



**Hanover Township Board of Trustees
March 14, 2018 Meeting Minutes**

Call to Order: Board President Douglas L. Johnson 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 Johnson, Miller and Buddo present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Clark; Project Coordinator Julie Prickett and BCSO Deputy Mayer.

Approval of Meeting Minutes: Motion made by Mr. Buddo, seconded by Mr. Miller, to approve the February 21, 2018 Regular Meeting and Work Session Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation – Mike Bailey, Western Star/Fyda Freightliner Cincinnati, Inc. Mr. Bailey introduced himself to the Board and provided information regarding the company he represented. Mr. Bailey explained his company was able to service the trucks it sold. The Board thanked Mr. Bailey for his presentation. Mr. Henry noted that the Board would be considering Mr. Bailey's proposal for the purchase of a truck along with a proposal received from another vendor.

Citizen Participation: None of the individuals in attendance chose to address the Board.

Administration Reports

Law Enforcement: Deputy Mayer gave the following report for the month of February 2018:

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for February 2018**

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 154		210
• Felony Reports: 00		0
• Misdemeanor Reports: 1		05
• Non-Injury Crash: 01		04
• Injury Crash: 01		01
Total Reports: 03.....		010
• Assists/Back Up: 21		036
• Felony Arrests: 00		00
• Misdemeanor Arrests: 01		03
• OMVI Arrests: 00		00
Total Arrests: 01		03
• Traffic Stops: 11		21
• Moving Citations: 10		19
• Warning Citations: 03		04
• Civil Papers Served: 0		00
• Business Alarms: 04		05
• Residential Alarms: 10		16
• Special Details: 08		20
• COPS Times: 2,800 (<i>Min.</i>)		5,600 Min
• Vacation Checks: 36		58

Reporting: ** Stats are for Deputy Mayer only. Prepared by BEH.

Fire/EMS: Chief Clark presented the following report for the month of February 2018:

Hanover Township Fire Department
Monthly Report for February 2018- Phil Clark Fire Chief
(Presented in March 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:	35	86

- Motor Vehicle Accidents: 03 11
- Fire Runs: 05 17
- Fire Inspections: 00 00
- Knox Box Details 00 00
- Other 00 00
- Total for the month: **43 Runs/Operations
(Fire/EMS Runs)**

Total Year 2018: 114 Runs/Operations

(February 2017: 63

Runs/Operations)

Total for 2017	689	
Total for 2016	705	
Total for 2015	733	
Total for 2014	809	<i>5 year average: 737</i>
Total for 2013 2006	750	<i>12 Year Average: 701 since</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	

Mr. Buddo complimented the Fire Department for its recent community outreach efforts in the Park.

Road/Cemetery: Road Superintendent Scot Gardner presented the following report for the month of February 2018:

**SUPERINTENDENT'S REPORTS
(March 14, 2018)**

Millville Cemetery Operations Report February 1 through February 28, 2018

7 Grave sold to Township residents (@ \$610)-----	\$4,270.00
4 Graves sold to nonresidents -----	\$3,580.00
0 Old resident graves-----	\$ 0.00
8 Full Interments-----	\$ 7,400.00
0 Baby interments-----	\$ 0.00
2 Cremation-----	\$ 800.00
Foundation and Marker installation fees-----	\$ 0.00
0 Grave Transfer-----	\$ 0.00
1 Donation-----	\$ 10.00
Total: -----	\$ 16,060.00

Other Cemetery activities:

1. Fixed graves and sink holes
2. Cleaned the office and garage
3. Worked on equipment

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

1. Performed snow and ice control on February 4 and 7.
2. Cleaned trucks after snow events.
3. Rented a lift and replaced the flag pulley and rope at the Park Memorial and replaced the rope on the Community Center flag.
4. Replaced light bulbs on rear of Firehouse.
5. Plowed gravel off roads from February 14 rain storm.
6. Called in on February 24 to put out High Water signs and came in on February 25 to plow off gravel.
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 February Summary Report
(March 2018)

- **Fire/EMS Run Data:** Dispatch Log information for February 2018; prepared summary overview of data.
- **Fire Department:** Continued work with Command Staff on personnel issues and follow up with employees. Also assisting with reviewing and updating SOPs. Revising new hire forms and orientation requirements.
- **Community Center Sound and Camera System:** Solicited proposal for updating sound system and camera capabilities for recording of hearings and special sessions. Upgrade to be installed in March.

