



**Hanover Township Board of Trustees
January 23, 2019 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; Road Superintendent Scot Gardner; and BCSO Deputy Steve Tanner. Excused Absence: Julie Prickett, Project Coordinator.

Reorganization of the Board of Trustees – Election of Board Officers

Resolution No. 01-19: (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. 02-19: (Open Nominations for President) *Be it Resolved:*

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

Resolution No. 03-19 (Open Nominations for Vice President) *Be it Resolved:*

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

Resolution No. 04-19 (Out of Sine & Die) *Be it Resolved:*

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

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

At this point Mr. Miller 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. Buddo, to approve the December 12, 2018 Regular Meeting minutes and approve warrants for release/distribution and approval of reports including personnel items. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation: There were no guest presentations.

Citizen Participation: No residents requested to speak.

Administration Reports

Law Enforcement: Deputy Tanner gave the following report for the month of December 2018:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 255		2111
• Felony Reports: 03		25
• Misdemeanor Reports: 26		163
• Non-Injury Crash: 09		69
• Injury Crash: 10		41
Total Reports: 48.....		298
• Assists/Back Up: 22		248
• Felony Arrests: 01		11
• Misdemeanor Arrests: 05		39
• OMVI Arrests: 00		00
Total Arrests: 06		44
• Traffic Stops: 23		189
• Moving Citations: 20		165
• Warning Citations: 04		49
• Civil Papers Served: 0		18
• Business Alarms: 06		28
• Residential Alarms: 09		78
• Special Details: 15		165

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- COPS Times: 5,200 (*Min.*) 57,600 Min
- Vacation Checks: 32 197

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

Note:

Hanover Township Fire Department
Monthly Report for December 2018- Phil Clark Fire Chief
(Presented in January 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:	56	519
• Motor Vehicle Accidents:	09	82
• Fire Runs:	13	125
• Fire Inspections:	16	20
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	94 Runs/Operations (Fire/EMS Runs)	

Total Year 2018: 777 Runs/Operations

(Dec 2017: 71 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	

Road/Cemetery: Mr. Gardner presented the following report for the month of December 2018:

**SUPERINTENDENT'S REPORTS
(January 23, 2019)**

Millville Cemetery Operations Report December 1 through December 31, 2018

2 Graves sold to Township residents (@ \$610) -----	\$1,220.00
1 Graves sold to nonresidents (@ \$895) -----	\$ 895.00
0 Old resident graves -----	\$ 0.00
5 Full Interments -----	\$4,700.00
0 Baby interments -----	\$ 0.00
0 Cremations -----	\$ 0.00
Foundation and Marker installation fees -----	\$ 626.40
0 Grave Transfer -----	\$ 0.00
Donations -----	\$ 0.00
Total: -----	\$ 7,441.40

Other Cemetery activities:

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

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

1. Plowed gravel off Stahlheber Road after heavy rains.
2. Pressure washed black mold off the Firehouse.
3. Replaced the light ballast on a rear entry door on the Firehouse.
4. Picked up a deer carcass on Krucker Road and one on Hogue Road.
5. Performed ditching around a driveway pipe on Regina Place.
6. Repaired potholes on multiple roads.
7. Placed gravel on Pearle Lane.
8. Chipped up brush from ice storm.
9. Performed ice and snow control on December 5th.
10. Cleaned trucks after snow event.
11. Worked on equipment.
12. Completed the yearly stormwater report.
13. Performed monthly truck, park, and storm water inspections.

**Administrator December Summary Report
(January 2019)**

- **Fire/EMS Run Data:** Dispatch Log information for December 2018; Prepared summary overview of data.
- **Fire Department:** Specifications for SCBA Units and Accessories were completed. ORC Requirements for bid notice were addressed. Bids were received and opened on November 28, 2018. Contract documents sent to the Prosecutor for review and sign off. Documents

were picked on December 31, 2018 and met the Vogelpohl VP to sign/order the afternoon of 12/31 before January 1, 2019 price increase.

