



**Hanover Township Board of Trustees
September 14, 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. Stitsinger, to approve the August 10, 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:

Energy Alliance Representatives – Representatives from Energy Alliance reviewed the benefits of electric aggregation with the Board and shared examples of informational materials that could be used to explain the concept to the public, including explaining that the electric aggregation ballot issue is not a tax. The Energy Alliance representatives offered to meet with civic groups and attend public forums prior to the election to explain the concept. The representatives also suggested that the Township might save money on electric for street lights and cemetery operations that is currently supplied by Duke Energy. Mr. Henry stated that under New Business he would ask for authorization to proceed with the change.

Citizen Participation: No citizens chose to address the Board.

Administration Reports

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

Butler County Sheriff's Office
District #18

Hanover Township Contract Cars
Monthly Report for August 2016

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 179		1278
• Felony Reports: 02		37
• Misdemeanor Reports: 13		82
• Non-Injury Crash: 05		50
• Injury Crash: 03		18
Total Reports: 23.....		187
• Assists/Back Up: 32		165
• Felony Arrests: 02		13
• Misdemeanor Arrests: 07		31
• OMVI Arrests: 00		03
Total Arrests: 10		48
• Traffic Stops: 36		141
• Moving Citations:28		158
• Warning Citations: 20		38
• FIR Cards: 0		00
• Civil Papers Served: 0		01
• Business Alarms: 3		21
• Residential Alarms: 16		78
• Special Details: 16		111
• COPS Times: 4,800 (<i>Min.</i>)		35,200
• Vacation Checks: 11		337

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

Mr. Henry read a letter from McGonigle Millville United Methodist Church commending Deputy Tanner for his assistance at Vacation Bible School and at the Cruise-In.

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

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

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

• Emergency Medical Operations/Squad Runs:	50
• Motor Vehicle Accidents:	06
• Fire Runs:	05
• Fire Inspections:	00
• Knox Box Details	00
• Other	00
• Total for the month:	61 Runs/Operations (61 Fire/EMS Runs)

Total Year to Date: 439 Runs/Operations

(August 2015): 61

<u>Runs/Operations</u>	-----	
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 August 2016:

**SUPERINTENDENT'S REPORTS
(September 14, 2016)**

Millville Cemetery Operations Report August 1 through August 31, 2016

2 Graves sold to Township residents (@ \$610)	-----\$ 1,220.00
1 Graves sold to nonresidents	-----\$ 895.00
0 Old resident graves	-----\$ 0.00
8 Full Interments	-----\$ 7,500.00
0 Baby interments	-----\$ 0.00
1 Cremations	-----\$ 400.00
Foundation and Marker installation fees	-----\$ 1,468.80
0 Grave Transfer	-----\$ 0.00
Total:	-----\$ 11,483.80

Other Cemetery activities:

1. Fixed graves and sinkholes
2. Cleaned and picked up limbs in Cemetery twice
3. Cut grass four times and trimmed twice
4. Dropped off hoe and picked up hoe at Bobcat
5. Sharpened blades and mowers and greased the decks
6. Helped Road Crew twice with concrete work on Krucker Road
7. Picked up three boxes at Community Center and took to Firehouse
8. Cleaned and swept Shop twice
9. Picked up load of topsoil

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

1. Closed Krucker Road. Dug off black top and collapsed concrete. Placed 30 tons of crushed limestone compacting 4 inches at a time. Drilled existing concrete and installed rebar. Repoured road in concrete and replaced berms in crushed limestone.
2. Delivered and brought back golf outing signs to Weatherwax Golf Course.
3. Removed all loose block and stone. Formed up inside with plywood. Dug around front and sides and poured concrete in two catch basins on Round Hill Drive and one on Pineview Court.
4. We had a week invested in the August 27 Cool Cars/Fine Wine/Good Music event getting the Park ready, picking up and returning equipment, putting up signs and putting things away after the event.
5. After a severe rain storm we went out and cut up downed trees on roads and performed a road inspection.
6. We're in the process of cutting up trees and chipping brush from the storm. We have Hogue Road, Four Mile Road, Taylor School and Huston Road. We went down Taylor School and pushed about 30 dead ash trees back into the woods with a backhoe.
7. Cut grass on all Township properties three times.
8. Performed monthly park, truck and storm water inspections.

