



**Hanover Township Board of Trustees  
November 11, 2015 Meeting Minutes**

**Call to Order:** Board President Douglas Johnson called the meeting to order at 3:00 PM. Mr. Stitsinger then led the pledge of allegiance and gave the opening invocation.

**Roll Call:** Fiscal Officer Greg Sullivan took a roll call with Messer's Johnson, Stitsinger, and Miller present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Project Coordinator Julie Prickett; and BCSO Deputy Tanner. Fire Chief Phil Clark was excused absent.

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Stitsinger to approve the October 14, 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:** There were no guest speakers scheduled.

**Citizen Participation:** None of the citizens in attendance chose to address the Board.

**Administration Reports**

**Law Enforcement:** Deputy Tanner gave the following report for the month of October 2015:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 117		1593
• Felony Reports: 05		53
• Misdemeanor Reports: 06		92
• Non-Injury Crash: 02		49
• Injury Crash: 01		23
<b>Total Reports: 14.....</b>		<b>219</b>

- Assists/Back Up: 23 230
- Felony Arrests: 04 26
- Misdemeanor Arrests: 03 46
- OMVI Arrests: 1 03

**Total Arrests: 08 .....75**

- Traffic Stops: 14 149
- Moving Citations: 12 107
- Warning Citations: 04 75
- FIR Cards: 0 00
- Civil Papers Served: 0 06
- Business Alarms: 1 26
- Residential Alarms: 06 108
- Special Details: 19 97
- COPS Times: 2,100 (*Min.*) 28,350
- Vacation Checks: 33 207

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Reporting: Deputy Tanner and Deputy Mayer/by BEH. Deputy Tanner started direct Hanover Township assignment on September 19, 2015 replacing Deputy Bowling.

*Fire/EMS:* In Chief Clark's absence, Mr. Henry presented the following report for the month of October 2015.

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

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

- Emergency Medical Operations/Squad Runs: 37
- Motor Vehicle Accidents: 04
- Fire Runs: 05
- Fire Inspections: 05
- Air & Light Truck Call Out: 01
- Knox Box Details 00
- Other 00
- Total for the month: **52 Runs/Operations**  
**(46 Fire/EMS Runs)**

**Total Year to Date: 609 Runs/Operations**

(Oct 2014): 68 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 October 2015:

**SUPERINTENDENT'S REPORTS**  
(November 11, 2015)

Millville Cemetery Operations Report October 1 through October 31, 2015

0 Graves sold to Township residents (@ \$610)-----	\$	0.00
6 Graves sold to nonresidents-----	\$	5,370.00
0 Old resident graves-----	\$	0.00
6 Full Interments-----	\$	5,600.00
0 Baby interments-----	\$	0.00
1 Cremations-----	\$	550.00
Foundation and Marker installation fees-----	\$	2,088.00
<b>Total: -----</b>	<b>\$</b>	<b>13,608.00</b>

Other Cemetery activities:

1. Cleaned equipment
2. Walked through entire Cemetery and picked up trash
3. Fixed graves
4. Cleaned Shop
5. Mowed once
6. Did touch up trimming
7. Poured 15 foundations/took all the forms off
8. Put dirt around all foundations
9. Fixed the diesel mower

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

1. Removed six stumps from the Millville Reily Road Cemetery.
2. Picked up rolls of carpet on Woodbine Road.
3. Worked on our road sign replacement program.

4. Cleaned carpet at the Community Center.
5. Cut up and hauled five dead trees on Salman Road off Stillwell.
6. Mowed grass on all Township properties twice.
7. Picked up a mattress on Morman Road.
8. Picked up dead trees that fell in the ditch on Woodbine Road.
9. Worked on straightening headstones in the Millville Reily Cemetery.
10. Hauled, filled in and packed two loads of dirt in a ditch that was washed out on Stahlheber Road.
11. Hauled our used tires to Rumpke Recycling and our scrap metal to Hamilton Scrap Processors.
12. Trimmed bushes at the Firehouse.
13. Worked on servicing our summer equipment and putting it in storage.
14. Performed monthly park, truck and storm water inspections.

