



**Hanover Township Board of Trustees  
June 10, 2015 Meeting Minutes**

**Call to Order:** Board President Douglas Johnson 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. Stitsinger, seconded by Mr. Miller to approve the May 13, 2015 Regular Meeting minutes as submitted and to approve the warrants signed for release. All three Trustees voted yes. Status reports were distributed to the Board for review and were approved.

**Guest Speakers:** David Brown addressed the Board with an update from the Butler County Auditor's Office. Mr. Brown reported that the Auditor's Office was working with the State legislature to expand the definition of a disabled veteran in order to allow more disabled veterans to qualify for the Disabled Veterans Property Tax Exemption. Mr. Brown also reported that the Auditor's Office will be holding its annual forfeited land sale in October. Properties will be listed on the Auditor's website. Mr. Brown also reported that 24 property owners in Hanover Township had requested a review of their property valuations.

**Citizen Participation:** No citizens in attendance chose to address the Board.

**Administration Reports**

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 155		900
• Felony Reports: 09		30
• Misdemeanor Reports: 10		44
• Non-Injury Crash: 06		38
• Injury Crash: 02		14
<b>Total Reports: 27.....</b>		<b>128</b>
• Assists/Back Up: 24		112
• Felony Arrests: 04		14
• Misdemeanor Arrests: 07		26
• OMVI Arrests: 0		02
<b>Total Arrests: 11 .....</b>		<b>42</b>
• Traffic Stops: 16		82
• Moving Citations:10		55
• Warning Citations: 07		38
• FI Cards: 0		00
• Civil Papers Served: 0		03
• Business Alarms: 2		15
• Residential Alarms: 07		51
• Special Details: 15		40
• COPS Times: 2,740 ( <i>Min.</i> )		17,730
• Vacation Checks: 01		117

\*\*\*\*\*  
Reporting: Deputy Bowling and Deputy Mayer/by BEH.

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

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

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

• Emergency Medical Operations/Squad Runs:	49
• Motor Vehicle Accidents:	01
• Fire Runs:	16
• Fire Inspections:	01

- Air & Light Truck Call Out: 03
- Knox Box Details 00
- Other 00
- Total for the month: **69 Runs/Operations**  
(66 Fire/EMS Runs)

**Total Year to Date: 298 Runs/Operations**

(May 2014): 73 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 May 2015:

**SUPERINTENDENT'S REPORTS**  
(June 10, 2015)

Millville Cemetery Operations Report May 1 through May 31, 2015

0 Graves sold to Township residents (@ \$610)-----	\$	0.00
1 Grave sold to nonresident-----	\$	895.00
0 Old resident graves-----	\$	0.00
2 Full Interments-----	\$	2,100.00
0 Baby interments-----	\$	0.00
1 Cremations-----	\$	800.00
Foundation and Marker installation fees-----	\$	3,736.80
<b>Total: -----</b>	<b>\$</b>	<b>7,531.80</b>

Other Cemetery activities:

1. Cleaned equipment
2. Walked through entire cemetery and picked up trash
3. Fixed graves
4. Cleaned Shop
5. Mowed five times
6. Trimmed three times
7. Ground stumps at Millville Cemetery and cemetery on Decamp

8. Mowed grass and trimmed Decamp Cemetery
9. Cut fallen trees at Decamp Cemetery
10. Mulched around trees
11. Put decorative stone around benches
12. Trimmed hill on back side of the fence
13. Trimmed under all the trees along the fence

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

1. Picked up two possum carcasses on Boyle Road, a deer carcass on Ross Hanover Road, and a raccoon in the Park.
2. Picked up a wood pile in the ditch on the dead end of Darrtown Road.
3. Picked up tires and a sofa on Nichols Road.
4. Picked up car body parts on Salman Road.
5. Replaced two flood light bulbs on the Firehouse.
6. Performed the first round of roadside mowing, including trimming around signs and guardrails.
7. Painted the center section in the Firehouse generator.
8. Mowed grass on Township properties four times.
9. Trimmed trees at the Park.
10. Cut up a tree on Hogue Road.
11. Put out the flags on our veterans' graves in our inactive cemeteries.
12. Performed monthly truck, park and storm water inspections.

