



**Hanover Township Board of Trustees
March 12, 2014 Meeting Minutes**

Call to Order: Board President Fred Stitsinger called the meeting to order at 6:00 PM. Mr. Stitsinger then led the pledge of allegiance and gave the opening invocation.

Roll Call: Fiscal Officer Elizabeth Brosius took a roll call with Messer's Johnson, Stitsinger and Miller present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Clark, and Project Coordinator Julie Prickett. Absent: BCSO Deputy Jason Hatfield

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Johnson to approve the February 19, 2014 Meeting minutes as submitted and to approve the warrants signed for release. All Trustees present voted yes. Status reports were distributed to the Board for review and were approved.

Guest Presentation: There were no guest speakers scheduled for the meeting.

Citizen Participation: None of the citizens in attendance had any issues or comments to present to the Board.

Administration Reports

Law Enforcement: As Deputy Hatfield was absent, Mr. Henry gave the following report for the month of February 2014:

Butler County Sheriff's Office District #6
Hanover Township Contract Cars
Monthly Report for February 2014

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 128		275
• Felony Reports: 5		11
• Misdemeanor Reports: 12		21
• Non-Injury Crash: 14		33
• Injury Crash: 04		14

Total Reports: 35 79

- Assists/Back Up: 70 70
- Felony Arrests: 2 05
- Misdemeanor Arrests: 6 15
- OMVI Arrests: 1 05

Total Arrests: 1616

- Traffic Stops: 37 63
- Moving Citations: 15 29
- Warning Citations: 22 34
- FI Cards: 0 00
- Civil Papers Served: 0 00
- Business Alarms: 3 07
- Residential Alarms: 8 17
- Special Details: 1 01
- COPS Times: 5,700 (*Min.*) 12,175
- Vacation Checks: 16 46

Reporting: Deputy Hatfield and Deputy Lentz/by BEH

Fire/EMS: Chief Clark gave the following report for the month of February 2014:

Hanover Township Fire Department
Monthly Report for February 2014- Phil Clark Fire Chief
(Presented in March 2014)

Run and detail activity for the Fire and EMS operations are reflected in the following numbers:

- Emergency Medical Operations/Squad Runs: 44
- Motor Vehicle Accidents: 02
- Fire Runs: 08
- Fire Inspections: 00
- Air & Light Truck Call Out: 02
- Knox Box Details 00
- Other 00

- Total for the month:

**56 Runs/Operations
(54 Fire/EMS Runs)**

Total Year to Date: 154 Runs/Operations

(February 2013: 58 Runs/Operations)

Total for 2013	750	<i>Eight Year Average: 685</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 February 2014:

**SUPERINTENDENT'S REPORTS
(March 12, 2014)**

Millville Cemetery Operations Report February 1 through February 28, 2014

0 Graves sold to Township residents (@ \$610)-----	\$	0.00
0 Grave sold to nonresident-----	\$	0.00
0 Old resident graves-----	\$	0.00
4 Full Interments-----	\$	4,200.00*
0 Baby interments-----	\$	0.00
0 Cremations-----	\$	0.00
Foundation and Marker installation fees-----	\$	499.20
Total: -----	\$	4,699.20

*2 @ regular fee of \$900 = \$1800; 1 @ regular fee plus 2 hours OT = \$1100;
1 @ regular fee plus 4 hours OT = \$1300

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

1. Repaired fences behind Community Center damaged by wind.
2. Picked up a deer carcass on Hogue Road and one on Ross Hanover Road.
3. Cleaned carpet at the Community Center.
4. Filled potholes on Nichols Road and Stahlheber Road.
5. Cleared snow out of the front of catch basins to prevent drainage issues.
6. Performed ice and snow control on February 4, 5, 9, 14, 15, 16, 18, and 25.
7. Cleaned our trucks and snow equipment two times.
8. Cleaned debris out of catch basin on Darrtown Road.
9. Hauled snow out of the Community Center parking lot.

10. Moved snow in subdivision cul-de-sacs.
11. Worked on truck and equipment maintenance.
12. Performed monthly truck and storm water inspections.