Mr. Stitsinger noted that the Hanover Township Park looked great for the Veterans Day Ceremony held earlier that day.

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

Mr. Henry presented the following report to the Board:

#### Administrator October 2015 Summary Report (Presented November 11, 2015)

- **Fire/EMS Run Data:** Prepared report for October runs. Run times continue to be better overall; mutual aid called in 6 times, mutual aid given 6 times compared. Average run response time for October 2015 was 10.55, compared to 10.09 minutes in September, both months are very good response times.
- **Fire Department:** Spoke with B. Barnes and collected department equipment.
- **Personnel:** Continued review of Code of Conduct changes and reviewing Township Classification Plans.
- **Ohio BWC:** Reviewed premium data and required training for future discounts. Provided Safety Council training agenda for fire division meetings.
- **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.
- **Park Committee/Special Events:** Met with the Park/ Veterans Committee and began planning for the Haunted Harvest event and Veterans Day Ceremony. Set up and operated Haunted Harvest on October 25th which was a huge success serving 500 kids.
- **Insurances:** Working on renewal issues for dental and health insurances. for approval in November.
- **Road Program:** Worked on close out of 2015 Road Program and set up 2016 Road Program for review and provided to BCEO.
- **Ohio Attorney General:** As the result of submitting documents to the AG on behalf of the Township as part of a class action lawsuit regarding salt purchases, the Township received a check totaling \$1,550.00 for the Road Department.

- **Nuisance Properties:** Continued work on issues associated with US 27 (2 locations), Old Oxford Road, Millville Avenue (2 locations) and Hamilton Scipio Road.
- **GovDeals.Com:** Preparing items from the Road Department and Administration for approval for sale on GovDeals.
- **Land Bank:** Continued discussions with Land Bank officials in the event one of our projects moves ahead that qualifies for their assistance.
- **BCEO:** Met with the Engineer's Office staff for reviewing potential 2016 projects and presented the preliminary 2016 Road Program listing. AS met with BCEO on Wencella Drive drainage issues.

### Personnel Actions and Other Items of Note

#### *Appointment of new personnel:*

#### *Fire Department:*

*Jennifer R. Schwartz 566 Wayne Madison Road Trenton, Ohio 45067 - Paramedic  
Jachyn K. Laney 401 Vine Street College Corner, Ohio 45003- FF/EMT*

#### **Road Department:**

*Brandon J. Smith Part Time/Seasonal Snow Plow Driver (\$16.00 per hour)*

*Other Personnel Actions: None at this time.*

#### *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 on Road and Tree Program for the next few years.

### Of Note- Budget Information for October, 2015

**Cash Balance as of October 31, 2015: \$1,362,945.99**

- 1) **Total Expenditures all funds for October 2015: \$298,366.83**
- 2) **Total General Fund cash on Hand October 2015: \$541,766.23 (39.75%) of Total funds**
- 3) **Total Fire/EMS Fund cash on hand October 2015: \$280,414.49 (20.57%) of Total funds**
- 4) ***Monthly Revenue and Expenditure Reports by fund 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: \$1,125,949.35  
Sept: \$1,449,880.79  
Oct: \$1,362,945.99  
Nov:  
Dec:

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry noted that revenues were running \$100,000 lower than last year at this time.

Mr. Henry requested that the Board schedule an additional Board meeting to begin reviewing multiple issues (such as the upcoming fire levy) in order to determine a strategy for the direction of the Township for the next five years. After some discussion, Mr. Miller made a **motion** to schedule a Board meeting on Wednesday, December 2, 2015 at 4:00PM, which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes. The Fiscal Officer was directed to notify the media of the meeting date and time.

Mr. Henry noted that Jachyn Laney, one of the new members of the Fire Department, was present. Mr. Henry invited Mr. Laney to introduce himself to the Board. Mr. Laney stated that he lives in Oxford and is currently attending Cincinnati State, studying for a degree in Fire Technology.

Mr. Johnson thanked Mr. Henry, Julie Prickett, Scot Gardner and the Road crew for doing an excellent job on the Veterans Day Ceremony.

