



Hanover Township Board of Trustees February 20, 2019 Meeting Minutes

Call to Order: Board President Larry Miller 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 Miller, Buddo 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. Buddo, seconded by Mr. Johnson, to approve the January 23, 2019 Regular Meeting minutes and the February 5, 2019 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: David Brown from the Butler County Auditor's Office addressed the Board. He reported that tax bills were due February 28. He also reported that the Auditor's Office was disbursing an advance payment of funds to local governments and Hanover Township should receive this advance disbursement later in the week. Mr. Brown also reported there appears to be bipartisan support at the State level for legislation which would permit county auditor's offices to monitor gas pump fuel quality. Mr. Brown also reported that April 1 was the deadline to file with the Board of Tax Revision and CAUV (Current Agricultural Use Value) Program renewals were due by March 4.

Citizen Participation: Clint Nigg, 947 Millville Oxford Road, addressed the Board regarding snow plowing operations. Mr. Nigg criticized the Road Department regarding the plowing of the Fire Department parking lot during a recent snow event. Mr. Henry stated that he had already reviewed the matter with Mr. Nigg and had instructed him to bring these types of concerns to the Road Superintendent or the Township Administrator in a timely manner during the weather event instead of after the weather incident. Road Superintendent Scot Gardner noted that one of the snow plow trucks was broken down during the weather event, but the snow crew had plowed the Fire Department parking lot twice during the day in question. Mr. Henry also reminded Mr. Nigg that the roadways are the Road Department's first priority and Fire Department personnel have a snow blower to clear the Fire Department parking lot. Mr. Nigg stated that he and his

crew had used the blower to clear the Fire Department parking lot. Mr. Nigg expressed concern that the Fire Department ramps should be addressed each time the plows come in and out. Mr. Henry indicated the matter had been reviewed with the Road Department. Mr. Miller stated that the matter had been addressed and there was no need to continue to argue.

Administration Reports

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for Jan 2019

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 264		264
• Felony Reports: 02		02
• Misdemeanor Reports: 21		21
• Non-Injury Crash: 14		14
• Injury Crash: 05		05
Total Reports: 42.....		042
• Assists/Back Up: 26		26
• Felony Arrests: 00		00
• Misdemeanor Arrests: 06		06
• OMVI Arrests: 00		00
Total Arrests: 06		06
• Traffic Stops: 15		15
• Moving Citations: 18		18
• Warning Citations: 01		01
• Civil Papers Served: 2		02
• Business Alarms: 0		00
• Residential Alarms: 11		11
• Special Details: 20		20
• COPS Times: 5,200 (<i>Min.</i>)		5,200 Min
• Vacation Checks: 42		42

Reporting: Prepared by BEH.

Fire/EMS: Chief Clark presented the following report for the month of January 2019:

Hanover Township Fire Department
Monthly Report for January 2019- Phil Clark Fire Chief
(Presented in February 2019)

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:	54	54
• Motor Vehicle Accidents:	06	06
• Fire Runs:	12	12
• Fire Inspections:	01	01
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	73 Runs/Operations (Fire/EMS Runs)	

Total Year 2019: 73 Runs/Operations

(Jan 2018: 71 Runs/Operations)

Total for 2018	777	
Total for 2017	689	
Total for 2016	705	
Total for 2015	733	
Total for 2014	809	<i>5 year average: 743</i>
Total for 2013 2006	750	<i>13 Year Average: 707 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	

Lucas System Demonstration: Fire Chief Clark, Lt. Goble, Lt. Rhodus and Deputy Tanner demonstrated how to operate the Lucas System which was recently acquired by the Fire Department. Chief Clark explained that the new equipment will be used to perform chest compressions on patients in need of CPR. Chief Clark reported that a donation from Judge Bressler helped defray the cost of the new equipment. Judge Bressler made the donation in memory of his wife who had passed away from a heart attack.

