exceed 1500 hours annually to assist with general building, sidewalk, and park maintenance issues. Mr. Jackson started with doing fire department maintenance.

## **Of Note- Budget Information for November 2013**

**Cash Balance as of November 30, 2013:** \$1,554,026.65

**Total Expenditures all funds for November 2013:** \$276,081.93- Fire Station Bond Payment Included.

**Total General Fund cash on Hand November 30, 2013:** \$813,285.41 (52.34% of Total funds)

***(Monthly Revenue and Expenditure Reports are attached.)***

Mr. Miller asked Mr. Henry for an update regarding the severe weather siren project. Mr. Henry stated the siren had been assembled and delivered and that letters notifying residents in the area were sent. (A copy of the letter was included in the Trustees' meeting packets.) Mr. Henry stated installation of the siren was pending.

**Old Business**

**Newsletter Update:** Mr. Henry reported that due to the recent volume of Township activities and events, the timeframe for preparing and distributing the newsletter had been pushed back to a later date. Mr. Henry stated that efforts would be made to have the newsletter distributed in January.

**Resolution No. 55-13 Approve 2014 Road Program through BCEO:** Mr. Henry noted that the Board could take action on this legislation at its December meeting or wait until the January meeting as the Engineer’s Office deadline for submittal is February 1, 2014. After some discussion, the Board decided to proceed and Mr. Miller made a **motion** to adopt Resolution No. 55-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 55-13**

**Approving the 2014 Revised Resurfacing Program and Estimates for Hanover Township**

**Whereas**, Hanover Township works with the County Engineer’s Office annually to cooperate with the county in the paving/road program; and

**Whereas**, the Township Trustees desire to participate in the 2014 Paving, Repair and Retrace Program with estimates provided by the County Engineer and new advice/information presented by the BCEO in November; and

**Whereas**, an attachment has been prepared labeled “Attachment-Resolution No. 55-13 which reflects the roads, special projects and related estimates approved by the Board of Trustees;

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

**Section I.** Resolution No. 55-13 is hereby approved authorizing the participation of Hanover Township in the 2014 Resurfacing and Repair Program through the Butler County Engineer’s Office.

**Section II.** That the roads and estimates approved by the township are set forth in the attachment labeled “Attachment Resolution No. 55-13.

**Section III.** That this Resolution and attachment are to be delivered to the Butler County Engineer’s Office prior to February 1, 2014.

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 11<sup>th</sup> day of December 2013.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger  
Larry Miller  
Douglas L. Johnson

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Elizabeth A. Brosius  
Fiscal Officer/Clerk

**Attachment Resolution No. 55-13**  
**Road Program Needs for 2014**

**Road Work:**

1. Stahlheber Road: from US 27 west to the Township line: In 2013 a Chip/Seal application was completed with a suggestion to follow with a Micro Surface application. Therefore in 2014, a Micro Surface application is suggested
2. Decamp Road: from Stillwell Beckett Road to the Township line: Re Base work where needed and apply Chip/Seal application
3. Vizedom Road: from Old Oxford Road to Hamilton Richmond Road SR 177: Re Base work where needed and apply Chip/Seal.
4. Nichols Road: from Lanes Mill Road to the Township Line: re Base work where needed.
5. Caroldon Road, Charlberth Road and Santa Maria Drive: Consider Micro Surface application for these streets after review by BCEO.

**Retrace Program**

1. Nichols Road from Lanes Mill Road to the Township Line: Center/Edge lines
2. Darrtown Road from Stillwell Beckett to SR 130: center/Edge Lines

***Reminder – January 2014 Organizational Meeting Scheduled for January 15:*** Mr. Stitsinger noted that the Board typically holds its regular meetings on the second Wednesday of the month. However, the January Board meeting is scheduled for January 15 which is the third Wednesday of the month.

***Reminder – Holiday Function Queen of Peace Saturday, December 14:*** Mr. Henry reported that invitations had been sent and a final head count for the event was pending. Mr. Henry reported arrangements were being made to have “giveaways” for fire/EMS personnel who made the most runs in 2013. Mr. Henry also reported that tote bags from the Board would be given to staff and volunteers at the event.

***Other Old Business:*** Mr. Stitsinger stated he wanted to note again how nice the Veterans Day Ceremony was and he wanted to again express his thanks to Bruce Henry, Scot Gardner and Julie Prickett for their work on the event. Mr. Henry noted that approximately 150 meals were served at the Veterans Day luncheon.

