



**Hanover Township Board of Trustees  
June 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. Johnson, seconded by Mr. Miller to approve the May 14, 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 Presentation:** Eddie and Beth McDonald of Hanover Winery showed the Board a sample of the wine glass that would be sold at the June 13 Community Concert and Wine Garden event. They also reported that the food vendors for the event had been confirmed.

**Citizen Participation:** Mr. Craig Rowlette, 2484 Sir Douglas Drive, asked about a drainage issue on Morman Road. Mr. Stitsinger explained the County Engineer's Office was working on this issue and that it was a large project that probably would not be underway until 2015. Mr. Rowlette also addressed the Board regarding a dispute he was having with a neighboring property owner. The neighboring property owner was objecting to his cutting down trees on his property. Mr. Henry explained this issue involved private property and utility easements over which the Township has no jurisdiction. Mr. Henry suggested Mr. Rowlette file a complaint with the Sheriff if problems with his neighbor escalate.

**Administration Reports**

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

**Butler County Sheriff's Office**

**District #6**

**Hanover Township Contract Cars  
Monthly Report for May 2014**

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 141		711
• Felony Reports: 6		30
• Misdemeanor Reports: 11		87
• Non-Injury Crash: 5		53
• Injury Crash: 03		27
<b>Total Reports: 25 .....</b>		<b>197</b>
• Assists/Back Up: 26		156
• Felony Arrests: 3		10
• Misdemeanor Arrests: 13		42
• OMVI Arrests: 0		08
<b>Total Arrests: 16 .....</b>		<b>60</b>
• Traffic Stops: 28		161
• Moving Citations: 15		97
• Warning Citations: 13		73
• FI Cards: 0		00
• Civil Papers Served: 0		00
• Business Alarms: 1		16
• Residential Alarms: 12		47
• Special Details: 4		07
• COPS Times: 4,670 ( <i>Min.</i> )		26,420
• Vacation Checks: 15		95

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**Fire/EMS:** Chief Clark gave the following report for the month of May 2014:

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

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

• Emergency Medical Operations/Squad Runs:	48
• Motor Vehicle Accidents:	06
• Fire Runs:	10
• Fire Inspections:	08
• Air & Light Truck Call Out:	01

- Knox Box Details 00
- Other 00
- Total for the month: **73 Runs/Operations  
(65 Fire/EMS Runs)**

**Total Year to Date: 336 Runs/Operations**

(May 2013: 70 Runs/Operations)

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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 May 2014:

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

Millville Cemetery Operations Report May 1 through May 31, 2014

<b>0 Graves sold to Township residents (@ \$610)-----</b>	<b>\$ 0.00</b>
<b>0 Grave sold to nonresident-----</b>	<b>\$ 0.00</b>
<b>0 Old resident graves-----</b>	<b>\$ 0.00</b>
<b>2 Full Interments-----</b>	<b>\$ 1,800.00*</b>
<b>0 Baby interments-----</b>	<b>\$ 0.00</b>
<b>0 Cremations-----</b>	<b>\$ 0.00</b>
<b>Foundation and Marker installation fees-----</b>	<b>\$ 384.00</b>
<b>Total: -----</b>	<b>\$ 2,184.00</b>

\*2 @ regular fee of \$900 = \$1800

Other Cemetery activities:

1. Mowed four times
2. Trimmed twice
3. Installed four "no parking in the grass" signs
4. Veterans assisted with putting out 684 flags
5. Gardening club put flowers out for Memorial Day

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

1. Picked up brush dumped on Fatima Place.
2. Replaced boards on the bleachers.
3. Performed ditch work on Decamp.
4. We are well underway on our first round of roadside mowing/trimming.
5. Hauled three loads of fill dirt to Vizedom Road.
6. Replaced a ballast in a light at the Community Center.
7. Installed brick pavers at the Park Memorial.
8. Picked up brush dumped on Huston Road.
9. Repaired Cemetery air compressor.
10. Mowed grass on Township properties five times.
11. Raked up sticks and got cemeteries on Millville Road and Minton Road ready for Memorial Day. Also placed flags on Veterans' graves at these locations.
12. Planted flowers around the Veterans' Memorial flag pole at the Park.
13. Performed monthly truck, park and storm water inspections.

