



**Hanover Township Board of Trustees
January 17, 2018 Meeting Minutes**

Call to Order: Board President Douglas L. Johnson called the meeting to order at 6:00 PM. Mr. Johnson led the opening ceremonies and gave the opening invocation.

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

Reorganization of the Board of Trustees – Election of Board Officers

Resolution No. 01-18: (Adjourn Sine & Die) *Be it resolved:*

Mr. Miller made a **motion** that the Board adjourn Sine & Die with a second by Mr. Buddo. Upon roll call, Mr. Buddo: yes, Mr. Johnson: yes, and Mr. Miller: yes. *The meeting was turned over to the Fiscal Officer, Gregory L. Sullivan.* The Fiscal Officer called for nominations for Officers of the Board. Nominations were made as follows:

Resolution No. 02-18: (Open Nominations for President) *Be it Resolved:*

Mr. Miller nominated Mr. Douglas L. Johnson for President, seconded by Mr. Buddo. Nominations for President were closed by the Fiscal Officer. A **motion** by Mr. Miller, seconded by Mr. Buddo, to elect/appoint Mr. Johnson Board President. Mr. Johnson, Mr. Buddo and Mr. Miller voted yes. Mr. Johnson was elected Board President.

Resolution No. 03-18 (Open Nominations for Vice President) *Be it Resolved:*

Mr. Buddo nominated Mr. Larry Miller for Vice President, seconded by Mr. Johnson. Nominations were closed by the Fiscal Officer. A **motion** by Mr. Buddo, seconded by Mr. Johnson to elect/appoint Mr. Miller Board Vice President. Upon roll call, all members voted yes. Mr. Miller was elected Vice President of the Board.

Resolution No. 04-18 (Out of Sine & Die) *Be it Resolved:*

Mr. Johnson made a **motion** with Mr. Miller seconding for the Board to move out of Sine &

Die and resume the regular meeting with Mr. Johnson presiding. Upon roll call, Mr. Johnson, Mr. Buddo, and Mr. Miller voted yes.

At this point Mr. Johnson assumed the duties of running the meeting and he welcomed Mr. Buddo who was a new Board member.

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Johnson, to approve the December 13, 2017 Regular Meeting minutes and the January 12, 2018 Special 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 were no guest presentations.

Citizen Participation: Andrea Anglin, 1938 Vizedom Road, addressed the Board to report she received notification regarding the Board's decision regarding the partition fence issue involving her property. Ms. Anglin stated she believed some of the information in the resolution was incorrect and she reiterated information she emailed to the Township Administrator earlier in the month. Mr. Johnson explained the Board made its ruling in good faith. Mr. Miller stated that Ms. Anglin could pursue the matter in civil court. Ms. Anglin stated that she believed both she and the Board were right and that there are conflicting zoning laws. Mr. Johnson stated once again that the Board had made its decision and he also noted that Ms. Anglin could pursue the matter in court.

Administration Reports

Law Enforcement: Deputy Mayer gave the following report for the month of December 2017:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 126		1972
• Felony Reports: 04		40
• Misdemeanor Reports: 03		103
• Non-Injury Crash: 03		61
• Injury Crash: 00		41
Total Reports: 10.....	226	
• Assists/Back Up: 19		251
• Felony Arrests: 00		13
• Misdemeanor Arrests: 00		31
• OMVI Arrests: 00		00
Total Arrests: 00	40	

- Traffic Stops: 14 159
- Moving Citations: 09 160
- Warning Citations: 05 69
- Civil Papers Served: 0 02
- Business Alarms: 2 24
- Residential Alarms: 09 96
- Special Details: 09 173
- COPS Times: 5,200 (*Min.*) 59,800
- Vacation Checks: 11 163

Reporting: ** Stats are for Deputy Mayer only. Deputy Tanner was injured early in December and could not report for duty. Prepared by BEH.

Deputy Mayer complimented the Road Department on its snow and ice control efforts.

