



**Hanover Township Board of Trustees
August 12, 2015 Meeting Minutes**

Call to Order: Board President Douglas Johnson called the meeting to order at 6:00 PM and he then led the pledge of allegiance and gave the opening invocation.

Roll Call: As Fiscal Officer Elizabeth Brosius was absent, Mr. Johnson appointed Julie Prickett as Acting Clerk for the Board meeting. Ms. Prickett took a roll call with Messer's Johnson and Miller present and Mr. Stitsinger absent. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Clark; and BCSO Deputy William Bowling. Board Trustee Fred Stitsinger and Fiscal Officer Betty Brosius were excused absent.

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Johnson to approve the July 8, 2015 Regular Meeting minutes and the August 5th Special Meeting minutes as submitted and to approve the warrants signed for release. Both Trustees voted yes. Status reports were distributed to the Board for review and were approved.

Guest Speakers: There were no guest speakers.

Citizen Participation: None of the citizens present chose to address the Board..

Administration Reports

Law Enforcement: Deputy Bowling gave the following report for the month of July 2015:

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for July 2015

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 122		1201
• Felony Reports: 05		40
• Misdemeanor Reports: 08		63

- Non-Injury Crash: 03 44
- Injury Crash: 02 19

Total Reports: 18.....168

- Assists/Back Up: 27 167
- Felony Arrests: 01 18
- Misdemeanor Arrests: 04 35
- OMVI Arrests: 0 02

Total Arrests: 0555

- Traffic Stops: 17 117
- Moving Citations:13 84
- Warning Citations: 08 58
- FIR Cards: 0 00
- Civil Papers Served: 1 04
- Business Alarms: 2 21
- Residential Alarms: 10 83
- Special Details: 08 59
- COPS Times: 2,880 (*Min.*) 20,610
- Vacation Checks: 10 162

Reporting: Deputy Bowling and Deputy Mayer/by BEH.

Note: Both officers took vacation time off during July.

Fire/EMS: Chief Clark presented the following report for the month of July 2015.

Hanover Township Fire Department
Monthly Report for July- Phil Clark Fire Chief
(Presented in August 2015)

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

- Emergency Medical Operations/Squad Runs: 45
- Motor Vehicle Accidents: 05
- Fire Runs: 07
- Fire Inspections: 01
- Air & Light Truck Call Out: 00
- Knox Box Details 00

- Other 00
- Total for the month: **58 Runs/Operations**
(57 Fire/EMS Runs)

Total Year to Date: 427 Runs/Operations

(July 2014): 67 Runs/Operations)

Total for 2014	809	
Total for 2013	750	<i>Nine Year Average: 699</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 July 2015:

SUPERINTENDENT'S REPORTS
(August 12, 2015)

Millville Cemetery Operations Report July 1 through July 31, 2015

5 Graves sold to Township residents (@ \$610)-----	\$ 3,050.00
1 Grave sold to nonresident-----	895.00
0 Old resident graves-----	0.00
6 Full Interment-----	5,900.00
0 Baby interments-----	0.00
0 Cremations-----	0.00
Foundation and Marker installation fees-----	2,210.80
Total: -----	\$ 12,055.80

Other Cemetery activities:

1. Cleaned equipment
2. Walked through entire cemetery and picked up trash
3. Fixed graves
4. Cleaned Shop
5. Mowed four times
6. Trimmed three times
7. Built a tool room with locking door
8. Built shelf across the back of the shop for storage

Road, Streets and Park
(Scot Gardner)

1. Cut brush around mailboxes and trimmed ditch on Stahlheber Road for better visibility pulling out of Leonard Avenue.
2. Picked up carpet and garbage dumped on Hussey Road.
3. Performed ditching on Queen Mary Lane.
4. Completed the second round of roadside mowing.
5. Cut brush and cleared a path to the fire hydrant at Boyle and Minton Roads.
6. Dug around the inlet and cleaned out culvert and repaired road damaged by flood water on Salman Road off Stillwell Road.
7. Performed crack sealing on Plateau Drive and Oyler Drive, dead end of Morman Road, Morman, Krucker, Gardner, Hill, Four Mile and Huston Roads.
8. Swept Four Mile and Huston Roads and repaired pot holes.
9. Cut up and hauled off a large tree that fell across Hogue Road during a wind storm. Cut up trees on Decamp that fell during wind storm. Checked all Township roads and picked up limbs after storm.
10. Cut grass and trimmed Township properties four times.
11. Trimmed trees in the playground area.
12. Performed monthly park, truck and storm water inspections.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

