



**Hanover Township Board of Trustees
December 10, 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: 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; BCSO Deputy William Bowling and Project Coordinator Julie Prickett.

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Johnson to approve the November 12, 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: There were no guest speakers scheduled for the December Board meeting.

Citizen Participation: No citizen in attendance addressed the Board.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 122		1,472
• Felony Reports: 06		74
• Misdemeanor Reports: 12		162
• Non-Injury Crash: 7		94
• Injury Crash: 03		45

Total Reports: 18342

- Assists/Back Up: 23 277
- Felony Arrests: 5 37
- Misdemeanor Arrests: 05 76
- OMVI Arrests: 0 11

Total Arrests: 10123

- Traffic Stops: 23 357
- Moving Citations: 13 200
- Warning Citations: 11 178
- FI Cards: 0 00
- Civil Papers Served: 0 03
- Business Alarms: 1 30
- Residential Alarms: 10 109
- Special Details: 13 38
- COPS Times: 2400 (*Min.*) 49,485
- Vacation Checks: 00 142

Reporting: Deputy Bowling and Deputy Mayer/by BEH. **Please note that Deputy Lentz retired from BCSO on October 31, 2014.*

Fire/EMS: Chief Clark presented the following report for the month of November 2014.

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

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

- Emergency Medical Operations/Squad Runs: 34
- Motor Vehicle Accidents: 06
- Fire Runs: 14
- Fire Inspections: 02
- Air & Light Truck Call Out: 00
- Knox Box Details 00
- Other 00
- Total for the month: **56 Runs/Operations**
(54 Fire/EMS Runs)

Total Year to Date: 732 Runs/Operations

(October 2013: 78 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: Road Superintendent Scot Gardner presented the following report for the month of November 2014:

**SUPERINTENDENT'S REPORTS
(December 10, 2014)**

Millville Cemetery Operations Report November 1 through November 30, 2014

2 Graves sold to Township residents (@ \$610)-----	\$ 1,220.00
2 Graves sold to nonresident-----	\$ 1,790.00
0 Old resident graves-----	\$ 0.00
7 Full Interments-----	\$ 7,500.00
0 Baby interments-----	\$ 0.00
1 Cremations-----	\$ 575.00
Foundation and Marker installation fees-----	\$ 964.80
Total: -----	\$ 12,049.80

Other Cemetery activities:

1. Cleaned equipment
2. Walked through entire cemetery and picked up trash
3. Changed oil in all three mowers
4. Painted office
5. Sealed cracks in garage walls
6. Put new weather stripping on garage doors
7. Cleaned shop

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

1. Removed a deer carcass on Stahlheber Road.
2. Cold patched in front of curb on Bevington.
3. Helped pour headstone foundations at the Cemetery.
4. Cleaned carpet at the Community Center.

5. Cut grass on all Township properties.
6. Serviced lawn mowers and summer equipment and put in storage.
7. Got out, ran, and replaced fuel in all of the generators.
8. Serviced the road mowing tractors and took them to the Village of Millville.
9. Got out plows and winter equipment.
10. Did paint work on all three big trucks including painting inside the beds on all three and outside the beds on two.
11. Performed ice and snow control on November 17 and 22.
12. Replaced two road signs on Gardner Road and one on Darrtown Road.
13. Made two stainless steel guards to cover photo-cells on the Community Center sign.
14. Put up all of the holiday decorations at the Community Center.
15. Performed road inspection after wind storm and picked up downed limbs.
16. Picked up two tires on Shank Road.
17. Cleaned trucks after two ice and snow events.
18. Replaced fuel hoses on pumps.
19. Performed monthly truck, park and storm water inspections.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

Administrator November 2014 Summary Report (Presented December 2014)