- **Nuisance Properties:** Very little action; talked with Shady Nook attorney stating we need final answer and documents for the January 23rd 2019 meeting.
- **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 January meeting
- **Outside Legal Counsel:** Worked with Montgomery Rennie and Jonson law firm on ongoing issues at the state level. All proceedings should be concluded by the second week of January 2019.
- **Records and Records Commission:** A Records Commission meeting was held December 12, 2018. Existing retention schedule was reviewed with possible changes. Documents needs to be amended and sent to the State Historical Society. 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.
- **Dental and Vision Insurance Renewal:** Traditionally these plans are renewed in December. Staff review has taken place; no increase in costs. Legislation was prepared for the December 12th Board meeting and was approved.
- **State Reporting Requirements:** Reviewed requirements for reports to SERB, BWC and Safety Council. Set targets dates for final preparation and filing.
- **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.
- **Recognition of Employees and Volunteers:** As approved by the Board a Holiday Function was set for December 15, 2018. Invitations were prepared and sent out. Julie Prickett, Arlene Henry, Pat Miller, Greg Sullivan and Bruce Henry prepared all necessary items for this Board event.

Personnel Actions and Other Items of Note

Personnel actions and appointment of new personnel:

Fire Department:

Hire: Jason Reagan 4690 McGreevy Drive Fairfield, Ohio 45014 as an EMT-B up to \$13.50 per hour part time on station duty subject to successful completion of background review/successful completion of steps and sign off by the Township Administrator.

Hire: Ben Broering 11830 New Beddinger Road Harrison, Ohio 45036 as a FF/EMT- B at \$12.00 per hour part time on station duty subject to successful completion of background review/successful completion of steps and sign off by the Township Administrator.

Hire: Scott Barger 410 Hyde Park Drive Hamilton, Ohio 45013 as a FF at \$18.00 per hour as volunteer part time subject to successful completion of background review and sign off by the Township Administrator.

Hire: Kayla R. Smith 2475 Lanes Mill Road Hamilton, Ohio 45013 as a volunteer part time FF at a rate of \$18.00 per hour subject to successful completion of background review and sign off by the Township Administrator.

Road Department and Cemetery:

Cody Marlow, seasonal employee (cemetery) last work day for 2018 was December 28, 2018. Will return in the spring of 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 2018 or early 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.

Of Note- Budget Information for December 31, 2018

Cash Balance as of December 31, 2018: \$1,415,972.54

- 1) Total Expenditures all funds for December 2018: \$188,834.79 / Revenue: \$94,000.83**
- 2) Total General Fund cash on hand December 2018: \$450,614.43 (31.82%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand December 2018: \$489,418.34 (34.56%) 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

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.

Financial Reporting of Revenues and Expenditures were prepared by the Administrator and attached for the Board to review.

In addition, the Administrator presented reports regarding the Bond Payment Schedule and Lease Purchase payments. A report was also presented outlining the two current tax levies, amounts/revenue and expiration dates.

Old Business

December 2018 Fire/EMS Run Data Summary: Mr. Henry presented a report to the Board summarizing data from the BCSO Dispatch Center. Mr. Henry reported the average run time for the month was 8.36 minutes and that Mondays were the busiest run days of the week. (See report).

Road Program 2019/Continued Discussion/Approve Resolution No. 13-19: Mr. Henry reviewed the proposed 2019 Road Program to be submitted to the BCEO. The proposed Road Program Report should be modified to drop Hussey Road improvements until such time as the Island Lake Dam Project is completed. The prepared attachment is corrected as listed below:

Attachment Resolution No. 13-19 (January 23, 2019)

**Proposed 2019 Road Program Considerations (Preliminary)
September 27, 2018**

Re-Base Work

Darrtown Road Dead End: Work to address to 4' by 150'

Decamp Road: Tow sections 4' by 70' and 5' by 100'

Cochran Road: 4' by 110'

Jesse Drive: Repair 22 cross cracks

Chip Seal

Hussey Road: Dead end to US 27 (Drop this road; submit in 2020)