### ***Old Business***

***Shady Nook Status/Update:*** Mr. Henry reported that he had received no information or updates from Cheryl Ommert, owner of the Shady Nook property. Mr. Henry noted that as Ms. Ommert had made some improvements to the property's appearance, he recommended that the Board not proceed with a nuisance hearing at this time. The Board concurred.

***Fire/EMS Run Data Analysis for October 2015:*** Mr. Henry presented the run data report for the month of October. He reported the average run time for the month was 10.55 minutes and that Sundays were the busiest run days of the week. Mr. Henry noted that the stipend program continues to work well and that there appears to be no trend as to which day of the week is the busiest from month to month.

***CD Grant Work – Alamo Heights Update/Final Cost:*** Mr. Henry reported that the work had been completed by Prus Construction Company and the Township is awaiting final billing. Originally the approved CD grant was for \$176,000.00 with a commitment from the Township to add \$20,000.00 to complete the project. There was a follow up negotiation with the County CD Officials which resulted in a CD fund commitment of \$187,486.50 and a continued commitment

of the Township of \$20,000.00. The approved contract with Prus was for \$207,486.50. The preliminary invoice under review for the completed work is \$198,500.00. The Township will be invoiced, hopefully for only \$11,013.50.

**CD Grant Filings/Rankings Update:** Mr. Henry reviewed the project descriptions and priority rankings of the proposed projects submitted for 2015 Community Development Block Grant Program. The Alamo Heights Curb and Gutter Project was submitted as the Number 1 priority project; the Hanover Park Restroom Project (with two options) was submitted as the Number 2 priority project; and the General Park Utilities Improvements Project was submitted as the Number 3 priority project.

**Wencella Drive Drainage/BCEO Recommendations:** Mr. Henry explained that at the May Board meeting, the Board passed a resolution requesting the BCEO to assist with determining how to address sinkhole problems on Wencella Drive. Scot Bressler, Scot Gardner and Bruce Henry reviewed the problem and it was determined that the drainage pipe in the area was bad and needed to be replaced and new catch basins needed to be installed. Some of the work has already been performed in-house by the Township's Road Department. However, additional work requiring an outside contractor must be performed. Mr. Henry reported that he would have the Road Superintendent get quotes from outside contractors for the Board to consider, with the Fiscal Officer determining funding sources. Mr. Stitsinger noted that if the project were too costly, perhaps the work could be performed in stages to lessen the impact on the Township's budget.

**Hanover Haunted Harvest:** Mr. Henry reported that the 2015 event served approximately 450 to 500 children and that there was an increase in adult participation as well. The Fire Department provided staffing for the air and light truck to provide lighting for the event. Mr. Henry also reported that the Millville Baptist Church, the Ladies Industrial Band, and the BCSO helped with the event. Financial, candy, prize and/or in-kind contributors included: Stony Run Enterprises, Julie Prickett, Stephanie Lentz, Bruce Henry, Jeff Buddo, Terry Moran, Angie Clausen, Bob Krieger and the Ladies Industrial Band. Due to these contributions, most event expenses were covered. In 2016 the event is planned for Sunday, October 30<sup>th</sup>, which is the night before Halloween.

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

### ***New Business***

**Resolution No. 53-15 "Then and Now" Action:** This resolution is routine in nature and covers various expenditures. After some discussion, Mr. Stitsinger made a motion to adopt Resolution No. 53-15 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

### **Resolution No. 53-15**

#### **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

**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) \$6,286.08 A&A Safety Company: \$6,286.08 (Fund 2031)

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 11<sup>th</sup> day of November 2015.

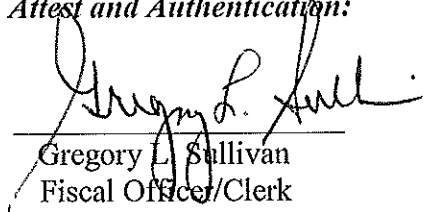
Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson  
Larry Miller  
Fred J. Stitsinger

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Gregory L. Sullivan  
Fiscal Officer/Clerk

**Resolution No. 54-15 Approve Renewal Contract InHealth:** Mr. Henry reported that the Township's basic health care plan and dental insurance coverage was coming up for renewal. Mr. Henry noted it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care and prescription drug coverage at affordable rates and dental coverage to maintain a competitive work force.