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

Hanover Township Fire Department
Monthly Report for December 2017- Phil Clark Fire Chief
(Presented in January 2018)

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:	51	571
• Motor Vehicle Accidents:	08	73
• Fire Runs:	12	110
• Fire Inspections:	00	08
• Knox Box Details	00	
• Other	00	
• Total for the month:	71 Runs/Operations	(71 Fire/EMS Runs)

Total Year 2017: 689 Runs/Operations

(December 2016: 127 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: On behalf of Mr. Gardner, Mr. Henry presented the following report for the month of December 2017:

SUPERINTENDENT'S REPORTS
(January 17, 2018)

Millville Cemetery Operations Report December 1 through December 31, 2017

1 Grave sold to Township residents (@ \$610)-----	\$610.00
4 Graves sold to nonresidents -----	\$3,580.00
0 Old resident graves-----	\$ 0.00
7 Full Interments-----	\$ 6,600.00
0 Baby interments-----	\$ 0.00
2 Cremation-----	\$ 800.00
Foundation and Marker installation fees-----	\$ 998.40
0 Grave Transfer-----	\$ 0.00
0 Donation-----	\$ 0.00
Total: -----	\$12,588.40

Other Cemetery activities:

1. Fixed graves and sink holes
2. Cleaned the office and garage
3. Installed one marker
4. Helped with ditch work on Cochran Road
5. Plowed snow

Road, Streets and Park
(Scot Gardner)

1. Installed bricks in the Memorial.
2. Replaced parking lot stop posts in the Park parking lot.
3. Cut six grass plants on Gardner Road hill for better visibility for a resident.
4. Repaired a pot hole on Cochran Road.
5. Replaced a chevron sign post on Hogue Road.
6. Replaced two fluorescent light ballasts and bulbs in the office area.
7. Cleaned carpet in the Community Center.
8. Cut a tree hanging in the road on Cochran Road.
9. Performed monthly truck, park, and storm water inspections.

Mr. Henry noted that the Road Department was short-staffed; however, everyone was doing a good job.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

Administrator December 2017 Summary Report (January 2018)

- **Fire/EMS Run Data:** Dispatch Log information for December 2017. Prepared summary overview of data.
- **Fire Department:** Worked with Command Staff on personnel issues and follow up with employees.
- **Security Camera System:** Finished coordination and set up with Robinson Communications for the installation of a security camera system for the Fire Station. All work was completed. Trainings for personnel are being set up.
- **BWC:** Responded to BWC safety inquiry regarding the Fire Department Operations. Put together notebooks for central Township office regarding equipment testing. Sent a 67-page report to BWC.
- **2018 Road Program:** Prepared resolution requesting BCEO assistance with the Gene Avenue culvert and sent to Scott Bressler. After review by BCEO, Scott Bressler called to indicate this project could not be undertaken by them in 2018 but to be programmed for 2019. BCEO stated it was their opinion Gene Avenue culvert would hold up until then.
- **Nuisance Properties (ongoing and same status):** Still working on priority issues associated with 620 Boyle, 2048 Millville, Columbus and Martha Lane. 347 Fairy Drive and 746 Boyle were handed off to the County Zoning Office. Many others are in various stages of progress. Zoning Violations were coordinated with County Zoning on Wencella, Morman, and Millville.
- **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.
- **Holiday Function:** Prepared recognition documents for volunteers and employees. Planned the event and ordered all necessary supplies. Private donations were received for food and raffle prizes.
- **Township Essential Equipment Needs:** Discussing equipment needs with Department Heads especially in the Road Maintenance function. Also met with outside vendors to assist with certain kinds of maintenance for which we do not have the staff or time to address.
- **Zoning:** Met with or talked to residents from Wencella, Boyle, Morman and Millville. Consulted with Zoning Inspector Jim Fox.

- **Partition Fence Issue:** Notified all parties in regard to the Board's decision to deny the request presented by Ms. Anglin.
- **Records Commission:** Prepared agenda and information for presentation to the Records Commission for the December meeting.
- **First Aid:** Reviewed proposals and authorized installation of commercial First Aid cabinets monitored for restocking in the Road Department, Cemetery and Community Center/Administration.
- **Township Pay Plans:** Continued work on updating and making changes to be approved by the Board in 2018 in order to recruit and retain qualified personnel for all positions.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department:

*Appoint Jake Staton 3410 Millville Oxford Oxford, Ohio 45056 EMT -B (\$11.50 per hour) **

** Subject to Completing All Required Hiring Procedures*

Road Department and Cemetery:

None

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.