***Administrator's Report (Financials and Personnel Issues)***

Mr. Henry presented the following report to the Board:

**Administrator May 2015 Summary Report  
(Presented June 8, 2015)**

- **Fire/EMS Run Data:** Prepared report for May runs. Run times are overall better; mutual aid called in 3 times. Average run response time dropped to an average 9.87 in April but May is 11.5 minutes. Run data for the last year was reviewed with Chief Clark and the Board which resulted in on station shifts scheduled for Saturdays and Sundays.
- **Fire Department:** Reviewed personnel issues with the Fire Chief; personnel action form for documentation, and process for handing certain kinds of actions.
- **Ohio BWC:** Worked on documentation and follow up for the Safety Intervention grant received through the Fire Department to purchase a Stryker Cot for an EMS unit. Also worked on transition rating and program group to which Hanover Township belongs now.
- **Attended** Greater Hamilton Safety Council Banquet to accept a 100% award on behalf of the Township. The Township has received this rating 5 of the last 6 program years.
- **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. 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 Kids Fest and the new event scheduled for August 29, 2015. Prepared hand outs for the Park Committee, flier information and action steps for Kids Fest (June 27, 2015). Also met with Eddie McDonald of Hanover Winery about licensing and operation of the August 29th event.
- **Insurances:** Followed up with OTARMA on Duke's \$6,000.00 claim for a pole replacement struck by our ambulance. Sovereign Immunity was claimed by the Township and we were notified by OTARMA that the case was closed.
- **Road Program:** Met with Scot Gardner to rework final request for curb and gutter work in the Township. Added to the work for the Alamo Heights streets. Reconfirmed final 2015 Road Program with BCEO including the curb/gutter project for Alamo Heights.
- **CSX Railroad Issues:** By phone and in person met with officials from CSX to discuss ways to prevent blockage of Hanover Township streets. CSX stated a letter would be sent outlining their plans and efforts.
- **Nuisance Properties:** Working on issues associated with Boyle Road, Fatima Place, Old Oxford Road, Millville Avenue and Hamilton Scipio Road.
- **Open Burning:** Met with several residents about open burning and provided brochure outlining the requirements and prohibitions.
- **Fuel Cards:** Working with the Fiscal Officer charge cards have been set up for operations as approved at the last Board meeting.
- **GovDeals.Com:** After Board approval, worked with GovDeals to finalize contract documents and complete information needed by them.

### Personnel Actions and Other Items of Note

#### *Appointment of new personnel:*

**Fire Department:** Brandon T. Radford 2552 Minton Road 45013 as a FF/EMT-B

**Cemetery/Road:** - Seasonal Laborer Cemetery Help 8.15 per hour- One to be added after background check.

#### *Other Personnel Actions:*

**Termination of Brad Barnes FF/Paramedic effective June 10, 2015 Recommendation: Note-** This action was delayed pending a request by Mr. Barnes to meet with the Board of Trustees.

#### *Other General Actions Non Personnel Related:*

Continuing work on revising records policy to be submitted to the state. Our changes were approved at the Hanover Township Records Commission.

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 on online bidding training for GovDeals.Com

**Of Note- Budget Information for May 31, 2015**

**Cash Balance as of May 31, 2015: \$1,458,584.04**

- 1) **Total Expenditures all funds for May 2015: \$102,891.08**
- 2) **Total General Fund cash on Hand May, 2015: \$627,651.91 (42.48%) of Total funds)**
- 3) **Total Fire/EMS Fund cash on hand May, 2015: \$340,782.88 (23.06%) 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:  
July:  
Aug:  
Sept:  
Oct:  
Nov:  
Dec:

Mr. Henry requested that the Board accept an amendment to his report to include the hiring of Jonathan Munden as a student work program seasonal employee (see previous note).

