



**Hanover Township Board of Trustees
June 8, 2016 Meeting Minutes**

Call to Order: Board President Larry Miller 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 Greg Sullivan took a roll call with Messer’s Miller, Stitsinger, and Johnson present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Clark; Project Coordinator Julie Prickett; and BCSO Deputy Tanner.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the May 11, 2016 Regular Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentations: No guest presentations were scheduled for the meeting.

Citizen Participation: No citizens addressed the Board at the meeting.

Administration Reports

Law Enforcement: Deputy Tanner gave the following report for the month of May 2016:

**Butler County Sheriff’s Office
District #6
Hanover Township Contract Cars
Monthly Report for May 2016**

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 116		793
• Felony Reports: 02		27
• Misdemeanor Reports: 07		43
• Non-Injury Crash: 08		37
• Injury Crash: 01		10
Total Reports: 18.....		117

- Assists/Back Up: 17 87
- Felony Arrests: 02 10
- Misdemeanor Arrests: 03 15
- OMVI Arrests: 00 03

Total Arrests: 0528

- Traffic Stops: 02 65
- Moving Citations: 12 87
- Warning Citations: 00 12
- FIR Cards: 0 00
- Civil Papers Served: 0 00
- Business Alarms: 0 15
- Residential Alarms: 07 52
- Special Details: 13 66
- COPS Times: 4,800 (*Min.*) 22,200
- Vacation Checks: 08 309

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

Mr. Henry complimented Deputy Tanner regarding an arrest he made at 620 Boyle. Mr. Henry also requested that the contract cars check for speeders on Regina and Columbus Drive. As a result of the US 27 roadwork detour, there has been an increase in complaints regarding speeders on these streets.

Fire/EMS: Chief Clark presented the following report for the month of May 2016.

Hanover Township Fire Department
Monthly Report for May - Phil Clark Fire Chief
(Presented in June 2016)

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: 05
- Fire Runs: 11
- Fire Inspections: 01
- *Air & Light Truck Call Out: Moved by EMA to Ross Township*
- Knox Box Details 00
- Other 00

- Total for the month:

**66 Runs/Operations
(65 Fire/EMS Runs)**

Total Year to Date: 265 Runs/Operations

(May 2015): 69 Runs/Operations

Total for 2015	733	
Total for 2014	809	
Total for 2013	750	<i>Ten Year Average: 702</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 2016:

**SUPERINTENDENT'S REPORTS
(June 8, 2016)**

Millville Cemetery Operations Report May 1 through May 31, 2016

9 Graves sold to Township residents (@ \$610)-----	\$ 5,490.00
4 Graves sold to nonresidents-----	\$ 3,580.00
0 Old resident graves-----	\$ 0.00
16 Full Interments-----	\$ 15,800.00
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 6,715.20
Total: -----	\$ 31,585.20

Other Cemetery activities:

1. Fixed graves and sink holes.
2. Cleaned office.
3. Cleaned truck.
4. Mowed grass five times.
5. Trimmed twice.
6. Put mulch in front flower beds.

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

1. Repaired fences behind the Community Center damaged by high wind.
2. Cleaned catch basin grates on Gardner Road – Hogue Road and plowed off gravel washed into roads after heavy rains.
3. Cleaned Community Center carpet.
4. Picked up a pile of brush dumped on Hussey Road and a pile of brush on Taylor School Road and eight 5-gallon buckets of paint on Huston Road.
5. Trimmed bushes and put down new mulch at the Memorial and in the flower beds at the Park.
6. Installed the latest round of bricks in the Memorial.
7. Repaired a leaking frost-free water spigot at the Garage.
8. Worked with Hoffman Electric on the Firehouse fire alarm.
9. Cleaned out two driveway pipes on Vizedom Road.
10. Mowed grass on all Township properties four times.
11. Put out the Veteran flags at the Millville Reily Road Cemetery
12. Performed the first round of roadside mowing, including trimming around road signs and guardrails.
13. 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 May Summary Report
(June 8, 2016)