- **BWC:** Updating of premium payments handled and special report filed. Waiting on close out conference from the Public Employment Risk Management Program.
- **2018-2019 Road Salt:** The Road Superintendent is finalizing estimated road salt use for the next winter season. In March a resolution must be passed to approve working through the Butler County Engineer's Office.
- **Nuisance Properties (ongoing and same status):** Follow up action in progress for 620 Boyle. Worked on recovering costs for 41 Cochran Road.
- **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.
- **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. Must readdress Western Star dump truck proposal and authorization.
- **Zoning:** Fielded complaints regarding Boyle Road, Charldon and Morman Road-forwarded to Butler County Zoning.
- **Outside Legal Counsel:** As authorized, developed working relationships with Montgomery, Rennie & Jonson as well as Frost Brown & Todd law firms.
- **Records Commission:** Working on forms and changes to written policy for retention and shredding of documents authorized to be destroyed to be review by the Township records Commission.
- **Greater Hamilton Safety Council:** Renewed the Township's participation which helps reduce BWC premiums, prepared and filed 2017 2nd Half Report as required by the Council. Forwarded safety training classes to the Road Department and Fire Department.
- **Township Pay Plans:** Continued work with the Fiscal Officer to implement the approved pay plan changes for all departments. Reviewing final wording to determine if any interpretative modifications are needed.
- **County Prosecutor (Roger Gates):** Conferred with Roger Gates on a number of personnel and policy/ procedural issues including nuisance abatement. Also conferred regarding use of additional legal counsel.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department:

Fire Department employee evaluations are underway to recognize performance, skills, experience, and commitment to the operation. Targeting April 1, 2018 as possible implementation date after Board approval.

Road Department and Cemetery:

Pursuant to Board authorization, the following rates of hourly pay have been approved effective February 26th, payroll issue on March 15, 2018:

Scot Gardner Road Superintendent \$25.55 per hour
Brian Batdorf, Public Works Worker IV/ Cemetery Sexton \$18.45 per hour
Roger Allen, Public Works Worker IV \$18.10 per hour
Sam Smith, Public Works Worker IV 17.70

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. Proposals have been sought in February.

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 February 28, 2018

Cash Balance as of February 18, 2018: \$1,073,432.10

- 1) Total Expenditures all funds for February 2018: \$120,484.76 / Revenue: \$25,592.14
- 2) Total General Fund cash on hand February 2018: \$292,304.03 (27.23%) of Total funds
- 3) Total Fire/EMS Fund cash on hand February 2018: \$397,930.94 (37.07%) 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

Fiscal Year 2018

Jan- Cash Balance: \$1,163,186.72
Feb- Cash Balance: \$1,073,432.10

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 revenues were down as the initial funds from the County were still pending. Mr. Sullivan noted he hoped to receive these funds from the County by the end of March.

Mr. Henry also reported on a cemetery issue. A burial had been made in the wrong plot due to a book-keeping error made years ago when the plot was originally purchased. Mr. Henry complimented Brian Batdorf for the professional manner in which he worked through this issue with the plot owners and relatives of the deceased.

Old Business

February 2018 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of February and noted the average response time was 7.08 minutes. The busiest day for runs was Sundays and second shift was the busiest shift.

Update – Nuisances and Zoning Issues: Mr. Henry provided the following update report to the Board:

Complaints/Nuisance Property Notes (March Meeting 2018)

- **41 Cochran Road:** Property was purchased at Sheriff's sale and finalization of court order/sale is underway. Due to special circumstances after notification by the Prosecutor's Office, the Township Administrator submitted a request to recover over \$4,000.00 in costs. Roger Gates is handling.
- **620 Boyle Road:** Orders, notices and final resolutions were completed. The property has been posted. After reviewing what we had completed so far and lack of response, legal

counsel advised we could proceed. Orders were also issued by Butler County Zoning Officials.

