



**Hanover Township Board of Trustees
March 13, 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; Fire Chief Phil Clark, and Project Coordinator Julie Prickett. Absent: BCSO Deputy Jason Hatfield

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

Guest Presentation: There were no guest speakers scheduled for the meeting.

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

Administration Reports

Law Enforcement: As Deputy Hatfield was on vacation, Mr. Henry gave the following report for the month of February 2013:

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

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
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- | | | |
|---------------------------|--|-----|
| • Dispatched Calls: 139 | | 259 |
| • Felony Reports: 3 | | 08 |
| • Misdemeanor Reports: 11 | | 19 |
| • Non-Injury Crash: 07 | | 14 |
| • Injury Crash: 8 | | 14 |

Total Reports: 2955

- | | | |
|---------------------------|--|----|
| • Assists/Back Up: 50 | | 97 |
| • Felony Arrests: 1 | | 02 |
| • Misdemeanor Arrests: 04 | | 07 |
| • OMVI Arrests: 2 | | 05 |

Total Arrests: 0714

- | | | |
|------------------------------------|--|-------|
| • Traffic Stops: 35 | | 61 |
| • Moving Citations: 16 | | 24 |
| • Warning Citations: 20 | | 38 |
| • FI Cards: 0 | | 00 |
| • Civil Papers Served: 0 | | 00 |
| • Business Alarms: 4 | | 09 |
| • Residential Alarms: 10 | | 24 |
| • Special Details: 1 | | 04 |
| • COPS Times: 6660 (<i>Min.</i>) | | 12575 |
| • Vacation Checks: 42 | | 77 |

Reporting Deputies: T. Lentz and J. Hatfield/ Report prepared by HT Administration
Special Note: N/A

Fire/EMS: The Fire Department report for the month of February 2013 had not been submitted and was unavailable for the Board meeting. Chief Clark indicated he would follow-up with department officers.

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

**SUPERINTENDENT'S REPORTS
(March 13, 2013)**

Millville Cemetery Operations Report February 1 through February 28, 2013

0 Graves sold to Township residents-----	\$ 0.00
2 Graves sold to nonresidents-----	\$ 1,790.00
0 Old resident graves-----	\$ 0.00
6 Full Interments-----	\$ 5,400.00*
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 1,555.20
Total: -----	\$ 8,745.20

*6 @ regular fee of \$900

Other Cemetery Activities:

- 1. Topped off and leveled 9 graves**
- 2. Picked up all trash in the Cemetery**
- 3. Assisted with snow removal**

Road, Streets and Park (Scot Gardner)

1. Installed 30 “no parking” signs in Alamo Heights.
2. Repaired pothole on Salman Road off Stillwell and pothole on Vizedom Road.
3. Cut up fallen trees on Salman Road off Stahlheber and on Salman Road off Stillwell.
4. Performed paint work in the Community Center.
5. Performed ice and snow control on February 1, 2, 3, 4, 16, 21, and 22.
6. Installed new toilet in the Community Center.
7. Installed chair rail in the office lobby and the Community Center entrance lobby.
8. Continued work on our road sign replacement program.
9. Performed monthly park, truck and storm water inspections.

Administrator’s Report

Mr. Henry presented the following report to the Board:

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

- **Property Acquisition:** Continued work on the purchase of 19.184 acres on Old Oxford by meeting with the Eaton Family on February 27, 2013. We completed a walk-through of the structures and discussed contract points/terms.
- **Community Development Block Grant:** The Township received word that none of the three applications submitted were funded.
- **Fire Department:** Worked with the Chief on drafting Ohio Fire Code Inspection Policy 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:** A check was delivered to the Township totaling \$4,065.53 by Miami University students to be matched with Township funds to construct a handicap swing area in the park. The equipment has arrived and when weather permits, work will commence on the project.
- **Park Restroom Damage:** Grant pending for a new restroom was not funded; continuing use of Rumpke temporary restrooms until a final decision is made as to the next step.
- **Fleet Fuel Cards:** Preparing documents and set up for a fleet fuel system and tracking. The program should become operational in March or April.