- **Fire/EMS Run Data:** Dispatch Log for May not received; Will report in July for 2 months. Run times continue to be better overall.
- **Fire Department:** Continued work with Chief Clark, Greg Sullivan and Jennifer Mason on EMS issues, computerization and clarification of responsibilities. It appears substantial progress has been made and most computerization is up and running according to Jennifer Mason.
- **Personnel:** New overall personnel policy book still being worked on. The goal is to have a complete book for approval by June-July 2016. Worked on Sick Leave Policy clarification as well, which was adopted on March 9, 2016. Also worked on selection process for Road/Cemetery operations in May.
- **Board, Financial Reports and Payroll 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. Worked with Ms. Prickett on payroll issues and time sheets for staff. Concern very high regarding future revenues and the ability of the Township to meet resident's demand for service.
- **Park Committee/Veterans Committee and Special Events:** Sent out a mailer with questions to the Park Committee. Held a Park Committee meeting on May 24th to plan the events and work out activity schedules. Currently seeking sponsors and contributions for all events.

- **Drainage Issues:** Followed up questions about Wards Way subdivision. Prepared certain R/W questions for the Prosecutor's Office.
- **Safety Intervention Grant- BCW:** Prepared narrative report on use of the new safety cot, prepared cost benefit analysis as required by BWC and submitted hours worked data.
- **Capital Equipment Planning:** Prepared follow up documents for the Board for examining capital equipment needs 2017 through 2022. A strategic Board Session should be held to determine future funding priorities.
- **Open Burning Issues:** Talked with several residents; made two referrals to the Fire Department for follow up. An information piece was published in the Township Newsletter.
- **Nuisance Properties:** Currently working on over 20 properties. With no staff it is difficult to address all of these. Any properties going through the full statutory process requires a Title Review which no longer is handled by the Prosecutor's Office for the Township.
- **Cemetery:** Worked on Cemetery planning issues, personnel issues and grave plot transfers.
- **Finances and Tax Levy Issues:** Prepared information pieces for the Board of Trustees and Fiscal Officer about tax levies and revenues. Sent Mary Ann Nardiello of the Prosecutor's Office follow up questions to cover ballot language and to obtain information about "benchmarking" of levies. Also prepared suggested final resolution to proceed for Mary Ann Nardiello's review.
- **Electric Aggregation:** Working with Mark Bishop on Resolution language. Sent information to Roger Gates for review.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department:

Jennifer Mason, in addition to serving as EMS Coordinator, has been placed within the approved Township Fire Department Classification Plan to receive run pay and/or instructor pay classified as a Senior Instructor at \$22.00 per hour.

Road Department:

Selected Randy Rhodus as a Public Works Worker II at 16.75 per hour (within approved Classification and Pay Plan) to be effective June 8, 2016.

Within approved Classification and Pay Plan, increased Brian Batdorf to \$17.70 per hour effective May 23, 2016 for additional duties at the Cemetery.

Hoping to have funds to appointment another road/cemetery position.

Cemetery:

The Cemetery looked very good for the Memorial Day weekend. The Marine Corps League placed flags upon veteran gravesites.

Final decision on Cemetery supervisory position will be made over the next several weeks.

Other General Actions Non Personnel Related: (Still in Progress)

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.

Working on Personnel Handbook and consolidation of Township Policies for approval by the Board.

Capital Planning: As reviewed with the Board, working on guidelines for preparation of a 5 year Capital Plan for the Township. Five major requests by department have been submitted. A special meeting is needed to review the list and make decisions in light of budgetary constraints.

Of Note- Budget Information for May 31, 2016

Cash Balance as of May 31, 2016: \$1,259,751.18

- 1) Total Expenditures all funds for May 2016: \$121,041.00
- 2) Total General Fund cash on hand May 2016: \$475,977.31 (37.88%) of Total funds
- 3) Total Fire/EMS Fund cash on hand May 2016: \$299,342.25 (23.82%) of Total funds
- 4) *Monthly Revenue and Expenditure Reports by fund are attached to this report.*

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: \$1,194,472.00
Dec: \$1,093,559.61

Fiscal Year 2016

Jan- Cash Balance: \$1,086,880.70
Feb- Cash Balance: \$ 975,051.11
Mar- Cash Balance: \$ 929,271.02
Apr- Cash Balance: \$1,259,751.18
May- Cash Balance: \$1,256,517.69

General Note: The Fiscal Officer and Administrator are very concerned about the ongoing significant negative impact of property devaluations and state cuts have had on the budget/revenues as discussed in previous Board briefings. Plans are underway to make any necessary cuts/adjustments especially for fire operations in case the levy does not get approved. Other areas such as road related issues and General Fund problems continue to exist and will need attention as previously discussed. The Tax Budget to be filed in July 2016 may have some significant reductions. Staffing for Road and Cemetery operations are below minimums due to death, injury and resignations leading to a backlog of projects in these areas.