Road/Cemetery: Road Superintendent Scot Gardner presented the following report for the month of January 2019:

**SUPERINTENDENT’S REPORTS
(February 20, 2019)**

Millville Cemetery Operations Report January 1 through January 31, 2019

6 Graves sold to Township residents (@ \$610)-----	\$3,660.00
0 Graves sold to nonresidents (@ \$895)-----	\$ 0.00
0 Old resident graves-----	\$ 0.00
11 Full Interments-----	\$10,500.00
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 345.60
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00
 Total: -----	 \$ 14,505.60

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. Took down the decorations at the Community Center.
2. Picked up a deer carcass on Stahlheber Road and one on Hogue Road.
3. Repaired pot holes on multiple roads.
4. Performed ice and snow control on January 12, 13, 17,19, 20, 22, 24, 27, 28, 29 and 30.
5. Plowed gravel off Stahlheber Road multiple times.
6. Picked up garbage around recycling dumpsters twice a week.
7. Worked on equipment.
8. Got Duke Energy to replace the missing street light on 177 and Beissinger Road.
9. 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 January Summary Report
(February 2019)

- **Fire/EMS Run Data:** Dispatch Log information for January 2019; Prepared summary overview of data.
- **Fire Department:** Processing backgrounds for new hire candidates.
- **Nuisance Properties:** Very little action; talked with Shady Nook attorney stating we need final documentation for contacting the County Land Bank. Must have the letter with final position by February 20th.
- **Township 2019 Road Program:** Township approved program was submitted to the County Engineer. Proposed program was also published in the Township Newsletter that was delivered to residents the week of November 5th. Reviewed in December for final recommendation to the Board for the February meeting. Adjustment was made to eliminate Hussey Road improvements due to Island Lake Dam Issues impacting the roadway.
- **Outside Legal Counsel:** Finalizing work with Montgomery Rennie and Jonson law firm on ongoing issues at the state level.
- **Records and Records Commission:** A Records Commission meeting was held December 12, 2018. New Records Commission was formed in January. Working on changes approved by the Records Commission in regard to the existing retention schedule. Still need space for new records.
- **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.
- **OTA Conference:** Attended training classes at the OTA Conference in Columbus January 30th through February 1st. Passed on relevant information to the Cemetery and Road Department supervisors.
- **State and Federal Reporting Requirements:** Prepared and submitted required reports to SERB, BWC, Safety Council, OSHA Form 300AP and True Up for BWC Premium rating adjustment.
- **Wencella Drive Drainage Issues:** Began investigation into sink hole problems in and out of the right of way. Will be working on information and documents to seek help from the County Engineer's Office. Road Department did some initial repair work in the right of way.

- **Strategic Planning Issues and Challenges:** Prepared an outline of strategic planning issues, challenges and equipment needs for the years 2019-2024 for review by the Board of Trustees at a future planning session.

Personnel Actions and Other Items of Note

Personnel actions and appointment of new personnel:

Fire Department:

Tyler Caudill FF/EMT-B resigned effective February 1, 2019.

There were five candidates who were initially approved by the Board being screened for final assignment to the Fire Department.

In consultation with the Fire Department Administration, the Fiscal Officer and Township Administrator developed a payroll/Pay Plan policy which memorializes the directives set forth by the by Board of Trustees.

Road Department and Cemetery:

Adding one part time/ seasonal snow plow driver and road work person. Mark Mayer 5971 State Road Hamilton, Ohio 45013 as a Public Works Worker II (CDL) at \$16.00 per hour as per the Pay Plan effective February 19, 2019.

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

Ongoing: 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. (Still working on these issues). Records storage is a problem as space is very limited.

Admin Security and Protection of Records: This issue needs to be addressed as soon as the budget will allow. Proposals have been sought in earlier in the year. Waiting on possible alternatives.

Road Department Truck: The unit is in final phases of completion. Should have the unit by the end of April 2019.

Strategic Planning Session Needed: A working meeting is recommended to assess the direction of the Township and priorities as schedule changes, costs, and settlements of new revenue have been received. This would include discussion of the adjustments made to the 2018 Road Program, the 2019 Road Program issues, equipment purchases, and projections for the future. Date was set for February 5, 2019.