Administrator's Report

Mr. Henry presented the following report to the Board:

Administrator February 2014 Summary Report **(Presented March 2014)**

- **Newsletter:** Along with Julie Prickett worked on the final layout and draft printing of the newsletter. Added an additional page, developed new mailing list process and submitted to Quality Publishing for final printing. Delivery to resident scheduled February 20-28, 2014.
- **Fire/EMS Run Data:** Prepared report and made a presentation to Fire Department members on February 25, 2014. Continued analysis for January and February 2014 runs.
- **Paring Complaints/Citizen Relations:** Spoke with residents about ice/snow routes and removal as well as parking restrictions. Fielded parking concerns from Alamo Heights and Sheerin Drive. Prepared responses and forwarded information to the Board of Trustees. Also met with BCSO Command Staff about parking resolution enforcement.
- **Property Acquisition:** Continued work on the purchase of 19.184 acres on Old Oxford. Met with Eaton representatives and Roger Gates. Distributed final contract offer from them to the Board. Set up meetings with legal counsel to review. Met with a banking institution for financing.
- **Board and Financial Reports:** 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.
- **Workers Comp:** Prepared reports and information for BWC required reports. Helped research and prepare Safety Grant Documents for the Fire Department fro money to purchase an automated EMS cot.
- **Website:** Worked on Township website improvements.
- **OTA Conference:** Attended classes at the OTA Conference in Columbus February 19-21, 2014. Obtained training documents for Road and Cemetery operations.
- **Community Concert:** Finalizing details for a Community Concert to be held in the Gazebo area on June 13, 2014. Met with Hanover Winery owners and firmed up a contract for the concert.
- **Adverse Weather Siren:** Worked on communication and coordination issues with the County and BREC to insure operational reliability. Helped conduct siren test.
- **Butler County Sheriff's Contract:** Began review of contract provisions for renegotiating contract that expires in June 2014.

- **Items Still Pending/Delayed:** Fuel Card follow up is still pending; Personnel Policy Review with changes still pending.
- **Pay Plan:** Potential changes put on hold until further review of Fire/EMS operations is complete. Draft pay plans and options were prepared and are being reviewed by legal counsel.

Personnel Actions and Other Items of Note

No actions or new items for February 2014.

Other General Actions:

Reviewing Township Rules of Conduct and Fire Department SOPs that are related for possible changes and follow up.

Of Note- Budget Information for February 2014

Cash Balance as of February, 2014: \$1,331,175.05

Total Expenditures all funds for February 2014: \$ 103,067.41

Total General Fund cash on Hand February, 2014: \$682,256.97 (51.25%) of Total funds)

Total Fire/EMS Fund cash on hand February, 2014: \$251,202.32 (18.87%) of Total

(Monthly Revenue and Expenditure Reports are attached.)

Old Business

Special Event June 13th Update: Mr. Henry reported that plans are moving forward to hold a community concert on June 13, 2014 featuring the Remains band. Hanover Winery will participate along with Vinkolet Winery and Valley Vineyards. Other wineries have been contacted for interest. Planning is underway to decide what food and other items should be offered. Overall time of the event is undecided but Hanover Winery officials have suggested starting the event at 5:30-6:00PM as the Remains will perform at 7:00PM and finish at 10:00PM. The Park Committee will be meeting to continue to plan the event. The Township will need to apply for an F-4 Permit from the State of Ohio.

Set Special Meeting Work Session: Mr. Henry reported that two issues need further examination by the Board in a work session. **The first item** is the Fire Department Pay Plan which requires the Board to review additional suggestions, to add clarification/rules and to agree on a final draft for adoption. Mr. Henry noted that the original objective was to approve a plan to be effective April 2014. Since the proposed plan calls for two different types of pay periods, the Board can adopt the plan either in April at its regular meeting making the plan effective April 1st or at a Special Meeting making it effective April 1st. **The second item** is associated with street parking concerns that have been recently raised. The objective is to ascertain what action if any is necessary and decide the next steps. On a **motion** by Larry Miller, which was seconded by Doug Johnson, the Board scheduled a Special Meeting for Wednesday, March 26 at 4:30PM and instructed the Fiscal Officer to make proper meeting notification to the press.

BREC Community Connections Grants Filings: Mr. Henry reported that, as per the Board's authorization, he had completed and filed two grant requests for the Butler Rural Electric Community Connections Grant program. The first grant request was for water pumps for use by the Fire Department and the second grant request was for additional replacement weather proof light weight tables for the Community Center and Outdoor Special Events.

