



**Hanover Township Board of Trustees  
September 16, 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:** 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; Fire Chief Phil Clark; Project Coordinator Julie Prickett; BCSO Deputy Bowling; and BCSO Deputy Tanner.

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Stitsinger to approve the August 12, 2015 Regular Meeting minutes and the August 26 Special 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 from the Butler County Auditor's Office provided the Board an update on the Auditor's Office activities. Mr. Brown reported that through efficient operations, the Auditor's Office was able to return a record amount of fees to local governments. Hanover Township received approximately \$3500 in returned fees. Mr. Brown also reported the forfeited land sale would be held on October 14, 2015 with 88 properties for sale (none in Hanover Township.) He also reported that the County's CAFR and PAFR have been prepared.

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

**Administration Reports**

**Law Enforcement:** Mr. Johnson introduced Deputy Steve Tanner. Deputy Tanner was to take Deputy Bowling's assignment with Hanover Township as Deputy Bowling would be starting a new assignment for the Sheriff. Deputy Bowling gave the following report for the month of August 2015:

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

| <u>Activity Area</u>                | <u>Month Totals*</u> | <u>YTD</u> |
|-------------------------------------|----------------------|------------|
| • Dispatched Calls: 131             |                      | 1334       |
| • Felony Reports: 05                |                      | 45         |
| • Misdemeanor Reports: 08           |                      | 71         |
| • Non-Injury Crash: 02              |                      | 46         |
| • Injury Crash: 01                  |                      | 20         |
| <b>Total Reports: 16.....</b>       |                      | <b>184</b> |
| • Assists/Back Up: 22               |                      | 189        |
| • Felony Arrests: 03                |                      | 21         |
| • Misdemeanor Arrests: 02           |                      | 37         |
| • OMVI Arrests: 0                   |                      | 02         |
| <b>Total Arrests: 05 .....</b>      |                      | <b>60</b>  |
| • Traffic Stops: 08                 |                      | 125        |
| • Moving Citations:03               |                      | 87         |
| • Warning Citations: 08             |                      | 66         |
| • FIR Cards: 0                      |                      | 00         |
| • Civil Papers Served: 1            |                      | 04         |
| • Business Alarms: 1                |                      | 22         |
| • Residential Alarms: 09            |                      | 92         |
| • Special Details: 10               |                      | 69         |
| • COPS Times: 3,240 ( <i>Min.</i> ) |                      | 23,850     |
| • Vacation Checks: 02               |                      | 164        |

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Reporting: Deputy Bowling and Deputy Mayer/by BEH.

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

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

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

|  |    |
|--|----|
| • Emergency Medical Operations/Squad Runs: | 42 |
| • Motor Vehicle Accidents:                 | 07 |
| • Fire Runs:                               | 04 |

- Fire Inspections: 08
- Air & Light Truck Call Out: 01
- Knox Box Details 00
- Other 00
- Total for the month: **62 Runs/Operations  
(54 Fire/EMS Runs)**

**Total Year to Date: 489 Runs/Operations**

(August 2014): 74 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 August 2015:

**SUPERINTENDENT'S REPORTS  
(September 16, 2015)**

Millville Cemetery Operations Report August 1 through August 31, 2015

|  |           |                  |
|--|-----------|------------------|
| 0 Graves sold to Township residents (@ \$610)----- | \$        | 0.00             |
| 9 Graves sold to nonresidents-----                 | \$        | 8,055.00         |
| 0 Old resident graves-----                         | \$        | 0.00             |
| 3 Full Interment-----                              | \$        | 2,700.00         |
| 0 Baby interments-----                             | \$        | 0.00             |
| 1 Cremations-----                                  | \$        | 400.00           |
| Foundation and Marker installation fees-----       | \$        | 1,286.40         |
| <b>Total: -----</b>                                | <b>\$</b> | <b>12,441.40</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 four times
7. Trimmed all 54 pine trees along Lodders and chipped them up
8. Cleaned up fallen limbs from behind Shop