Of Note- Budget Information for January 31, 2019

Cash Balance as of January 31, 2019: \$1,285,186.49

- 1) Total Expenditures all funds for January 2019: \$180,277.53 / Revenue: \$49,491.48
- 2) Total General Fund cash on hand January 2019: \$409,690.99 (31.88%) of Total funds
- 3) Total Fire/EMS Fund cash on hand January 2019: \$426,188.67 (33.16%) 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
 Mar- Cash Balance: \$1,074,034.55
 Apr- Cash Balance: \$1,716,834.06
 May- Cash Balance: \$1,692,832.17
 June- Cash Balance: \$1,622,292.66

July- Cash Balance: \$1,646,449.31
Aug- Cash Balance: \$1,584,537.39
Sept- Cash Balance: \$1,913,802.96
Oct- Cash Balance: \$1,598,162.43
Nov- Cash Balance: \$1,510,806.10
Dec- Cash Balance: \$1,415,972.54

Fiscal Year 2019

Jan- Cash Balance: 1,285,186.49

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.

April 2018: Settlement from the County Auditor received second week of April. 2018 Road Program may need adjustment. CD Funding cleared for the sink hole problem on Amarillo Drive.

July 2018: New vehicles for the Fire Department and Road Department will be arriving the last quarter of the year. Lease Purchase agreements and financing must be set up while protecting the Township's Bond Rating. These costs should be examined when a Township Strategic Planning Session is scheduled by the Board.

November 2018: The Township strategy and goal session should be scheduled by the Board in January 2019 after close out of the 2018 fiscal year.

February 2019: Strategic Planning Session to be scheduled.

Mr. Henry also distributed revenue and expenditure reports to the Board.

Old Business

January 2019 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of January and noted the average response time was 8.22 minutes. The busiest day for runs was Wednesdays and first shift was the busiest shift.

Street Light Installations: Mr. Henry reported he had signed contracts with Duke Energy for street light installations on Shank Road and Gene Avenue. Mr. Henry also reported that Duke was to install shielding to prevent light from shining into the residences of nearby property owners.

Final Steps – Shady Nook; Presentation of Information from the Owner: Neither Ms. Ommert, owner of the Shady Nook property, nor her legal counsel were present for the meeting. Mr. Henry explained to the Board that Ms. Ommert plans to donate the property to the Land Bank. If Ms. Ommert follows through with these plans, the Township can get grant money to demolish the building on the property. If Ms. Ommert doesn't follow through, the Township will proceed with the demolition and file a lien on the property.

Other Old Business:

Under Other Old Business, Mr. Buddo asked for an update on the delivery date for the new Road Department truck. Mr. Gardner reported the truck should be finished in March and delivered in April.

New Business:

Resolution No. 22-19 – Authorizing Road Salt Purchase/Contract Butler County Engineer's Office: Mr. Henry explained that Resolution No. 22-19 was legislation to authorize an annual contract for road salt. Purchasing through the County allows the Township to save money and he recommended authorizing the contract. After discussion, Mr. Johnson made a **motion** to adopt Resolution No. 22-19, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 22-19 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 2019-2020 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 2019-2020 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. 22-19).

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 20th day of February 2019.

Board of Trustees

Vote

Attest and Authenticate:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 23-19 – Designation of Fire Prevention Officer as per ORC: Mr. Henry explained that the Ohio Revised Code requires townships to annually designate a fire prevention officer. He reported he recently learned of this requirement while attending the Ohio Township Association Conference. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 23-19, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 23-19
Designating a Fire Prevention Officer for Hanover Township as per Ohio Revised Code
Section 505.38 (B) for Calendar Year 2019

Whereas, Ohio Revised Code Title V provides for the appointment of Fire Fighting personnel, qualifications and such other elements necessary to operate a fire department; and,

Whereas, Section 505.38 (B) *requires* the annual appointment of a Fire Prevention Officer with many duties similar to those provided by a Fire Chief; and,

Whereas, it is practicable and operationally effective to designate the Fire Chief as the Fire Prevention Officer as provided for in Section 505.38 (B) of the Ohio revised Code; and

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

Section I. That pursuant to Ohio Revised Code Section 505.38 (B), Hanover Township Fire Chief Phil Clark is hereby designated as the Fire Prevention Officer for Hanover Township for calendar year 2019.