Mr. Miller complimented the Road Department for doing a good job despite being short-staffed. Mr. Gardner thanked Adam Miller and Greg Sullivan for their assistance with the Cruise-In event while the Road Department staff was addressing storm-related issues.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

Administrator August Summary Report
(September 2016)

- **Fire/EMS Run Data:** Dispatch Log information for August 2016. Prepared summary overview of data.
- **Fire Department:** Worked with Greg Sullivan and Jennifer Mason on tablet purchase to interface with EMS software. With Chief Clark held a meeting with Fire Department Officers to discuss Township finances and Fire Levy request.
- **Election Board Filings and Levy Information:** Worked with the Auditor's Office, Prosecutor's Office and Greg Sullivan to finalize all ballot issues wording/legal issues and the three issues were correctly filed by August 10, 2016.
- **Levy Information:** Met with several residents about the levies. Prepared a packet of information for the Hanover Ladies Industrial Band.
- **Personnel:** New overall personnel policy book still being worked on. The Trustees were given an outline for review and comment.
- **Park Committee/Veterans Committee and Special Events:** Prepared sponsorship packets for the Wine Tasting event, booked entertainment and support services and held meetings with Hanover Winery and the Park Committee.
- **Cool Cars, Fine Wine and Good Music Event:** Helped set up and worked the event on August 27, 2016.
- **Drainage Issues:** Authorized work on the Krucker Road large culvert for concrete repair handled by the Road Department.
- **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. Matter is still pending.
- **Open Burning Issues:** Handled one resident inquiry about open burning requirements and laws.

- **Nuisance Properties:** Still working on over 20 properties. With no staff it is difficult to address all of these. Reached agreement with SR 177 property burned down location; working with Community development to get grant funds to tear down.
- **Memorial Tree Program:** Worked with one family on Old Oxford Road on the selection, purchase and memorial marker under the Memorial Tree program for the Park.
- **Finances and Tax Levy Issues:** Prepared another special briefing report for the Board of Trustees with a special meeting held on July 28, 2016. Sent Mary Ann Nardiello of the Prosecutor's Office the decision by the Board to seek two levies, the proposed time schedule and draft resolutions for review.
- **Electric Aggregation:** Worked with the Prosecutor's Office on ballot language and Energy Alliance agreement. Discussed preparation of literature for residents.
- **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.
- **Property and Liability Insurance:** Working with OTARMA and Lovins Insurance Agency completed new contract documents for 2016-2017 which went into effect September 2, 2016.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department: Michael Jackson, Lt. resigned effective August 30, 2016

Hire: None at this time for the Fire Department

Road Department:

Trying to make do with existing personnel for road and cemetery functions. Seeking additional PT/Seasonal help. Still evaluating funds to determine if we can fill the open full time slot.

Cemetery: See above.

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. Finished table of contents and first draft. Provided draft outline to the Board for any suggested changes.

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 during the last quarter of 2016.

Of Note- Budget Information for August 31, 2016

Cash Balance as of August 31, 2016: \$1,088,071.02

- 1) Total Expenditures all funds for August 2016: \$151,594.96**
- 2) Total General Fund cash on hand August 2016: \$420,216.13 (38.62%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand August 2016: \$222,490.90 (20.45%) 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
June- Cash Balance: \$1,231,659.27
July- Cash Balance: \$1,136,203.94
Aug- Cash Balance: \$1,088,071.02

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 filed in July 2016 had some significant reductions. Tax revenue is not rebounding and passage of suggested levies is critical to the Township well being.

Mr. Henry also distributed revenue and expenditure reports and noted that fund levels continue to drop. Mr. Henry also provided the Trustees an information sheet that explained inside and outside millage.

Old Business

August 2016 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of August and noted the average response time for the month of August was 13.08 minutes, with the busiest days being Tuesday and Saturday and first shift being the busiest shift. Mr. Henry also noted that the Fire Chiefs' Association would be discussing the accuracy of the recording of dispatch times by the County. Chief Clark noted that three of the mutual aid requests involved auto accidents which required additional assistance.