Administrator July 2015 Summary Report (Presented August 12, 2015)

- **Fire/EMS Run Data:** Prepared report for July runs. Run times continue to be are o better overall; mutual aid called in 6 times compared to 3 times in June. Average run response time for July 2015 was 10.58 minutes.
- **Fire Department:** Continued work with the Fire Chief on personnel matters, personnel forms and response issues.
- **Personnel:** Prepared documents for review by legal counsel; held discussions about personnel matters. Working on Code of Conduct additions for the final quarter of the year.
- **Ohio BWC:** Continued working with BWC to correct invoice statements and premium payment. Rate is best in 10 years.
- **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. Also worked on a General Fund report making projections for consideration by the Board.
- **Park Committee/Special Events:** Met with the Park Committee and continued working on details for the new event scheduled for August 29, 2015 "Cool Cars- Fine Wine-Good Music". Worked on F-4 State Permit for alcohol.
- **Insurances:** Continuing work on documents for Property and Risk Insurance coverages in preparation for renewals for September as discussed with the Board.

- **Road Program:** Worked with Scot Gardner and BCEO as well as Community Development officials for the Curb and Gutter program for the Township. Bids are to be accepted by the Board of Commissioners and opened on August 25, 2015.
- **CSX Railroad Issues:** Reported extended road blockages by trains has decreased. Work appears to have begun on the road crossing fixtures to allow more efficient breaking of trains. Also responded to media questions about CSX.
- **Nuisance Properties:** Working on issues associated with Boyle Road (cited to court), Old Oxford Road, Millville Avenue (4 locations) and Hamilton Scipio Road.
- **GovDeals.Com:** After Board approval, worked with GovDeals to online equipment sale. Four items are posted: an ambulance, ladder truck, riding mower and desktop computer system.
- **Land Bank:** Prepared and sent contract documents to the Land Bank and will follow up regarding use of funds for either acquisition or demolition of nuisance properties.
- **Contract Forms:** Updated certain facility contract forms for clarification purposes.

Personnel Actions and Other Items of Note

Appointment of new personnel:

Cemetery/Road: Seasonal worker Jonathon Munden resigned July 17, 2015.
Hired as a seasonal worker Adrien Couch at \$8.15 per hour effective July 28, 2015.

Road Department: No Change.

Other Personnel Actions:

Termination Proceedings: Fire Department Pending

Other General Actions Non Personnel Related:

Studying ways to secure records properly and find space as the Township storage is limited at this time. Also still have to finish new formatting of approved Records Retention Schedule to be presented to the state.

Continuing review of Township Rules of Conduct and Fire Department SOPs that are related for possible changes and follow up based upon evolving departmental needs.

Working with legal counsel on various contracts associated with Township purchases.

Of Note- Budget Information for July 31, 2015

Cash Balance as of July 31, 2015: \$1,332,264.37

- 1) Total Expenditures all funds for July 2015: \$130,384.16
- 2) Total General Fund cash on Hand July 2015: \$556,630.99 (41.78%) of Total funds)
- 3) Total Fire/EMS Fund cash on hand July 2015: \$307,129.83 (23.05%) of Total
- 4) *Monthly Revenue and Expenditure Reports are attached.*

History of Cash Balances

Fiscal Year 2014

Jan-Cash Balance: \$1,380,611.21
 Feb-Cash Balance: \$ 1,331,175.05
 Mar-Cash Balance: \$1,259,054.92
 April-Cash Balance: \$1,546,929.78
 May-Cash Balance: \$1,524,373.14
 June-Cash Balance: \$1,506,977.71
 July-Cash Balance: \$1,517,738.15
 Aug-Cash Balance: \$1,286,101.15
 Sept-Cash Balance: \$1,533,842.91
 Oct- Cash Balance: \$1,444,676.89
 Nov- Cash Balance: \$1,384,569.72
 Dec-Cash Balance: \$1,324,682.90

Fiscal Year 2015

Jan: \$1,148,374.71
 Feb: \$1,158,413.75
 Mar: \$1,551,667.37
 Apr: \$1,458,584.04
 May: \$1,477,662.73
 June: \$1,393,267.44
 July: \$1,332,264.37
 Aug:
 Sept:
 Oct:
 Nov:
 Dec:

Mr. Henry gave an overview of the financial reports and expressed concern regarding funds tracking low.

