



**Hanover Township Board of Trustees
October 10, 2018 Meeting Minutes**

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

Roll Call: Fiscal Officer Greg Sullivan took a roll call with Messer's Johnson, Miller and Buddo present. Other officials present: Bruce E. Henry, Township Administrator; Fire Chief Phil Clark; Project Coordinator Julie Prickett and BCSO Deputy Mayer. Excused absent: Road Superintendent Scot Gardner (vacation).

Approval of Meeting Minutes: Motion made by Mr. Buddo, seconded by Mr. Miller, to approve the September 12, 2018 Regular Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation: Sharon Fusco and Christina Ullich from the Council on Aging addressed the Board. Ms. Fusco and Ms. Ullich made a presentation regarding the programs and service provided through the Butler County Elderly Services Program. Ms. Fusco also distributed copies of the Elderly Services Program annual report to the Board and Administrator. Ms. Fusco explained that the program's services (e.g. Meals on Wheels, homecare assistance, etc.) allow seniors to remain in their homes rather than having to move to nursing homes, which results in a cost-savings to tax payers. Ms. Fusco reported that 74 Hanover Township residents are currently receiving assistance through the Elderly Services Program.

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

Administration Reports

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

Butler County Sheriff's Office
District #6

Hanover Township Contract Cars
Monthly Report for September 2018**

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 193		1409
• Felony Reports: 03		20
• Misdemeanor Reports: 15		107
• Non-Injury Crash: 07		41
• Injury Crash: 04		23
Total Reports: 29.....		191
• Assists/Back Up: 17		173
• Felony Arrests: 00		07
• Misdemeanor Arrests: 04		29
• OMVI Arrests: 00		00
Total Arrests: 04		32
• Traffic Stops: 15		130
• Moving Citations: 15		111
• Warning Citations: 04		35
• Civil Papers Served: 2		06
• Business Alarms: 01		20
• Residential Alarms: 06		53
• Special Details: 14		129
• COPS Times: 5,200 (<i>Min.</i>)		42,000 Min
• Vacation Checks: 07		142

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

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

Hanover Township Fire Department
Monthly Report for September 2018- Phil Clark Fire Chief
(Presented in October 2018)

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

	<u>Month</u>	<u>YTD</u>
• Emergency Medical Operations/Squad Runs:	58	358
• Motor Vehicle Accidents:	09	58
• Fire Runs:	07	85
• Fire Inspections:	00	04
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	74 Runs/Operations (Fire/EMS Runs)	

Total Year 2018: 535 Runs/Operations

(Oct 2017: 59 Runs/Operations)

.....	689
Total for 2017	689	
Total for 2016	705	
Total for 2015	733	
Total for 2014	809	5 year average: 737
Total for 2013	750	12 Year Average: 701 since 2006
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: As Road Superintendent Scot Gardner was on vacation, Brian Batdorf presented the following report for the month of September 2018:

**SUPERINTENDENT'S REPORTS
(October 10, 2018)**

Millville Cemetery Operations Report September 1 through September 30, 2018

3 Graves sold to Township residents (@ \$610)-----\$1,830.00
2 Graves sold to nonresidents (@ \$895)-----\$1,790.00

0 Old resident graves-----	\$ 0.00
7 Full Interments-----	\$6,600.00
0 Baby interments-----	\$ 0.00
1 Cremations-----	\$ 400.00
Foundation and Marker installation fees-----	\$ 445.20
0 Grave Transfer-----	\$ 0.00
1 Donation-----	\$ 5.00
Total: -----	\$ 11,070.20

Other Cemetery activities:

1. Fixed graves and sink holes
2. Cleaned the office and garage
3. Worked on equipment
4. Cut grass four times and weed-eat one time
5. Trimmed trees in the Cemetery
6. Set one Veteran marker