- **371 Millville Oxford Road at Fairy Drive:** Key issues were addressed but the property is not in great condition.
- **1624 Morman Road:** The property is still vacant but has been regularly maintained.
- **2500 Columbus West:** High Grass and Weeds and general property condition were addressed by the lien holder.
- **2643 Millville Oxford Road:** Property now maintained by a contract agency.
- **Shady Nook:** No response from Ms. Ommert or her attorney. New process to be started in March or April.
- **2048 Millville Avenue:** Junk vehicle, debris, and zoning issues were addressed.
- **746 Boyle Road:** Junk vehicles in the front and rear yards. Photos taken and referred to the County Zoning Department. The Matter has been addressed
- **2020 Stahlheber:** Garbage, old tires and junk vehicle on property; referred to Butler County Zoning.

Electric Aggregation Report of Savings May through December 2017: Mr. Henry reviewed a report from Energy Alliances with the Board, noting that \$92,837.71 was saved during the report period.

Other Old Business: Mr. Buddo reported that a property owner on DeCamp Road continued to complain about ditch work. Mr. Miller and Mr. Henry noted that this property was in Riley Township. Mr. Henry also noted that Road Superintendent Scot Garner had previously offered to ditch a portion of the property that was in the right-of-way, but the property owner did not want this ditch work performed.

New Business:

Resolution No. 28-18 – Authorizing Road Salt Purchase through County Engineer’s Office: Mr. Henry explained that the Township makes this purchase on an annual basis and realizes cost savings by purchasing through the County. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 28-18, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 28-18
Authorizing Contract with Butler County Engineer's Office for Road Salt

Whereas, Hanover Township annually enters into an agreement for the purchase of road salt through the Butler County Engineer's Office; and

Whereas the Butler County Engineer's Office meets all applicable State and local requirements through its bid process for road salt; and

Whereas, in order to save money and expedite the bidding process, it benefits the Township to enter into an agreement with the Butler County Engineer's Office for road salt in the 2018-2019 winter season,

Now therefore be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That the Board of Trustees of Hanover Township authorize entering into an agreement to participate with the Butler County Engineer's Office for the bidding and purchasing of road salt for the 2018-2019 winter season.

Section II. That the Township Administrator and Road Superintendent are hereby authorized to file and sign all documents associated herewith including the forwarding of the estimated salt needed as prepared by the Road Superintendent (Attachment Resolution No. 28-18)

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 March 2018.

Board of Trustees

Vote

Attest and Authenticate:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/Clerk

Motion – Amend Resolution No. 17-18 (Attachment for Road and Cemetery Operations):

Mr. Henry explained that Resolution No. 17-18 was approved on January 17, 2018 which set forth the various pay plans for all Township operations. There was a mistake in the title and heading for the non-fire pay plan structure. There was no error in the categories or pay rates, and no substantive changes are needed. Mr. Henry requested a motion to approve a corrected attachment amending that portion of the original Resolution No. 17-18 Pay Plan Authorization. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Buddo, to approve the corrected attachment amending the section of the original Resolution No. 17-18. Upon roll call, all three Trustees voted yes.

Resolution No. 29-18 – Nuisance Declaration – Order of Removal: Mr. Henry showed the Board photos taken earlier that day of the property at 620 Boyle Road. Mr. Henry reported that as required, a notice had been previously posted on the fence at the property and the property owner had taken no action to clean up the property. Mr. Henry explained that the Township road crew would do the clean-up work and BCSO deputies would be present during the clean-up process. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 29-18, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 29-18

A Resolution Declaring the Property Owned by Paul Pleva at 620 Boyle Road Hamilton, Ohio 45013, Tax Parcel B122009300001 in Hanover Township, A Nuisance