Brunner Road: Dead end to Stahlheber Road

Retrace

Hogue Road

Krucker Road

Darrtown Road: From Nichols to Township Line

****Gene Avenue Culvert Replacement: Will be submitted as a Community Development Project in November.**

Other Old Business: Shady Nook Update

Mr. Henry presented a letter from Jay Bennett, attorney for Ms. Ommert, owner of the Shady Nook. Mr. Bennett stated in the letter that he believed the matter is resolved, the owner is willing to work with the Land Bank and Township to donate the property to the Land Bank for ultimate demolition of the old commercial structure. Mr. Henry informed Mr. Bennett that final documents and Ms. Ommert's position must be presented to the Board at the February 20, 2019 meeting. The Board expressed concern and wants this demolition to move forward as soon as possible. Mr. Miller made a **motion** for the Township Administrator to make arrangements for demolition consistent with past Township orders to Ms. Ommert as time has run out for Ms. Ommert to eliminate this unsafe structure and declared nuisance. The motion was seconded by Mr. Buddo. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

Other Old Business: Street lights Shank Road and Gene Avenue

Pursuant to the Board instructions, street light requests were presented to Duke Energy for placement at the end of Shank Road and Gene Avenue at the requests of residents. After examination there appeared to be questions regarding safety and security which may be addressed by installing street lights. The Township has limited funds to devote to street lights in general but will consider special circumstances on a case by case basis.

Mr. Henry reported that Duke Energy will charge \$670.54 with a monthly fee of \$2.28 for the street light to be placed at the end of Shank Road. For Gene Avenue, the cost is \$1,666.23 for installation and a \$4.08 monthly fee. After discussion among Board members and the staff, Mr. Miller made a **motion** to approve the aforementioned street lights and authorize the Township Administrator to execute the necessary contracts with Duke Energy. The motion was seconded by Mr. Johnson. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

New Business

Resolution No. 05-19 (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 2019. Upon roll call, all three Trustees voted yes.

Resolution No. 06-19 (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 2019. Upon roll call, all three Trustees voted yes.

Resolution No. 7-19 (Purchase Orders): *Be it Resolved:*

Moved by Mr. Buddo, seconded by Mr. Johnson, to allow the Fiscal Officer to open Purchase Orders for Township expenditures in 2019. Upon roll call, all three Trustees voted yes.

Resolution No. 8-19 (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. Further, specifically for the first quarter of 2019, \$25,000.00 is hereby approved to be transferred from the General Fund to the Cemetery Fund. Upon roll call, all three Trustees voted yes.

Resolution No. 9-19 (Records Commission Committee): *Be it Resolved:*

Moved by Mr. Buddo, seconded by Mr. Johnson, 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. 10-19 (Mutual Aid Agreement with Milford Township): *Be it Resolved:*

Moved by Mr. Buddo, seconded by Mr. Miller, to approve a mutual aid agreement with Milford Township and authorize payment in 2019 to Milford Township totaling \$400.00. Upon roll call, all three Trustees voted yes.

Resolution No. 11-19 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. Miller made a **motion** to adopt Resolution No. 11-19 which was seconded by Mr. Buddo Upon roll call, all three Trustees voted yes.

Resolution No. 11-19

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, 2019 through December 31, 2019; 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 Bruce E. Henry 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 23rd day of January 2019.

Board of Trustees

Vote

Attest and Authenticate:

Larry Miller
Jeff Buddo
Douglas L. Johnson

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. 12-19 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. 12-19 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 12-19

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 23rd day of January 2019.

Board of Trustees

Vote

Attest and Authenticate:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

As discussed under Old Business, this resolution formally approves what projects are submitted to BCEO for bidding the 2019 Road Program for Hanover Township.

Resolution No. 13-19

Approving the 2019 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 2019 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. 13-19 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. 13-19 is hereby approved authorizing the participation of Hanover Township in the 2019 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. 13-19.

Section III. That this Resolution and attachment are to be delivered to the Butler County Engineer’s Office prior to February 1, 2019.

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 23rd day of January 2019.