Mr. Henry also submitted a Summary General Fund Multi Year Recap Report to the Board for its review and future discussion.

***Old Business***

***Hearing/Nuisance Consideration Shady Nook Property (Res. No. 34-15):*** Mr. Henry reported that he had received correspondence and a phone call from Cheryl Ommert, the property owner, indicating she had been injured and was unable to attend the June Board meeting. Ms. Ommert had requested that the hearing concerning her property be tabled until the July meeting when she would be able to attend. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, to table the hearing regarding the property located at 897 Millville Oxford Road (Shady Nook Property) until the July Board meeting. Upon roll call, all three Trustees voted yes.

***Fire/EMS Run Data for May:*** Mr. Henry presented the run data report for the month of May. He reported the average run time for May was 11.5 minutes and that Friday was the busiest run day of

the week. Mr. Henry also reported that the recent schedule change which added stipend coverage on Saturday and Sunday saved a life the first weekend of implementation of the new schedule.

**CSX Issue and Follow-Up Report:** Mr. Henry reported that on May 27, 2015, he and Mr. Stitsinger met with CSX Vice President Rusty Orben and Assistant Division Manager Louisville District John Arwine to discuss the concerns of Hanover Township and to listen to what measures CSX is undertaking. CSX officials stated they are running trains approximately 9,000 feet in length. The spur in the Township is not long enough to handle this length of train. CSX is now breaking the trains when possible to insure that Darrtown and Hussey Roads are not blocked. District policy directives have been issued to insure sensitivity to the safety issues presented when the trains block these two streets. CSX officials said they were initiating training for the district employees about this situation. In addition they were considering constructing air tanks/stations at these street crossings to make it easier to break the trains and keep the breaks air charged so re-coupling doesn't take as long. Also reviewed was potential planning for extending the track line spur and examining ways for an alternative exit point. CSX was asked to state in a response to the Township what actions they were taking and any alternatives they may suggest for long term consideration. At the time of the Board meeting, no written statement from CSX had been received.

**Bidding of Equipment GovDeals, Inc. Update:** Mr. Henry reported the contract documents had been executed with the Township Administrator designated as the Point of Contact. Training consisting of 1.5 hours has to take place, actually logging into the system at least three items the Township intends to sell. The Board first must declare items as surplus and available for sale.

**Fleet Fuel Card Report:** Mr. Henry reported the cards arrived and the system can be implemented. Mr. Henry referred the Trustees to a summary sheet in their packets which outlines how the cards are to be distributed among departments and personnel.

**Road Program Update:** Mr. Henry referred the Board to a recap of projects and funding in their packets and shown below:

**2015 Road Program Updated June 2, 2015**  
(Costs forwarded by BCEO)

- 1) Chip/Seal Contract: \$134,258.33
- 2) Black Mat Application: \$26,501.50
- 3) Alamo Heights Curb/Gutter: \$260,871.78 (Twp added 1,659 additional lineal feet)
- 4) Curb/Gutter-Ranlyn, Greenlea, Green Acres, Bevington: \$12,648.30
- 5) Retrace: \$7,073.47
- 6) **Subtotal: \$434,570.38**
- 7) **Minus CD Grant: \$175,205.00**
- 8) **Net Township Pays for all work: \$266,148.65**

Note: February 2015 Estimate Used by the Township: \$414,154.57/\$238,949.70

**Other Old Business:** There was no Other Old Business.

***New Business***

**Motion: Approve Cemetery Lot Transfer (Settle):** Mr. Henry reported the Township had received the proper paperwork to transfer Lot 36, graves 1&2 Section G from Robert B. Settle, Sr. to Robert Settle of Millville Village. Mr. Stitsinger made a **motion to approve**, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 35-15 Then and Now Issues:** This resolution covers payments to Coordinated Health Mutual and the Stephenson Oil Company. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 35-15 which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