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

1. Crack sealed Timber Creek Drive and repaired spots on Bevington.
2. Cleaned crack sealing machine and returned it.
3. Swept loose stone off Four Mile and Huston Roads after tar and stone work.
4. Trimmed bushes, pulled weeds, and put up new flag at the Veterans Memorial.
5. Trimmed bushes and installed 10 new deck boards at the Gazebo.
6. Built and installed new steps on the monster truck in the playground.
7. Had the Park restroom pumped.
8. Installed two School Bus Stop Ahead signs on Gardner Road.
9. Hauled 88 loads of dirt out to Four Mile Road for bank reinforcement.
10. Dug out and widened a turn on the walking trail.
11. Removed two dead trees from the walking trail.
12. Picked up furniture dumped on Stahlheber Road.
13. Started cutting back honeysuckle and brush on Township roads.
14. Cut brush back along Route 27 for better visibility pulling out of Stephenson Road and a fence row on Stillwell Beckett Road for pulling out off Darrtown Road.
15. Cemented the bottom of a culvert pipe on Sir Lawrence Drive.
16. Picked up and returned equipment and prepared the Park for the car cruise-in.
17. Mowed grass on all Township properties three times.
18. Performed monthly park, truck and storm water inspections.

Mr. Johnson reported the street light at Sir Martin Drive and Millville Avenue was out. Mr. Gardner stated he would check and report it to ODOT.

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

Mr. Henry presented the following report to the Board:

**Administrator August 2015 Summary Report  
(Presented September 16, 2015)**

- **Fire/EMS Run Data:** Prepared report for August runs. Run times continue to be better overall; mutual aid called in 6 times compared, same level as July. Average run response time for August 2015 was 11.66 minutes, up from 10.58 minutes in July.
- **Fire Department:** Continued work with the Fire Chief on personnel matters, personnel forms and response issues.
- **Personnel:** Prepared documents for review by the Board for personnel issues; held discussions about personnel matters. Working on Code of Conduct additions for the final quarter of the year.
- **Ohio BWC:** Reviewed premium invoice and forwarded amount for payment by the Fiscal Office.

- **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 Committee and continued working on details for remaining special events. Provided strategic planning and set up for the new held August 29, 2015 "Cool Cars- Fine Wine-Good Music". Prepared and obtained F-4 State Alcohol Permit for the event. Assisted in set up of the event and worked all day 8/29.
- **Insurances:** Working on issues related to an ill employee and follow up related thereto.
- **Road Program:** Worked with Community Development officials to execute documents and prepare for work in Alamo Heights subdivision. Reviewed road program work completed through BCEO contracts.
- **CSX Railroad Issues:** Continued monitoring CSX issues and working with BCSO dispatch to identify problem times. Complaints from residents have decreased.
- **Nuisance Properties:** Working on issues associated with US 27 (2 locations), Old Oxford Road, Millville Avenue (2 locations) and Hamilton Scipio Road.
- **GovDeals.Com:** Set up sale of equipment, prepared Bills of Sale and coordinated selling details associated with the Cemetery Mower and Fire Dept. ladder truck.
- **Land Bank:** Attended County Land Bank meeting on August 31, 2015 at which time Hanover Township's participation agreement was approved.
- **Contract Forms:** Updated certain facility contract forms for clarification purposes.

### Personnel Actions and Other Items of Note

#### *Appointment of new personnel:*

**Cemetery/Road:** Hired as a Part Time worker Cemetery Charles C. Estep at \$9.00/Hr.  
 Seasonal Worker Resignation: Elijah Adams/Cemetery  
 Approved In Classification Increase Micah Combs \$8.50/Hr (Cemetery)  
 Randy Goins FT: Placed on Medical Leave 4-8 weeks effective 9/14/2015

#### *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 with legal counsel on various contracts associated with Township purchases.

### Of Note- Budget Information for August 31, 2015

**Cash Balance as of August 31, 2015: \$1,125,949.35**

- 1) **Total Expenditures all funds for August 2015: \$297,469.31**
- 2) **Total General Fund cash on Hand August 2015: \$526,114.19 (46.73%) of Total funds)**
- 3) **Total Fire/EMS Fund cash on hand August 2015: \$265,433.09 (23.57%) 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: \$1,125,949.35  
Sept:  
Oct:  
Nov:  
Dec:

### ***Old Business***

***Shady Nook Status – Consideration of Resolution No. 34-15:*** Cheryl Ommert, 2451 Breathstone Drive, owner of the Shady Nook property, reported on the progress she had made regarding bringing the Shady Nook property into compliance. Ms. Ommert stated roof repair work and painting of the building had been scheduled. She also reported she met with County Zoning officials to find out what she needed to do in order to open a restaurant on the property. Mr. Henry clarified that there are two separate issues for Ms. Ommert to address. One issue that the Township seeks to address through Resolution No. 34-15 deals with determining if the property is blighted and must be demolished. The other issue is a zoning issue as Ms. Ommert must be able to secure a zoning variance from the County in order to operate a restaurant on the property. Mr. Henry explained to Ms. Ommert that she must first acquire a zoning variance from the County before she can operate a restaurant on this property. Mr. Henry recommended that the Board delay consideration of Resolution No. 34-15 pending Ms. Ommert filing an application with the County Board of Zoning Appeals and if she has not filed an application by the October Board

meeting then the Board could consider Resolution No .34-15. Mr. Johnson stated the Board would delay consideration of Resolution No. 34-15 until the October Township Board meeting.