Section II. That Fire Chief may recommend additional personnel to serve as Deputy Fire Prevention Officers if needed to the Board for final approval.

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 20th day of February 2019.

Board of Trustees

Vote

Attest and Authenticate:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 24-19 – Permanent Appropriations 2019: Mr. Henry explained this type of legislation was adopted annually to set fund appropriations for the new fiscal year. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 24-19, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 24-19

Accepting The Amounts, Rates and Projections of Revenue and Expenditures as Determined By The County Budget Commission and Fiscal Officer through The Amended Official Certificate of Estimated Resources for 2019 and Approving 2019 Fund Appropriations

Whereas, the Board of Trustees and Administration have been evaluating Hanover Township’s finances and reviewed the proposed tax rates and levies based upon information from the County Budget Commission; and

Whereas, the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) had previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2019; and,

Whereas, The Fiscal Officer is certifying to the County Budget Commission the 2019 Estimated Resources for Hanover Township totaling \$3,688,312.94 to be used as the basis for establishing Permanent Appropriations,

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

Section I. That the Amended Official Certificate of Resources for Hanover Township as prepared by the Fiscal Officer for Fiscal Year 2019 totaling \$3,688,312.94 is hereby preliminarily approved (Reference ORC 5705.36) as reflected in the attachment herewith labeled “Attachment Resolution No. 24-19” for submission to the County Budget Commission.

Section II. That the Fiscal Officer is authorized to establish 2019 final appropriations by fund and establish budgets based upon said projections of fund balances and anticipated revenues.

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 20th day of February 2019.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 25-19 – Amend Credit/Credit Card Policy – clarifying existing provisions: Mr. Henry explained that he and Fiscal Officer Greg Sullivan had reviewed State Auditor requirements recently issued in regard to Credit/Credit Card Purchases and as a result, were recommending adoption of updates to the Township’s Credit/Credit Card Policy. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 25-19, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 25-19
Adopting Credit/Credit Card Purchasing Policy as Amended for Application to all Township Operations

Whereas, the Township Administrator and Fiscal Officer have reviewed Ohio State Auditor requirements recently issued in regard to Credit/Credit Card Purchases; and,

Whereas, the current policy adopted in 2009 and modified in 2010 is still sound but should have clarifications as set forth by the State Auditor's Office; and,

Whereas, the Administration officials have redrafted the aforementioned policy with suggested changes; and,

Whereas, the Township Administrator recommend the Board of Trustees approve the amended policy as set forth in the attachment herewith,

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

Section I. That Board hereby adopts in its entirety the amended Credit/Credit Card Purchasing Policy as set forth in the attachment herewith.

Section II. That the Township Administrator is hereby directed to forward a copy to all operating departments of the Township.

Section III. That the Board of Trustees acted upon this matter in an open public meeting on February 20, 2019 with all three Trustees voting in favor of Resolution No. 25-19.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Hanover Township Credit/Credit Card Purchasing Policy

Purpose:

Ohio Revised Code Section 505.64 permits the Board of Trustees of Hanover Township to authorize an officer, employee, or appointee of Hanover Township to use a credit card account held by the Board. This Credit Card Account Policy is enacted to govern the use of any credit card accounts and their related presentation instruments, including credit cards and checks, by any and all people authorized by the Board to use a credit card account held by the Board of Trustees or in the general name of Hanover Township.

The purpose of this policy is to identify those Township officials authorized to be issued Township purchasing/credit cards and to govern the proper use of those cards.

Scope:

The Township may acquire corporate purchasing cards for authorized Township Officials for expenses incurred consistent with Township policy and state law in the conduct of Township business.

