



**Hanover Township Board of Trustees
August 13, 2014 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: As Fiscal Officer Elizabeth Brosius was absent, Mr. Stitsinger appointed Julie Prickett as Acting Clerk for the Board meeting. Ms. Prickett 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 William Bowling and Project Coordinator Julie Prickett. Fiscal Officer Betty Brosius and Fire Chief Phil Clark were absent.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller to approve the July 9, 2014 Regular 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 Speakers: David Brown from the Butler County Auditor's Office reported that the Auditor conducted a forfeited land sale on July 30, 2014 which, after paying off taxes and fees, netted \$106,000 which would be returned to local jurisdictions. Mr. Brown also reported that the State has raised CAUV values which will result in higher property taxes for individuals owning farmland. Mr. Brown also reported that the Auditor's 2014 residential property appraisals are nearing completion. The Auditor's Office will be sending letters to property owners in September informing the owners of the new assessed values and the appeal process.

Citizen Participation: Mr. Jeff Buddo, 2436 Morman Road, addressed the Board regarding a complaint he had regarding the Butler County Sheriff's Office. Mr. Buddo stated that four weeks ago an individual had pulled a gun on him and he reported the incident to BCSO. Since that time, he has been waiting for Detective Peters to follow-up with him as he wants to file charges. Mr. Buddo asked if the Board could pressure BCSO to follow-up with him. Deputy Bowling stated he would help Mr. Buddo get in contact with Detective Peters and he would also contact Detective Peters for Mr. Buddo.

On another matter, Mr. Buddo asked the Board if it would ask the Butler County Engineer's Office to do another study on the fatalities that had occurred on Old Oxford Road. Mr. Stitsinger said the BCEO was looking into the matter and was waiting on toxicology reports.

Mark Shackleford, 2311 Millville-Oxford Road, addressed the Board regarding a pole barn he wanted to construct on his property. Mr. Shackleford explained Mr. Miller has told him to bring

his plans to the Board for approval. Mr. Stitsinger asked of Mr. Shackelford had gone to the County for plan approval and Mr. Shackelford indicated he had not as Mr. Miller had advised him to go to Hanover Township first. He explained the building would house old cars he works on for a hobby. Mr. Stitsinger stated Mr. Shackelford should go to the County for plan approval.

Administration Reports

Law Enforcement: Deputy Bowling gave the following report for the month of July 2014:

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for July 2014

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 156		1,013
• Felony Reports: 7		44
• Misdemeanor Reports: 16		112
• Non-Injury Crash: 7		67
• Injury Crash: 03		34
Total Reports: 23		247
• Assists/Back Up: 28		211
• Felony Arrests: 5		19
• Misdemeanor Arrests: 07		56
• OMVI Arrests: 1		09
Total Arrests: 12		83
• Traffic Stops: 57		242
• Moving Citations: 29		136
• Warning Citations: 31		118
• FI Cards: 0		00
• Civil Papers Served: 1		03
• Business Alarms: 5		23
• Residential Alarms: 15		74
• Special Details: 5		19
• COPS Times: 5,755 (<i>Min.</i>)		36,795
• Vacation Checks: 13		120

Reporting: Deputy Bowling and Deputy Lentz/by BEH

Deputy Bowling also reported that there had been numerous thefts in the Township from unlocked cars between the hours of 10:30AM and 1:30PM. Deputy Bowling explained he planned to flex

his schedule in order to be on duty during these hours in an attempt to solve these thefts without creating additional overtime costs.

Fire/EMS: As Chief Clark was absent, Mr. Henry presented the June report and July report from the Fire Department.

Hanover Township Fire Department
Monthly Report for June 2014- Phil Clark Fire Chief
(Presented in August 2014)

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

• Emergency Medical Operations/Squad Runs:	29
• Motor Vehicle Accidents:	05
• Fire Runs:	17
• Fire Inspections:	01
• Air & Light Truck Call Out:	04
• Knox Box Details	00
• Other	00
• Total for the month:	56 Runs/Operations (51 Fire/EMS Runs)

Total Year to Date: 392 Runs/Operations

(June 2013: 32 Runs/Operations)

Total for 2013	750	<i>Eight Year Average: 685</i>
Total for 2012	693	
Total for 2011	719	
Total for 2010	748	
Total for 2009	676	
Total for 2008:	669	
Total for 2007:	717	
Total for 2006:	505	

Hanover Township Fire Department
Monthly Report for July 2014- Phil Clark Fire Chief
(Presented in August 2014)

