



**Hanover Township Board of Trustees
October 18, 2017 Meeting Minutes**

Call to Order: Board President Fred Stitsinger called the meeting to order at 6:00 PM and then led the pledge of allegiance and gave the opening invocation.

Roll Call: Fiscal Officer Greg Sullivan took a roll call with Messer's Stitsinger, Miller 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 September 13, 2017 Regular Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation: There was no guest presentation.

Citizen Participation: Destiny Bomske, Nichols Road, addressed the Board and stated she has family and friends in the fire service. She suggested the Board consider having SCBA masks for firefighters fitted to each individual and expressed her concern for firefighters' safety. With Ms. Bomske still at the podium, Leim Harold addressed the Board, identifying himself as a member of the Hanover Township Fire Department. He stated that the Fire Department's air packs were out of service, citing expired 2015 test date stickers on the equipment. Mr. Scott Jenkins, 2880 Nickols Road, addressed the Board with the other two individuals at the podium. He explained that Ms. Bomske is his daughter and that his son-in-law works for the Hanover Township Fire Department. He expressed his concern for the firefighters' safety.

Chief Clark stated that the air packs are inspected annually by Vogelpohl and the next inspection was scheduled to occur on November 1, 2017. Chief Clark stated he did not know why the stickers were out of date, but the inspections are conducted annually. Mr. Henry stated that he had met with Chief Clark earlier in the day and verified that the inspections were occurring annually. During this discussion, Mr. Sullivan checked records on his computer and reported that \$1321 had been paid October 15, 2016 for maintenance and testing of the Fire Department equipment.

Mr. Stitsinger assured everyone that safety was important to the Township. Chief Clark also noted that the State Fire Marshal conducts annual inspections as well.

Administration Reports

Law Enforcement: Deputy Tanner gave the following report for the month of September 2017:

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for Sept 2017

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 238		1453
• Felony Reports: 04		31
• Misdemeanor Reports: 18		85
• Non-Injury Crash: 06		43
• Injury Crash: 07		35
Total Reports: 35.....		195
• Assists/Back Up: 24		194
• Felony Arrests: 01		11
• Misdemeanor Arrests: 02		27
• OMVI Arrests: 00		00
Total Arrests: 03		34
• Traffic Stops: 18		108
• Moving Citations: 20		121
• Warning Citations: 08		46
• Civil Papers Served: 1		02
• Business Alarms: 4		22
• Residential Alarms: 06		70
• Special Details: 26		131
• COPS Times: 5,200 (<i>Min.</i>)		46,600
• Vacation Checks: 07		126

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

Fire/EMS: Chief Clark presented the following report for the month of September 2017:

Hanover Township Fire Department
Monthly Report for September- Phil Clark Fire Chief
(Presented in October 2017)

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

	<u>Month</u>	<u>YTD</u>
• Emergency Medical Operations/Squad Runs:	47	446
• Motor Vehicle Accidents:	05	52
• Fire Runs:	08	75
• Fire Inspections:	00	08
• Knox Box Details	00	
• Other	00	
• Total for the month:	59 Runs/Operations (59 Fire/EMS Runs)	

Total Year 2017: 568 Runs/Operations

(September 2016: 53)

Runs/Operations)			
Total for 2016	705		
Total for 2015	733		
Total for 2014	809	<i>5 year average: 738</i>	
Total for 2013	750	<i>11 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 September 2017:

**SUPERINTENDENT'S REPORTS
(October 18, 2017)**

Millville Cemetery Operations Report September 1 through September 30, 2017

0 Graves sold to Township residents (@ \$610) -----	\$ 00.00
1 Grave sold to nonresidents -----	\$ 900.00
0 Old resident graves -----	\$ 0.00
6 Full Interments -----	\$ 5,900.00
0 Baby interments -----	\$ 0.00
0 Cremations -----	\$ 0.00
Foundation and Marker installation fees -----	\$ 3,022.80
0 Grave Transfer -----	\$ 0.00
0 Donation -----	\$ 0.00
Total: -----	\$ 9,822.80

Other Cemetery activities:

1. Fixed graves and sink holes
2. Cleaned the office and garage
3. Cut grass 4 times
4. Did weed eating 2 times
5. Installed 5 markers
6. Fixed mini hoe.