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

1. Repaired a ditch pipe on Hogue Road.
2. Replaced all flags.
3. Picked up a deer carcass on Hogue Road.
4. Repaired the merry-go-round in the Park playground.
5. Replaced a toilet seat in the Park restroom.
6. Picked up paint dumped on Stahlheber Road.
7. Second round of roadside mowing completed, including trimming around road signs and guardrails.
8. Replaced drain pipes on urinal at the Community Center.
9. Finished cutting back honeysuckle on all Township roads.
10. With the helped of the Cemetery crew, we poured five yards of concrete on Gardner Road hill for bank stabilization.
11. Cut up and hauled off dead trees on Woodbine Road, Hogue Road, and Krucker Road.
12. Replaced some fluorescent light tubes in the Fire House and Road Department building.
13. Cut and trimmed grass on all Township properties three times.
14. 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 **September** Summary Report
(October 2018)

- **Fire/EMS Run Data:** Dispatch Log information for September 2018; Prepared summary overview of data.

- **Fire Department:** Followed up on financial paperwork for the delivery of the new pumper/tanker. Revised date of delivery: week of October 8th. Also worked with the Chief on needed equipment orders and possible development of specifications in case of required bidding.
- **Park:** Playground netting for repairs arrived. No quote yet for repairing the rubberized surface
- **Nuisance Properties:** Worked on properties in Alamo Heights, SR 177, Vanda Avenue and Minton Road. Following with an attorney on lien searches. Still waiting on final word from Shady Nook representatives (met with their attorney plus a follow up phone call)
- **Township 2019 Road Program:** Along with Scot Gardner met with and presented the proposed 2019 Road Program to the Butler County Engineer's Office on September 27, 2018. Also discussed Gene Avenue Culvert repair as a possible Community Development Grant project.
- **Outside Legal Counsel:** Worked on an affidavit to be presented to the State Personnel Board of Review reference a personnel matter. Continued follow up with Montgomery Rennie and Jonson.
- **Records and Records Commission:** Have been boxing older records as the Township file storage is at capacity. Still looking for a longer-term solution. Need to schedule a Records Commission meeting.
- **Property and Liability Insurance:** Met with an approved OTARMA Appraiser to evaluate our buildings to determine that we have adequate insurance coverage. No charge to the Township.
- **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.
- **Health Insurance Renewal:** Ongoing issue: Continued followed up with the Township Broker, Wichert Insurance Agency, and Anthem Blue Cross Blue Shield related to prescription program problems. Anthem continues to be a major frustration.
- **Park Committee and Haunted Harvest Event:** Scheduled Park Committee meetings to plan and set up for the Haunted Harvest Event scheduled for Sunday October 28, 2018. Seeking sponsorships and donations to cover costs.
- **Open Burning Issues:** Continue to field many complaints regarding illegal open burning. Provided information fliers to residents. Contacted the Prosecutor's Office to see

if we could charge repeat offenders for the Township's run costs to put the open burning problems.

- **BREC Grants:** Received one grant award for special event radio communications. The employee ID system was not approved.
- **FMLA:** Prepared updates and new forms for FMLA and will present at an employee meeting to be held October 5, 2018.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department:

None Reported.

Road Department and Cemetery:

None Reported.

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.

For the Fire Department: No change.... Pumper/Tanker order was placed with Sutphen. Financing documents have been initiated and waiting on final approval. Delivery now anticipated in October 8 2018.

Road Department Truck: The unit is in final phases of completion. Should have the unit by mid November 2018.

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 September 30, 2018

Cash Balance as of September 30, 2018: \$1,913,802.96

- 1) Total Expenditures all funds for September 2018: \$164,358.39 / Revenue: \$493,166.05**
- 2) Total General Fund cash on hand September 2018: \$540,865.88 (28.26%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand September 2018: \$617,109.95 (32.25%) 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

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.

Mr. Henry also distributed revenue and expenditure reports to the Board. He noted that the first payment for the new fire truck would be made in the near future.

Mr. Henry showed the Board photos of the new Road Department truck that was now in the process of being outfitted. Mr. Henry noted that the delivery date was yet to be determined.

Mr. Henry also noted that the new fire truck/pumper had been delivered and also noted that the Trustees viewed the new truck/pumper in the parking lot prior to the meeting.