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry noted that overall cash flow continues to track downwards. Mr. Henry also noted that BWC rates have decreased as a result of the Township's good safety record.

Old Business

May 2016 Fire/EMS Run Data Summary: Mr. Henry reported that the data for the month of May was not available in time for the Board meeting and stated that the May and June monthly reports would be given at the July Board meeting.

Update -- Nuisance Complaints: Mr. Henry presented the following list of complaints/nuisance property issues that he had been working on:

Complaints/Nuisance Property Notes (June 7, 2016)

- **41 Cochran Road:** Junk vehicles, debris and garbage- County Prosecutor has filed a complaint in court, case #CV2016-02-0528; case still pending.
- **1780 Laredo:** Water runoff from sump location impacting street and sidewalk negatively, creating roadway deterioration; asked to address but only did project halfway. Now owner has a pipe above ground running across a sidewalk; water covers the sidewalk and still goes into street. Pursuant to 5589.06 Ohio Revised Code, the Township can take action (Confirmed by Legal Counsel). Beginning steps to address through direct action. Letter to be mailed in June.
- **4280 Hamilton Scipio Road:** Asked Prosecutor on April 1st to work with Treasurer's Office to move up this property for foreclosure on back taxes. Advised there is a buyer for the property if an expedited sale can be arranged. No information update.
- **1992 Jesse Drive:** Burned out house not addressed. Need declaration from the Health Department and/or Fire Chief that the house is uninhabitable and not safe. A letter can then be sent , followed by a nuisance hearing. Awaiting information to hire title attorney.
- **2441 Salvatore-** property vacant, has high weeds and grass. Attempting to get action from a responsible party.
- **:2470 Isabella Lane-** property vacant, has high weeds and grass. Attempting to get action from a responsible party which is currently PNC Bank.
- **1936 Vanda and 1912 Vanda-** junk vehicles, tires, carpet, and debris. Referring to County Building and Zoning
- **2462 Queen Mary-** being handled by County Building and Zoning. Debris, junk and excessive storage of recreational equipment etc. Case is headed to court.
- **Hamilton Richmond Road adjacent to 1931-** vacant property. In process; was advised it was cut.

- Laredo: Two properties addressed; both cut.
- Del Rio: 1839/1773 High Grass/weeds. Cut and Letters sent.
- 620 Boyle Road: High grass, weeds, some trash; owner doesn't respond. Active warrants out for the owner.

Electric Aggregation Update: Mr. Henry reported that a draft electric aggregation resolution and consulting agreement was under review by the Prosecutor's Office.

Claude Court Ditching: Mr. Gardner provided an update on the Claude Court ditching and noted that additional rainy weather has slowed the project. Mr. Gardner noted that residents were unhappy with the delay and were also unhappy with the slow growth of grass. Mr. Gardner recommended that at some point ditch work on the other side of the street be performed as well.

Other Old Business: There was no Other Old Business to discuss.

New Business

Motion – Approve Expenses for August 27 Event: Mr. Henry reported that the Township's special event entitled "Cool Cars, Fine Wine and Good Music" is scheduled for August 27, 2016 in Hanover Park and the Park Committee has been working on logistical details and seeking sponsorships and donations. Donations will be received up to the day of the event; however, in the interim arrangements must be made for supplies and services for the event. Costs of these supplies and services will be partially offset by sponsorship funds. Mr. Henry requested a motion from the Board to authorize these expenditures.

Mr. Stitsinger made a **motion** to authorize the Township Administrator to enter into agreements and authorize expenditures for Coldiron Concession Rents, Rumpke, GNS Printing, Magnet Signs, TNT Trophies, SAMS, Meijer, Wal Mart, music groups and Prestige Glassware for an amount not to exceed \$6500 and subject to availability of funds. Mr. Johnson seconded the motion. After discussion, a roll call vote was taken and all three Trustees voted yes.