Use of Credit Cards:

The Board of Trustees may authorize an officer, employee, or appointee to use a Credit Card Account from time to time. The list of people authorized to use a Credit Card Account, and their position with the Township, is listed below. The Authorized User List should be updated by the

Board, its designated representative, or the Township Fiscal Officer each time a person is added or removed from such list.

The following Township Officials are authorized to have purchasing/credit cards issued on the Township behalf:

Township Trustees if Issued	Road Superintendent
Fiscal Officer	Fire Chief
Township Administrator	Deputy Fire Chief

Other Officials approved by the Fiscal Officer and Township Administrator which shall be reported to the Board from time to time. In addition, Credit cards may be issued for use in emergency vehicles for fuel fill up.

Receipts:

Original, itemized receipts must be submitted to the Fiscal Officer or the Fiscal Officer's designee as soon reasonably possible. The receipt should include the customer copy of the receipt, any invoice from the vendor, the cost of the goods or services purchased, and the date of the purchase. The Authorized User should also submit documentation verifying the purchase was made on behalf of the Township, if necessary to describe the purchase.

Misuse:

Using a Credit Card for Unauthorized Expenses, as the same are discussed in Section 3 of this Article I, constitutes misuse. Failing to submit receipts, or submitting incomplete information, within a reasonable time after making a purchase also constitutes misuse.

Any public servant, as the same is defined in §2921.01 of the Revised Code of Ohio who knowingly misuses a Credit Card will be subject to criminal prosecution pursuant to §2913.21 of the Revised Code of Ohio. Misuse of a Credit Card may result in disciplinary action up to and including termination.

Any public servant, as the same is defined in §2921.01 of the Revised Code of Ohio who knowingly misuses a Credit Card will be subject to criminal prosecution pursuant to §2913.21 of the Revised Code of Ohio. Misuse of a Credit Card may result in disciplinary action up to and including termination.

Cancellation and Stolen Lost/Stolen Credit Cards:

An individual Credit Card connected to a Credit Card Account should be cancelled upon the determination of the Board.

In the event a Credit Card is lost or stolen, or the Authorized User has reason to believe a Credit Card is lost, stolen, or used in an unauthorized manner, the Authorized User shall immediately notify the Fiscal Officer or the Fiscal Officer's designee in person or by phone and in writing.

The Fiscal Officer or the Fiscal Officer's designee must notify the card issuer immediately. The Authorized User must provide all necessary information required by the Township or the card issuer relating to the disappearance of the Credit Card.

Fiscal Officer Duties:

The Fiscal Officer should use a system to sign out Credit Cards to Authorized Users and should keep records of when an Authorized User signs out and returns a Credit Card.

The Fiscal Officer shall monitor purchase limits and set amounts according to need and policy. The Fiscal Officer shall keep the Board of Trustees updated on the implementation and use of credit/credit cards.

When an employee leaves his/her position, the purchasing/credit card issued to that individual will be cancelled by the Fiscal Officer.

Eligible Travel and Business Expenses

The purchasing/credit card shall be used for eligible travel and/or business expense incurred by the authorized cardholders and for the purchase of items necessary for the conduct of Township business. The purchasing/credit card is to be used solely for the purchase of a business nature. All charges will be paid through the appropriate budgeted accounts appropriated in the annual operating budget/appropriations.

CARDHOLDER ENROLLMENT FORM:

Prior to receiving the purchasing/credit card, the individual accepting responsibility for the card will complete form **CARDHOLDER ENROLLMENT FORM (copy attached)** which requires the approval of the Township Administrator and Fiscal Officer. In addition, the employee may be required to complete and sign such other forms as may be required by the business establishment or bank. All forms are to be completed and returned to the Township Administrator. Once approved, the individual will be assigned a purchasing/credit card and a sales tax exemption form or card.