- **Personnel Policies:** Continued working on certain items for Township Policy approval either in March or April in areas where we need clarification or a new policy.
- **Indigent Burial Policy:** Prepared an updated policy for the Millville Cemetery for indigent burials based upon state statutes and AG opinions.
- **Community Connections Grants:** Two grant packages were prepared and delivered to the Butler Rural Electric Cooperative for park equipment and a water rescue craft for the Fire Department.

Personnel Actions and Other Items of Note

Personnel Investigations and Follow up: As the Board was briefed earlier, actions have been taken to address corrective personnel matters in regard to scrapping and follow up on an issue originating within the Fire Department on February 24, 2013. Investigation and reviews were completed. A new procedure was put into place to document receipts, cash and deposits.

Resignation: Tanner Donaldson, Trainee resigned from the Fire Department effective March 6, 2013 to the Fire Chief and Township Administrator.

For the March meeting record from the Fire Chief (Fire Department): Letters were sent to the following members who have effectively resigned for non responsiveness:

- Thomas Christopher
- Tad Preston
- Robert Settles
- Mindy Settles

Susan Luttrell was mentioned last month but she made contact and requested an indefinite leave of absence which was approved by the Fire Chief.

Consideration for Cost of Living Increase for staff: In February I prepared for your consideration a recommendation that increases Road, Cemetery and PT positions by a certain percentage. I provided a handout that explored the cost and rationale. For the Fire Department, some considerations have been worked on for your review, as generally Fire Department raises take effect in April.

Of Note- Budget Information

Certificate of Estimated Resources for 2013: all funds **\$3,195,213.32** (adjusted in March)
Appropriated in February: \$2,981,286.25; **\$208,927.07** unappropriated amount as of this date.
 Adjusted in March to reflect change.

Carry Over from 2012: all funds: \$1,482,963.12
 General Fund: \$779,781.44
 Fire/EMS Fund: \$263,024.28
 Debt Service Fire/EMS 2013: \$168,043.00

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

Old Business

Handicap Swing Project/Miami University: Mr. Henry reported that the funds for the handicap swing equipment had been received from the Miami University students. Safety-approved wood chips are to be delivered. When the weather improves and the ground dries, the swing will be installed in the open space near the ball field fence by the playground area.

Clarification – Rules of Conduct: Mr. Henry distributed copies of the Township’s Rules of Conduct to the Trustees and asked them to refer to *sub-item r. (Unauthorized possession of Firearm on Township Property)*. Mr. Henry explained that notices are posted on all Township buildings stating that firearms are prohibited on the premises. A question has been raised regarding whether this prohibition applies to individuals who possess concealed carry permits. Mr. Henry recommended the Board strictly interpret the Rules of Conduct and make no exceptions to allow individuals with concealed carry permits to bring firearms on Township premises. Mr. Stitsinger stated it was his understanding that even with a concealed carry permit, an individual cannot bring a firearm into a government building. Mr. Miller and Mr. Johnson agreed. Mr. Johnson stated the Township had to follow the Ohio Revised Code in this matter and that only law enforcement personnel are permitted to bring a firearm into Township buildings. All three Trustees took the position that no exceptions were to be made to the Township’s Rules of Conduct provisions regarding firearms on Township property.

Amend Resolution No. 20-13 Appropriations: The Fiscal Officer received revised information from the County Auditor’s Office after the February Board meeting which adjusted the overall available funds. Therefore, Mr. Henry requested that Section I. of Resolution No. 20-13 passed February 13, 2013 be amended as follows:

Section I. That to promote sound and efficient fiscal operations for the Township, Permanent Appropriations for Fiscal Year 2013 are hereby approved as recommended by the Fiscal Officer set forth in the attachment labeled: “Attachment Resolution No. 20-13” reflecting a total of **\$3,195,213.32** appropriated (leaving **\$208,927.07** unappropriated) for all funds including Carry Over unencumbered funds.