Motion – Approve Application and Payment F-4 Permit Event August 27, 2016: Mr. Henry explained that logistics for the "Cool Cars, Fine Wine and Good Music" special event include obtaining an F-4 Permit from the Ohio Department of Liquor Control for wines sales during the event. For a one day event the fee is \$60.00. Forms must be completed, including having Sheriff Jones sign off on the application. Mr. Henry requested a motion from the Board authorizing application for and payment of the F-4 Permit.

Mr. Stitsinger made a **motion** to authorize the Township Administrator to prepare and execute all documents related to obtaining an F-4 Permit from the Ohio Department of Liquor Control for the referenced August 27th event and approve payment of the required application fee. Mr. Miller seconded the motion. After discussion, a roll call vote was taken and all three Trustees voted yes.

For the Record – Safety Council 100% Award (6 out of 7 Years): Mr. Henry reported that in May the Township was recognized for a 100% award for no lost time accidents. Enclosed in the Trustees' meeting packets was a copy of the award. Mr. Henry noted the Township has received this designation 6 out of the last 7 years and the Township's Workers' Compensation premium has been dramatically reduced over this period of time.

Information – Registration of Vendors Information/Recommendation: Mr. Henry explained that several townships have a registration requirement for vendors who go door-to-door selling products and services. Hanover Township does not have such a requirement. Many deputies stop vendors and ask them if they have registered with the Township. Mr. Henry stated that he has created a form but a policy is necessary to implement such a registration. Having such a policy helps the Township and Sheriff's Office keep abreast of solicitation sales in the Township and to keep out bogus operators. Mr. Henry provided the Trustees a

copy of ORC section 505.94 and draft registration form for their review. During the July meeting, Mr. Henry will ask the Board to consider the matter.

Motion to Accept – Acceptance of Auditor’s Certificate of Revenue: Let the record show: On April 13, 2016 the Board of Township Trustees of Hanover Township, Butler County, Ohio, passed a resolution (26-16) declaring the necessity to levy a replacement of an existing tax of one and seventy-five hundredths (1.75) mills and an increase of 2.75 mills for the benefit of the Hanover Township Fire District to constitute a tax in excess of the ten-mill limitation; and that a Certificate of Estimated Property Tax Revenue dated May 10, 2016, the Butler County Auditor has certified to the Board the dollar amount of revenue that would be generated by the tax levy, based on the current assessed valuation of the Hanover Township Fire District, Butler County, Ohio. The tax levy will be for a period of five (5) years, commencing in tax year 2016, first due in calendar year 2017, if approved by a majority of the electors voting thereon.

Mr. Miller made a **motion**, seconded by Mr. Johnson, to accept the Butler County Auditor's Certificate of Estimated Property Tax Revenue dated May 10, 2016 and to forward said Certificate along with the request to the Prosecutor's Office to prepare the final Resolution to Proceed. After discussion, a roll call vote taken by the Fiscal Officer with the following result: Mr. Miller – yes; Mr. Johnson – yes; Mr. Stitsinger – yes.

For the Record: Resolution No. 26-16 was approved on April 13, 2016 subject to any wordsmithing changes from the Prosecutor's Office since word was not received at the time of the meeting. Six weeks later minor changes were suggested by Mary Ann Nardiello as outlined in yellow below. After discussing the matter with Roger Gates, Mary Ann Nardiello and Greg Sullivan, a determination was made that the minor changes were not substantive and did not change the intent or amount of the levy requested. Additionally, the Butler County Auditor accepted the resolution and authorized the Certificate of Estimated Property Tax Revenue dated May 10, 2016. The corrected wording was included in the April minutes eventually approved by the Board and signed off by the Fiscal Officer.