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

1. Picked up a mattress and box springs on Four Mile Road.
2. Replaced boards on the toy train in the Park playground.
3. Trimmed bushes at the Firehouse.
4. Performed ditching on Charleberth Drive.
5. Hauled away a mattress, treadmill, fire pit, and steel shelving and picked up garbage dumped while the recycling dumpsters were emptied.
6. Cut and trimmed grass on all Township properties three times.
7. Performed monthly truck, park, and storm water inspections.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

Administrator **September** Summary Report
(October 2017)

- **Fire/EMS Run Data:** Dispatch Log information for September 2017. Prepared summary overview of data.
- **Fire Department:** Continued work security measures for the Fire Station including wiring for installation of cameras. Followed up on phone issues and phone memory capacity at the Fire Station. Provided follow up with the Fire Department on several records requests. Worked on financing documents for the Tanker/Pumper order through Sutphen.
- **Phone System:** For several days there were problems within the main phone lines resulting in dropped calls. The system was checked out and memory board replacements took place in the main junction box on site. This work helped but did not solve the total problem. Eventually it was determined that Cincinnati Bell Telephone had issues within their system which were corrected.
- **BWC:** Continuing membership in Greater Hamilton Safety Council and meeting attendance to get BWC premium credits.
- **2018 Road Program:** Preliminary program developed. A meeting was held with BCEO in September to review the program and related issues such as the Gene Avenue culvert problem.
- **Nuisance Properties (ongoing):** Working on priority issues associated with 620 Boyle, 2048 Millville, Columbus and Martha Lane, 347 Fairy Drive and 746 Boyle. Many others are in various stages of progress.
- **Board, Financial Reports and Payroll Reports (ongoing):** 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.
- **Park Committee:** Prepared agenda and support documents for the Park Committee meetings in September. Planned logistics for the Haunted Harvest and Veterans Day.
- **Voter/Resident Tax Levy Discussions:** Made presentations during the September 21st public forum on the tax levy as well as met many residents in the office and over the telephone answering questions and providing requested documentation.

- **Held Medicount Management Discussions:** Continued working with Medicount Management on a system to eliminate follow up invoices to residents for outstanding balances. Spoke with several residents about the billing process.
- **General Operating Levy:** Ordered signs and provided public notices for the September and October Tax Levy Public Forums.
- **Partition fence Issue:** Held discussions with Ms. Follick's legal counsel and scheduled a meeting with the parties for October 4, 2017 for possible settlement discussions.
- **Newsletter:** Planned logistics for putting together a newsletter to be in the hands of residents prior to October 29th for the Haunted harvest, Veterans Day and Election. Began set up of articles.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department: Andrew D. Wargo 1176 Elizabeth Dr. Hamilton 45013 Volunteer FF

Craig R. Metzcar 2840 Windy Way Dr. Cincinnati 45251 FF/EMT B PT

(Wargo and Metzcar have completed hiring steps so scheduling can begin immediately)

Road Department and Cemetery: Reactivated Joe Jenkins on a part time status, officially starting on October 9, 2017. Still searching for PT relief CDL drivers for snowplowing.

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. Older files have been placed in file cardboard storage boxes.

Capital Planning: Need to review needs of the Road Department for equipment considerations. After assessment, determine what needs to be done the next six months.

For the Fire Department: Pumper/Tanker order was placed with Sutphen. Financing documents have been initiated and waiting on final approval.

Of Note- Budget Information for September 30, 2017

Cash Balance as of September 30, 2017: \$1,646,935.23

- 1) **Total Expenditures all funds for September 2017: \$158,460.45 / Revenue: \$529,549.02**
- 2) **Total General Fund cash on hand September 2017: \$345,558.96 (20.98%) of Total funds**
- 3) **Total Fire/EMS Fund cash on hand September 2017: \$537,313.44 (32.63%) 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
 Sept- Cash Balance: \$1,231,337.97
 Oct- Cash Balance: \$1,199,176.98
 Nov- Cash Balance: \$1,083,268.01
 Dec- Cash Balance: \$1,046,996.51

Fiscal Year 2017

Jan: \$ 888,346.09
Feb: \$ 902,459.77
Mar: \$ 900,176.59
Apr: \$1,471,639.15
May: \$1,413,018.92
June: \$1,359,085.19
July: \$1,321,950.79
Aug: \$1,274,996.15
Sept: \$1,646,935.23

General Notes: 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 and reports. Plans are underway to make any necessary adjustments for fire operations until levy revenues are received the first half of 2017. 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 consideration of an operating levy or other related levy in 2017 is critical to the Township well being.