The Township's broker, Wichert Insurance Agency, and the Township Administrator reviewed plans from seven different companies in 2014 to find a plan close to the existing Township plan which was being phased out effective December 1, 2014 due to the Health Care Reform Act. Competitive proposals were received from Medical Mutual of Ohio, Anthem and InHealth of Ohio. After careful review and comparison, Wichert Insurance Agency and the Township Administrator recommended a Gold Level Plan offered by InHealth Mutual of Ohio as the best proposal. The Township group experienced at the time an overall monthly premium estimated to be within \$300.00 of the 2014 premium. For the contract year 2016, it is recommended to stay with InHealth Mutual of Ohio, but the Township will experience an 8.5% increase in plan costs. Mr. Henry provided a memo from Wichert Insurance indicating it would be unlikely to find a similar plan with another carrier at a lower cost.

Delta Dental is one of the largest carriers in the dental field and is recognized by almost all dentists. The Broker and Administrator are recommending a renewal with Delta Dental but there is an increase of 4.57% increase (\$28.27 for single, \$88.09 for two more/month). This plan also includes pediatric care as now required by law.

Mr. Henry recommended approval for health care, dental care and vision care by the Board in November to allow for contract periods to commence December 1, 2015. After some discussion,



Mr. Miller made a **motion** to adopt Resolution No. 54-15 which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

### Resolution No. 54-15

#### Approving Health Insurance Contract with InHealth Mutual, An Ohio Cooperative

*Whereas*, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care and prescription drug coverage at affordable rates to maintain a competitive work force; and

*Whereas*, the Township's Broker Wichert Insurance Agency and the Township Administrator originally reviewed plans from seven different companies to find a plan close to the prior plan which was phased out effective December 1, 2014 due to the Health Care Reform Act and a plan that is affordable; and

*Whereas*, after a summary review of the current plan and examination of cost increases across the state of averaging between 12% to 18% for health care plan renewals comparing these statistics to the proposed 8.5% increase by InHealth Mutual of Ohio; and

*Whereas*, after review and comparison Wichert Insurance Agency and the Township Administrator believe the Gold Plan offered by InHealth Mutual of Ohio continues to represent the best proposal for the Township group with an overall monthly premium increasing by 8.5% ,

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

*Section I.* Resolution No. 54-14 is hereby approved authorizing a contract for a group health insurance plan with InHealth Mutual of Ohio for the new contract year December 1, 2015 to November 30, 2016 as set forth in the attachment labeled "Health Insurance 2015-2016".

*Section II.* The Township Administrator is hereby authorized to execute contract documents in behalf of the Township and the Fiscal Officer is authorized to make premium payments as part of this contract.

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 11th day of November 2015.

*Board of Trustees*

*Vote*

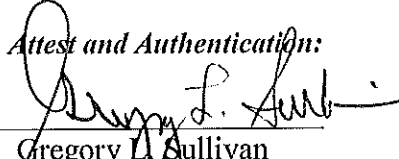
*Attest and Authentication:*

Douglas L. Johnson

Larry Miller

Fred J. Stitsinger

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Gregory J. Sullivan  
Fiscal Officer/Clerk

**Resolution No. 55-15 Approve Renewal Contracts with VSP and Delta Dental:** Based on the Administrator's recommendation and after some additional discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 55-15 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

### Resolution No. 55-15

#### Approving Renewal of the Vision Service Plan and Delta Dental Plan as Part of the Overall Health Insurance Plan for the Township for 2016

*Whereas*, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care which includes vision care and dental services at affordable rates to maintain a competitive work force; and

*Whereas*, the Township's Broker Wichert Insurance Agency and the Township Administrator have reviewed renewal rates for vision and dental care as part of the overall Township Health Insurance Coverages and have determined the coverage provided through Vision Service Plan and Delta Dental represent the best approach for the Township as part of the overall health care plan for the Township; and