Admin Security and Protection of Records: This issue needs to be addressed as soon as the budget will allow.

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 December 31, 2017

Cash Balance as of December 31, 2017: \$1,243,274.81

- 1) **Total Expenditures all funds for December 2017: \$113,836.30 / Revenue: \$70,053.93**
- 2) **Total General Fund cash on hand December 2017: \$317,075.40 (25.50%) of Total funds**
- 3) **Total Fire/EMS Fund cash on hand December 2017: \$477,780.29 (38.43%) 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
Oct: \$1,511,096.61
Nov: \$1,286,649.51
Dec: \$1,243,274.81

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.

December 2017: With the approval of the General Operating Levy, an additional \$368,262.00 is anticipated per year received in Fiscal Years 2018 through 2022 which will ease the strain on the General Fund. Identified projects needing attention over the 5-year period totals over \$1,890,560.00 with total expected revenue of \$1,841,310.00.

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry noted that the cash balance carry-over was a little better than the prior year. Mr. Henry also included the 2018 Property Valuation Report from the Auditor's Office.

Old Business

December 2017 Fire/EMS Run Data Summary: Mr. Henry reported the average run time for the month was 8.65 minutes and that Sundays were the busiest run days of the week.

Road Program 2018/Continued Discussion/Approve Resolution No. 14-18: Mr. Henry reviewed the proposed 2018 Road Program to be submitted to the BCEO. The proposed Road Program Report indicated which projects had been deleted from the original list as discussed during the January 12, 2018 Special Board Meeting in order to keep the Township's total costs under \$300,000. Mr. Henry also noted that the County cannot do the Gene Avenue project in 2018 but the County indicated it will repair the culvert in 2019.

Other Old Business: There was no Other Old Business to be reported.

New Business

Resolution No. 05-18 (EMA Representative): *Be it Resolved:*

Moved by Mr. Buddo, seconded by Mr. Johnson, to approve the appointment of Mr. Larry Miller to the Butler County Emergency Management Agency Advisory Council for calendar year 2018. Upon roll call, all three Trustees voted yes.

Resolution No. 06-18 (Township Meetings and Special Events): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Buddo, to approve Resolution No.06-18 designating the regular monthly Hanover Township meetings to be held on the second Wednesday of each month to start at 6:00 P.M with the exception of the January and February meetings and approving Township Special Events in accordance with the attached schedule. Upon roll call, all three Trustees voted yes.

Resolution No. 07-18 (Blanket Certificates): *Be it Resolved:*

Moved by Mr. Buddo, seconded by Mr. Miller, to allow the Fiscal Officer to open blanket certificates at \$5000.00 each to provide for ongoing Township expenditures in 2018. Upon roll call, all three Trustees voted yes.

Resolution No. 8-18 (Purchase Orders): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Buddo, to allow the Fiscal Officer to open Purchase Orders for Township expenditures in 2018. Upon roll call, all three Trustees voted yes.

Resolution No. 9-18 (Transfer of Funds and Balances): *Be it Resolved:*

Moved by Mr. Buddo, seconded by Mr. Miller, to authorize the Fiscal Officer to transfer funds among line items within major Funds, not affecting total fund balances, to make required expenditures within proper accounting requirements. Upon roll call, all three Trustees voted yes.

Resolution No. 10-18 (Records Commission Committee): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Buddo, to establish a Records Commission Committee consisting of the Fiscal Officer (Gregory L. Sullivan) and the Board President. Upon roll call, all three Trustees voted yes.

Resolution No. 11-18 (Mutual Aid Agreement with Milford Township): *Be it Resolved:*

Moved by Mr. Johnson, seconded by Mr. Miller, to approve a mutual aid agreement with Milford Township and authorize payment in 2018 to Milford Township totaling \$400.00. Upon roll call, all three Trustees voted yes.