Mr. Henry also distributed a vendor check report from the Fiscal Officer to the Trustees.

Old Business

Motion – Approve Removal Recommendation – Fire Department: Mr. Johnson asked Mr. Henry to explain the purpose of the motion. Mr. Henry stated the purpose of the motion was to formalize the Board’s decision to remove Brad Barnes from the Fire Department as the result of his request to have the Board consider the matter. Mr. Johnson made the following **motion**, seconded by Mr. Miller: Based upon the recommendation from the Fire Chief, information presented during a personnel conference and the Board's review and discussion of this matter, the Board concurs with the recommendation of removal of Brad Barnes from the Hanover Township Fire Department and hereby directs that Brad Barnes be removed immediately from his position in the Hanover Township Fire Department. Further a letter communicating the Board's findings and decision is hereby approved and is to be hand delivered by the Fire Chief as soon as practicable to Mr. Barnes with a copy to be sent to Mr. Barnes via certified mail.

After discussion, a roll call vote was taken with Mr. Johnson voting yes, Mr. Miller voting yes, and Mr. Stitsinger absent.

Fire/EMS Run Data for July: Mr. Henry presented the run data report for the month of July. He reported the average run time for the month was 10.58 minutes and that Tuesday was the busiest run day of the week. Mr. Henry also reported a slight increase in mutual aid for the month of July and noted this was probably due to vacations. Mr. Henry noted that the stipend program continues to work well.

Update – Bidding of Equipment – GovDeals, Inc.: Mr. Henry reported that the following items designated by the Board as surplus property had been placed on the GovDeals bidding website:

Computer Equipment

Dell Optiplex 740 Model #DCNE #D568DH1 Tower
Dell Monitor Screen 13 X 16 #0G256H-74261-873-5NNL-A00
Dell Computer Key Board and Mouse
Dell Base Speaker #AS501
Minimum Bid: \$125.00

Riding Mower

SCAG Tiger Cub; Hours 484.9, Model #ST61V-25CV-FR; Serial #E3300780
61 inch cutting deck
Kohler Air Cooled Pro 25 Engine
Duel Saddle Bag Fuel Tanks
Solid Filled Front Tires
Minimum Bid: \$2,500.00

Fire Truck

1979 Pirsch Aerial Truck
Model #86BQ, Ladder Truck
Currently In Service- See Apparatus Inspection Form
Minimum Bid: \$4,500.00

Ambulance

2002 Ford E 450 Box Ambulance
Currently Starts and Runs but not in use due to damage.
Minimum Bid: \$3,500.00

Mr. Henry explained the items would appear on the GovDeals website for fourteen days. Following the fourteen day period, the Township has the option to accept whatever bids were received, revise the minimum bid, or remove the items from the GovDeals bid list.

Road Program Update – Curb/Gutter Project: Mr. Henry referred to a copy of the Butler County Community Development Block Grant contract cover sheet and noted that the bid opening for the Alamo Heights curb and gutter project is scheduled for August 25.

Reminder – Special Event August 29, 2015: Mr. Henry reported that preparations for the Cool Cars/Fine Wine/Good Music event were underway and the Park Committee was still working on obtaining sponsorships for the event. Mr. Johnson noted this event was being held in lieu of the car show.

Reminder – September Board Meeting Scheduled for September 16, 2015: Mr. Henry reported the notice for the meeting date change from September 9 to September 16 had been posted at the Township building and on the Township website and the press had been notified. Mr. Henry noted the extra time will help facilitate the transitioning of the new Fiscal Officer.

Other Old Business: Chief Clark reported that the Butler County EMA was donating a surplus trailer to the Township.