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

- Emergency Medical Operations/Squad Runs: 41
- Motor Vehicle Accidents: 05
- Fire Runs: 14
- Fire Inspections: 06
- Air & Light Truck Call Out: 01
- Knox Box Details 00
- Other 00
- Total for the month: **67 Runs/Operations
(60 Fire/EMS Runs)**

Total Year to Date: 459 Runs/Operations

(July 2013: 65 Runs/Operations)

Total for 2013	750	<i>Eight Year Average: 685</i>
Total for 2012	693	
Total for 2011	719	
Total for 2010	748	
Total for 2009	676	
Total for 2008:	669	
Total for 2007:	717	
Total for 2006:	505	

Road/Cemetery: Mr. Gardner presented the following report for the month of July 2014:

**SUPERINTENDENT'S REPORTS
(August 13, 2014)**

Millville Cemetery Operations Report July 1 through July 31, 2014

5 Graves sold to Township residents (@ \$610)-----	\$ 610.00
0 Grave sold to nonresident-----	\$ 0.00
0 Old resident graves-----	\$ 0.00
5 Full Interments-----	\$ 9,400.00*
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 691.20
Total: -----	\$ 10,701.20

*8 @ regular fee of \$900 = \$7200; 2 @ regular fee + 2 hours OT each = \$2200

Other Cemetery activities:

1. Mowed four times
2. Trimmed twice

Road, Streets and Park (Scot Gardner)

1. Finished striping parking lots.
2. Chipped limbs on Abilene Court and the Millville Cemetery.
3. Repaired washed out berm on Brunner Road.
4. Checked roads after July 1, 2014 night storm.
5. Repaired Park restroom roof.
6. Completed second round of roadside mowing.
7. Picked up a pile of garbage on Taylor School Road.
8. Installed a "no outlet" sign on Spring Orchard.
9. Trimmed trees in Alamo Heights and the Cemetery.
10. Sprayed for weed control in Alamo Heights, edge of road on Gardner Road and guardrails.
11. Installed new light ballast in the front bay at the Firehouse.
12. Mounted the wall brackets and ran electric for the new monitors at the Firehouse.
13. Cleaned up a downed tree and limbs in Millville Cemetery after wind storm.
14. Placed dirt along road to reinforce the bank on Cochran Road.
15. Sprayed weeds in the curbs in Laurel Estates and Bevington, Roundhill, Murphy Circle and Timbercreek.
16. Mowed grass in the Park and Township properties six times.
17. Repaired a storm sewer box and lid on Amarillo Drive.
18. Repaired a storm sewer pipe on Merle Court.
19. Performed monthly truck, park and storm water inspections.

Administrator's Report

Mr. Henry presented the following report to the Board:

Administrator July 2014 Summary Report (Presented August 2014)

- **Cemetery Regulations:** Began a review of Indigent Burial guidelines after the Recent legal opinion provided by Roger Gates. Changes may be needed with regard to certain forms used.
- **Fire/EMS Run Data:** Prepared report for July runs. Run times are better and mutual aid called in is significantly down again. Average run time for July was 11.48 minutes.
- **Fire Department:** Followed up on reimbursement report for State EMS grant, providing additional detail requested by the State. (Township should receive \$3,250.00.). Attended Fire Officers meeting and prepared data for the Fire Chief regarding SOPs.
- **Board and Financial Reports:** Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly and special Board meetings. Prepared Trustee packets. Prepared numerous contracts and permits for facility rentals. Updated contract forms.

- **Items Still Pending/Delayed:** Fuel Card follow up is still pending; Personnel Policy Review with changes still pending.
- **Maintenance Issues:** Spoke with residents about yard maintenance issues on Amarillo Drive, Laredo Drive and Hamilton Richmond Road. Orders in process for several properties.
- **Building and Zoning:** Continue to work with Jim Fox from the County on issues related to Hogue Road, Hamilton Richmond Road, US 27 and Bevington Road (pool issue).
- **State Audit:** Met with State Auditors and provided requested data. Attended summary review session on July 24, 2014 along with the Fiscal Officer.
- **Records Request:** Assisted the Fire Department in processing records requests.

Personnel Actions and Other Items of Note

Cemetery operations: Jon Goldsberry resigned effective July 21, 2014 (originally was supposed to be July 23, 2014). Brandon Combs is filling in until a permanent decision is made.