Board of Trustees

Vote

Attest and Authenticate:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Attachment Resolution No. 13-19 (January 23, 2019)

**Proposed 2019 Road Program Considerations (Preliminary)
September 27, 2018**

Re-Base Work

Darrtown Road Dead End: Work to address to 4' by 150'

Decamp Road: Tow sections 4' by 70' and 5' by 100'

Cochran Road: 4' by 110'

Jesse Drive: Repair 22 cross cracks

Chip Seal

Hussey Road: Dead end to US 27 (Drop this road; submit in 2020)

Brunner Road: Dead end to Stahlheber Road

Retrace

Hogue Road

Krucker Road

Darrtown Road: From Nichols to Township Line

**Gene Avenue Culvert Replacement: Will be submitted as a Community Development Project in November.

Resolution No. 14-19 Approving State Minimum Wage changes for all pay plans and Authorizing Certain Changes in Fire Department Classifications for Participation in OPERS:

Mr. Henry explained that all pay plans must be adjusted to account for the 2019 requirements set forth by the State of Ohio regarding Minimum Wage. In addition to allow for assistance in filling the EMS scheduling in the Fire Department. Therefore, the Fire Department Pay Plan is revised to allow a classification of EMT or EMT P only which requires participation in OPERS for these positions.

Resolution No. 14-19

Approving Updated Township Pay Plan and Job Classifications for Full Time and Part Time/Seasonal Employees Associated with Ohio Minimum Wage Pay and Clarifying OPERS Requirements for the Fire Department.

Whereas, Hanover Township has established pay plans and general job classifications for full time, part time and seasonal workers; and

Whereas, the current play plans and job classifications help facilitate Township operational efficiencies and selection of personnel; and

Whereas, there is a need to update the Township Pay Plans and provide for minimum wage requirements for 2019, new part time Fire Department positions, update regular part time pay scales for Road and Cemetery Operations and Volunteer pay scales for 2019 as well as clarify certain provisions from OPERS regarding Fire Operations,

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

Section I. That the Township Pay Plans and job Classifications as associated with Minimum Wage pay hourly rate are hereby amended as to reflect \$8.55 per hour in accordance with state law effective January 1, 2019.

Section II. That in accordance with ORC Sections 3303.07 and 3737.33 certain job classifications are excluded from OPERS membership. Furthermore, Fire Department members required to have fire fighter training who also execute EMS functions are excluded from OPERS; EMT classification members only not requiring fire fighter training must participate in OPERS. Hiring preference in the Fire Department is granted to FF/EMTs/P. Any changes in current status must be approved by the Fire Chief and Township Administrator.

Section III. That the Township Administrator is authorized to make any adjustments and interpretations in consultation with the Fiscal Officer related hereto to comply with Ohio Minimum Wage and OPERS requirements.

The foregoing resolution was adopted in an open public special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 23rd day of January 2019.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 15-19 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. 15-19 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 15-19

Pursuant to Ohio Revised Code Section 4501.04 Approve Road Mileage and Certify to ODOT the Road Mileage Certification Form as Required for 2019

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, 2019,

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 (attacahed) to be submitted to the Butler County Engineer and Ohio Department of Transportation by April 1, 2019. This number is the same as in 2018 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 23rd day of January 2019.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 16-19: The Fiscal Officer has recommended amending the Temporary Appropriations approved last month to operate the Township through the first quarter of 2019 to reflect new information regarding possible expenses for the first quarter. A motion was made by Mr. Buddo to approve this resolution which was seconded by Mr. Johnson. After discussion, the Fiscal Officer conducted a roll call with all three Trustees voting yes.

Resolution No. 16-19

Amending Resolution 54-18 Temporary Appropriations for 2019 the Certificate of Resources for Hanover Township To Reflect Additional Needs for the First Quarter of 2019

Whereas, the Fiscal Officer reported on anticipated expenses that may be incurred in the first quarter of 2019; and

Whereas, the Fiscal Officers recommends acknowledgement of the foregoing and amending the 2019 Temporary Appropriations approved through Resolution No. 54-18 as well as establish the necessary accounting structure to accurately reflect the acceptance and expenditure of these additional funds; and

Whereas, the Board of Trustees concurs with the recommendation of the Fiscal Officer.