*Whereas*, for the new contract year premiums charged by Vision Service Plan have been reduced by 29.9% covering contract periods 2010 through 2013 with the total premium increase for the entire package in 2014 was \$78.00 with no increase in 2015 and Delta Dental premiums for 2016 are set at a 4.57% increase complying in all aspects with the Affordable Care Act,

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

***Section I.*** Resolution No. 55-15 is hereby approved authorizing the renewal of the group Vision Service Plan for optical insurance at a single rate of \$11.19 monthly and family rate of \$25.33 monthly for the contract period January 1, 2016 through December 31, 2016 (6.6% increase). In addition, dental service insurance renewal is hereby approved through Delta Dental at the rate of \$27.03 monthly for a single and \$84.24 monthly for a family for the period December 1, 2015 through November 30, 2016 (4.57% increase).

***Section II.*** The Township Administrator is hereby authorized to execute contract documents in behalf of the Township and the Fiscal Officer is authorized to make premium payments as part of these contracts.

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 11th day of November 2015.

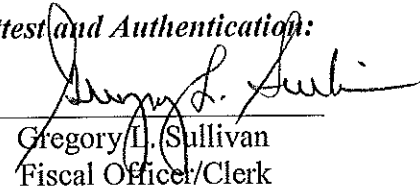
***Board of Trustees***

***Vote***

Douglas L. Johnson  
Larry Miller  
Fred J. Stitsinger

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***Attest and Authentication:***

  
\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***Resolution No. 56-15 Approve Contract with BCEO for Brine/Beet Juice:*** Mr. Henry stated that the Township enters into this type of contract annually with the County in order to obtain the best possibly pricing for road salt and related materials. After some discussion, Mr. Miller made a motion to adopt Resolution No. 56-15 which was seconded by Mr. Johnson. Upon roll call, Mr. Miller voted yes, Mr. Johnson voted yes, and Mr. Stitsinger abstained.

**Resolution No. 56-15  
Authorizing Contract with Butler County Engineer's Office for Road Salt**

*Whereas*, Hanover Township annually enters into an agreement for the purchase of road salt through the Butler County Engineer's Office and now is offering purchase of brine/beet juice at \$0.46 per gallon delivered; and

*Whereas* the Butler County Engineer's Office meets all applicable State and local requirements through its bid process for road salt and related materials; and

*Whereas*, in order to save money and expedite the bidding process, it benefits the Township to enter into an agreement with the Butler County Engineer's Office for road brine/beet juice to assist with Hanover Township's clearing of roadways in the 2015-2016 winter season,

*Now therefore be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio*

*Section I.* That the Board of Trustees of Hanover Township authorize entering into an agreement to participate with the Butler County Engineer's Office for the purchasing of road brine/beet juice at \$0.46 per gallon delivered for the 2015-2016 winter season.

*Section II.* That the Township Administrator and Road Superintendent are hereby authorized to file and sign all documents associated therewith including the forwarding of the estimated brine/beet juice needed as prepared by the Road Superintendent.

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 11<sup>th</sup> day of November 2015.

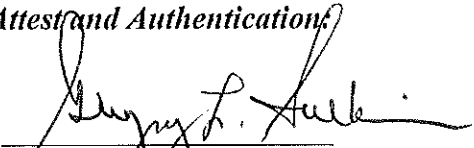
*Board of Trustees*

*Vote*

*Attest and Authentication*

Douglas L. Johnson  
Larry Miller  
Fred J. Stitsinger

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\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***Motion – Approve Payment for EMA Assessment \$3,194.88:*** Mr. Henry reported the Township had received an invoice from Butler County EMA in the amount of \$3,194.88 for the Township's per capita payment for 2016. Mr. Stitsinger expressed concern regarding how the County EMA paid Fairfield Township for housing some EMA equipment but was unwilling to pay Hanover Township for housing the EMA's air and light truck. After some discussion, Mr. Miller made a **motion** to table approval of the 2016 per capita payment pending EMA Director Matthew Haverkos coming to a Township Board meeting to explain this inconsistency. Motion seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

***Motion – Approve Holiday Function Date/Expenses:*** In order to keep expenses down, Mr. Henry recommended that the Township hold a holiday reception similar to last year's function, rather than providing a holiday dinner. The purpose of the holiday function is to thank Township employees and volunteers for their service throughout the year. Mr. Henry noted that if the Board

agreed to a holiday reception and wanted to serve alcohol, a motion would be needed to suspend the “no alcohol” policy for the Community Center for this event. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Stitsinger, to approve a Township Holiday Function for December 12, 2015 at the Community Center and to authorize expenses associated therewith. In addition, suspend the policy for the Community Center regarding alcohol for the same date. A roll call vote was taken with all three Trustees voting yes.