Moved by Mr. Miller, seconded by Mr. Johnson, to amend Section I. of Resolution No.20-13 as reflected above. After discussion, a roll call vote was taken with all three Trustees voting “yes.”

Other Old Business: There was no other Old Business.

New Business

Resolution No. 25-13 Approve Agreement with BCEO/Salt Order: Mr. Henry explained the purpose of this resolution was to authorize the annual salt purchase agreement the Township enters into with the County and other townships in order to make a joint purchase to get a more favorable price for salt. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 25-13 which was seconded by Mr. Miller. Upon roll call, Mr. Johnson and Mr. Miller voted yes. Mr. Stitsinger abstained.

Resolution No. 25-13
Authorizing Contract with Butler County Engineer's Office for Road Salt

Whereas, Hanover Township annually enters into an agreement for the purchase of road salt through the Butler County Engineer's Office; and

Whereas the Butler County Engineer's Office meets all applicable State and local requirements through its bid process for road salt; and

Whereas, in order to save money and expedite the bidding process, it benefits the Township to enter into an agreement with the Butler County Engineer's Office for road salt in the 2013-2014 winter season,

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

Section I. That the Board of Trustees of Hanover Township authorize entering into an agreement to participate with the Butler County Engineer's Office for the bidding and purchasing of road salt for the 2013-2014 winter season.

Section II. That the Township Administrator is hereby authorized to file and sign all documents associated herewith including the forwarding of the estimated salt needed as prepared by the Road Superintendent.

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 13th day of March 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 26-13 Approve Updated Indigent Burial Policy: Mr. Henry explained that he and Jon Goldsberry reviewed State law and the Township's policy regarding indigent burials and they are recommending some revisions to the Township's Indigent Burial policy and the creation of new forms to be consistent with State statutes. Mr. Henry noted that he could only recall one indigent burial in the last three years. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 26-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 26-13
Approving Indigent Burial Policy and Forms as Updated and Attached for the Operation of the Millville Cemetery

Whereas, the Cemetery Sexton and Township Administrator have been reviewing ORC changes and policy questions about indigent burials; and

Whereas, there are certain suggested changes recommended to update the practice associated with indigent burials at the Millville Cemetery; and

Whereas, in order to promote efficient operations and to eliminate potential confusion regarding indigent burials, a clarified written policy and forms are recommended,

Now Therefore Be It Resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That the Board of Trustees of Hanover Township hereby approves the Indigent Burial Policy and related forms shown as an attachment labeled “Attachment Resolution No. 26-13” for the operation of the Millville Cemetery. Further, the Township Administrator is hereby authorized to make any necessary changes that are required by statute in the future and to keep the Board advised of any such changes.

Section II. That the Cemetery Sexton and Township Administrator are hereby authorized to implement the elements as set forth through this resolution.

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 13th day of March 2013.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 26-13 Attachment
Indigent Burial Policy

Pursuant to provision set forth in the Ohio Revised Code Sections 9.15, 1713.34 and 5101.521 Hanover Township has established guidelines and procedures for a determination of indigent burials and for the handling of such matters.

1. When the body of a deceased person is found in Hanover Township and such person was not an inmate of a correctional, benevolent or charitable institution of the State of Ohio, and the body is not claimed by any person for private internment or cremation at the person’s own expense, or delivered for the purpose of medical, surgical or dissection studies (ORC 1713.34), it shall be handled as follows:

- a) If the person was a legal resident of the Township and there is no known next of kin, the deceased shall be buried at the expense of the Township based upon the determination of the legal residence of the deceased.
 - b) If the deceased has assets on account with a nursing home or similar facility, the Township shall make a claim to said facility for reimbursement of its costs.
 - c) Hanover Township shall provide a grave or cremation area, a grave marker and the opening/closing costs for the burial of the remains.
 - d) Indigent deceased veterans shall be provided for under the provisions of 5901.25 of the Ohio Revised Code. The Veterans Service Commission of Butler County shall be contacted to make the proper arrangements.
 - e) The remains of the deceased shall be buried in an area designated by the Cemetery Sexton in Millville Cemetery.
2. The Hanover Township Indigent Burial Program is not a supplemental program. Funeral Home personnel shall not be entitled to any funds except for the amount of \$800.00 for each indigent service which includes cremation but not any visitation or formal service.
- a) Funeral homes shall make an attempt to ascertain if the deceased is a veteran and be aware of the provisions of Ohio Revised Code 5901.25. The Funeral home shall notify the Township if the deceased is determined to be a veteran.
3. In accordance with Section 5101.521 of the Ohio Revised Code, Hanover Township will cooperate with an indigent person who claims the body of a loved one. The Township will consider the preferences and sensibilities of the claimant within appropriate financial limitations. The Township's responsibility to provide for cremation, interment and a plaque.
- a) The referenced Ohio Revised Code section does not authorize an indigent person to claim a body, make independent arrangements for a private funeral and have the bill sent to the Township. The Township shall not accept or honor a bill made under such circumstances.
 - b) Veterans provisions may apply under such circumstances and the Butler County Veterans Commission shall be contacted.
4. For purposes of this policy as set forth in Ohio Attorney General opinions, the term "indigent" encompasses individuals who are poor, needy, destitute or in poverty. To make this determination such elements for making this determination may include but is not limited to real or personal property owned; employment benefits, pensions; annuities; inheritances; insurance policies; outstanding debts, liabilities and obligations; and any other relevant considerations concerning the financial condition of an individual.
- a) The Township Administrator and/or Cemetery Sexton of the Township are authorized to prescribe the necessary forms/guidelines for determination of indigence and residency in accordance with Ohio Revised Code provisions and interpretations thereof by the Ohio Attorney General.

dates **Resolution No. 27-13 Cemetery Rules Amendments:** Mr. Henry explained that he and Jon Goldsberry were recommending creating a **Scattering Garden** for cremains and also recommending changing fees for some cemetery services to ensure that fees are in line with the services being provided. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 27-13 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 27-13
Approving Amendments to the Cemetery Regulations, Policies, and Fees for the Millville Cemetery as Set Forth in the Attachment Labeled “Resolution No. 27-13 Cemetery Rule Amendments”

Whereas, the Cemetery Sexton and Township Administrator have been reviewing fee structures and questions that have arisen about cemetery issues; and

Whereas, the Board of Trustees have been presented with said proposed changes; and

Whereas, in order to promote efficient operations and insure fees are in line with services provided certain changes have been recommended for adoption,

Now Therefore Be It Resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That the Board of Trustees of Hanover Township approve Resolution No.27-13 approving amendments to the regulations, policies, and fee structure to be effective April 1, 2013 as recommended as set forth in the attachment hereto labeled “Attachment to Resolution No. 27-13 Cemetery Rule Amendments”.

Section II. That the Cemetery Sexton and Township Administrator are hereby authorized to implement the elements as set forth through this resolution.

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 13th day of March 2013.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Clerk/Fiscal Officer

Resolution No. 27-13 Attachment
Millville Cemetery Suggested Rule Changes and Amendments
March 2013

1. Scattering Garden: In the southwest area near the corner of the cemetery service building behind the stone wall location, establish a 40 X 40 area dressed up with flowers and shrubbery for a Scattering Garden. Cremation remains for 36 individuals would be allowed in this area and a platform with a bronze plaque/plate with individual name plates would be located at the entrance. The landscaping, platform and bronze plaque would cost an estimated \$13,500.00 initially.

Cost for purchaser/access: \$800.

2. Second Right of Internment: Allow for the cremation ashes to be buried on top of an existing grave. This right would be preserved for direct relatives (father, mother, children and grandchildren).

Cost for said Process; \$175.00.