**Resolution No. 35-15**

**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 Coordinated Health Mutual and The 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:

**A) \$11,201.46 Coordinated Health Mutual:** ( Fund 1000)-\$6,979.99; (Fund 2041)-\$1,559.46; (Fund 2031)- \$2,662.01

**B) \$3,280.10 The Stephenson Oil Company:** (Fund 2281)- \$410.83; (Fund 2021)- \$2,869.27

**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 10<sup>th</sup> day of June 2015.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Douglas L. Johnson

\_\_\_\_\_

\_\_\_\_\_



Larry Miller  
Fred J. Stitsinger

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

Elizabeth A. Brosius  
Fiscal Officer/Clerk

***Motion – Approve Hose Testing Fire Department:*** Mr. Henry reported Board approval was needed for hose testing through the FireCatt Company (Paul Battistelli) at .29 per foot with estimated feet to be 9000. The company only charges for what is tested. After some discussion, Mr. Miller made a **motion** to authorize the hose testing, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

***Motion – Approve Kids Fest Expenses:*** Mr. Henry requested Board approval for payment of expenses for the Kids Fest event to be held June 27, 2015. To date sponsors have contributed \$840.00 cash to the Township and \$150.00 has been spent directly on prizes that have been donated.

After some discussion, Mr. Johnson made a **motion** to approve payment of Kids Fest expenses, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

***Resolution No. 36-15 Approve Agreement with Butler County/Curb and Gutter Program:*** Mr. Henry explained this resolution approves the contract with the County for the implementation of the Township Curb/Gutter project. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 36-15 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

#### **Resolution No. 36-15**

#### **Authorizing and Approving An Agreement with Butler County, Ohio for the Implementation of the 2015 Community Development Block Grant Funding for the Hanover Township Alamo Heights Curb and Gutter Project**

***Whereas,*** the Board of Trustees and Township Administration received a grant award notice for \$176,00.00 under 2015 Community Development Block Grant Program to fund a project identified as "Alamo Heights Curb and Gutter; and

***Whereas,*** the Township has been working with the Butler County engineer's Office to develop estimates and final projections for all work necessary; and

***Whereas,*** the work specified is scheduled to proceed under Butler County's direction; and,

***Whereas,*** the Township agrees with moving forward and must authorize the work to proceed through the County,

#### ***Be it Resolved by the Board of Trustees of Hanover Township, Ohio***

**Section I.** That pursuant to Ohio Revised Code, the Township agrees that the County shall undertake to perform the referenced project and is hereby authorized to exercise any power necessary on behalf of the Township to implement this project.

**Section II.** That the Board approves the Project Agreement as set forth in an attachment herewith identified as "Attachment to Resolution No. 36-15.

**Section III.** That the Township Administrator shall forward three originally signed documents to Butler County as requested.

Section IV. That the Board of Trustees acted upon this matter in an open public session and is a reflection of the action taken on June 10, 2015.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Douglas L. Johnson  
Larry Miller  
Fred J. Stitsinger

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

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

**Greater Hamilton Safety Council Award Information:** Mr. Henry reported that in May the Township was recognized for a 100% award for no loss time accidents. Enclosed in the Trustees' meeting packets was a copy of the award. Mr. Henry noted the Township has received this designation 5 out of the last 6 years.

**Risk and Property Insurance Information:** Mr. Henry reported the renewal will be coming up this summer. It appears due to rebates and excellent service to the Township, renewal will be recommended with OTARMA. The Board had no objections to this action.

**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 Reports for May 2015, an Ohio Legislative Update from OTA, a Kids Fest Information Flyer, and a thank you note and future election schedule from the Board of Elections.

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

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

Douglas L. Johnson, President

Larry Miller, Trustee:

Frederick J. Stitsinger, Trustee:

Date: 7-8-15

Verified by: Elizabeth A. Brosius, Fiscal Officer:

*Elizabeth Brosius*