When a purchase is made using the card, the individual making the expenditure shall note a brief description (purpose of travel, purpose of meals provided for other named individuals, purpose for a product being purchased from a specific vendor, etc.) on the front or back of the customer copy, or on a separate attachment. In a case when a transaction may be exempt from sales tax the employee shall present the sales tax exemption card or form.

Upon receiving the monthly statement, the individual will then verify that the customer receipt match the monthly statement received from the bank or business. The Fiscal Officer will reconcile the receipts to the monthly statement. Any late payment fees associated with the delay in forwarding receipts will be the personal responsibility of the authorized cardholder unless otherwise exempted or approved.

If for some reason a customer receipt is missing to reconcile the monthly statement a written explanation must be submitted for explaining the nature of the purchase. Please be advised that this is an exception. In all cases, it is the responsibility of the cardholder to obtain receipts for purchases made with a Township purchasing/credit card.

Use of a purchasing/credit card, which is not in accordance with this policy, and/or any of the terms, agreements or procedures, may result in loss of card privileges and where appropriate, disciplinary action.

Vendor Specific Credit Cards

The Township Administrator and/or Fiscal Officer will maintain vendor specific credit cards which are to be used for small dollar, high volume, and repetitive purchases at local businesses. The vendor specific credit cards maintained will be the following:

- Lowe's— to be used for various operational supplies and building materials.
- Staples – to be used for purchasing office products and supplies for City operations.
- Wal-Mart/Sam's – to be used for the purchase of products and supplies for Township operations.

When a purchase is made using the card obtained from the Township, the individual making the expenditure shall present the sales tax exemption card and write a brief description (purpose for a product being purchased) on the front or back of the customer copy, then return the card to the Administrator or Fiscal officer.

Authorized by: Resolution No. 25-19

History:

Adoption History: 2009/2010

Amended February 20, 2019

**HANOVER TOWNSHIP PURCHASING CARD
ENROLLMENT FORM**

Section I Approval

A Township purchasing card is requested for the following official/employee:

Name: _____ Date: _____

Individual Transaction Dollar Limit (not to exceed \$2,000.00): \$ _____

(Higher limits, especially for emergency purchases, may be authorized by the Board, Fiscal Officer or Township Administrator)

Monthly Dollar Limit (not to exceed \$3,000.00): \$ _____

Approved Signatures:

_____ Fiscal Officer

_____ Township Administrator

Section II Cardholder's Responsibility

I understand that the use of this Township purchasing card to purchase goods and services for other than Township business purposes is strictly prohibited and that such misuse of the card may where appropriate result in disciplinary action. I also understand that I may be held personally responsible for any unauthorized and/or non-business related purchases made on my assigned Township purchasing card and by means of this document, I do hereby authorize the Fiscal Officer to deduct any amounts determined to be of a personal nature, or late fees related to inability to promptly and properly submit the billing statement for payment from my payroll unless other arrangements are approved by the Township.

I have read and understand the terms, agreements, policies and procedures related to the issuance of a Township purchasing card to me and agree to the conditions noted above.

Cardholder's Signature

Date

Section III Hanover Township Purchasing Card Responsibility

Card Account Number: _____ Date Issued: _____

Acknowledgment of Receipt by Cardholder: _____

As some of these items do not have an invoice, it is the responsibility of the individual using the credit card to request an invoice or receipt of payment from the vendor to meet the purchasing policy's payment documentation requirement. It will be the responsibility of each employee using a Township credit to obtain a receipt for goods or services purchased with a Township credit card. (See Purchasing Card Policy)

Resolution No. 26-19 – Authorize Filing of BREC Grant Applications: Mr. Henry explained that the Township files applications for BREC grants twice a year (February and August.) Mr. Henry explained that he and the Fire Chief recommended applying for BREC grants to purchase another Lucas System and an AED unit for the Road Department building. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 26-19, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

**Resolution No. 26-19
Authorizing the Filing of February 2019 Applications for the Butler Rural Community Connections Grant Program**

Whereas, the Board of Trustees has reviewed the requirements for the February 2019 Community Connections Grant program sponsored by the Butler Rural Electric Cooperative; and,