3. Baby Land Burials: Amend pricing to the following: Vault 29” or under- \$300.00; Vault over 29”- \$500.00. All other provisions remain the same.
4. Create a “Flat Marker Area”: Section off an area along the northeast side of the property (lower Section E) reserved for flat markers only. Markers would be provided at cost plus our expenses. Opening and closing fees would be the same as currently listed in the rules:

OPENINGS & CLOSINGS:

Weekdays before 2:00 p.m.	\$900.00
Weekdays 2:00 p.m. and later	\$900.00 plus an additional \$100.00 for every hour after 2:00p.m.
Saturdays	\$1100.00 before noon. Noon and later, \$1100.00 plus an additional \$100 for every additional hour past noon.
Sundays and Holidays**	\$1200.00 before noon. <i>After noon, there is a \$150.00 charge for each hour after noon that services are required.</i>

***No burials New Year’s Day, Easter Sunday, Fourth of July, Thanksgiving Day, Christmas Eve or Christmas Day.*

5. Clarify existing wording on holidays recognized by the Township such that if the holiday falls on a Saturday, the preceding Friday is recognized as the Holiday and if the Holiday falls on a Sunday, the following Monday is recognized as the Holiday. This clarification is associated with the additional rates to be paid if burials should occur on said dates.

Resolution No. 28-13 Approve Refurbishing Engine 181: Mr. Henry explained the Township had consulted with the County Prosecutor’s Office and Roger Gates indicated the Township was not required to follow a formal bid process for services to refurbish Engine 181. Mr. Gates recommended the Fire Chief acquire proposals from vendors to perform the repair and refurbishment work and submit the proposals to the Township Administrator who would review, select and approve the best proposal. Resolution No. 28-13 would authorize this procedure for selecting a vendor to perform the work. After some discussion, Mr. Miller made a **motion** to

adopt Resolution No. 28-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 28-13
Authorizing the Repair and Refurbishing of Hanover Township Fire Engine 181 (1996 Four Guys Pumper)

Whereas, the Fire Chief has submitted information over the last 5 months about the condition and necessity to repair or replace Fire Engine 181 1996 Four Guys Unit; and

Whereas, the Board of Trustees has determined that Fire Engine 181 should be refurbished rather than purchase a new unit at this time; and

Whereas, in order to promote efficient operations in the Fire Department, the Board believes refurbishing should occur at the earliest possible time as the Fire Chief deems most appropriate after proposals are sought based upon a general specification for refurbishing said unit; and,

Whereas, this process has been reviewed and approved by the County Prosecutor's Office,

Now Therefore Be It Resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That the Board of Trustees of Hanover Township authorizes the Fire Chief to shop a general specification for the necessary repairs and refurbishment of the 1996 Four Guys Fire Engine 181 from professional vendors who provide such work. The Fire Chief shall submit said proposals to the Township Administrator for review and approval.

Section II. That the Township Administrator is hereby authorized to review, select and approve the best proposal for an amount not to exceed \$55,000.00. Should additional work be needed after the refurbishing starts not identified in the original proposal and recommended by the Fire Chief, the Township Administrator is authorized to approve such additional necessary work not to exceed \$10,000.00 under the scope of this resolution.

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 13th day of March 2013.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 29-13 Approve New Rate – Ambulance Inflation Factor: Mr. Henry explained that an annual adjustment is made to Medicare reimbursements for ambulance service. Organizations may use a recommended inflation factor or calculate the actual cost adjustment. This resolution authorizes the use of the recommended inflation factor of 0.8% for calendar year 2013. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 29-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 29-13
**Approving Recommended Annual Ambulance Inflation Factor Increase for Emergency
Medical Service Operations Effective Calendar Year 2013**

Whereas, the EMS Coordinator and Fire Chief have reviewed a recommendation from MBI Solutions, Inc. (third party billing agency under contract) to adjust ambulance fees based upon an inflation factor of 0.8% for Calendar Year 2013 and concur with said recommendation; and

Whereas, this adjustment will assist in recovering increased costs for said operation to help keep the Fire Department on a sound financial basis; and

Whereas, in order to promote efficient operations in the Fire Department, the Board believes that the recommended increase is appropriate as presented; and,

Now Therefore Be It Resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That the Board of Trustees of Hanover Township accepts the recommendation of the Fire Department and approves the Ambulance Inflation Factor of 0.8% effective Calendar Year 2013 for emergency medical runs.