Also under Other Old Business, Mr. Johnson asked Chief Clark to give a status a report on the implementation of the Zoll billing software. Mr. Miller noted it had been over a year since the software had been purchased and it had not yet been implemented. Concern was expressed about the lack of progress and the need to finish the required work. After some additional discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, to direct the Fire Chief to take the necessary steps to complete the software implementation including but not limited to taking actions to assign additional or new personnel to complete said assignment. The Fire Chief shall keep the Board apprised of progress. A roll call vote was taken with Mr. Johnson voting yes, Mr. Miller voting yes, and Mr. Stitsinger absent.

Mr. Johnson asked Mr. Henry to provide an update on the new speed limit trailer. Mr. Henry reported the trailer arrived the previous week and it will be put in service after decals are applied to it. Mr. Henry noted the trailer is more visible than the old speed trailer and also noted that it has a solar pack on which it can run if the battery runs low.

New Business

Resolution No. 40-15 “Then and Now” Issues: This resolution covers payment to D.J.L. Material & Supply, Inc. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 40-15 which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

Resolution No. 40-15

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 D.J.L. Material & Supply, 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) \$4,240.80 D.J.L. Material & Supply: (Fund 2011)-\$1,000.00; (Fund 2141)-\$1,500.00; (Fund 2231)- \$1,740.80.

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 12th day of August 2015.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Fred J. Stitsinger

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 41-15 Approve Renewal of Property/Risk Insurance for 2015-2016: Mr. Henry explained the renewal for property and risk insurance quoted by OTARMA represented a 1.3% increase over current period premium. Mr. Henry noted the Township would also be receiving a rebate from OTARMA and he recommended renewal for the 2015-2016 policy period. Mr. Henry also reported the Township's current policy has a \$3 million limit. For an additional \$996, the policy limit can be raised to \$4 million. After some discussion, Mr. Johnson made a **motion**, which was seconded by Mr. Miller, to adopt Resolution No. 41-15 and to keep the policy coverage at \$3 million. Upon roll call, both Trustees voted yes.

Resolution No. 41-15

Approving Property, Vehicle and Liability Insurance Renewals Through a Contract With the Ohio Township Risk Management Authority for Policy Year September 2, 2015 through September 1, 2016

Whereas, it is in the best interest of the Township to provide insurance coverage for Township property, vehicles, and liability; and

Whereas, prices were examined and updated information was filed to determine best pricing;

Whereas, the Ohio Township Risk Management Authority has presented renewal coverage for General Liability (Legal) and Coverage Extensions, Property Insurance and Coverage Extensions, Public Officials Wrongful Acts and Coverage Extensions, Vehicle Insurance Coverage and Umbrella Liability Coverage Extensions as well as credit of \$100 for CDL Drug Testing/ \$153.00 for MVR checks for an annual premium cost of \$22,862.00 (1.3% increase over 2014-15) with a rebate to be returned totaling \$1,691.46 resulting in a net cost for the new policy period of \$21,170.54;

Whereas, the OTARMA renewal proposal is the most cost efficient coverage given the Township's circumstances, past experience and the rate has been relatively level the last few years,

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

Section I. Resolution No. 41-15 is hereby approved authorizing the renewal of the property, vehicle, and liability insurance coverage for the period commencing September 2, 2015 through September 1, 2016 with the Ohio Township Risk Management Authority as represented locally by Lovins Insurance Agency for a cost not to exceed \$22,862.00 (with an anticipated rebate of \$1,691.46) as outlined in an attachment herewith labeled "Attachment Resolution No.41-15".

Section II. The Board President and Township Administrator are hereby authorized to execute all contracts and related documents thereto.

The foregoing resolution was adopted in a special public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12th day of August 2015.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson

Larry Miller

Fred J. Stitsinger

Elizabeth A. Brosius

Fiscal Officer/Clerk

Resolution No. 42-15 Accepting Resignation and Approving Appointment of Fiscal Officer:

Mr. Henry explained this resolution accepts the resignation of Fiscal Officer Elizabeth Brosius who is retiring from office on August 31, 2015 and appoints Greg Sullivan to fill the unexpired term of Fiscal Officer effective September 1, 2015. After some discussion, Mr. Miller made a motion to adopt Resolution No. 42-15 which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

Resolution No. 42-15

Accepting the Resignation of Elizabeth A. Brosius as Fiscal Officer Effective August 31, 2015 and Appointing Greg Sullivan to fill the Unexpired Fiscal Officer Term of Office to Serve September 1, 2015 Through March 31, 2015