### *Administrator's Report*

Mr. Henry presented the following report to the Board:

#### Administrator May 2014 Summary Report (Presented June 2014)

- **Cemetery Regulations:** Prepared copies and distributed new cemetery regulation that were adopted last month. Sent indigent burial forms for 4 possible requests for burial.
- **Fire/EMS Run Data:** Prepared report for May runs. Helped make up special event pay plan form.
- **Drainage Complaints/Citizen Relations/BCEO:** AS per Board direction prepared information and letter to BCEO for technical assistance related to drainage issues associated with Fairy Drive, Reily-Millville Road, Claude Avenue and Krucker Road.
- **Fire Department:** Prepared final docs and resolution to send to Milford Township for updated Fire Contract.
- **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.
- **Workers Comp:** Followed up with BWC on Safety Grant for the Fire Department. Prepared revised budget documents and Stryker quote in order to get BWC Grant check processed.
- **Community Concert:** Continued work on finalizing details for a Community Concert to be held in the Gazebo area on June 13, 2014. Park Committee planning meetings were held. Time for the event is 5:00PM to 10:00PM. An F-4 Liquor Permit application was prepared and submitted. Special wine glasses with the Township Logo were ordered.
- **Safety Council/BWC Presentation:** Attended the May 22nd Safety Council Awards Banquet for the Township to receive the 100% achievement award from BWC.
- **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, State Route 27, Gardner Road and Old Oxford Road.
- **Building and Zoning:** Worked with Jim Fox from the County on issues related to Hogue Road, Queen Mary, US 27 and Bevington Road..

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

Reviewing personnel and conducting evaluations as well as providing for raises or promotions either approved by motion or authorized through the respective pay plans. In process of adding seasonal and summer PT help. To be effective June 9, 2014 Caleb D. Keeler of 4433 Nichols Road has been hired as a seasonal worker (Public Works Worker) at a rate of \$7.95 per hour.

See attachment for detailed information.

### **Other General Actions:**

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 May 31, 2014**

**Cash Balance as of May, 2014:** \$1,524,373.14

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

**Total General Fund cash on Hand May 2014:** \$684,214.39 (44.89%) of Total funds)

**Total Fire/EMS Fund cash on hand May 2014:** \$350,668.01 (23.00%) of Total

*(Monthly Revenue and Expenditure Reports are attached.)*

Mr. Henry noted that funds are running lower than the previous year.

Chief Clark reported he had not provided the Administrator paperwork in time to be included in the Administrator's Report and requested permission to hire some additional fire department employees. Chief Clark reported he wanted to hire Erin Sarvis as a firefighter/paramedic, Aaron Locke as a firefighter, and **Krystal Sumner** as an EMT. After some discussion, Mr. Miller made a **motion** to amend and accept the Administrator's Report as amended to include the three new hires, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

### ***Old Business***

***Shady Nook Restaurant Site -- Update:*** Ms. Cheryl Ommert of Columbus, Ohio addressed the Board regarding her interest in re-opening the Shady Nook Restaurant. Ms. Ommert explained

she owned the property but in 2008 the County rejected her request for a variance to re-open the restaurant. At the suggestion of Mr. Henry, Ms. Ommert was seeking advice/assistance from the Board. Mr. Henry explained the Township was in the process of declaring the property a nuisance before learning of Ms. Ommert's interest in re-opening the restaurant. Mr. Henry outline two possible options the Board could consider: either use CDBG funds to tear down the structure with Ms. Ommert's approval or involve the Township's Land Use Committee to work with Jim Fox to bring the property up to Code to lay ground work for Ms. Ommert to re-approach the County Commissioners for a variance to operate the restaurant. The Board expressed its desire to support Ms. Ommert in her efforts and directed Mr. Henry to schedule a Land Use Committee meeting to discuss and review the matter.

***Community Concert Update (June 13, 2014):*** Mr. Henry reported the Community Concert and Wine Garden event was scheduled for 5PM to 10PM. He reported he had received the F4 permit and had arranged for three special deputies to work the event. Set-up for the event would take place on Friday afternoon.

***Update Fire/EMS Run Data for May:*** Mr. Henry reported that run volume for May was about the same as for the month of April; however, the times of day that were busiest appeared to have changed. The program appears to be working as the Fire Department is rarely requesting mutual aid and is covering runs. Mr. Henry provided run summaries to the Board for its review.

***BCEO Technical Assistance Requests – Update/Motion:*** Mr. Henry referred to a resolution the Board passed at its May meeting requesting technical assistance from the County Engineer's Office on several projects in the Township. In response, the County Engineer's Office prepared a memo outlining the projects and noting the County would provide the labor and equipment for the projects with the Township paying for all materials and coordinating correspondence with affected property owners. Mr. Johnson made a **motion** to authorize proceeding with the projects as described in the June 2, 2014 BCEO memo, which was seconded by Mr. Miller. After discussion, a roll call vote was taken with Mr. Johnson and Mr. Miller voting yes and Mr. Stitsinger abstaining.

***Safety Award/Workers' Comp:*** Mr. Henry reported the Township received a 100% Award at a recent Safety Council meeting. A 100% award is issued when an organization has zero workers' compensation claims during an annual reporting period. Mr. Henry noted the Township has worked very hard to bring down workers' comp claims and premiums. He also noted that Hanover Township was the only township to receive a 100% award.

***Newsletter Update:*** Mr. Henry provided pre-print versions of the newsletter to the Trustees and reported that the residents should begin receiving the summer newsletter as early as June 14.

***Marine Corps League – Photo of New Monument:*** Mr. Henry distributed photo copies of the POW/MIA monument to be installed across from the bench in the Memorial Park. The Lt. Terrence C. Graves Detachment Marine Corp League is donating the monument and would like to have a dedication ceremony sometime later this year after installation.