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

Section I. That to promote sound and efficient fiscal operations for the Township, the 2019 Temporary Appropriations and related attachment is hereby amended to reflect ad additional \$30,000.00 be set forth in Fund 2011 Motor Vehicle License Tax and \$30,000.00 set forth in Fund 2141 Road District thereby amending the total appropriation to \$755,310.00.

Section II. That the Fiscal Officer is authorized to take all necessary steps to implement said 2019 Revenue and Expenditure adjustments for the Temporary Appropriations and make payments accordingly.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 23 of January 2019.

Board of Trustees	Vote	Attest and Authenticate:
Larry Miller	_____	_____ Gregory L. Sullivan
Jeff Buddo	_____	Fiscal Officer/Clerk
Douglas L. Johnson	_____	

Resolution No. 17-19 "Then and Now" to cover BWC "True Up" expenses for the BWC calendar year 2018. After an explanation, Mr. Buddo made a motion to approve this resolution which was seconded by Mr. Johnson. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

Resolution No. 17-19

Approving Purchase Orders and Subsequent Expenditures Provided Under the “Then and Now” Process as Recommended by the Fiscal Officer

Whereas, the Fiscal Officer reported on recent “Then and Now” activity and in particular actions associated with payments; and

Whereas, the Fiscal Officer recommends that payment associated therewith be authorized through a “Then and Now” Purchase Order (amounts over \$3,000.00) officially approved by the Board and payment made accordingly; and

Whereas, the Board of Trustees concurs with the recommendation of the Fiscal Officer,

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

Section I. That to promote sound and efficient fiscal operations for the Township, the following items are hereby approved:

- A) \$6,287.28: (Fund 2281) For BWC State Insurance Fund (True Up for Fire Salaries)**
- B) \$2,008.72: (Fund 1000) For BWC State Insurance Fund (True Up for Gen Fund Salaries)**
- C) \$750.00: (Fund 2031) For BWC State Insurance Fund (True Up for Road Salaries)**
- D) \$200.00: (Fund 2041) BWC State Insurance Fund (True Up for Cemetery Salaries)**

Section II. That the Fiscal Officer is authorized to take all necessary steps to process said expenditures and provide payment accordingly.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 23rd day of January 2019.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Motion: With training costs escalating and difficulty in keeping personnel to fill the fire/EMS schedule, there is an opportunity to facilitate training on site enabling personnel to renew/maintain required professional certifications through the Health and Safety Institute. The Hanover Township Fire Department can obtain a license for one year for fire and EMS certified courses at a cost of \$1,784.14.

After explanation, a **motion** was made by Mr. Johnson and seconded by Mr. Buddo to approve the purchase of the aforementioned license not to exceed \$1,785.00 through the Health and Safety Institute. The Fiscal Officer called the role and all three Trustees voted yes.

Lucas System: Due to the high number of EMS runs, especially those associated with non breathers, the Fire Administration has recommended the purchase of a "Lucas System" which is an automated system to sustain CPR compressions on a patient in a more regular manner and constant as compared to compressions completed by a person. Other departments have used this system and are highly complementary of the results. Mr. Miller moved to approve the resolution to purchase the Lucas System which was seconded by Mr. Johnson. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

Resolution No. 18-19

Authorizing Purchase of Emergency Medical Service Equipment (Lucas Chest Compression System) for Use in Cardiac Arrest Emergency Situations

Whereas, it is important to offer the finest response available to the residents for EMS runs associated with cardiac arrest events; and

Whereas, Hanover Township participates in the State of Ohio Cooperative Purchasing System to save money on equipment and services; and

Whereas the Fire Chief has recommended the purchase of a Lucas Chest Compression System for use in cardiac arrest events through State of Ohio contract number 800252-2017,

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

Section I. That Hanover Township authorizes and approves the purchase of a Lucas Chest Compression System from Physio Control, Inc., State of Ohio contract #800252-2017 for the unit and accessories not to exceed \$14,900.00.