Whereas, the Fiscal Officer Elizabeth A. Brosius reported to the Board tending her resignation as Fiscal Officer of Hanover Township effective at the end of the day August 31, 2015; and

Whereas, according to the Ohio Revised Code, the Board of Trustees may appoint a qualified candidate to fill the unexpired portion of the Fiscal Officer's term which runs through March 31, 2016; and

Whereas, the Board of Trustees has advertised for the position and interviewed qualified candidates for the position, meeting with said candidates at a Special Meeting held on August 5, 2015 as well as discussing Ms. Brosius's resignation letter,

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

Section I. That the resignation of Elizabeth A. Brosius as Fiscal Officer of Hanover Township is hereby accepted effective at the end of the day on August 31, 2015.

Section II. That the position of Fiscal Officer is hereby determined to be vacant effective September 1, 2015.

Section III. That to effect a smooth transition, the Board hereby appoints Greg Sullivan 2660 Gardner Road Hamilton, Ohio 45013 to assume the duties of Fiscal Officer of Hanover Township effective September 1, 2015 to serve until the expiration of the term through March 31, 2016.

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 12th day of August 2015.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Fred J. Stitsinger

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 43-15 Approving Amounts/Rates by the Budget Commission: Mr. Henry explained this resolution accepts the amounts and rates determined by the County Budget Commission for fiscal year 2016. Mr. Henry noted this action is required by the ORC and is done annually by the Board. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 43-15 which was seconded by Mr. Miller. Upon roll call, both Trustees voted yes.

Resolution No. 43-15

Accepting The Amounts and Rates as Determined By The Budget Commission And Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

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) has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2016;

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

Section I. That the amounts and rates as determined by the Budget Commission in its Certification, be and the same are hereby accepted.

Section II. That there be and hereby is levied on the tax duplicate of Hanover Township the rate each tax necessary to be levied within and without the ten mill limitation as reflected in the attachment labeled "Resolution No. 43-15 Attachment" (Schedule A and B).

Section III. That the Fiscal Officer is directed to deliver this Resolution and supporting documentation to the County Auditor and County Budget Commission as required by law.

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 12th day of August 2015.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Fred J. Stitsinger

Elizabeth A. Brosius
Fiscal Officer/Clerk

Special Meeting Request – August 26, 2015: Mr. Henry requested the Board hold a special meeting before the end of August to accept the BREC grant, to bond Greg Sullivan as the new Fiscal Officer, and to set up bank account information reflecting a new signatory. After some discussion, Mr. Miller made a **motion** to hold a Special Board meeting on August 26, 2015 at 4:00PM and to send out the required notifications of the special meeting, which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

Other New Business

Under Other New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Report for July 2015, information regarding a MetroParks event on August 19, Board of Elections poll worker information, notification from BWC regarding group retrospective designation for the Township which will result in partial premium refunds, and a copy of a \$347.00 check from State Farm for damage to the brick sign in the parking lot caused by an insured party.

Also under Other New Business, Mr. Johnson reported that the Board of Elections was seeking individuals willing to be poll workers.

Also under Other New Business, Mr. Henry reported on a dead tree on Gardner Road. Mr. Henry explained that it is Township policy to not remove dead trees unless they are affecting the right-of-way. However, in this instance, the dead tree is very close to the right-of-way and he was asking the Board's approval to remove the dead tree. The Board directed the dead tree be removed.

Also under Other Old Business, Mr. Henry reported on a homeowner on Gardner Road who had filled a ditch with large stone. Mr. Henry stated the Township would be monitoring the situation and if the stone affected drainage (i.e. caused water to drain onto the roadway), then he would ask the homeowner to remove the stone.

Also under Other Old Business, Chief Clark stated it was difficult to get fire department members to sign up for special events as they can earn more money elsewhere. Mr. Henry noted Department of Labor regulations would not allow the Township to pay fire department members hourly rates for special events.

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, both Trustees voted yes.

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

Douglas L. Johnson, President: _____

Larry Miller, Trustee: _____

Frederick J. Stitsinger, Trustee: _____

Date: _____

Verified by: Julie E. Prickett, Acting Clerk: _____

Julie E. Prickett