



**Hanover Township Board of Trustees  
July 9, 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. Johnson, seconded by Mr. Miller to approve the June 10, 2014 Regular Meeting minutes and the June 23, 2014 Special 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.

**Citizen Participation:** Mr. Jeff Buddo, 2436 Morman Road, had a question regarding open burning permit requirements. Chief Clark stated a permit is required from the EPA for an open burn. Mr. Henry noted there is confusion regarding agricultural burns and residential burns. Mr. Henry stated that open burning permit requirements have been included in past Township newsletters and this information could be included again in a future newsletter.

**Administration Reports**

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

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

<b><u>Activity Area</u></b>	<b><u>Month Totals</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 169		880
• Felony Reports: 7		37

- Misdemeanor Reports: 09 96
- Non-Injury Crash: 7 60
- Injury Crash: 04 31

**Total Reports: 27 .....224**

- Assists/Back Up: 27 183
- Felony Arrests: 4 14
- Misdemeanor Arrests: 07 49
- OMVI Arrests: 0 08

**Total Arrests: 11 .....71**

- Traffic Stops: 24 185
- Moving Citations:10 107
- Warning Citations: 14 87
- FI Cards: 0 00
- Civil Papers Served: 2 02
- Business Alarms: 2 18
- Residential Alarms: 12 59
- Special Details: 7 14
- COPS Times: 4,620 (*Min.*) 31,040
- Vacation Checks: 12 107

\*\*\*\*\*

Reporting: Deputy Bowling ( April15th forward) and Deputy Lentz/by BEH

**Fire/EMS:** Information for the June 2014 Fire/EMS report was not provided in time for the Board meeting. Chief Clark will present the June report at the August Board meeting.

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

**SUPERINTENDENT'S REPORTS  
(July 9, 2014)**

Millville Cemetery Operations Report June 1 through June 30, 2014

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

\*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. Repaired lock on Cemetery.
2. Planted shrubs and rose bushes at the Community Center.
3. Picked up a deer carcass on Route 130.
4. Cut up a tree that fell on Huston Road.
5. Finished first round of roadside mowing.
6. Performed crack sealing on DeCamp Road and the parking lot at the Park.
7. Repaired pot holes on Four Mile Road and on Huston Road.
8. Pulled trees out of our retention pond.
9. Re-stripped the floor in the rear of the Firehouse.
10. Removed a tree that fell on Stahlheber Road.
11. Swept glass from the intersection of Morman and Minton Roads.
12. Re-striped the Park parking lot.
13. Trimmed trees around the Park walking path.
14. Prepared Park for multiple events.
15. Mowed grass on Township properties four times.
16. Performed monthly truck, park and storm water inspections.

***Administrator's Report***

Mr. Henry presented the following report to the Board:

**Administrator June 2014 Summary Report  
(Presented July 2014)**

- **Cemetery Regulations:** Prepared copies and distributed new cemetery regulations that were adopted last month. Sent indigent burial forms for 4 possible requests for burial.
- **Fire/EMS Run Data:** Prepared report for June runs. Run times are better and mutual aid called in is significantly down.
- **Drainage Complaints/Citizen Relations/BCEO:** Pursuant to Board authorization, provided BCEO with approval for work on various streets and the Township will pay for materials. (See June minutes).
- **Fire Department:** Worked on EMS squad phone switch out and service. Obtained replacement phones. Prepared reimbursement report for State EMS grant and the Township should receive \$3,250.00.
- **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.
- **Workers' Comp:** Followed up with BWC on Safety Grant for the Fire Department. Check arrived for processing and ordering of equipment. Working with Frank Gates Company for lower rating and lower premiums.

- **Community Concert and Wine Tasting Event:** Put together logistics, ordered wine glasses and worked the successful event held on June 13th in the Park.
- **Kids Fest:** Worked with the Park Committee on planning and logistics for the event. Picked up supplies and worked the event held on June 28th in the Park.
- **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 Bevington, Millville Avenue, 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.