Other Old Business

Mr. Stitsinger and Mr. Henry completed work on a safety grant application to the Bureau of Workers Compensation for the purchase of a Model 6506 Power Pro Ambulance Cot (hydraulic) for \$37,754.30 of which BWC would fund \$28,315.72 with the Township share being \$9,438.58. The application was filed last week.

Also under Other Old Business, Chief Clark reported that Barb Stitsinger had met with State Public Safety representatives on March 7 as part of the process to re-certify the firehouse facility as an approved site for continuing education classes.

New Business

Motion to Journalize/Approve Cemetery Lot Transfer: The Cemetery Sexton and Township Administrator have been working with a family to authorize the proper transfer of rights associated with Section E, Lot 184, graves 5 & 6. A complication arose as one of the parties involved lives in California. The Township has received the proper documentation/authorization to proceed and the Administrator requested a motion to approve the lot transfer. After some discussion, Mr. Stitsinger made a **motion**, seconded by Mr. Miller, to approve ownership transfer of interment and inurnment rights for graves 5 and 6, Lot 184 Section E of Millville Cemetery from Georgia J. Carlton of 858 W. Foster Road, Maineville, Ohio 45039 to Alec C. Carlton of 1113 Las Cruces Court, Ridgecrest, California 93555. A roll call vote was taken with all three Trustees voting yes.

Resolution No. 27-14 "Then and Now" Approval: Mr. Henry explained the routine "house-keeping" nature of this resolution. This resolution covers payments to Nancy Nix, Treasurer Butler County, Harvest Land Co-op and Stephenson Oil Company. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 27-14 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 27-14

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" purchase of products and services from Nancy Nix, Treasurer Butler County, Harvest Land Coop and Stephenson Oil Company: 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: \$18,815.68 Nancy Nix, Treasurer Butler County Fund 1000; \$3,121.98 Harvest Land Coop spread among Funds 1000, 2031, 2281; and \$4,774.10 Stephenson Oil Company Fund 2021.

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 12th day of March.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 28-14 Approve Cemetery Regulations Update/Amendments: Mr. Henry explained that this resolution would authorize updates to the Township’s cemetery regulations which were needed to cover issues that had not been previously contemplated by the existing regulations, to close some loopholes regarding cremation expenses, and to incorporate some model cemetery provisions recommended at a recent Ohio Township Association training. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 28-14 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 28-14

Approving Amendments to the Cemetery Regulations, Policies, and Fees for the Millville Cemetery and Reenacting the Cemetery Regulations in their Entirety as Set Forth in the Attachment Labeled “Resolution No. 28-14 Cemetery Rule Amendments”

Whereas, the Cemetery Sexton and Township Administrator have been reviewing fee structures and questions that have arisen about cemetery issues as well as recommendations from the Ohio Cemetery Association; and

Whereas, the Township Administrator and Cemetery Sexton have completed a revised set of rules and regulations, recommending same to the Board of Trustees for approval; and

Whereas, the Board of Trustees wishes to promote efficient cemetery operations consistent with applicable provisional standards and requirements,

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 approve Resolution No.28-14 approving amendments to the regulations, policies, and fee structure and Reenact the Cemetery

Regulations in their entirety to be effective April 1, 2014 as set forth in the attachment hereto labeled "Attachment to Resolution No. 28-14 Millville Cemetery Rules and Regulations".

Section II. That the Cemetery Sexton and Township Administrator are hereby authorized to implement the elements as set forth through this resolution.

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 12th day of March 2014.

Board of Trustees

Vote

Attest:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Clerk/Fiscal Officer

Motion to Approve Cemetery Mower Purchase: Mr. Henry reported that Cemetery Sexton Jon Goldsberry, through capital project planning, had identified an immediate need to replace a zero turn mower used for cemetery mowing. Mr. Goldsberry consulted with vendors on the State Contract Bid list as well as compared the Kubota and SCAG units (cost range: \$10,085.00 to \$14,442.00). Mr. Goldsberry is recommending the purchase of a diesel fueled SCAG Turf Tiger Zero Turn 61" deck mower for the specific application in the cemetery. The diesel fueled option costs approximately \$3,536.00 more than the gasoline option and is being recommended for the following reasons:

- The SCAG Unit has an unblocked view to enable the operator to cut close to headstones
- The SCAG Unit has a hydraulic system instead of gear driven transmission
- Use of a diesel fueled model will cut down on oil changes, fuel last twice as long and the engine has greater longevity.