Resolution No. 12-18 Volunteer Firefighter Dependents Fund Board Appointments: Mr. Henry explained it was an annual requirement to appoint members to a Volunteer Firefighter Dependents Fund Board and certify the names of the members to the State Fire Marshal. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 12-18 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 12-18

Complying With ORC Sections 146.03 and 146.04 in Regard to the Volunteer Fire Fighter's Dependent Fund Board Elections and Certification of Form

Whereas, Hanover Township has maintained a Fire Department consisting of volunteer fire fighters as defined under Ohio law; and

Whereas, annually a Volunteer Fire Fighter Board must be duly elected and certified to the State Fire Marshal, whose members serve a one-year term commencing January 1, 2018 through December 31, 2018; and

Whereas, the Board consists of five members: two selected by the Board of Trustees, two selected by the Fire Department and one selected by the other four; and

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

Section I. That the Board of Trustees elects Douglas L. Johnson and Gregory L. Sullivan.

Section II. That the Fire Department has elected Pat Miller and Jennifer Goble.

Section III. Recognize that the four previously selected members elect Tonya Buddo to serve as the fifth board member.

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 17th day of January 2018.

Board of Trustees

Vote

Attest and Authenticate:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/Clerk

*The Board then noted the designation of Doug Johnson as the Chairperson and Gregory L. Sullivan as the Secretary of the Volunteer Fire Fighter Dependent Fund Board.

Resolution No. 13-18 Cooperative Purchasing Program/State of Ohio: Mr. Henry explained that the Township must annually request to participate in the State's Cooperative Purchasing Program. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 13-18 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 13-18

Authorizing Hanover Township's Continued Annual Participation in the State of Ohio Cooperative Purchasing Program (Ohio Revised Code 125.04)

Whereas, Ohio's Cooperative Purchasing Act (AM. Sub. H.B. No. 100 Eff. March 6, 1986) provides the opportunity for local governmental jurisdictions to participate to participate in contracts distributed by the State of Ohio (DAS) for the purchase of supplies, services, equipment and certain materials; and

Whereas, Hanover Township has been an active participant in the program in achieving tax dollar savings and efficiencies and wishes to continue participation; and

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

Section I. That Hanover Township requests participation in state contracts in which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Ohio Revised Code Section 124.04.

Section II. That Hanover Township, through its designated officials, is hereby authorized to participate and agrees to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing, prescribes including payment of reasonable contract participation fees. Further, Hanover Township does hereby agree not to misuse such contracts or make disclosures related thereto for the purpose of avoiding the requirements of Section 125.04 of the Ohio Revised Code.

Section III. That the Fiscal Officer is hereby authorized to make payments to vendors directly as the result of purchasing any items in the aforementioned state contracts.

Section IV. That the Fiscal Officer and Township Administrator are hereby authorized to execute any documents related to the participation in the Cooperative Purchasing Program as specified.

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 17th day of January 2018.

Board of Trustees

Vote

Attest and Authenticate:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 14-18 Approving 2018 Road Program for BCEO: As this resolution was discussed under Old Business, Mr. Miller made a **motion** to adopt Resolution No. 14-18 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 14-18

Approving the 2018 Revised Resurfacing Program and Estimates for Hanover Township

Whereas, Hanover Township works with the County Engineer's Office annually to cooperate with the county in the paving/road program; and

Whereas, the Township Trustees desire to participate in the 2018 Paving, Repair and Retrace Program with estimates provided by the County Engineer and new advice/information presented by the BCEO in November; and

Whereas, an attachment has been prepared labeled "Attachment-Resolution No. 14-18 which reflects the roads, special projects and related estimates approved by the Board of Trustees;

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

Section I. Resolution No. 14-18 is hereby approved authorizing the participation of Hanover Township in the 2018 Resurfacing and Repair Program through the Butler County Engineer's Office, taking advantage of economies of scale.

Section II. That the roads and estimates approved by the township are set forth in the attachment labeled "Attachment Resolution No. 14-18.

Section III. That this Resolution and attachment are to be delivered to the Butler County Engineer's Office prior to February 1, 2018.

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 17th day of January 2018.