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

**Complaints/Nuisance Property Notes
(September Meeting 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)./ piping has been removed; no further action required.
- **4280 Hamilton Scipio Road:** No information update.
- **1992 Jesse Drive:** Burned out house- met with the owner and a tentative agreement has been reached to tear down the structure. Still waiting on directions from Desmond Matayah regarding assistance through the Community Development Block Grant Program.
- **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. No update received from the County.
- **2452 Queen Mary-** Court Case Filed/action pending. Update: On August 30, 2016, Jim Fox and I met with property owners and walked property. Sufficient work had been done to comply with County and Township requirements. Case was dismissed.
- **309 Walthan Court:** Complaint filed by Butler County building and Zoning to have a vehicle removed by court order. Vehicle was removed and no further action required.
- **620 Boyle Road:** High grass, weeds, some trash; owner came in and stated he would start mowing and cleaning up. Work is partially complete. Same as in July.

The Board had a discussion regarding a trailer that had been parked on Isabella Lane for an extended period of time and expressed concern that the trailer impeded the flow of vehicular traffic in that area. Mr. Johnson made a **motion**, seconded by Mr. Miller, declaring the trailer a right-of-way obstruction and safety hazard impeding traffic and ordering the owner to remove the trailer within seven days of receipt of notice or the trailer would be towed. After further discussion, a roll call taken with all three Trustees voting yes.

Road Program 2016 Expenditure Update: Mr. Henry provided the Board a written summary recap of the Township's 2106 Road Program through BCEO.

Other Old Business: Fire Chief Clark reported that Fire Station Open Houses were scheduled for Saturday, September 24 from 11:00 a.m. to 2:00 p.m. and Sunday, October 23 from 2:00 p.m. to 5:00 p.m.

New Business:

Resolution No. 38-16 – Designating Halloween Activity Night/Time: Mr. Henry explained that the Board adopts this type of resolution annually and that the date and time are consistent with neighboring jurisdictions' Halloween schedules. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 38-16, which was seconded by Mr. Stitsinger. Upon roll call, all three Trustees voted yes.

Resolution No. 38-16

Designating 6:00 p.m. to 8:00 p.m. on Monday, October 31, 2016 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. 38-16 is hereby approved designating 6:00 p.m. to 8:00 p.m. on Monday, October 31, 2016 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 14th day of September 2016.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 39-16 – Approving Agreement CD Project Alamo Heights Road Work: Mr. Henry explained that this resolution authorizes an agreement with the Butler County Engineer’s Office to implement the 2016 Community Development Block Grant Funding for the Alamo Heights Road Improvement Project (Black Mat Application Surfacing). After some discussion, Mr. Stitsinger made a **motion** to adopt Resolution No. 39-16, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 39-16

Authorizing and Approving An Agreement with Butler County, Ohio for the Implementation of the 2016 Community Development Block Grant Funding for the Hanover Township Alamo Heights Road Improvement Project (Black Mat Application Surfacing)

Whereas, the Board of Trustees and Township Administration received a grant award notice for \$101,000.00 under 2016 Community Development Block Grant Program to fund a project identified as "Alamo Heights Road Improvement Project (Black Mat Surfacing); 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 Section 307.15, 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. 39-16.

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 September 14, 2016.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Fred J. Stitsinger
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Motion – Approve Expenses for Fire Prevention Week Activities: Mr. Henry explained that Fire Chief Phil Clark requested the Board’s approval to purchase up to \$2500.00 worth of Fire Prevention Education supplies for the activities to be conducted by the Fire Department from Youth’s Safety Company (Ross), NIMCO and related fire prevention supply outlets. After some discussion, Mr. Stitsinger made a ***motion*** to approve the above purchases not to exceed \$2500.00 from the Fire Fund. Motion was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Motion – Approve Harvest Land Propane Contract Renewal: Mr. Henry explained that for the last several years the Township has worked with the Harvest Land Co-op Company to supply propane to Township facilities. This supplier has served the Township well with the Township having been able to secure sufficient propane by entering into annual pre- supply contracts guaranteeing price and quantity. Mr. Henry noted estimates show a total volume of 13,000 gallons priced to be 1.29 per gallon. As the result of good service, local contacts and reasonable

price as well as availability, Mr. Henry was recommending renewal of the contract with Harvest Land Co-op Company. A **motion** was made by Mr. Miller, seconded by Mr. Johnson, to approve a renewal agreement for propane gas during the term October 1, 2016 through March 31, 2017 with the Harvest Land Co-op Company for the volume and price specified above. After discussion, a roll call vote was taken with all three Trustees voting yes.