**New Business**

**Resolution No. 56-13 Request ODOT Speed Study US 27:** Mr. Henry explained this resolution had been prepared as a result of Mr. Miller’s request at the November 2013 Board meeting. Mr. Miller noted that currently the speed limit at the area in question is 45 MPH but ODOT is considering raising the speed limit to 55MPH which does not seem to be a safe speed. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 56-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 56-13**

**Requesting Technical Assistance from the Ohio Department of Transportation to Review and Analyze the Township’s Request to Raise the Speed Zone on Millville Oxford Road US 27 from 2149 South to the Intersection of Woodbine Road in Hanover Township**

*Whereas*, residents and local officials have expressed an interest in raising the speed limit of 45MPH to 55MPH along certain areas of US 127 Millville Oxford Road; and,

*Whereas*, south of McGonigle at approximately 2149 Millville Oxford Road US 27 to the Woodbine Road intersection there exists a larger right of way zone and visibility along this section is generally good which would tend support higher speeds in this area; and,

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

**Section I.** Resolution No. 56-13 is hereby approved requesting the Ohio Department of Transportation review and evaluate the consideration to post a 55 MPH zone south of McGonigle at or near 2149 extending south to the intersection of Woodbine Road in Hanover Township.

**Section II.** The Township Administrator is hereby directed to present this request to the Ohio Department of Transportation.

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 11<sup>th</sup> day of December 2013.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Larry Miller  
Douglas L. Johnson

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Elizabeth A. Brosius  
Fiscal Officer/Clerk

**Resolution No. 57-13 Renewal of Dental and Vision Insurance:** Mr. Henry explained this resolution provides for an annual contract for employee dental and vision insurance. Mr. Henry noted that the new contract year premiums charged by Vision Service Plan have been reduced by 29.9% covering contract periods 2010 through 2013 with the total premium increase for the entire package in 2014 being \$78.00 and Delta Dental premiums have only increased an overall total of 4% for contract years 2009 through 2013. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 57-13 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.



**Resolution No. 57-13**

**Approving Renewal of the Vision Service Plan and Delta Dental Plan as Part of the Overall Health Insurance Plan for the Township for 2014**

*Whereas*, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care which includes vision care and dental services at affordable rates to maintain a competitive work force; and

*Whereas*, the Township's Broker E.D. Stone Insurance Agency and the Township Administrator have reviewed renewal rates for vision and dental care as part of the overall Township Health Insurance Coverages and have determined the coverage provided through Vision Service Plan and Delta Dental represent the best approach for the Township as part of the overall health care plan for the Township; and

*Whereas*, for the new contract year premiums charged by Vision Service Plan have been reduced by 29.9% covering contract periods 2010 through 2013 with the total premium increase for the entire package in 2014 is \$78.00 and Delta Dental premiums only increased 4% for contract years 2009 through 2013,

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

***Section I.*** Resolution No. 57-13 is hereby approved authorizing the renewal of the group Vision Service Plan for optical insurance at a single annual rate of \$94.68 and family annual rate of \$212.16 for the contract period January 1, 2014 through December 31, 2014. In addition, dental service insurance renewal is hereby approved through Delta Dental at the rate of \$27.03 monthly for a single and \$72.05 monthly for a family for the period January 1, 2014 through December 31, 2014.

***Section II.*** The Township Administrator is hereby authorized to execute contract documents in behalf of the Township and the Fiscal Officer is authorized to make premium payments as part of these contracts.

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 December 2013.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Larry Miller  
Douglas L. Johnson

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Elizabeth A. Brosius  
Fiscal Officer/Clerk

**Resolution No. 58-13 “Then and Now” Issues:** Ms. Brosius explained the routine “house-keeping” nature of this resolution. This resolution covers payments to Harvest Land Company, Stephenson Oil Company, and Vogelpohl Fire Equipment Company. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 58-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 58-13**

**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, Stephenson Oil Company, and Vogelpohl Fire Equipment 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: \$3,016.34 Harvest Land Company Fund 1000- \$273.40, Fund 2031- \$795.37, Fund 2281- \$1947.57; Stephenson Oil Company Fund 2021- \$3,405.50 and \$4,871.25 Vogelpohl Fire Equipment Company Fund 2908 (FEMA).

**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 11<sup>th</sup> day of December 2013.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Fred J. Stitsinger  
Larry Miller  
Douglas L. Johnson

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Elizabeth A. Brosius  
Fiscal Officer/Clerk

**Resolution No. 59-13 Amending Township Pay Plans/Minimum Wage:** Mr. Henry explained the State of Ohio’s minimum wage rate was increasing effective January 1, 2014 and he recommended adoption of this resolution to ensure the Township’s pay plan is in compliance. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 59-13, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 59-13**  
**Approving Amendment to Hanover Township Pay Plans in Compliance with Ohio Minimum Wage Requirements for 2014**

*Whereas*, the Administration has been reviewing changes that may impact Township operations for 2014; and

*Whereas*, in addition to the Federal Minimum Wage requirements, Hanover Township is subject to the minimum wage standard set by the State of Ohio. Effective January 1, 2014 Ohio set forth a higher minimum wage of \$7.95 per hour; and

*Whereas*, the Administrator recommends that the Board amend all Township Pay Plans accordingly,

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

***Section I.*** Hereby approves amending all Hanover Township Classification and Pay Plans (Fire, Road and Cemetery) to adjust the minimum wage to \$7.95 and authorize the Township Administrator to adjust the plans accordingly with an effective date of January 1, 2014.