- **Fire/EMS Run Data:** Prepared report for November runs. Run times are overall better but mutual aid called in was up/increased. However, the average run time for November decreased to 12.42 minutes compared to 14.12 minutes in October.
- **Fire Department:** Reviewing Rules of Conduct, forms, MBI Billing and follow up to assist the Chief in operational improvements.
- **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.
- **Maintenance Issues:** Spoke with residents again about yard maintenance issues on San Angelo Drive, Gardner Road and Old Oxford Road. **Building and Zoning:** Have been working with Jim Fox on Old Oxford Road and Hogue Road issues.
- **Park Committee/Special Event:** Held meetings/Worked with the Park Committee and Veterans Committee for the Veterans Day Ceremony November 11th. Helped to prepare Veterans Day Program and executed logistics for the event. Over 100 people were served at the Veterans Luncheon.
- **Health Insurance:** Worked with Wichert Insurance brokers to execute insurance documents with InHealth Mutual of Ohio. Working on covered employees membership booklet. New Insurance is effective 12/01/2014.
- **Snow Plow Back up Drivers:** Worked on lining up drivers to supplement full time workers during snow and ice events. Conducted background checks etc.

- **Ambulance Accident:** Worked with OTARMA to obtain repair and/or replacement funds to purchase a unit to replace the wrecked unit.(2002 Ford 450). Negotiations are ongoing.

Personnel Actions and Other Items of Note

Working on final review of the proposed 2015 Road Program contracted through the Butler County Engineer's Office.

Appointment of new personnel: Fire Department- Nothing recommended this month.

Road Department- Hired 3 part time call in snow plow drivers.

Robert Lee: \$16.00 hourly; Public Works Worker II

Enoch Oliver, Jr.: \$16.00 hourly; PW Worker II

Roger Allen: \$16.00 hourly; PW Worker II

Added during meeting: Kyle Romons: FF/EMT 1019 Reservoir St. Hamilton Oh. 45011

Other General Actions:

Working with Road and Cemetery personnel to catch up on maintenance and discuss work levels/output. Brandon Combs is still performing as the acting Cemetery Sexton.

Continuing work on revising records policy to be submitted to the state. Need to hold a local Records Commission meeting in December.

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.

Items Still Pending/Delayed: Fuel Card follow up is still pending; Personnel Policy Review with changes still pending

Of Note- Budget Information for October 31, 2014

Cash Balance as of November 30, 2014: \$1,384,569.72

1) Total Expenditures all funds for November 30, 2014: \$141,212.54

2) Total General Fund cash on Hand November 30, 2014: \$627,381.82 (45.31% of Total funds)

3) Total Fire/EMS Fund cash on hand November 30, 2014: \$327,426.10 (23.65% of Total

4) Monthly Revenue and Expenditure Reports are attached.

History of Cash Balances

Fiscal Year 2014

Cash Balance: \$1,380,611.21

Cash Balance: \$ 1,331,175.05

Cash Balance: \$1,259,054.92

Cash Balance: \$1,546,929.78

31-Jan-14

28-Feb-14

31-Mar-14

30-Apr-14

Fiscal Year 2013

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

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

Cash Balance March 2013: \$1,419,215.62

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
Cash Balance: \$1,286,101.15	8/31/2014	Cash Balance: August 2013: \$1,513,012.95
Cash Balance: \$1,533,842.91	9/30/2014	Cash Balance: September: \$1,668,378.75
Cash Balance: \$1,444,676.89	10/31/2014	Cash Balance: October: \$1,658,335.81
Cash Balance: \$1,384,569.72	11/30/2014	Cash Balance: November: \$1,554,026.65

Mr. Henry also provided revenue and expenditure reports and noted that Representative Tim Derickson had informed him that a bill to partially restore some funds to townships was working through the legislative process. Hopefully, the State will restore some funds to townships in 2015.

Old Business

Update – Fire/EMS Run Data for November: Mr. Henry reported that the average response time had decreased and mutual aid had increased during the month of November.

Veterans Day Ceremony Summary Report: Mr. Henry noted that multiple calls were received from veterans thanking the Township for the Veterans Day Ceremony and program. Mr. Henry reported that 110 meals were served at the luncheon and 8 veterans were recognized with gifts and certificates. Mr. Henry also reported that the Millville First Baptist Church along with several other donors made contributions to help defray the costs of the event. Mr. Henry also noted that in 2015 the County may want to combine its event with Hanover Township’s Veterans Day Ceremony.