Motion – Approve Cemetery Lot Sell Back (Merckel): Mr. Henry explained that Lynette and Bill Merckel, 3460 Dawn Drive, Hamilton, Ohio 45011 purchased Graves #1 through #4, Lot 17 Section K for \$3,300 on September 18, 2009. They no longer need graves #3 and #4 requesting a "buy back" by the Township. Proper documentation has been received to buy back these referenced two graves for a total of \$1,690.00 minus a \$25.00 transfer fee. **Motion** by Mr. Stitsinger, seconded by Mr. Johnson, to approve the aforementioned transfer and buy back of Graves 3 & 4 Lot #17 Section K from Lynette and Bill Merckel for a total of \$1,690.00 minus a \$25.00 transfer fee (\$1,665.00). After discussion, a roll call vote was taken with all three Trustees voting yes.

Motion – Cemetery Lot Transfer (Swain): Mr. Henry explained that Sandra Swain, 427 Wasserman Road, Hamilton, Ohio 45013 has provided sufficient documentation and a notarized statement indicating sole heir ownership of Section E Lot 100 Graves 2-6 and Lot 105 Graves 1-2 originally titled to Irma Swain. Millville Cemetery has verified the open grave sites as referenced. **Motion** by Mr. Miller, seconded by Mr. Johnson, to approve the aforementioned transfer of Section E Lot 100 Graves 2-6 and Lot 105 Graves 1-2 originally titled to Irma Swain. After discussion, a roll call vote was taken with all three Trustees voting yes.

Community Development Grant 2017 – Discussion and Community Input: Mr. Henry provided the Board a list of suggested ideas from the Park Committee and citizen input for projects for Community Development Block Grant Funds. Mr. Henry invited residents in attendance to offer suggestions and advised that at the next meeting the Board would need to formalize a prioritized list of projects to be submitted for consideration for the next round of Community Development block grants.

2017 Road Program – Meeting with BCEO September 28: Mr. Henry reported that a September 28 meeting with BCEO was scheduled to identify roads for the 2017 road improvement program. Mr. Henry provided the Trustees a list of roads for their consideration and requested input prior to the September 28 meeting.

Fire Chief Report – Confirm Fire Station Open Houses: See Chief Clark's comments under Other Old Business.

Confirm Dates – Public Forums and Coffee with the Trustees: Mr. Henry reviewed a proposed schedule for public forums and coffees with the Trustees with the Board. The Board approved the meeting schedule.

Audit Results – Good Report, FYI: Mr. Henry and Mr. Sullivan reported that the audit results had been received and the Township received a clean audit with no findings for recovery.

Other New Business

Under Other New Business, Mr. Henry asked the Trustees if they concurred with transferring electric accounts to Energy Alliance as discussed to save money. The Board concurred to make this change. Mr. Henry asked the Board to note miscellaneous correspondence and general information in their meeting packets which included: Butler County Building Permit Report for August 2016, Ohio Township Association Legislative Update, Butler Rural Electric tree trimming notice, OTA Annexation Information, Solid Waste District Update, Butler County Resource Numbers, new property assessment guidelines, and an Oxford Senior Center Job Opening Notice.

Also under Other New Business, Fire Chief Clark requested approval to purchase t-shirts for Fire Department members, noting that shirts had not been purchased in the past three years. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, to approve the expenditure of up to \$1,278.00 with GNS for the purchase of t-shirts for the Fire Department members. Upon roll call, all Trustees voted yes.

Also under Other New Business, Mr. Stitsinger reported he received a complaint from the resident at 4190 Stillwell Road that the resident at 4170 Stillwell Road is pumping water onto the 4190 Stillwell Road property. Mr. Henry stated he would investigate; however, it most likely was a civil matter.

Also under Other New Business, Mr. Henry requested that the Board schedule a special meeting to discuss prioritization of funding for infrastructure issues (e.g. roadway deterioration) and Road Department equipment replacement. Mr. Henry would be providing proposed meeting dates for the Board's consideration.

Also under Other New Business, Mr. Sullivan reported that he would be attending training in financial reporting.

Also under Other New Business, Mr. Gardner reported that the salt contract had been awarded by the County to Cargill, Inc. at \$68.42/ton. Mr. Gardner noted that last year the cost was \$66.71/ton.

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.

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

Larry Miller, President: _____

Frederick J. Stitsinger, Trustee: _____

Douglas L. Johnson, Trustee: _____

Verified by: Greg Sullivan, Fiscal Officer: _____ *Date:* _____