***Section II.*** That the Fiscal Officer is authorized to process payroll that may be impacted by this change.

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 11<sup>th</sup> day of December 2013.

***Board of Trustees***

Fred J. Stitsinger  
Larry Miller  
Douglas L. Johnson

***Vote***

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***Attest and Authentication:***

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Elizabeth A. Brosius  
Fiscal Officer/Clerk

***Park Committee Report – Request Special Event:*** Mr. Henry presented the following report to the Board:

The Park Committee held a special meeting to discuss a proposal by Bob Krieger. Mr. Krieger indicated he was celebrating a wedding anniversary and intended to hire the regional band the “*Remains*” to play at the Gazebo in the Park. (This band is a well known and successful group of which the Township Administrator is also familiar.) After reflection, he suggested that he sponsor the band and roll the activity over into a Park Function to hold a concert with food served and the possibility of connecting with Hanover Winery to hold a Wine/Cheese Tasting activity. Dates suggested were the second Saturday in June or July 5<sup>th</sup>. Kids Fest is on the Fourth Saturday in June. Later it was determined the Remains were booked on the second Saturday in June. Although not the best date, the other likely time to hold the event is the week before Kids Fest. After consideration, the Committee agreed to submit this idea to the Board for consideration.

**Questions for the Board:**

- Approve another special event for June 21, 2014
- Consider/Approve a “Wine Tasting” in cooperation with Hanover Winery.
- Obtain a State Liquor Permit for the weekend- wine only.
- Approve expenses for Port O Lets, security, possible additional food items and Township personnel.
- Approve extension of hours to allow event to run until 10:00PM; generator lights will be used.

Mr. Henry explained the difference between approaching the activity as a Township-sponsored event and approaching it as a private event. Mr. Henry stated that if the Board wanted to proceed with the activity as a Township-sponsored event, he would request that the Board authorize the Administrator to work with Hanover Winery and/or the Ohio Wine Association as a possible participant. A **motion** was made by Mr. Miller, seconded by Mr. Johnson, to authorize the Administrator to proceed with planning the activity as a Township-sponsored event with Hanover Winery and/or the Ohio Wine Association as a possible participant. After discussion, a roll call vote was taken and all three Trustees voted yes.

Mr. Henry also shared the following list of ideas the Park Committee is considering as possible future activities:

#### **Suggested Activities for Review/Possible 2014 Programs**

- Ice Cream Social and Concert: Pick a date in warm weather to serve ice cream, display homemade recipes, and have a short concert during or afterward. Seek sponsors.
- Chili Competition; invite area fire departments to compete.
- Fall Speakers Program: Set up interesting speakers with a breakfast or luncheon; hold at the Community Center and charge a small admission fee.
- Work with the YMCA or Miami University to establish a Day Camp for kids using the Park area.
- Farmers Market Day Event: Pick a date to showcase locally grown fruit and vegetables utilizing the Park area.
- Wine and Cheese Tasting Event: Obtain State liquor permit for a weekend (if Trustees approve) and work with Hanover Winery to feature such an event. Could hold a concert as part of the event.

***Electric Aggregation Information – Place on Agenda for January Discussion?:*** In response to the Board’s request for information at its previous meeting, Mr. Henry provided an article from the Township Association which provides a good explanation of electric aggregation. Mr. Henry asked the Board to review the information so that it can discuss the concept at its January 2014 Board meeting. Mr. Henry noted that not 100% of the Township is covered by Duke Energy; however, there is the potential for some savings. Mr. Henry observed that the concept is not easy to understand and if the Board decides to proceed he would recommend that a consultant with

expertise in electric aggregation be procured. Mr. Henry also noted that should the Board decide to proceed, legislative action would be required.

***Other New Business***

Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Reports for November 2013, notice of a Duke Energy rate filing, copy of City of Hamilton revenue sharing payment for 2013, notice of a public hearing for a zoning variance request for property at 2260 Stahlheber Road, and a copy of the letter sent to residents regarding the new weather siren. Mr. Henry reported that he has no background information regarding the zoning variance request and that he would contact the County to find out what had been submitted.

Also under other New Business, Mr. Henry reported that he had received information from Barb Stitsinger that evening regarding additional expenses related to the Zoll software being purchased to comply with EMS run reporting requirements. After some discussion, Mr. Miller made a **motion** to authorize additional expenditures to Zoll in the amounts of \$4500 for implementation costs and a \$3600 annual fee, which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

There being no further regular business to be considered by the Board of Trustees, Mr. Miller made a **motion** to adjourn this part of the meeting and move into Executive Session to discuss property acquisition negotiations, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

The Board reconvened into regular session.

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

**Motion to Adjourn:** Mr. Johnson moved, seconded by Mr. Miller, 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:**

***Fred S. Stitsinger, President:*** \_\_\_\_\_

***Larry Miller, Trustee:*** \_\_\_\_\_

***Douglas L. Johnson, Trustee:*** \_\_\_\_\_

Date: \_\_\_\_\_

***Verified by: Elizabeth A. Brosius, Fiscal Officer:*** \_\_\_\_\_