2015 Road Program – Agreement to Participate Resolution No. 55-14: Mr. Henry explained the purpose of this resolution was to authorize the Township’s participation in the County’s 2015 Road Program. Mr. Henry noted the Board would have to meet before the end of December to review the Township’s 2015 Road Program and to develop a contingency plan in the event CDBG funds were not awarded. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 55-14 which was seconded by Mr. Miller. Upon roll call, Mr. Stitsinger abstained and the other two Trustees voted yes.

Resolution No. 55-14

Approving the 2015 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 2015 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. 55-14 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. 55-14 is hereby approved authorizing the participation of Hanover Township in the 2015 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. 55-14.

Section III. That this Resolution and attachment are to be delivered to the Butler County Engineer's Office prior to February 1, 2015.

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 December 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Ambulance Repair/Replacement Update: Mr. Henry reported that he and Chief Clark had been working with OTARMA regarding the damaged ambulance. Final figures from the insurance adjuster had not been received and Mr. Henry noted that he was also waiting for a legal opinion from Roger Gates. Mr. Henry stated it appears the Township could get approximately \$70,000 to \$80,000 from insurance to repair the ambulance. However, the Chief had found a demo model for \$103,000 (including a warranty.) Mr. Henry explained that it would cost \$170,000 to purchase a new ambulance from the State bid list. He was waiting for a legal opinion from Mr. Gates to find out if the Township could purchase the demo model on an emergency basis. If so, the Board would need to hold a special meeting to authorize such a purchase.

Other Old Business: Mr. Henry reported that a default judgment had been entered on the property at 1083 Hogue Road. The property owner has been ordered to bring the property up to Code (re: junk autos).

Also under other Old Business, Chief Clark reported that he had received a quote of \$12,630 from KCR to install new ice breakers on the fire station roof. Mr. Miller requested that Chief Clark get information regarding the terms of the warranty on this work. Mr. Henry suggested holding action on this project for a special meeting in late December as the amount of funds to be expended would require a resolution.

Also under other Old Business, Ms. Brosius expressed her thanks to everyone for the support she has received over the past several months.

New Business

Resolution No. 56-14 Renewal Vision/Dental Insurance: Mr. Henry explained this annual legislation provide for group vision and dental insurance. Mr. Henry recommended remaining with the current carriers and plans as there would be no increase in the vision insurance and only a slight increase in the dental insurance as a result of requirements from the Affordable Care Act. Mr. Henry noted that the rates were competitive and within budget. After some discussion, Mr.

Johnson made a **motion** to adopt Resolution No. 56-14 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 56-14

Approving Renewal of the Vision Service Plan and Delta Dental Plan as Part of the Overall Health Insurance Plan for the Township for 2015

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 Wichert 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 was \$78.00 with no increase for 2015 and Delta Dental premiums for 2015 are the same for a single plan but increase 16.9% to meet the Affordable Care Act requirements,

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

Section I. Resolution No. 56-14 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, 2015 through December 31, 2015. In addition, dental service insurance renewal is hereby approved through Delta Dental at the rate of \$27.03 monthly for a single and \$84.24 monthly for a family for the period January 1, 2015 through December 31, 2015.

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 10th day of December 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 57-14 Then and Now Issues: This resolution covers payments to Ballestra, Harr, Scherer CPAs, Inc.; Coordinated Health Mutual; Harvest Land Co-op; and Cargill, Inc. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 57-14 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 57-14

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 with payments to Ballestra, Harr, Scherer CPAs, Inc., Coordinated Health Mutual, Harvest Land Coop and Cargill, 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:

A) \$4,200.00 Ballestra, Harr, Scherer CPAs, Inc. (Fund 1000)

B) \$11,751.55 Coordinated Health Mutual (Fund 2141 \$470.27 Fund 2031 \$6,020.89 Fund 1000 \$5,046.75 Fund 2041 \$213.64)

C) \$3,773.51 Harvest Land Coop (Fund 1000 \$614.52 Fund 2031 \$454.62 Fund 2281 \$2,704.37)

D) \$34,445.71 Cargill, Inc. (Fund 2141 \$5,806.20, Fund 2231 \$10,000 Fund 2021 \$12,000.00 Fund 2031 \$6,639.51) Road Salt.