***THEREFORE, BE IT RESOLVED** by the Board of Township Trustees of Hanover Township, Butler County, Ohio, at least two-thirds of all members elected thereto concurring, that it is necessary to levy a replacement of an existing tax of one and seventy-five hundredths (1.75) mills and an increase of two and seventy-five hundredths (2.75) mills to constitute a tax in excess of the ten-mill limitation for the benefit of the Hanover Township Fire District, for the purpose of providing and maintaining fire apparatus, appliances, buildings, or sites therefor, or sources of water supply and materials therefor, or the establishment and maintenance of lines of fire alarm telegraph, or the payment of permanent, part-time, or volunteer fire fighters or firefighting companies to operate the same, including the payment of the firefighter employers’ contribution required under section 742.34 of the Revised Code, or the purchase of ambulance equipment, or the provision of ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting company, as authorized by Ohio Revised Code § 5705.19(I), at a rate not exceeding four and five-tenths (4.5) mills for each one dollar of valuation, which amounts to forty-five cents (\$0.450) for each one hundred dollars of valuation;*

Information – Health Insurance Update/Changes/Special Meeting or Motion: Mr. Henry reported that the Trustees had been advised regarding the Ohio Department of Insurance taking over the In Health insurance operation. The Department intends to liquidate their assets and shut down the company. Until July 1, 2016 all claims under the In Health plans are guaranteed up to \$500,000 per claim. Hanover Township must change its insurance to another carrier as soon as possible. To effect a somewhat smooth transition and keep employees covered, it is necessary to take action and complete new enrollment forms by June 27, 2016. The Township Administrator is working with Wichert Insurance (broker) to evaluate proposals. A total of 8 proposals from Aetna, Anthem Blue Cross Blue Shield, United Health Care Heritage and Medical Mutual are being examined to keep as close to the current approved benefit as possible; however, monthly premiums may increase overall for the group by \$2,000. As of the June Board meeting the evaluation was not yet complete although it appears Aetna is offering the best package. Mr. Henry explained that most of the packages being quoted are at the "Gold Level" (which is equivalent to the Township’s current policy) except for one quote at the "Silver Level". Mr. Henry explained the options are for the Board to have a Special Meeting next week to review the proposals and select a new insurance

carrier or to authorize the Township Administrator to analyze the proposals and select a carrier and notify the Board of the proposed action.

After some discussion, Mr. Stitsinger made a motion, seconded by Mr. Miller, to authorize the Township Administrator to analyze the proposals and select a carrier and notify the Board of the proposed action. Upon roll call all three Trustees voted yes.

Mr. Miller stated that he would like to have a Special Meeting after the new insurance coverage is in place in order to review the budgetary impact of the change in carriers.

Variance Request – 2234 Vizedom Road (Raise Chickens on Property): Mr. Henry reported that the Township received notice of a public hearing to be held on June 21 by the Board of Zoning Appeals to hear a request for a variance to allow for the raising of chickens at 2234 Vizedom Road. The Board requested more information before taking a position. Mr. Henry indicated this information would be forwarded to them.

Other New Business

Under Other New Business, Mr. Henry reported that, after discussing budget issues with the Fiscal Officer, he would be issuing an order to departments that expenditures greater than \$400 could not be made without prior approval. Mr. Henry explained this action is necessary in order to be able to manage the budget and control expenditures in advance in order to maintain a structurally balanced budget. Mr. Henry also explained that later in the fall, Fire Department expenses will have to be examined more closely. If the levy does not pass, additional cuts will have to be made. Mr. Sullivan stated that these steps were pre-emptive in order to ensure that funds and operations could be managed through the fourth quarter.

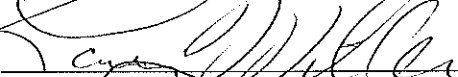
Also under Other New Business, Mr. Henry asked the Trustees to note miscellaneous correspondence and general information in their meeting packets which included: Butler County Building Permit Report for May 2016, Ohio Township Association Legislative Update, and a notification from the County Community Development Department regarding procedures to opt-out of CDBG and Home programs.

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

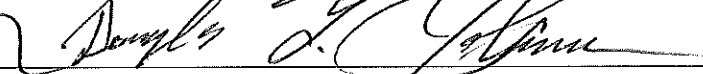
Motion to Adjourn: Mr. Johnson moved, seconded by Mr. Stitsinger, to adjourn the Board of Trustees meeting. Upon roll call, all Trustees voted yes.

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

Larry Miller, President: 

Frederick J. Stitsinger, Trustee: 

Douglas L. Johnson, Trustee: 

Date: 7-13-2016

Verified by: Greg Sullivan, Fiscal Officer: 