***Fire/EMS Run Data Analysis for August:*** Mr. Henry presented the run data report for the month of August. He reported the average run time for the month was 11.66 minutes and that Wednesdays and Sundays were the busiest run days of the week. Mr. Henry noted that the stipend program continues to work well.

***Update – Bidding of Equipment – GovDeals, Inc.:*** Mr. Henry provided the following report on the status of bids for equipment listed on GovDeals:

**Computer Equipment// No Bids, not sold**

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// Sold for \$2,875.0**

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// Sold for \$7,725.00**

1979 Pirsch Aerial Truck  
Model #86BQ, Ladder Truck  
Currently In Service- See Apparatus Inspection Form

***Minimum Bid: \$4,500.00***

**Ambulance// Still Being Advertised- was delayed due to technical glitch**

2002 Ford E 450 Box Ambulance  
Currently Starts and Runs but not in use due to damage.

***Minimum Bid: \$3,500.00***

***Road Program Update – Curb/Gutter Project Alamo Heights Motion to Sign Contract:*** Mr. Henry referred to the contract that the Township entered into with the County for the CDBG Alamo Heights curb and gutter project. The project costs a total of \$187,000 with the Township to pay the first \$20,000. After some discussion, Mr. Miller **made a motion**, seconded by Mr. Johnson, to authorize payment of \$20,000 to fulfill the CDBG project contract with the County. Upon roll call, all three Trustees voted yes.

**Land Bank Update:** Mr. Henry reported that the contract with the Land Bank was now in place and he has had discussions with Nancy Nix regarding the property on Hamilton Scipio Road. There is a potential buyer for the property and the transaction may be completed as a quick sale. Mr. Johnson thanked Mr. Henry for getting the contract with the Land Bank in place for the Township.

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

***New Business***

**Resolution No. 48-15 “Then and Now” Issues:** This resolution covers payment to Stephenson Oil Company, OTARMA, Vogelpohl Fire Equipment, American Pavement, and Nancy Nix. After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 48-15 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 48-15**

**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) \$3,429.81 Stephenson Oil Company: ( Fund 2021)-\$3,027.06; (Fund 2181)-\$402.75
- B) \$22,862.00 OTARMA(Insurances): \$12,703.00 (Fund 1000); \$10,159.00 (Fund 2281)
- C) \$5,045.29 Vogelpohl Fire Equipment: \$5,045.29 (Fund 2281)
- D) \$24,206.50 American Pavements, Inc.: \$960.05 (Fund 2011); \$15,000.00 (Fund 2021); \$4,000.00 (Fund 2031); \$2,000.00 (Fund 2141); \$2,246.45 (Fund 2231)
- E) \$16,792.40 Nancy Nix, BC Treasurer: \$16,792.40 (Fund 1000)

**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 16<sup>th</sup> day of September 2015.



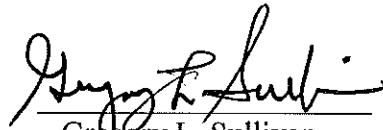
**Board of Trustees**

**Vote**

**Attest and Authentication:**

Douglas L. Johnson  
Larry Miller  
Fred J. Stitsinger

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

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

**2016 Road Program/BCEO Meeting:** Mr. Henry reported that the County wants the Township’s list of roads for the 2016 road program by October 1. Mr. Henry suggested he and Road Superintendent Scot Gardner update the road list and email it to the Trustees to use as a reference when they drive the roads to determine what to submit to the County.

**Motion: Approve Harvest Land Propane Contract:** Mr. Henry explained that for the last several years the Township has worked with the Harvest Land Coop Company to supply propane to the Township’s facilities. This supplier has served the Township well and the Township has been able to secure sufficient propane by entering into annual pre-supply contracts guaranteeing price and quantity. Our estimates show a total volume of 13,000 gallons priced to be 1.29 per gallon. In consideration of the good service, local contacts and reasonable price as well as availability, Mr. Henry recommended renewal. A **motion** was made by Mr. Johnson, seconded by Mr. Stitsinger, to approve a renewal agreement for propane gas during the term October 1, 2015 through March 31, 2016 with the Harvest Land Coop Company for the volume and price specified above. After discussion, a roll call vote was taken with all three Trustees voting yes.