January 2017: Although expenses were held to essential items in 2016 and the total expenditures for 2016 were below 2015 expenditures showing a reduction of \$52,554.69, the General Fund revenues continue to shrink. The Township cannot continue to provide existing service levels through the General Fund as revenues continue to decrease.

July 2017: The Township has not fully recovered from the State of Ohio cuts in revenue to the Township as well as the decrease property values. AS the lower valuation impacted the tax base, the overall budget and specifically the General Fund has decreased below 2015 levels. Projections for 2018 are slightly better but still below levels prior to 2015. To account for these shortages when faced with increasing costs, staff has been limited and no new maintenance projects have been undertaken in all areas- only absolutely necessary repairs.

September 2017: Questions arise about the Local Government allocation of the General Fund which has been shrinking over time. In 2007 Hanover Township's allocation was \$278,971.00; in 2017 the amount certified by the County Budget Commission is \$128,166.50 or a 54.1% decrease over this period.

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry noted that the Township received a settlement from the County so revenues were up from the previous month.

Old Business

September 2017 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of September and noted the average response time was 7.35 minutes. The busiest days for runs were Saturdays and Sundays and second shift continued to be the busiest shift.

Update -- Nuisance Updates: Mr. Henry provided the following report to the Board:

Complaints/Nuisance Property Notes (October Meeting 2017)

- **41 Cochran Road:** Junk vehicles, debris and garbage- County Prosecutor has filed a complaint in court, case #CV2017 06 1366 to initiate foreclosure on the property to recover delinquent real estate taxes. Some progress made but awaiting foreclosure action. Lien research has been completed.
- **620 Boyle Road:** The owner attempted to address the vegetation problems; garbage still remains. A lien holder search has been completed. The matter has been sent to the County Prosecutor for future court action.
- **371 Millville Oxford Road at Fairy Drive:** Photos sent and discussion held with the County Zoning Department. Orders are supposed to be written.

- **1624 Morman Road:** The property is still vacant but after the first mowing authorized by the Township, neighbors have picked up the mowing keeping the property presentable. Neighbors picked up mowing the yard.
- **2500 Columbus West:** High Grass and Weeds. Orders sent June 12, 2017. No response from owners. (Vacant) In July some of the yard/weeds has been cut but not enough. A lien holder search has been completed; no response as of August 31st- new orders will be prepared in the fall.
- **2643 Millville Oxford Road:** Owner passed away. Property has high weeds and grass. Orders were sent June 12, 2017. No response- the Township had the yard mowed. A lien holder search has been completed. Will follow up with mortgage holder. Grass was cut again by Township authorization.
- **Shady Nook:** Since Ms. Ommert appeared in front of the Board in August there has been no contact with the Township. Decision needs to be made as to next step to schedule another nuisance hearing.
- **2048 Millville Avenue:** Junk vehicle and debris along fence line has been referred to the County Zoning Department. The Administrator forwarded photos and 3 months ago spoke with the owner who was to address these items.
- **746 Boyle Road:** Junk vehicles in the front and rear yards. Photos taken and referred to the County Zoning Department.

Mr. Henry stated he had been informed earlier that day that work was being done at the Shady Nook property. Mr. Henry reported that he had previously advised Ms. Ommert's attorney that the Board would be proceeding with declaring the property a nuisance at its November or December Board meeting.

Preliminary Road Program/BCEO: Mr. Henry referred the Trustees to the list of streets for the proposed 2018 preliminary road program that he had shared with the County Engineer's Office. Mr. Henry explained that the County would get pricing for the work. Based on this pricing, the Board could then determine how much of the work could be performed in 2018.

Event Reminder – Tax Levy Public Forum 10/19; Congressman Davidson visit 10/20: Mr. Henry provided reminders regarding both events to the Board.

Community Development Block Grant Update/Project Ratings: Mr. Henry reported that the County Community Development Department was behind its regular schedule and no date had been set for CDBG submittals. Mr. Henry referred the Board to a list of suggested ideas for CDBG funding. Mr. Henry stated he would have recommended projects from this list prepared for prioritizing by the Board at its November or December meeting – depending on the County's schedule. Mr. Henry noted that estimated engineering costs for the park restrooms project had been obtained.