Termination from Service effective September 2014: Fire Department

Kyle Gross-FF

Jeremy Hacker- FF/EMT-P

Pam Baden- EMT

Dustin Eastman- FF

Jeremy Theetge- EMT-B

Appointment of new personnel: Fire Department

Melissa Ann Schmitt 331 Walthan Court Hamilton, Ohio 45013 as an EMT-B

Other General Actions:

Continuing work on revising records policy to be submitted to the state.

Continuing review of Township Rules of Conduct and Fire Department SOPs that are related for possible changes and follow up in the next 5 months.

Of Note- Budget Information for July 31, 2014

Cash Balance as of July 31, 2014: \$1,517,738.15

Total Expenditures all funds for July 2014: \$107,182.20

Total General Fund cash on Hand July 2014: \$674,009.10 (44.41%) of Total funds)

Total Fire/EMS Fund cash on hand July 2014: \$359,084.09 (23.66%) of Total

(Monthly Revenue and Expenditure Reports are attached.)

Cash Balance: \$1,380,611.21

31-Jan-14

Cash Balance January 2013: \$1,490,856.40

Cash Balance: \$ 1,331,175.05

28-Feb-14

Cash Balance February 2013: \$1,492,672.30

Cash Balance: \$1,259,054.92	31-Mar-14	Cash Balance March 2013: \$1,419,215.62
Cash Balance: \$1,546,929.78	30-Apr-14	Cash Balance April 2013: \$1,772,884.02
Cash Balance: \$1,524,373.14	5/31/2014	Cash Balance May 2013: \$1,738,209.80
Cash Balance: \$1,506,977.71	6/30/2014	Cash Balance June 2013: \$1,672,064.17
Cash Balance: \$1,517,738.15	7/31/2014	Cash Balance: July 2013: \$1,631,063.65

Mr. Henry also provided revenue and expenditure reports and noted that some of the larger expenditures were road program payments. Mr. Henry noted that revenues continue to track lower than previous years.

Mr. Henry also provided a list of Township events scheduled for the remainder of 2014.

Old Business

Property Maintenance Issues Update: Mr. Henry reported that to date, he has been unable to get a response from the property owner on Hamilton-Scipio Road. Eventually, it may be necessary to set a hearing date to request the County Building Department to condemn the property.

Zoning Interpretation – Pools in Required Yard: Mr. Henry noted that, as discussed at the last Township meeting, several residents contacted the Township Administration about an above-ground pool constructed in a yard facing Beissinger Road at the intersection of Gardner Road. The land fronts on both Beissinger and Gardner Roads. The questions concerned unsightliness and safety having this pool in a very visible yard area unprotected. The initial review by the County Zoning Officials was that they do not regulate above-ground pools. Mr. Henry reported that upon the Township’s appeal for further review and request that the Prosecutor's Office consider the matter, Zoning Officials forwarded a review request to the Planning Commission Director and the Prosecutor's Office. Mr. Henry reported that the Township argued that a pool should be considered a structure and should not be allowed to be placed in a required yard area-front yard. After discussion among the officials involved, a determination was made that the current zoning does not cover or provide authority for the County to regulate and prohibit such placement/use. Upon Mr. Henry’s recommendation and following some discussion, Mr. Johnson made **a motion**, seconded by Mr. Miller, that the Board request the Planning Commission to develop appropriate language to regulate such use and have the County approve the zone change. Upon roll call, all three Trustees voted yes.

Update Fire/EMS Run Data for July: Mr. Henry reported that since the on-station program was implemented in April 2014, mutual aid runs into Hanover Township as well as average response times have continued to decrease. Mr. Henry provided run summaries to the Board for its review.

Motion to Approve Delay in Price Increase Rental Facilities: Mr. Henry explained that in May 2014, the Board approved rate changes for rental facilities to be effective September 2, 2014. Mr. Henry requested a delay in the effective date until January 1, 2015 to allow more time to notify the public. After some discussion, Mr. Miller made **a motion**, seconded by Mr. Johnson, to change the effective date of the new rental rates to January 1, 2015. Upon roll call, all three Trustees voted yes.

Other Old Business: There was no other Old Business to be considered.

New Business

POW/MIA Monument Dedication 9/19/14 – Marine Corps League: Mr. Henry reported that the joint project between the Marine Corps League and the Township to have a POW/MIA monument constructed and installed in the Park memorial area has been completed. Mr. Henry explained the Marine Corps League wishes to hold a special dedication ceremony and officially turn over the monument to the Township. The date suggested for the ceremony is the recognized national day of observance for POW/MIA individuals set this year for Friday September 19, 2014. Originally there was some discussion about having the dedication on Veterans Day but the League felt the September 19 date was more appropriate. Mr. Henry noted the time of day suggested is 11:00am to noon. The ceremony would last for about 20 to 30 minutes. After some discussion, Mr. Stitsinger made **a motion**, seconded by Mr. Miller, to set September 19, 2014 as the date for a dedication ceremony for the new POW/MIA monument. Upon roll call, all three Trustees voted yes.