Whereas, the Hanover Township Board of Trustees has found the property owned by Paul Pleva at 620 Boyle Road Hamilton, Ohio 45013, Tax Parcel B122009300001 in Hanover Township to be littered with garbage, general debris and uncontrolled vegetation; and,

Whereas over the last twelve months the Board has received numerous complaints about the property and the Township Administrator has sent several notifications to seek cooperation with no response which included two in person meetings with Mr. Pleva at the Township Administration Building in 2017; and,

Whereas, pursuant to §505.87 of the Ohio Revised. Cod; the Board is authorized to determine that the lack of maintenance of vegetation, debris, trash and junk vehicles upon a property constitutes a nuisance and can order the property owner to remove such vegetation, trash and debris within seven (7) days; if the owner fails to remove the defined nuisance, arrangements for the removal within the allotted time period, the Board may proceed to remove authorize the removal said nuisance and enter the cost of such removal upon the tax duplicate; and

Now therefore be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That the Board of Trustees of Hanover Township determine that a nuisance exists as defined in the Ohio Revised Code Section 505.87 based upon information presented by citizens, information presented by the Township Administrator and site examination photos taken on March 14, 2018. Said nuisance is determined to be negatively impacting the neighborhood area in question.

Section II. That due to the owner's non-responsiveness, despite past notifications by the Township, the Hanover Township Board of Trustees directs that the nuisance be addressed and orders the debris, garbage and/or trash be removed.

Section III. That the Township Administrator is hereby authorized to take the necessary steps to eliminate the nuisance as described herein and forward the costs of such removal be forwarded to the Fiscal Officer for placement upon the tax duplicate.

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 March 2018.

Board of Trustees

Vote

Attest and Authenticate:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/Clerk

Motion – Approve Response Liquor Permit Application Transfer Dry Dock Saloon: Mr. Henry reported that the Township had received notification from the Ohio Division of Liquor Control of a request to transfer the liquor permit from the former owners to the new owners of the Dry Dock Saloon. After some discussion, Mr. Miller made a **motion** to notify the Ohio Division of Liquor Control that the Board had no objection to the transfer of the liquor permit, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Invitation – BREC/Congressman Davidson Session April 9, 2018: Mr. Henry reported the Butler Rural Electric Cooperative was hosting a Q&A session with Congressman Davidson. Mr. Henry asked the Trustees to let him know if they wanted to attend so that he could RSVP for them.

City of Hamilton – Survey Request Addressed to the Board: Mr. Henry reported the City of Hamilton had requested that the Board respond to a survey to provide input regarding the City's Comprehensive Plan. Mr. Henry asked the Trustees to forward their comments to him so that he could submit the information.

Other New Business

Under Other New Business, Chief Clark reported that the Fire Department received a thank you letter from Children's Services for support the Fire Department staff provided regarding a run on Shank Road.

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 February 2018; an OTA Legislative Update; a newspaper article regarding staffing issues faced by fire departments; a newspaper article regarding the Board of County Commissioners recent vote against the proposed rural zoning code amendments; Butler Rural Electric's auditor's report; an invitation to McGonigle Millville United Methodist Church's fried chicken dinner and silent auction; and correspondence from Energy Alliances regarding its plans to check for eligible participants prior to the summer high usage months.

Also under Other New Business, Mr. Gardner reported that a woman who lives in the Golden Oak Subdivision in the City of Hamilton was requesting a guardrail be installed in an area across from the neighbor hood access to stop cars sliding down the grade. Mr. Gardner stated he did not recommend installing the guardrail as it would be cost-prohibitive to do so and it would also create a safety hazard as it would obstruct the view of another property on Gardner Road in Hanover Township when existing his driveway.

There being no further regular business to be considered by the Board of Trustees, Mr. Henry requested an Executive Session to discuss personnel matters. Mr. Miller made a **motion** to adjourn this part of the meeting and move into Executive Session, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

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

Motion to Adjourn: Mr. XXXX moved, seconded by Mr. XXXX, 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: _____

4-11-2018

Verified by: Greg Sullivan, Fiscal Officer: _____