



Hanover Township Butler County, Ohio

**Board of Township Trustees Special Meeting
February 11, 2026**

Call to Order: Larry Miller, Presiding. Mr. Miller called the meeting to order.

Roll Call: Township Fiscal Officer/Clerk- Gregory L. Sullivan. Present Trustees Ramsey, Miller and Johnson, Township Administrator Mr. Henry, Fire Chief Stitsinger, Fire Captain Nigg, Fire Captain Smith, Fire Captain Goble, Fire Captain Baden.

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Hiring Practices and Forms Used Discussion

Mr. Henry provided the Board and Fire Department personnel present the Hiring Checklist and related letters/ forms. Chief Stitsinger stated he believed there were ways to save money and speed up the current process. Mr. Stitsinger suggested that no polygraph be administered, no drug screen, no physical if the applicant is currently employed, has been employed or volunteered at another area department. He referenced Ross Township where the Fire Chief hires personnel for the department subject to approval of the Board of Trustees. Any required background check such as through the FBI or County Sheriff's Office is paid for by the applicant. The Fire Captains asked questions and expressed their opinions on this matter.

There was considerable discussion among the members present and the Trustees. There were some comments made from one of the Captains that the current process has worked pretty good for ten years. The current process is faster than some agencies and slower than some. Sometimes the applicants do not make the required appointments right away and sometimes the polygraph agency is heavily booked. Questions were raised as to the extent at which the FBI check and County Sheriff's Office background checks cover. Mr. Henry explained the current background procedures with polygraphs administered through Ohio Polygraph and Associates, LLC. In Hamilton. The physical and drug test is provided through Tri Health in Oxford which has a Fire Department protocol which they follow for reviews of that nature. The system is very comprehensive. Mr. Henry indicated that some of the steps on the hiring checklist have been rolled over into the polygraph test which saved money on the Township end. Mrs. Ramsey asked the about the costs for the current process used. Mr. Henry replied that the polygraph costs \$250.00 and the drug screen/ physical costs \$150.00, both of which are currently paid by the township. The Board asked Mr. Henry to check on what specifics the FBI and County Sheriff's Office cover and report back.

Chief Stitsinger presented 7 applicants for review and provided the files to Mr. Henry. Based upon the Chief Stitsinger's presentation, the Board through consensus asked Mr. Henry to proceed with 3 applicants meeting the criteria stated above for an abbreviated review but the drug test/ physical would go through Tri Health (Dr. Daggy) paid for by the Township. Any further background deemed necessary by the Fire Chief would be paid for by the applicant. Chief Stitsinger reported on discussion with Ross Township and Mr. Henry did as well. One pay issue that maybe appropriate for Hanover Township is a call-in bonus of \$5.00 per hour for those individuals who will report and cover a shift when the scheduled person(s) could not report. Details would have to be worked out.

Pay Plan for the Fire Department as amended and authorized by Resolution No. 14-25.

The pay plan referenced pay covers all positions and provides a range of salary offerings for various positions. Chief Stitsinger kept showing a chart presented last year before the adoption of the current pay plan. Mr. Sullivan brought up that the chart appeared to be an automatic step plan and that the current pay plan offers more flexibility to the department. The pay plan incorporated ranges that not only covered those items in the referenced chart but had expanded ranges for future consideration. A question was posed who sets the rates on the Personnel Action form used for employment and raises. Mr. Henry and Mr. Sullivan responded that those rates were filled in by Fire Department personnel, previously delegated by Chief Clark to Captain Goble. Several questions were discussed among the Fire Department personnel, Trustees and Administration about holiday pay for on station personnel working 12/24-hour shifts. The Board stated there is no objection to paying holiday pay on Christmas Eve and New Year's Eve. Also, Mr. Henry is to review the pay plan and suggest amendments for the Board to approve.

Amend Resolution No. 14-26 Revenue and Expenditures

Requested by the Fiscal Officer as the original figure stated in the resolution was not the correct but was not caught at the time by the Fiscal Officer.

Resolution No. 14-26 As Amended

Accepting The Projections of Revenue and Expenditures as Determined By The Fiscal Officer through The Amended Official Certificate of Estimated Resources for 2026 and Approving 2026 Final 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, 2026; and,

Whereas, The Fiscal Officer is certifying to the County Budget Commission the 2026 Estimated Resources for Hanover Township totaling \$6,892,443.42 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 2026 totaling \$6,892,443.42 is hereby approved.

Section II. That the Fiscal Officer is authorized to establish 2026 final appropriations by fund and establish budgets based upon said projections of fund balances and anticipated revenues totaling \$6,892,443.42.

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 28th day of January 2026.

Board of Trustees

Vote

Attest:

Larry Miller
Douglas L. Johnson
Diana Ramsey

Gregory L. Sullivan

Fiscal Officer/ Clerk

After discussion, Mr. Johnson made a motion to approve Resolution No. 14-26 as amended which was seconded by Mrs. Ramsey. Mr. Sullivan called the roll with all three Trustees voting yes.

Zoning Case: Mr. Henry provided information from the Board of Zoning Appeals reference 3025 Old Oxford Road.

Legal Position/Receipt Ballot Issue: After discussion, Mr. Johnson made a motion to accept the opinion of legal counsel and receipt from the Board of Elections regarding the May 4, 2026 ballot issue (Fire). Mr. Sullivan called the roll with all three Trustees voting yes.

For Information: County Engineer's Office invitation for dinner and seminar on February 26, 2026. Each Trustee has copy.

Other matters listed on the agenda were postponed to leave time for an Executive Session.

Executive Session: Mr. Johnson moved to adjourn the public session of the meeting and enter into Executive Session for the purpose of discussing personnel and wages as per ORC 121.22 which was seconded by Mrs. Ramsey. Mr. Sullivan called the roll with all three Trustees voting yes.

Move out of Executive Session and into Public Session: Mr. Johnson made a motion to move out of the Executive Session and reconvene the public session which was seconded by Mrs. Ramsey. Mr. Sullivan called the roll with all three Trustees voting yes.

Motion Fire Chief's Salary: Mr. Miller made a motion to approve the Rate of Pay for Fire Chief Fred Stitsinger as a monthly stipend of \$1,253.20, totaling \$15,038.40 consistent with the Pay Plan ranges for Chief which was seconded by Mrs. Ramsey. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Adjournment: Mr. Miller made a motion to adjourn the meeting which was seconded by Mrs. Ramsey. Mr. Sullivan called the roll with all three Trustees voting yes. Meeting ended at 7:15PM.

February 11, 2026 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Larry Miller, President:



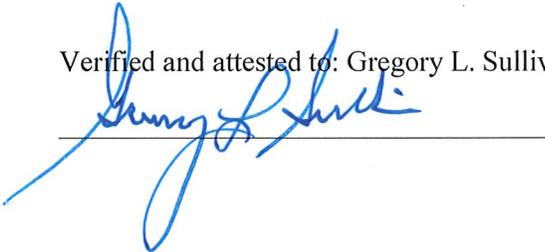
Douglas L. Johnson, Vice President



Diana Ramsey, Trustee:



Verified and attested to: Gregory L. Sullivan, Fiscal Officer:



Date: 2/18/26