Deputy Lentz Retirement Notice: Ms. Prickett read Deputy Lentz's letter to the Board informing it of his retirement date of October 30, 2014. Mr. Henry reported that a recognition ceremony and plaque would be arranged for Deputy Lentz and stated that Deputy Lentz would be missed. Mr. Stitsinger stated the Board accepted Deputy Lentz's notice of retirement with regret.

Resolution No. 44-14 Property/Liability Insurance Renewal: Ms. Henry explained the purpose of the resolution was to renew property/liability insurance for the Township through OTARMA. Mr. Henry stated that OTARMA's pricing was competitive and its proposal reflected a modest 2% increase over current policy costs. In addition, OTARMA provides a rebate to the Township which further decreases cost of coverage. After some discussion, Mr. Johnson made **a motion** to approve Resolution No. 44-14 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 44-14

Approving Property, Vehicle and Liability Insurance Renewals Through a Contract With the Ohio Township Risk Management Authority for Policy Year September 2014 to September 2015

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/ \$75.15 for MVR checks for an annual premium cost of \$22,564.00 (2% increase over 2013) with a rebate to be returned totaling \$1,711.52 resulting in a net cost for the new policy period of \$20,852.00;

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. 44-14 is hereby approved authorizing the renewal of the property, vehicle, and liability insurance coverage for the period commencing September 2, 2014 through September 1, 2015 with the Ohio Township Risk Management Authority as represented locally by Lovins Insurance Agency for a cost not to exceed \$22,564.00 (with an anticipated rebate of \$1,711.52) as outlined in an attachment herewith labeled” Attachment Resolution No.44-14”.

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 13th day of August 2014.

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

Notice Fee Reduction – Solid Waste District: Mr. Henry reported the Township received notice from the Butler County Recycling and Solid Waste District that it had proposed a reduction to solid waste generation fees and that a public comment period and public hearing would be held prior to adopting the reduced fees.

Motion – Approve Car and Truck Show Expenses: Mr. Henry reported that the Hanover Township Classic Car and Truck Show, in its seventh year, is scheduled for August 24, 2014. Mr. Henry noted this is a Township sponsored event with the Park Committee, Road Department and Fire 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, Mr. Henry reported he will need 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. Mr. Miller made a **motion** to authorize the Township Administrator to enter into agreements and to authorize expenditures for Alleen Rents, Rumpke, GNS Printing, Magnet Signs, TNT Trophies, Cross Roads Talent Agency, SAMS, Meijer, WalMart and Rumpke subject to availability of funds. Mr. Johnson seconded the motion. After discussion, a roll call vote was taken and all three Trustees voted yes.

Resolution No. 45-14 Then and Now Issues: Mr. Henry explained the routine house-keeping nature of this resolution. This resolution covers payments to Ohio BWC State Insurance Fund and Ray Hensley, Inc. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 45-14 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 45-14

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

Whereas, the Fiscal Officer reported on recent “Then and Now” activity and in particular actions associated a premium payment to Ohio BWC State Insurance Fund and payment for the 2014 Road Program Chip & Seal portion by Ray Hensley, Inc.; 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: \$15,700.78 Ohio BWC State Insurance(Fund 1000- \$2,843.64 Fund 2041 \$2,215.77 Fund 2141 \$3,000.00 Fund 2281 \$7,641.37) and \$137,043.54 Ray Hensley, Inc. (Fund 2011- \$2,000.00 Fund 2013 \$95,043.54 Fund 2141- \$30,000.00).

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 August.

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

Other New Business

Under New Business, Mr. Henry noted that Resolution No. 42-14 was tabled at the last Board meeting pending follow-up work by the Fire Department.

Also under other New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Reports for July 2014, a communication from Frank Gates Company regarding the BWC group rating participation program and a preliminary 2015 Board meeting schedule.

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.

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

Fred S. Stitsinger, President: _____

Douglas L. Johnson, Trustee: _____

Larry Miller, Trustee: _____

Date: _____

Verified by: Elizabeth A. Brosius, Fiscal Officer: _____