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

Additional PT/Seasonal help has been hired for the Cemetery and Road operations:

Micah Combs 7.95 per hour  
 Mitch Elliott \$7.95 per hour  
 Zack Rogers \$9.00 per hour

Resignations

Ben Clark PT- resigned effective June 20th  
 Sherman Winkler PT- resigned effective June 20th

### **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 June 30, 2014**

**Cash Balance as of June 2014:** \$1,506,977.71

**Total Expenditures all funds for June 2014:** \$93,582.00

**Total General Fund cash on Hand June 2014:** \$630,683.70 (41.85%) of Total funds)

**Total Fire/EMS Fund cash on hand June 2014:** \$350,668.01 (25.16%) of Total

*(Monthly Revenue and Expenditure Reports are attached. Also included is a General Fund Analysis Report and 2010 through 2014 Certificates of Estimated Resources)*

***Cash Balance Trends 2013-2014***

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

Mr. Henry amended his report by adding that Mark Ripley resigned from the Fire Department on April 1, 2014. This resignation was only recently reported to the Township Administrator.

Mr. Henry also reported that after the first six months in 2014, expenditures were tracking higher than revenues for the budget year, particularly in the General Fund and the Cemetery Fund. Mr. Henry stated that this trend will need to be addressed and updated budget figures will be provided again at the end of the third quarter. Mr. Henry also noted that strategies to increase cemetery revenues are being considered. Mr. Henry provided the Board a report on General Fund revenues and expenditures from 2001 through 2013 as well as copies of Certificates of Estimated Resources for the Township from 2010 through 2014.

### ***Old Business***

***Community Concert and Kids Fest Reports:*** Mr. Henry distributed reports on both events to the Board and noted that many favorable comments had been received about both events. Mr. Johnson complimented everyone who worked on the events.

***Update Fire/EMS Run Data for June:*** Mr. Henry reported that since the on-station program was implemented in April 2014, mutual aid runs into Hanover Township have decreased and the average response time has decreased to an average of 12.62 minutes. Mr. Henry noted this average response time includes runs made to remote areas of the Township. Mr. Henry provided run summaries to the Board for its review.

***Other Old Business:*** Chief Clark reported that the new Zoll software was scheduled to be downloaded tomorrow and training will be conducted on August 21, 22, and 23.

### ***New Business***

***Resolution No. 40-14 Request Amended Certificate of Resources:*** Ms. Brosius explained the purpose of the resolution was to amend the Certificate of Resources to reflect adjustments to revenues as a result of additional funds received from the Community Concert, Kids Fest, a Safety Grant Award from BWC and a Revenue Sharing payment from the City of Hamilton. After some discussion, Mr. Stitsinger made a **motion** to approve Resolution No. 40-14 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

## **Resolution No. 40-14**

### **Amending the Certificate of Resources for Hanover Township and Adjusting Permanent Appropriations for the Balance of Fiscal Year 2014 To Reflect Additional Revenue for the General Fund**

*Whereas*, the Fiscal Officer reported on recent revenue adjustments as the result of revenues derived from proceeds received from a Community Concert and Wine Tasting Event June 13, 2014 (\$3,065.00), Kids Fest June 28, 2014 (\$881.50), Safety Grant Award from BWC (\$28,844.35) and Revenue Sharing payment from Hamilton (\$62,035.93); and

*Whereas*, the Fiscal Officers recommends acknowledgement of the foregoing and amending the Revenue and Appropriation documents as well as establish the necessary accounting structure to accurately reflect the acceptance and expenditure of these additional funds; 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 Certificate of Estimated Resources and Permanent Appropriations for Fiscal Year 2014 are hereby amended subject to the County Budget Commission approval reflecting the receipt of additional revenue for the General Fund 1000 of \$65,982.43 and for the Fire/EMS Fund 2281 \$28,844.35 as recommended by the Fiscal Officer to reflect revenue totaling \$94,826.78.

***Section II.*** That the Fiscal Officer is authorized to take all necessary steps to implement said 2014 Revenue and Expenditure adjustments for the Permanent Appropriations and make payments 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 9<sup>th</sup> day of July 2014.

***Board of Trustees***

***Vote***

***Attest and Authenticate:***

Fred J. Stitsinger

\_\_\_\_\_

Larry Miller

\_\_\_\_\_

Douglas J. Johnson

\_\_\_\_\_

\_\_\_\_\_  
Elizabeth A. Brosius

Fiscal Officer/Clerk

***Resolution No. 41-14 Approve 2015 Tax Budget:*** This resolution had been reviewed and approved in the Budget Hearing which took place prior to the start of the July Board meeting.

***Resolution No. 42-14 Approve MOU/Mutual Aid Update EMA:*** Mr. Henry explained the purpose of the resolution was to approve a Memorandum of Understanding specific to hazardous materials mutual aid responses. Mr. Henry explained the Township has participated in a mutual agreement since 1991. The Butler County Hazardous Materials Cooperative was recommending an updated agreement. The agreement had been reviewed and approved by the Butler County Prosecutor's Office. Mr. Stitsinger stated he had questions about the MOU and requested the resolution be tabled and the Fire Chief follow-up on the need for the updated MOU. After some discussion, Mr. Miller made a **motion** to table Resolution No. 42-14 which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

**Motion – Approve Frank Gates Contract/Group Rating BWC:** Mr. Henry reported that the Township continues to develop programs and methods to reduce its BWC premium costs. Over the last 5 years significant progress has been made to improve safety practices, reduce claims and work with the Frank Gates Company to improve the Township’s ability to participate in BWC-sponsored cost reduction programs. These efforts have resulted in significant savings and led to the receipt of several safety awards through BWC and the Greater Hamilton Safety Council. Last year, the Township's record had improved to a point where the Township was invited to participate in group rating pooling efforts in partnership with the Ohio Township Association. After review, it is the recommendation of the Administration to agree to a renewal with the Frank Gates Service Company for BWC consulting efforts (\$1,965.00) and to participate in the group rating program through the Frank Gates Service Company and the Ohio Township Association. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Miller, to approve a renewal contract with the Frank Gates Service Company and to approve the re-enrollment in the January 1, 2015 Workers’ Compensation Group Rating Program through the Frank Gates Service Company and the Ohio Township Association including authorizing the Township Administrator to execute all documents related thereto. After discussion, a roll call vote was taken by the Fiscal Officer with all three Trustees voting yes.

**Resolution No. 43-14 Then and Now Issues:** Ms. Brosius explained the routine house-keeping nature of this resolution. This resolution covers payments to Blust Motor Company and Stephenson Oil Company. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 43-14 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

#### **Resolution No. 43-14**

##### **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 Blust Motor Company 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: \$3,252.45 Blust Motor Company Fund 2011 and \$3,990.52 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 9<sup>th</sup> day of July.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Fred J. Stitsinger  
Douglas L. Johnson  
Larry Miller

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Elizabeth A. Brosius  
Fiscal Officer/Clerk

***Other New Business***

Under New Business, Chief Clark reported that following a recent inspection of Fire Department hose, it was determined that some of the hose was worn and needed to be replaced. Chief Clark requested authorization from the Board to purchase replacement hose. **A motion** was made by Mr. Miller, seconded by Mr. Johnson, to approve the purchase of replacement hose from Vogelpohl for an amount not to exceed \$5000. After discussion, the Fiscal Officer took a roll call vote with all three Trustees voting yes.

Also under New Business, Mr. Henry reported the County Treasurer was starting a program through which the County will provide funds for demolishing blighted properties. Mr. Stitsinger will be attending an information session regarding the program.

Also under New Business, Mr. Henry reported that the Township has received many complaints regarding a property at the corner of Bevington and Beissinger. The owner of this property has installed an above-ground swimming pool in the front yard. The County Zoning Department has indicated it has no jurisdiction over this matter as above-ground pools are not considered to be “structures.” Mr. Henry stated he requested that Jim Fox get an opinion from the County Prosecutor. Mr. Henry also recommended that the Board pass a resolution requesting a legal opinion on this matter from the County Prosecutor. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 44-14, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Note for minutes:** After the Township Administrator conferred with the County Building and Zoning Department, the County has stated the County will seek the opinion of both the Planning Commission Director and the County Prosecutor. As such, Resolution No. 44-14 is cancelled and deemed not necessary at this time.

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 June 2014, Wichert Insurance information, a picture of the new POW/MIA memorial installed in Hanover Park, recycling information, and a copy of a Flood Risk Open House Notice.

Also under other New Business, Chief Clark requested authorization to purchase software and two monitors to be installed in the bay areas. The monitors would be able to display IM Responding information so department members in the bay area would be able to see if other members were responding for a run. Chief Clark noted there was \$1500 of FEMA grant money that could be applied to this purchase. After some discussion, Mr. Miller made a **motion** to authorize an expenditure of funds with proper documentation and a purchase order for an amount not to exceed



\$2000 to purchase software and two monitors for the bay area. The motion was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

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

The Board reconvened into regular session.

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

**Motion to Adjourn:** Mr. 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:* \_\_\_\_\_