After review, the Township Administrator concurred with the conclusion reached by the Cemetery Sexton and recommended a motion by the Board of Trustees to approve this purchase. After some discussion, Mr. Miller makes a **motion**, seconded by Mr. Johnson, **to table Board action** regarding this purchase pending additional investigation regarding the price of an alternative Kubota model. Upon roll call, all three Trustees voted yes.

Resolution No. 29-14 BCEO Assistance Vizedom Road: Mr. Henry explained that this resolution would authorize requesting technical assistance from the Butler County Engineer's Office to assist with the repair of deteriorating drainage facilities on Vizedom Road. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 29-14 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 29-14

Requesting Technical Assistance from the Butler County Engineer's Office to Assist the Township in Repairing Deteriorating Drainage Facilities on Vizedom Road

Whereas, the Road Superintendent has been evaluating the need to rework a storm sewer headwall near 1906 Vizedom Road and a 100 foot long 3X4 arch pipe crossing Vizedom Road in the vicinity of 2114; and,

Whereas, Hanover Township requested technical assistance from the Butler County Engineer's Office through Resolution No. 48-13 and said evaluation has been completed; and,

Whereas, the Butler County Engineer's Office will provide the necessary repair work if Hanover Township pays for materials estimated to cost \$6,000.00 to \$10,000.00; and,

Whereas, the work involves repair of a collapsing headwall and piping structure crossing Vizedom Road,

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

Section I. Resolution No. 29-14 is hereby approved requesting the Butler County Engineer's Office to provide technical assistance and construction services to the Township for the recommended BCEO engineering solutions to the Vizedom Road headwall deterioration and the 100 foot long drainage pipe crossing Vizedom Road.

Section II. The Board hereby agrees to pay for materials used in the aforementioned repairs at a cost not to exceed \$10,000.00.

Section II. The Road Superintendent is hereby directed to coordinate and work with the Butler County Engineer's Office to implement the referenced repairs..

The foregoing resolution was adopted in a special public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12th day of March 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 30-14 BCEO Salt Purchase Contract Approval: Mr. Henry explained that this resolution would authorize the Township's annual contract with the Butler County Engineer's Office for the purchase of road salt. Making this purchase through the County is more cost-effective than the Township purchasing road salt directly from a supplier. Mr. Henry also provided the Board with 2013-2014 statistics regarding winter salt orders/usage. After some discussion, Mr. Johnson made a ***motion*** to adopt Resolution No. 30-14 which was seconded by Mr. Miller. Upon roll call, Mr. Stitsinger abstained and Mr. Miller and Mr. Johnson both voted yes.

**Resolution No. 30-14
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 2014-2015 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 2014-2015 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.

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 12th day of March 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Motion for Fax and Internet Expenses Fiscal Officer: The Fiscal Officer operates from 2550 Stillwell Beckett Road which requires a fax service and Internet access to properly perform functions related to Township business. As audit guidelines become more explicit and financial housekeeping documentation is being more strongly stressed with respect to Fiscal Officer operations, it is appropriate to specifically approve the fax and Internet services as referenced herein. Mr. Stitsinger made a **motion**, seconded by Mr. Johnson, to approve the payment of monthly fees for fax service from Cincinnati Bell and Internet access from Wild Blue for services related to Township operations. After discussion, a roll call vote was taken with all three Trustees voting yes.

Other New Business

Chief Clark reported that the ice breakers on the firehouse roof had broken off and replacements were needed. The Board instructed the Chief to get prices for replacement ice breakers.

Also under other New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Reports for February 2014, a Benefits Buzz newsletter from Wichert Insurance, and a notice regarding a zoning training seminar offered by the Butler County Department of Development.

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

The Board reconvened into regular session. Mr. Henry requested that the Board reconsider the purchase of a SCAG mower for the Cemetery. Mr. Henry explained that the SCAG mower being requested had features more suited to the Cemetery operations, making it a better choice than the Kubota mower. After some further discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, to approve the purchase of a SCAG mower unit for use in the Millville Cemetery for an amount not to exceed \$14,500.00 as originally presented. A roll call vote was taken with all three Trustees voting yes.

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

Motion to Adjourn: Mr. Miller moved, seconded by Mr. Johnson, to adjourn the Board of Trustees meeting. Upon roll call, all three Trustees voted yes.