Section II. That the Fiscal Officer and Township Administrator are authorized to take the necessary steps to execute said purchase to the benefit of the Hanover Township Fire Department.

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 23rd day of January 2019.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 19-19: This resolution is requested to more formalize the working relationship the Township Fire Department has with the Butler County Regional Water Rescue Team as recommended by the Fire Chief. After explanation, Mr. Buddo made a motion to approve this resolution which was seconded by Mr. Johnson. After discussion, the Fiscal officer called the roll with all three Trustees voting yes.

Resolution No. 19-19

Authorizing Memorandum of Participation in the Butler County Regional Water Rescue Team

Whereas, the Hanover Township Fire Department has been working with the Butler County Regional Water Rescue Team coordinated through the Butler County Sheriff's Office to provide diverse areas of expertise in responding to swift water rescue, rope rescue, hazardous materials and NIMS/ICS activities in serving residents of the west side of Butler County; and

Whereas, Hanover Township works with representatives from Madison Township, St. Clair Township, City of Middletown in addition to Sheriff's Office personnel, as available to respond to emergency requests; and

Whereas, to reinforce the relationship and clarify participation on behalf of Hanover Township Fire Department it is necessary to approve a renewal of the relationship and participation by Township personnel; and

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

Section I. That Hanover Township authorizes and approves the participation of Hanover Township qualified Fire Department personnel to participate in the Butler County Regional Water Rescue Team as personnel are available and department response approved by the Fire Chief. Title 23 and Title 37 of the Ohio Revised Code covering mutual aid and protections of responding personnel are applicable.

Section II. That the Township Administrator is authorized to review and sign a Memorandum of Participation for the unit.

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 23rd day of January 2019.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 2019: The property owner at 4004 Stahlheber Road has undertaken piping work in the right of way without a permit and said construction has created problems with the ditch and roadway. Hanover Township has been called out to remove gravel debris and excessive ice build up at 4004 Stahlheber Road. AS a result, this portion of Stahlheber Road is being undermined by undirected excessive run off from 4004 Stahlheber Road. In accordance with Title 55 of the Ohio Revised Code, the Township is seeking assistance through the Butler County Engineer's office. After explanation, Mr. Buddo made a motion to approve Resolution No. 20-19 which was seconded by Mr. Johnson. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

Resolution No. 20-19

Identification of Improper Drainage Run Off, Gravel Carried into the Roadway and Excessive Ice Conditions Created by Construction located at 4004 Stahlheber Road and Seeking Assistance and Correction Pursuant to ORC Title 55 from the Butler County Engineer's Office

Whereas, the Hanover Township has been called out to remove gravel debris and excessive ice build up at 4004 Stahlheber Road; and

Whereas, this portion of Stahlheber Road is being undermined by undirected excessive run off from 4004 Stahlheber Road; and

Whereas, none of the work completed privately at 4004 Stahlheber Road was approved by the Township nor by the County Engineer's Office as required; and

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

Section I. That in accordance with Ohio Revised Code, Title 55, Hanover Township is requesting assistance from the Butler County Engineer's Office to have the aforementioned problems corrected as the right of way is threatened and creates a safety hazard.

Section II. That the Township Administrator is to submit this resolution requesting assistance to the Butler County Engineer's Office as soon as possible.

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 23rd day of January 2019.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/Clerk

Other New Business: Reminder to sign up for the County Engineer's Office Seminar for Townships scheduled for February 28, 2019 at the Engineer's Office.

Mr. Henry asked the Board to refer to the Miscellaneous Correspondence section of their packet for the following items:

1. **OTA Legislative Update**
2. **Nuisance Vegetation and Debris- OTA Bulletin**
3. **20 Tips for a Positive New Year**

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, all three Trustees voted yes.

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

Larry Miller, President: _____

Jeff Buddo, Trustee: _____

Doug Johnson, Trustee: _____

Date: _____

Verified by: Greg Sullivan, Fiscal Officer: _____