**Motion – Approve Buy Back of Cemetery Lots:** Mr. Henry reported that the Township had a request to buy back some Cemetery lots. Eldon W. Cooper, 1080 Black Road Hamilton, Ohio 45013, purchased Grave #1 and #2, Lot 184 Section G on March 8, 2003 for \$1600.00. Mr. Cooper has made a written request to sell back these lots for \$1600.00 and he provided the Township the original receipt documenting his purchase. **Motion:** Moved by Mr. Miller, seconded by Mr. Johnson, to approve the aforementioned transfer and buy back of Graves 1 & 2, Lot #184 Section G from Eldon W. Cooper for a total of \$1,600.00. After discussion, a roll call vote was taken and all three Trustees voted yes.

**Conditional Use Request Hearing – 1940 Millville Avenue (Hamilton Christian Center:** Mr. Henry reported the Township received a Notice of Public Hearing from the County Board of Zoning Appeals regarding the Hamilton Christian Center’s appeal for a conditional use for its property at 1940 Millville Avenue. The Board directed the Administrator to send a letter to the County Board of Zoning Appeals to express the Board’s support for the Hamilton Christian Center’s proposed use of the property and its request for a zoning variance.

**OTA Conference in January (27<sup>th</sup> – 30<sup>th</sup>):** Mr. Henry asked that the Trustees and Fiscal Officer let him know if they planned to attend the conference so that he could process their conference registrations and room reservations.

***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 October 2015, a report from Liquor Control regarding licensing fees, a copy of the OTARMA rebate check (\$1691.46), correspondence from Time Warner Cable notifying the Township of the amount of the franchise fee check to be received (\$13,054.08), the November Legislative Alert Bulletin from the Ohio Township Association, and a proposed 2016 schedule for Board meetings and special events.

Also under Other New Business, Mr. Henry reported additional items have been identified to be listed for sale on GovDeals.com. Mr. Henry stated he would be preparing a list of these items (which include an old air compressor, two old chainsaws, office furniture and an old computer) for the Board to declare as surplus equipment.

Also under Other New Business, Mr. Henry reported the Township needs to purchase some additional fireproof filing cabinets as additional storage space for Township records was needed.

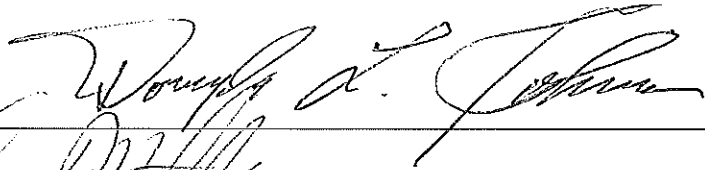
There being no further action or matters to consider, adjournment was in order.

**Motion to Adjourn:** Mr. Miller moved, seconded by Mr. Stitsinger, to adjourn the Board of Trustees meeting. Upon roll call, both Trustees voted yes.

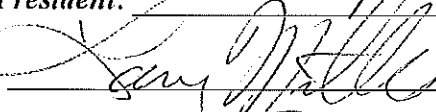
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**Minutes Approved by the Board of Trustees as Witnessed by their Signatures:**

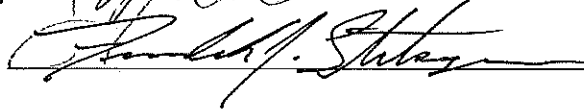
Douglas L. Johnson, President:



Larry Miller, Trustee:



Frederick J. Stitsinger, Trustee:



Date:

December 9, 2015

Verified by: Greg Sullivan, Fiscal Officer:

