



**Hanover Township Board of Trustees
February 19, 2014 Meeting Minutes**

Call to Order: Board President Fred J. Stitsinger called the meeting to order at 5:30 PM and stated the opening ceremonies would occur after the Executive Session. Fiscal Officer reported that all three Trustees and Administrator were present along with Roger Gates from the County Prosecutor's Office. A motion was made by Larry Miller and seconded by Mr. Johnson to adjourn the public session and convene into Executive Session to meet with Legal Counsel to discuss property acquisition and proposed contract. After a brief discussion, the Fiscal Officer called the roll. All three Trustees voted yes.

Mr. Johnson made a motion to reconvene in regular public session which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Call to Order: Mr. Stitsinger led the opening ceremonies with the Pledge of Allegiance and Invocation as the Board reconvened into public session.

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 BCSO Deputy Jason Hatfield. Project Coordinator Julie Prickett was ill and could not attend.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller to approve the January 15, 2014 Regular Session and January 21, 2014 Special Meeting minutes as submitted and to approve the warrants signed for release. All Trustees present voted yes. Status and Departmental Reports were distributed to the Board for review and were approved.

Guest Presentation: No guest presentations but Cheyenne Lewis of 1842 Vizedom Road was in the audience as an observer from Miami University (Hamilton)- Journalism Course.

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

Administration Reports

Law Enforcement: Deputy Hatfield gave the following report for the month of January 2014:

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

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls:	147	147
• Felony Reports:	6	06
• Misdemeanor Reports:	9	09
• Non-Injury Crash:	19	19
• Injury Crash:	10	10
Total Reports: 44	44
• Assists/Back Up:	39	39
• Felony Arrests:	3	03
• Misdemeanor Arrests:	9	09
• OMVI Arrests:	4	04
Total Arrests: 16	16
• Traffic Stops:	26	26
• Moving Citations:	14	14
• Warning Citations:	12	12
• FI Cards:	0	00
• Civil Papers Served:	0	00
• Business Alarms:	4	04
• Residential Alarms:	9	09
• Special Details:	1	01
• COPS Times:	6,475 (<i>Min.</i>)	6,475
• Vacation Checks:	30	30

Reporting: Deputy Hatfield and Deputy Lentz/by BEH

Fire/EMS: Chief Clark presented the following written report for the month of January 2014:

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

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

- Emergency Medical Operations/Squad Runs: 55

- Motor Vehicle Accidents: 06
- Fire Runs: 14
- Fire Inspections: 01
- Air & Light Truck Call Out: 02
- Knox Box Details 00
- Other 00

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

Total Year to Date: 78 Runs/Operations

(January 2013: 57 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 January 2014:

SUPERINTENDENT'S REPORTS
(February 19, 2014)

Millville Cemetery Operations Report January 1 through January 31, 2014

3 Graves sold to Township residents (@ \$610)-----	\$ 1,830.00
1 Grave sold to nonresident-----	\$ 895.00
0 Old resident graves-----	\$ 0.00
8 Full Interments-----	\$ 7,300.00*
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 384.00
Total: -----	\$ 10,409.00

*7 @ regular fee of \$900 = \$6300; 1 @ regular fee plus 1 hour OT = \$1000

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

1. Salted Regina Place after water main break.
2. Replaced an under porch light at the Firehouse.
3. Picked up a deer carcass on Hogue Road.
4. Took down holiday decorations.
5. Repaired potholes on Roundhill Drive and Santa Maria Drive.
6. Pushed concrete over the bank on Nichols Road.
7. Repaired Firehouse mailbox.
8. Purchased five matching locks and delivered them to Butler Rural Electric for the tornado siren.
9. Called in on January 4, 2014 to salt Beissingner Road after a house fire.
10. Performed ice and snow control on January 2, 3, 5, 6, 9, 16, 17, 18, 19, 21, 23, 25, 27, and 31.
11. Installed a letter mailbox at the Community Center.
12. Changed snow plow blades and worked on truck maintenance.
13. Cleaned trucks and snow equipment twice.
14. Performed monthly truck and storm water inspections.
15. Completed our yearly storm water report.

Administrator's Report

**Administrator January 2014 Summary Report
(Presented February 2014)**

- **Newsletter:** Worked on articles; contacted Rep. Derickson for an updated legislative article. Delayed production until after the holidays. This newsletter will be bigger with “thank you’s” and photos scheduled for delivery in February. Proposed next newsletter to be delivered to residents in June 2014.
- **Fire/EMS Run Data:** Used data to prepare reports for the Board of Trustees as well as a recommend pay plan.
- **Citizen Relations:** Spoke with residents about ice/snow routes and removal as well as parking restrictions.
- **Property Acquisition:** Continued work on the purchase of 19.184 acres on Old Oxford. Met 2 times throughout the month with Eaton representatives. Advised Roger Gates of their comments and our position. Forwarded a new contract to them; rejected by their attorney and a revised contract is under review.
- **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 in process by BWC. Prepared new BWC schedule of payments for the Fiscal Officer.
- **Website:** Provided updates to the website.
- **OTA Conference:** Made arrangements for Board members and staff.

- **Community Concert:** Finalizing details for a Community Concert to be held in the Gazebo area on June 13, 2014.
- **Items Still Pending/Delayed:** Fuel Card follow up is still pending; Personnel Policy Review with changes still pending.
- **Pay Plan:** Potential changes put on hold until further review of Fire/EMS operations is complete. Minimum wage for the Township to meet ORC requirements was implemented.

Personnel Actions and Other Items of Note

No actions or new items for January 2014.

Other General Actions:

Since Thanksgiving, the Township has responded to 15 ice and snow events spending over \$30,000.00 for salt and sodium chloride.

Of Note- Budget Information for January 2014

Cash Balance as of January 31, 2014: \$1,380,611.21

Total Expenditures all funds for January 2014: \$ 85,314.13

Total General Fund cash on Hand January 31, 2014: \$694,634.95 (50.031%) of Total funds)

Total Fire/EMS Fund cash on hand January 31, 2014: \$255,704.15 (18.52%) of Total

(Monthly Revenue and Expenditure Reports are attached. Mr. Henry pointed out how most of the funds revenue is being impacted by the overall economic slump and property devaluations. Also Mr. Henry included the work sheet from Area 1 Court in regard to revenues from fines.)

Old Business.....

Newsletter Update and Follow-up: Mr. Henry reported was on schedule to reach residents the next week in February. A draft copy was given to each Trustee. This issue contains an extra page of event photos and expression of gratitude to business and members of the community that supported Township Events throughout the year. A new mailing procedure is being used to reach more residents and businesses as suggested by Trustees Stitsinger and Johnson.

Contract for Summer Concerts: Mr. Henry reported that a contract has been agreed upon for the “Remains” to perform a concert at the Park Gazebo on June 13, 2014 from 7:00PM to 10:00PM. Other aspects of the event are still being worked on. Contact has been made with Hanover Winery to assist in the planning.

Community Development Block Grant: None of the three applications submitted for this grant were approved. Mr. Henry provided a copy of an email from the Community Development Department explain what jurisdictions received the allocations. The Board and Administration expressed disappointment about the distribution. Not receiving funding may impact the park acquisition project, curb and gutter project for Alamo Heights and Adverse Weather Siren installation program.

Parking Issues: Mr. Henry provided an email letter to the Board expressing an on street parking concern from Ray Madden of 435 Sheerin Drive. Mr. Madden is asking the Board to eliminate on street parking. Mr. Henry stated that this concern about parking on the street is the first one received by the Administration for this location. Prior to the meeting, both Mr. Johnson and Mr. Henry separately traveled the street, noting there were two vehicles parked on the west side. Mr. Henry responded to Mr. Madden's inquiry and the Board was provided with a copy of the response. Mr. Henry and Mr. Gardner discussed some problem parking locations along the snow emergency route and in subdivision cul de sacs. Board members reviewed with each other the different parking scenarios and issues surrounding taking action. There was discussion about how to obtain citizen input before any parking restrictions are considered. Mr. Henry suggested either a public forum or public hearing. Mr. Stitsinger suggested a post card survey. These suggestions will be further reviewed by the Board and Administration during a future work session.

Reminder – Finish Review/Consideration of Fire/EMS Run Data and Compensation: Mr. Henry has completed a draft fire department pay plan based upon suggestions from the prior work session of the Board. This draft is being reviewed by legal counsel, Roger Gates. Mr. Henry has scheduled a Fire Department briefing for February 25, 2014 at 7:00PM to discuss the draft with the Fire Department members. Both the Board and Fire Department members will be provided a copy once the matter has been reviewed by legal counsel.

Speed Study Results- US 27: ODOT through an email from Brianne Millard responded on February 12, 2014 and stated that the speed limit on US 27 from Woodbine to State Route 130 did not meet the requirements to raise the speed limit. The Board was provided a copy of the email response.

Other Old Business: There was no Other Old Business to be reported.

New Business.....

Mr. Henry and Chief Clark presented a recommendation to approve a contract with Cincinnati State Technical College to provide an EMT Basic Certificate Program on site beginning in March. This same program was put on last year and was very successful. In addition to Hanover Township members from other agencies are eligible to participate for a charge. Mr. Johnson made **a motion to approve Resolution No. 21-14** which was seconded by Mr. Miller. After a question and discussion period, a roll call vote was taken by Mrs. Brosius. All three Trustees voted yes.

Resolution No. 21-14

Approving An Agreement With Cincinnati State Technical and Community College for Providing a Basic EMT Certificate Program at Hanover Township

Whereas, the Fire Department has reviewed various program offerings from area schools to provide a Basic EMT Certificate course located on site at the Hanover Township Fire Department; and

Whereas, to reduce costs and travel time it is necessary to hold classes within the Hanover Township Fire Station as proven by a 2013 contract authorized through Resolution No. 35-13 with the college which was successful; and

Whereas, after review by the Fire Department Administration and Township Administrator it appears that that Cincinnati State Technical and Community College offers the best overall proposal satisfying the needs of the Township; and

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

Section I. That an agreement with Cincinnati State Technical and Community College is hereby approved for a Basic EMT Certificate Course at a cost not to exceed \$16,000.00 for twelve students and authorize the Township administrator to execute said agreement in accordance with the attachment labeled: "Attachment Resolution No.21-14".

Section II. That the Fiscal Officer is hereby authorized to make payments as necessary as provided by the agreement.

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 19th day of February 2014.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

The Fiscal Officer and Township Administrator reported on the Budget Commission's publication of Hanover Township's Certificate of Estimated Resources for 2014. A minor update was penciled but the final change will be made part of the official minutes. Mr. Miller made a **motion** to **approve Resolution No. 22-14** which was seconded by Mr. Johnson. After discussion, a roll call vote was taken with all three Trustees voting yes.

Resolution No. 22-14

Accepting The Amounts, Rates and Projections of Revenue as Determined By The County Budget Commission through The Certificate of Estimated Resources for 2014

Whereas, the Board of Trustees and Administration have been evaluating Hanover Township's finances and reviewed the proposed tax rates and levies based upon information from the County Budget Commission; and

Whereas, the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) had previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2014; and,

Whereas, The County Budget Commission has certified the 2014 of Estimated Resources for Hanover Township totaling \$3,191,047.28 to be used as the basis for establishing Permanent Appropriations,

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

Section I. That the Amended Official Certificate of Resources for Hanover Township for Fiscal Year 2014 is hereby accepted and approved (Reference ORC 5705.36) as reflected in the attachment herewith labeled "Attachment Resolution No. 22-14".

Section II. That the Fiscal Officer is authorized to establish 2014 appropriations based upon said projections.

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 19th day of February 2014.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

The Township Administrator requested authorization to file two grant requests for BREC Community Connections Grants related to the Fire Service and Park. Final details are being worked on. A **motion** was made by Mr. Johnson and seconded by Mr. Miller to approve Resolution No. 23-14. After discussion, a roll call vote was taken with all three Trustees voting yes.

Resolution No. 23-14

Authorizing the Filing of February 2013 Applications for the Butler Rural Community Connections Grant Program

Whereas, the Board of Trustees has reviewed the requirements for the February 2014 Community Connections Grant program sponsored by the Butler Rural Electric Cooperative; and,

Whereas, the Township has a Hanover Township Memorial Park Master Plan for continuing the development of the Hanover Township Memorial Park and Strategic Planning Objectives including but not limited to use of the Community Center and Fire Station; and,

Whereas, reduction in revenues resulting from property devaluations and funding cuts from the state have reduced the ability of the Township to fund a number of projects and equipment such as those referenced herein; and,

Whereas, the Board of Trustees rates basic services such as those items that relate to serving the emergency needs of the public as a high priority and recognize the need for the continued development of the Hanover

Township Memorial Park and programming that serves the overall best interests of Township residents; and,

Whereas, the projects submitted for Community Connections Funding have no assigned funding source but the Township will continue to focus on key priorities,

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

Section I. That Board authorizes up to two applications to be submitted at the Administrator's discretion to the Butler Rural Cooperative Community Connections Program by the end of February 2014 as reflected in the attachment labeled: Attachment to Resolution No. 23-14 Grant Projects.

Section II. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit one or both applications referenced herein.

Section III. That the Board of Trustees acted upon this matter in an open public meeting on February 19, 2014 with all three Trustees voting in favor of Resolution No. 23-14.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

After review by the Fiscal officer, Mr. Miller made a **motion** to approve Resolution No. 24-14 which was seconded by Mr. Johnson. After discussion, a roll call vote was taken with all three Trustees voting yes.

Resolution No. 24-14

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" purchase of products and services from Central Salt, Emergency Medical Products, Harvest Land Coop and Stephenson Oil 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: \$22,721.67 Central Salt Company POs 2-2014, 9-2014, 13-2014 spread among Funds 2021, 2031, 2141, 2231; \$3,631.97 PO 6-2014 Emergency Medical Products Fund 2281; \$5,661.01 Harvest Land Coop PO 14-2014 spread among Funds 1000, 2031, 2281; and \$3,128.88 PO 15-2014 Stephenson Oil Company Fund 2021.

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 19th day of February.

<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

The Fiscal Officer and Township Administrator presented the budget and appropriations for 2014. The attachment to the resolution outlined all the line item allocations. After questions and discussion, a **motion** was made by Mr. Johnson to approve Resolution No. 25-14 which was seconded by Mr. Miller. A roll call vote was taken with all three Trustees voting yes.

**Resolution No. 25-14
Approving Permanent Appropriations for Fiscal Year 2014
For Hanover Township**

Whereas, the Fiscal Officer reported on closing out the 2013 Fiscal Year and the Board adopted Temporary Appropriations for 2014; and

Whereas, the Fiscal Officer has received the necessary documentation from the County Auditor's Office to complete the final recommended Appropriations for Fiscal Year 2014 for Hanover Township; and

Whereas, an attachment has been prepared outlining the necessary appropriations for all line items labeled "Attachment Resolution No. 25-14"; 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, Permanent Appropriations for Fiscal Year 2014 of \$3,191,047.28 are hereby approved as recommended by the Fiscal Officer as set forth in the attachment labeled: "Attachment Resolution No. 25-14" effective upon passage.

Section II. That the Fiscal Officer is authorized to take all necessary steps to implement said 2014 Permanent Appropriations for the Township and report 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 19th day of February 2014.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

The Township Administrator reviewed the history of the Personal Information systems maintained by the Township operating in accordance with administrative rules. To consolidate and update said policy to be approved by the Board, Resolution No. 26-14 and related attachment has been prepared to comply Sections 1347.05 and 1347.07 of the Ohio Revised Code. Mr. Miller made a **motion to approve Resolution No. 26-14** which was seconded by Mr. Johnson. After questions and discussion, a roll call vote was taken with all three Trustees voting yes.

Resolution No. 26-14
Approving Personal Information System Policy In accordance with Ohio Revised Code
Sections 1347.05 and 1347.07 For Hanover Township

Whereas, Chapter 1347 of the Ohio Revised Code requires that all state and local agencies have a Personal Information System Policy formally approved; and,

Whereas, the Township has different systems managed by different individuals following either an administrative policy and/or statutory guidelines; and,

Whereas, a consolidated Township Policy is proper and addresses Chapter 1347 of the Ohio Revised Code; and,

Whereas, to comply with statutory and audit provisions, the Township Administrator recommends a formal policy be adopted as outlined in the attachment submitted with this resolution,

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

Section I. That to promote sound and efficient operations to address Chapter 1347 of the Ohio Revised Code for the Township, the Hanover Township Personal Information System Policy as reflected in the attachment labeled “Attachment to resolution no. 26-14 is hereby approved and effective upon passage.

Section II. That the Township administrator shall distribute this policy to the division heads of the Township.

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 19th day of February 2014.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

County Engineer’s Seminar: A reminder that the Butler County Engineer is hosting a dinner and briefing for Townships on February 27, 2014. It was noted that Larry Miller, Doug Johnson and Scot Gardner would be attending. Mr. Stitsinger and Mr. Henry had other prior commitments.

Southwest Regional Water Association Annual Meeting: A reminder that the annual will be held March 15, 2014 at Miami University. Mr. Stitsinger will be attending representing the Township. Notice of the meeting was given to each Board member.

Butler County Township Association March Meeting: Hanover Township is hosting the Township Association meeting on March 13, 2014. Mr. Miller made a motion which was seconded by Mr. Johnson to approve expenses associated with hosting the OTA meeting including catering costs. Hanover Winery may donate local wine for tasting but in order to allow this , the Community Center rules requires a one day amendment to allow the serving of wine. Mr. Johnson made a motion, seconded by Mr. Stitsinger to allow an exception on the aforementioned date to allow the serving of wine. After discussion, a roll call vote was taken with all three Trustees voting yes.

Miscellaneous Correspondence: Mr. Henry referenced items in the Trustees’ packet under Miscellaneous Correspondence regarding Butler County Building Permit Reports for January 2014 ,Health Care Reform Bulletin- Wichert Insurance, Frank Gates Newsletter and Agency Update: Workers Comp Related and Email Complaint: Not in Hanover Township.

Executive Session: There being no further regular business to be considered by the Board of Trustees, Mr. Stitsinger 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. Miller. Upon roll call, all three Trustees voted yes.

Public Session: The Board reconvened into regular public session from Executive 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.

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: _____