Board of Trustees

Vote

Attest and Authenticate:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 17-18 Approve Township Pay Plan Amendments: Mr. Henry explained that this resolution reflects revisions to the Township Pay Plan which the Board had been discussing over the past three months with a final review during the January 12, 2018 Special Meeting. Mr. Henry noted that the changes were designed to address issues in all departments with most of the changes affecting the Fire Department. The revisions were designed to help make the Township more competitive with other local government employers. The amendments would be effective March 1, 2018 to allow time for implementation. Mr. Henry also noted that beginning in March or April a comprehensive review of all Fire Department positions and Fire Department employees would be undertaken. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 17-18, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 17-18

Amend and Approve Changes to the Hanover Township Pay Plan Associated with All Township Operations

Whereas, The Township Administration and Board of Trustees have been evaluating the hiring needs of the all the departments as well as the need to retain qualified personnel; and

Whereas, there is a need to make adjustments associated with Fire/EMS responding personnel, increase minimum wage rates, expand classification categories, and offer more flexible pay ranges and rates;

Whereas, a review has been taking place the last 45 days to entertain ideas for amendments and adjustments with discussions held in work sessions of the Board; and

Whereas, to facilitate the quality presentation of services to the public by a well-qualified work force, amendments and adjustments are deemed to necessary to the existing Township Pay Plan; and

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

Section I. That the attached Township Pay Plan is hereby adopted affecting all operations to be effective March 1, 2018.

Section II. That the Fiscal Officer and Township Administrator are authorized to take the necessary steps to set up and implement the Township Pay Plan adopted herewith.

The foregoing resolution was adopted in an open special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 17th day of January 2018.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 19-18 Approve Road Mileage Certification/Forward to BCEO: Mr. Henry explained that the Board must annually certify the Township’s road mileage to the Butler County Engineer’s Office. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 19-18 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 19-18

Pursuant to Ohio Revised Code Section 4501.04 Approve Road Mileage and Certify to ODOT the Road Mileage Certification Form as Required for 2018

Whereas, the Township road mileage has changed very little since January 2013; and

Whereas, pursuant to Ohio Revised Code Section 4501.04, Hanover Township must certify the current road mileage reflecting any changes to ODOT by April 1, 2018,

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

Section I. That Hanover Township hereby certifies 35,985 of road miles and authorizes the signing of the Mileage Certification Form to be submitted to the Butler County Engineer and Ohio Department of Transportation by April 1, 2018. This number is the same as in 2017 with no changes.

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 17th day of January 2018.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/Clerk

BWC Premiums 2018: Mr. Henry provided a report which showed departmental percentages of the Township’s BWC premiums for 2018, noting that the estimated total annual premiums cost for 2018 was \$16,725.36. Mr. Henry noted the Township’s employee safety efforts and claims monitoring continue and resulted in no lost time claims in 2017.

Other New Business

Under Other New Business, Mr. Henry reported that the Fire Department submitted a grant request to BWC for \$7625 to purchase new gloves and bib masks which are used to protect against carcinogens. The Township will be notified in March or April if the grant money is awarded.

Also under Other New Business, Mr. Henry requested a motion authorizing the purchase of new Fire Department air cylinders and masks. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Buddo to authorize the purchase of new Fire Department air cylinders and masks. from Vogelpohl for an amount not to exceed \$25,000. Upon roll call, all three Trustees voted yes.

Also under Other New Business, Chief Clark reported that the Fire Department received \$4325 from the State of Ohio Public Safety Department as a reimbursement grant. Mr. Miller made a **motion**, seconded by Mr. Buddo, to accept and record receipt of these funds.

Also under Other New Business, Mr. Henry distributed information packets regarding the Ohio Township Association's Annual Training Conference schedule.

Also under Other New Business, Mr. Henry requested that the Board set a date for another work session in late January to discuss ordering a new truck for the Road Department.

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 December 2017, Ohio Township Association Legislative Update, and correspondence from the Butler County Solid Waste District.

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

Motion to Adjourn: Mr. Miller moved, seconded by Mr. Johnson, 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: _____

Jeff Buddo, Trustee: _____

Date: _____

2-21-2018

Verified by: Greg Sullivan, Fiscal Officer: _____