Other Old Business: Chief Clark reported that the cascade system was no longer operational and had to be replaced. Chief Clark explained that a new system would cost \$27,000. He also explained that the manufacturer had a system with only two hours of usage which could be purchased for \$7500 and would include a one-year warranty. After some discussion, Mr. Miller made a **motion**, which was seconded by Mr. Johnson, to authorize purchase of the slightly used system from ProAir for an amount not to exceed \$7500. Upon roll call, all three Trustees voted yes.

New Business:

Motion to Accept Donation of Photos: Mr. Henry explained that Allan Miller, 2198 Morman Road, Hamilton, Ohio 45013, has retired from photography and has decided to donate twelve framed photos that are on display in the Community Center to the Township as outlined in a letter received by the Township on September 26, 2017. Mr. Henry noted that Mr. Miller has been a great supporter of Hanover Township.

Motion by Mr. Johnson to accept the photo donation (12 photos) from Allan Miller with sincere thanks and appreciation. Motion seconded by Mr. Larry Miller. After discussion, the Fiscal Officer took a roll call with all three Trustees voting yes.

Motion to Approve Expenses for Hanover Haunted Harvest Activities: Mr. Henry explained that for several years Hanover Township has sponsored "Hanover Haunted Harvest" for kids as recommended by the Park Committee to provide a safe place to "trick or treat" with community involvement. The event typically serves approximately 350 kids. Sponsorships are sought each year and currently over \$650.00 in cash and in kind product has been received by the Township. However, in case expenses would exceed donations, a motion is to approve the expenses is in order.

Motion by Mr. Miller, seconded by Mr. Johnson, to approve the Township's sponsorship of the Haunted Harvest event and approve expenses associated therewith. After discussion, a roll call vote was taken with all three Trustees voting yes.

Reset Hearing Continuation – Partition Fence Issue for November 8, 2017: Mr. Henry reported that the Board Hearing regarding the partition fence issue had been reset for the November 8, 2017 Board meeting.

Motion to Accept BREC Grant Award: Mr. Henry reported that the Township received notification that a partial grant was awarded to Hanover Township in the amount of \$400.00 to purchase Park Committee items for the park outdoor events on a reimbursement basis. Items include a small compact refrigerator, tables and chairs. Mr. Henry explained that for audit purposes and expenditure, a motion is necessary to accept the award and authorize expenditures. **Motion** made by Mr. Johnson, seconded by Mr. Miller, to accept the Butler Rural Electric Grant #1709059 in the amount of \$400.00 and authorize expenditures related thereto. After discussion, a roll call vote was taken with all three Trustees voting yes.

Work Session: Mr. Henry explained that due to the recent hiring of additional personnel and organizational changes being implemented in the Fire Department, he was recommending a Board work session to review with the Chief issues related to salaries, recruiting, staffing, pay scales, budget standing, and the recent order for a pumper/tanker. After some discussion, the Board decided to schedule a work session for November 1 at 8:00 a.m.

Planning Commission Vacancy: Mr. Henry referred the Trustees to a notice in their meeting packets regarding the County seeking interested residents to fill a vacancy on the Planning Commission. Mr. Henry offered to pass along names of any interested residents to Planning Administrator, Zeb Acuff.

Other New Business

Resolution No. 44-17 – Then and Now: Mr. Henry explained the Fiscal Officer needed a “then and now” resolution to be in compliance with State audit requirements for expenditures related to the 2017 Road Program. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 44-17, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 44-17

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; 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) \$45,543.53: (Fund 2021) For American Pavements, Inc./ 2017 Road Program**
- B) \$38,166.42: (Fund 2031) For Miller Mason Paving Company/ 2017 Road Program**

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 18th day of October 2017.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

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 September 2017; an OTA Legislative Update; and a notice from Butler County Recycling and Solid Waste District regarding a waste tire recycling event.

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.

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

Frederick J. Stitsinger, President: _____

Douglas L. Johnson, Trustee: _____

Larry Miller, Trustee: _____

Date: _____

Verified by: Greg Sullivan, Fiscal Officer: _____