Section II. That the Township Administrator and Fire Chief are hereby authorized to execute said documents associated therewith and forward to MBI Solutions, Inc.

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 13th day of March 2013.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 30-13 “Then and Now” Approval: Mr. Henry explained the routine “house-keeping” nature of this resolution. This resolution covers payments to Speciality Truck, Ohio CAT, David A. Williams & Associates and Harvest Land Company. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 30-13 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 30-13

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 Speciality Truck, Ohio CAT, David A. Williams & Associates and 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: \$3,132.99 Speciality Truck Fund 2281; \$13,304.58 Ohio CAT Fund 2011 \$1,000.00, Fund 2021 \$2,000.00, Fund 2141 \$3,000.00, Fund 2231 \$1,500.00, Fund 2031 \$5,804.58; David A. Williams & Associates \$4,130.11 Fund 1000 and \$3,505.94 Harvest Land Company Fund 1000 \$527.18, Fund 2281 \$2,417.93, Fund 2031 \$560.83.

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 13th day of March 2013.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Larry Miller
Douglas L. Johnson

Elizabeth A. Brosius
Fiscal Officer/Clerk

Other New Business

Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Reports for February 2013, Ohio Liquor Permit Notice, Snow Removal Communications, Lane Library Bookmobile Schedule, and a *Cincinnati Enquirer* article regarding a lawsuit over annexation/tax payments filed by Deerfield Township against the City of Mason.

Also under other New Business, Mr. Henry reported it appears the City of Hamilton owes Hanover Township revenues from a 1996 annexation agreement. Mr. Henry reported that Mike Tilton, Roger Reynolds and other Auditor’s Office staff have spent a significant amount of time researching the matter on behalf of the Township and assisting Mr. Henry in preparing an analysis for the Board. Mr. Henry stated the next step is to review these findings with Roger Gates and, if Mr. Gates concurs with the Auditor’s and Administrator’s research conclusions, approach the City of Hamilton for payment. Depending on clarification of legal questions involving a TIF agreement, the City of Hamilton may owe Hanover Township over \$65,000. Mr. Henry requested the Board authorize him to proceed and, if necessary, seek legal relief to require compliance with the agreement. The Board authorized Mr. Henry to proceed accordingly.

Also under other New Business, Mr. Henry distributed a report he prepared for the Board which discusses various schedule and pay options designed to improve Fire Department run coverage during daytime hours. Mr. Henry noted that a request is still pending with the BCSO Dispatch Center for records which will show when runs are and are not being made. After receiving these records, options discussed in the report will be further refined. Mr. Henry noted that several cost factors (e.g. workers' compensation costs) are not included in this preliminary report. Mr. Henry requested that the Trustees review the report. After receiving and analyzing run records from the Dispatch Center, a work session would be scheduled to discuss the topic.

Also under other new business, Chief Clark requested a motion authorizing the purchase of replacement gloves and helmets. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, authorizing the purchase of gloves not to exceed \$3000 and the purchase of helmets not to exceed \$2070 from Vogelpohl Fire Equipment. Upon roll call, all three Trustees voted yes.

Also under other new business, Mr. Henry reported that he would be in a legal update training the next day.

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 and personnel matters, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

The Board reconvened into regular session. The Administrator presented again the pay recommendation presented at the last Board meeting. After much discussion among Board members, Fiscal officer and the Administrator, Mr. Miller made a **motion**, seconded by Mr. Johnson to approve the following:

For Road and Cemetery Full time employees, a 2% cost living adjustment is authorized effective the March 18, 2012 pay period consistent with the previously adopted Township Pay Plan; authorize a one-time merit payment to the Administrator of 4.1% to be paid in April with base pay to remain unchanged; authorize the Administrator to adjust part time and seasonal employees as merited within the previously adopted Township Pay Plan; authorize the Administrator to adjust the base pay of Bandon Combs to reflect his successful performance in being promoted to full time status in two steps during 2013 as discussed and within the previously approved Township Pay Plan; and to discuss any adjustments to Fire Department positions after review of run data and other considerations in a special work session to be scheduled.

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

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