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 December 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 58-14 2015 Temporary Appropriations: Mr. Henry explained this type of legislation is adopted annually to carry the Township through the first quarter of the year until appropriations are finalized for the new year. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 58-14 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 58-14
Approving Temporary Appropriations for Fiscal Year 2015 for Hanover Township
Butler County, Ohio

Whereas, the Board of Trustees, Fiscal Officer and Administration have been reviewing the necessary operating fiscal requirements for the first quarter of 2015; and

Whereas, there is a need to set temporary funding of activities for all Township Operations until a final appropriation can be prepared and approved during the first quarter of 2015; and

Whereas, the Fiscal Officer has prepared said temporary appropriations for all services and set forth the first quarter 2015 anticipated revenues and expenditures in the attached document entitled: **Attachment Resolution No. 58-14 Temporary Appropriations 2015**.

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

Section I. That to promote efficient and sound fiscal operations for the Township, the Board hereby adopts a Temporary Appropriation for 2015 totaling \$348,295.00 as reflected in the attachment hereto entitled: **Attachment Resolution No. 58-14 Temporary Appropriations 2015**.

Section II. That the Fiscal Officer is authorized to process expenditures in accordance with the Temporary Appropriation 2015 document.

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 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 59-14 2015 Ambulance Inflation Factor: Mr. Henry explained that the Township had received a recommendation from MBI Solutions, Inc. to adjust ambulance fees based upon an inflation factor of 1.4% for Calendar Year 2015 and this resolution would authorized this adjustment to the ambulance fees. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 59-14 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 59-14

Approving Recommended Annual Ambulance Inflation Factor Increase for Emergency
Medical Service Operations Effective Calendar Year 2015

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 1.4% for Calendar Year 2015 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 1.4% effective Calendar Year 2015 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 10th day of December 2014.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

2015 Board Organizational Meeting -- January 14, 2015: Mr. Henry noted the 2015 Board organizational meeting date was scheduled for January 14, 2015. The Trustees indicated that Mr. Johnson would serve as Board President and Mr. Miller would serve as Vice President for 2015. Mr. Henry also provided the Board with a list of 2015 meetings dates for its review. Mr. Henry noted that Veterans Day occurs on a Wednesday in 2015 and the Board decided to hold the November 2015 Board meeting after the Veterans Day Ceremony and program.

Park Committee Report – Planning for 2015 Events: Mr. Henry reported that the Car Show event was not accomplishing the goals it was intended to achieve. The 2014 Car Show participation was down 50 cars. After conferring with the Chief and several residents who are members of a local car club, it appears that a cruise-in style event would be more successful than a car show. Mr. Henry submitted a Park Committee Report to the Board and noted that the report recommends a Wine Tasting/Cruise-In/Concert event in lieu of a car show for 2015. In addition, the report recommends a Family Movie Night event (which would be presented with the assistance of Metro Parks.) Mr. Henry asked the Board to review the list of proposed events and recommended Board approval at its January meeting.

Other New Business

Under New Business, Mr. Henry reported that in order to comply with audit requirements, the Fire Department stipend pay would be made on a monthly basis. Currently, run payment checks and officer payment checks are issued on a monthly basis and this change would make the schedule for stipend payments consistent with the other Fire department payments. Mr. Henry also stated that

travel expense forms must be used for reimbursement of expenses and that receipts must be attached to the forms.

Also under New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Reports for November 2014, a letter from Duke Energy regarding rate hikes, and a reminder regarding the Township's holiday party scheduled for December 13, 2014.

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, both 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: _____