Whereas, the Township has established priorities to serve the residents of the Township the cost of which exceeds available revenues especially in the areas of Fire/EMS Operations, Road department functions, Community Center Operations and Cemetery functions; and,

Whereas, reduction in revenues resulting from property devaluations and funding cuts from the State of Ohio have hampered the ability of the Township to fund a number of projects and equipment such as those referenced herein; and,

Whereas, the Board of Trustees rates basic services such as those items that relate to serving the emergency needs of the public as a high priority and recognize the need for the continued development of the Hanover Township Memorial Park, Community Center and programming that serves the overall best interests of Township residents; and,

Whereas, the projects submitted for Community Connections Funding have no assigned funding source but the Township will continue to focus on key priorities,

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

Section I. That Board authorizes up to two applications to be submitted at the Administrator’s discretion to the Butler Rural Cooperative Community Connections Program by the end of February 2019 as reflected in the attachment labeled: Attachment to Resolution No. 26-19 Grant Projects.

Section II. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit one or both applications referenced herein.

Section III. That the Board of Trustees acted upon this matter in an open public meeting on February 20, 2019 with all three Trustees voting in favor of Resolution No. 26-19.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller

Jeff Buddo

Douglas L. Johnson

Gregory L. Sullivan

Fiscal Officer/Clerk

Motion – Fire Gear: The Fire Chief has determined there is a need to purchase 1-2 specific sized turn out gear units for department members. Chief Clark has researched the matter and the

best current service and pricing is through Fire Safety Services, Inc. The Township can take advantage of current pricing as the gear is due to increase by 3 to 4% in March. To address this matter, a motion is necessary to allow a purchase of up \$10,500.00.

Motion made by Mr. Buddo, seconded by Mr. Johnson, to approve purchase of fire turn out gear through Fire Safety Services, Inc. for an amount not to exceed \$10,500.00 as per proposal. After discussion, the Fiscal Officer conducted a roll call vote with all three Trustees voting yes.

Acknowledgement for the Record – PUCO License – Electric Aggregator 2019 to 2021: Mr. Henry reported that the Township’s license to provide governmental aggregation services had been renewed for a three-year period. **Motion** made by Mr. Buddo, seconded by Mr. Johnson, to accept for the record the new PUCO license to provide governmental aggregation services for the three-year period commencing January 19, 2019. After discussion, the Fiscal Officer conducted a roll call vote with all three Trustees voting yes.

Reminder – County Engineer’s Seminar – February 28, 2019: Mr. Henry asked the Board to note the reminder information in their meeting packets regarding the County Engineer’s Annual Township Seminar.

Other New Business

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 January 2019; an Ohio Township Association legislative update; Medicount Management Billing Report for 2017 and 2018; an invitation to the Southwest Regional Water District’s Annual Meeting; and a notice regarding Butler Rural Electric Annual Meeting on April 25, 2019.

Also under Other New Business, Mr. Henry reported the Township had received earlier that day from the Butler County Subdivision Review Committee notice of a meeting to occur on February 27. The Committee will be considering applications for zone changes. Mr. Henry provided the Board copies of additional information regarding a zone change request for an event center. Mr. Henry reported that the property owners want to address the Board at its March meeting to share their event center concept with the Board.

Also under Other New Business, Mr. Henry reported that there continues to be a problem with trash around the recycling containers and Rumpke has recommended the addition of a third recycling container. The Board agreed to permit the addition of a third container.

Also under Other New Business, Julie Prickett thanked the Board members and staff for the flowers that were sent to the funeral service for her mother

There being no further regular business to be considered by the Board of Trustees, Mr. Johnson made a **motion** to adjourn this part of the meeting and move into Executive Session, which was seconded by Mr. Buddo. 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. Buddo moved, seconded by Mr. Johnson, 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:

Larry Miller, President: _____

Jeff Buddo, Trustee: _____

Douglas L. Johnson, Trustee: _____

Date: _____

Verified by: Greg Sullivan, Fiscal Officer: _____