**Motion: Approve Expenses for Fire Prevention Week Activities:** Fire Chief Phil Clark requested Board approval to purchase \$2500.00 worth of Fire Prevention Education supplies for the Fire Prevention Week activities from Youth’s Safety Company (Ross), NIMCO and related fire prevention supply outlets. Total cost not to exceed \$2500.00. Mr. Miller made a **motion**, seconded by Mr. Johnson, to approve the above purchases not to exceed \$2500.00 from the Fire Fund. After discussion, a roll call vote was taken with all three Trustees voting yes.

**Resolution No. 49-15 – Designating Halloween Activity Night/Times:** Mr. Henry explained this legislation is passed annually in order to establish the date and time for Halloween activities and noted that the date and time is consistent with that followed by other area jurisdictions. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 49-15 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

**Resolution No. 49-15**

**Designating 6:00 p.m. to 8:00 p.m. on Friday, October 31, 2015 as the Time Period for Halloween Trick or Treat Activities in Hanover Township**

*Whereas*, the Township promotes a safe and family-friendly environment for the community throughout the year; and

*Whereas*, the Township recognizes that Trick or Treat Halloween activities for children occur every October 31st; and

Whereas, the Township desires to designate a safe and reasonable time period for Trick or Treat activities for children that is consistent with time periods observed by most surrounding jurisdictions,

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

**Section I.** Resolution No. 49-15 is hereby approved designating 6:00 p.m. to 8:00 p.m. on Saturday, October 31, 2015 as the time period for Halloween Trick or Treat activities for children in Hanover Township.

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 16<sup>th</sup> day of September 2015.

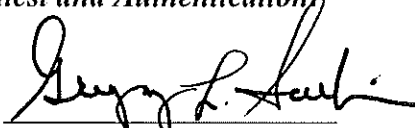
**Board of Trustees**

**Vote**

**Attest and Authentication**

Douglas L. Johnson  
Larry Miller  
Fred J. Stitsinger

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

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

**Motion: Approve Expenses for Haunted Harvest Event October 25, 2015:** Mr. Henry requested a motion to authorize expenditures for the Hanover Haunted Harvest Event. Mr. Henry noted donations may be received which would offset some of the costs. Mr. Miller made a motion, seconded by Mr. Stitsinger, to authorize the Administrator to make purchases necessary for the Hanover Haunted Harvest event. After discussion, a roll call vote was taken with all three Trustees voting yes.

**Public Input – Community Development Block Grant Program Ideas:** Mr. Henry referred the Trustees to a list of project ideas compiled from suggestions from residents and previous Park Committee meetings. Mr. Henry asked the Board to review the list and noted that a resolution identifying projects for CDBG funds would be prepared for the next Board meeting. Participants in the Township meeting were asked to make any recommendations that may be different than those already listed. No suggestions were received.

**Other New Business**

Under Other New Business, Mr. Henry reported on a dead tree in the right-of-way at 2563 Gardner Road. Mr. Henry explained that the tree was very large and it would eventually have to be taken down; however, it would be very expensive to do so. Mr. Henry stated he wanted to talk with the County to see if it would be possible to bundle other tree cutting jobs with this one in an effort to get a lower price from a single contractor. Mr. Henry would also like to explore the same approach with crack sealer and Duro patch projects. The Board agreed with this approach and also asked Mr. Henry to get a quote to remove the large tree for a price comparison.

Also under Other New Business, Chief Clark reported that the ISO audit would take place on October 6. Chief Clark also reported that the Fire Chiefs' Association would be meeting the following evening and with the Board's approval, he would ask that the EMA's Air and Light

truck be stored at another jurisdiction as Hanover Township has provide storage for this equipment for the past 10 years. The Board authorized the Chief to proceed.

Also under Other New Business, Mr. Stitsinger reported that the fall planning session needed to be scheduled with the County.

Also under Other New Business, Greg Sullivan expressed his appreciation to the Board for appointing him Fiscal Officer and he thanked Mr. Henry for assisting him in getting acclimated to the position.

Also under Other New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Report for August 2015, correspondence from ODOT regarding stop sign locations for railroad crossings in Hanover Township, and a thank you note from Betty Brosius.

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:

*October 15, 2015*

*Verified by: Greg Sullivan, Fiscal Officer:*

*Greg Sullivan*