***Other Old Business:*** At its May meeting, the Boar directed Road Superintendent Scott Gardner to get another quote in addition to the quote from Kaffenbarger to remove/replace a Galion truck body on one of the Township's trucks. Mr. Gardner presented an alternate quote from J. W. Devers & Son. After some discussion, Mr. Stitsinger made a **motion** to have the work performed by Devers & Son, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Also under Other Old Business, Chief Clark reported a new EMT class will start on Saturday. Some of the students will be doing ride-alongs.

### ***New Business***

***Resolution No. 38-14 Approve Renewal – BCSO Contract:*** Mr. Henry explained the BCSO had not sent out the new contract. He noted that no revisions from the current contract were anticipated but he recommended tabling the resolution until the Township received the contract document. After some discussion, Mr. Miller made a **motion** to table Resolution No. 38-14 which was seconded by Mr. Stitsinger. Upon roll call, Mr. Miller and Mr. Stitsinger voted yes and Mr. Johnson abstained.

***Motion – Approve Kids Fest Expenses:*** Mr. Henry reported that the Township will potentially receive several sponsorships for Kids Fest. Last year, Stony Run Enterprises, Reffitt's Garage & Towing, Meijer, Kroger, First Millville Baptist Church, Mike Tilton Family, Bruce Henry, Scott Gardner, and Julie Prickett contributed. Mr. Henry explained the event has already generally been approved by the Board but recommended a motion to allow for the paying of expenses minus any outside contributions. A **motion** was made by Mr. Miller, seconded by Mr. Johnson, to approve the expenditure of Township Funds to cover costs for Kids Fest scheduled for June 28, 2014. After discussion, the Fiscal Officer called for a roll call vote resulting in all three Trustees voting yes.

***Motion – Approve Rule Changes for Facility Rentals:*** Mr. Henry explained that recently a problem was discovered that rule information regarding reservations and cancellations associated with renting the Community Center, Shelter #2 and Gazebo were inconsistent on the forms compared to the Township website information. Mr. Henry distributed information containing all the correct detail. Mr. Henry requested the Board approve the descriptions within that document outlining the Township's general rules. He noted these changes do not affect the park rules associated with use. This also does not affect the new rates to be effective September 2, 2014. A **motion** was made by Mr. Johnson, seconded by Mr. Stitsinger to approve the changes as reflected in yellow in the attachment associated with facility rentals as recommended by the Township Administrator. After discussion, the Fiscal Officer took a roll call vote with all three Trustees voting yes.

***Property Insurance – Recommendation – No Action Today:*** Mr. Henry reported he was in the process of filing out the questionnaire for liability insurance coverage. Mr. Henry reported that OTARMA has done a good job, provides a rebate, and has been very responsive to Township claims. Mr. Henry stated that in his professional opinion OTARMA is offering the best deal to the Township. He also noted there is no requirement to solicit bids for liability insurance coverage. After some discussion, the Board directed Mr. Henry to keep the Township's liability insurance coverage with OTARMA.

### ***Other New Business***

Chief Clark reported that he and Mr. Henry had been working with Cincinnati State College to make HTFD facilities a satellite for paramedic training. Chief Clark noted Cincinnati State would pay the Township for the use of the facilities.

Also under New Business, Mr. Miller asked Mr. Henry for an update on health insurance coverage. Mr. Henry stated the group's census had been completed and sent to Wichert, the Township's insurance broker. Mr. Henry noted the broker is looking at proposals from several

carriers and is also reviewing a proposal to pool with other townships. Mr. Henry noted the Board would need to approve a new plan by December 1.

Also under New Business, Ms. Brosius reported that the Board will need to amend the Certificate of Resources to record the receipt of \$2800 from Mr. Bob Krieger and the expenditure of same to The Remains for its performance at the Community Concert. Mr. Henry noted a resolution would be needed for this purpose which would be titled ***Resolution No. 39-14(A) Request Amended Certificate of Estimated Resources***. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 39-14, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 39-14 (A)**

**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 revenue received from Robert Krieger for a Community Concert band sponsorship totaling \$2,800.00 for the General Fund 1000; 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 as recommended by the Fiscal Officer to reflect revenue totaling \$2,800.00.

**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 10<sup>th</sup> day of June 2014.

***Board of Trustees***

***Vote***

***Attest and Authenticate:***

Fred J. Stitsinger  
Larry Miller  
Douglas J. Johnson

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



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 May 2014, Wichert Insurance information, and a copy of an email opinion from Roger Gates to Reily Township regarding operation of kennels. Mr. Henry noted the kennel issue could be problematic for townships and suggested getting the west-side townships together to propose a zoning change.

Also under other New Business, Mr. Henry reported that the Township and the City of Hamilton were still working on wording for the agreement for release of revenue from the City to the Township.

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. Stitsinger. 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.

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**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:* \_\_\_\_\_