Chief Clark stated that an open house would be held at the Fire House the first weekend in November to display the new piece of equipment to the public.

Mr. Sullivan added that, due to Mr. Henry's efforts, the Township received 2017 and 2018 annexation agreement revenue payments due from the City of Hamilton.

Old Business

September 2018 Fire/EMS Run Data Summary: Mr. Henry provided the run data summary for the month of September and noted the average response time was 8.02 minutes. The busiest day for runs was Mondays and first shift was the busiest shift.

Shady Nook Update and Other Problem Properties: Mr. Henry provide the following report to the Board:

Complaints/Nuisance Property Notes (October Meeting 2018)

- **620 Boyle Road:** We have continued to cut grass and pick up garbage under the original orders. The owner does not respond and can never be reached on site. We will continue to pursue and ask the Fiscal Officer soon to file property tax liens.
- **1624 Morman Road:** A property maintenance company was taking care of the location (house vacant) but stopped. The Administrator contacted the maintenance company and was promised action within 7 days. Nothing happened; Township cut the grass and weeds.
- **Shady Nook:** M. Henry has met with and spoken with Ms. Ommert's attorney twice outlining the options discussed with the Board of Trustees and County Officials. The timeline is still in force but recently the Township was advised that a utility company what to purchase the property and tear down the structure. Awaiting for deal to be finalized.
- **1953 Vanda Avenue:** The property is in foreclosure proceedings. The maintenance company involved was contacted but ignored the Township's verbal order. Due to mounting complaints, the Township has cut the noxious weeds and high grass 3 times.
- **2157 Minton Road:** Orders were sent to the property owner to cut the high grass and noxious weeds. The yard has been cut by the owner. Monitoring will continue to insure ongoing compliance.
- **1299 Round Hill:** Grass has not been cut for a few weeks. The grass is higher than normal with some limited noxious weeds present. A letter was sent last requesting the lawn to be cut.

- **2020 Stahlheber Road:** Repeat offender for high grass and noxious weeds. Orders were sent and the property has been addressed.
- **Other locations:** There are two properties on Boyle Road that will be sent to the County Zoning Department for junk vehicles and debris. Addresses will be revealed next report after notification has been made.

Mr. Henry noted that he has communicated with Ms. Ommert's attorney and he continues to remind the attorney that the building on the property must be torn down by the deadline.

Other Old Business:

Under Other Old Business, Mr. Henry reported on multiple open burn violations occurring at 117 Beisinger Road. The property owner has indicated he received permission from the EPA for these open burns; however, Mr. Henry stated he did not think the property owner provided all the facts to the EPA. Mr. Henry stated that the property owner was hauling debris from his business to this location and burning it and this activity is a violation of EPA regulations. Mr. Henry had instructed Fire Department officers to speak to the property owner. Mr. Henry asked Lt. Randy Rhodus to address the Board concerning this matter. Lt. Rhodus stated he had visited the property multiple times. The property owner was using a burn ring to burn debris which was stacked at least six feet high in the ring. Mr. Henry stated he would follow-up directly with the EPA.

New Business:

Resolution No. 47-18 – Setting Halloween Activities October 31: Mr. Henry explained that Resolution No. 47-18 was legislation the Township adopts annually to establish date and time for Halloween trick-or-treat activities consistent with other neighboring communities. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 47-18, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Hanover Township Butler County, Ohio

Resolution No. 47-18

Designating 6:00 p.m. to 8:00 p.m. on Wednesday, October 31, 2018 as the Time Period for Halloween Trick or Treat Activities in Hanover Township

Whereas, the Township promotes a safe and family-friendly environment for the community throughout the year; and

Whereas, the Township recognizes that Trick or Treat Halloween activities for children occur every October 31st; and

Whereas, the Township desires to designate a safe and reasonable time period for Trick or Treat activities for children that is consistent with time periods observed by most surrounding jurisdictions,

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

Section I. Resolution No. 47-18 is hereby approved designating 6:00 p.m. to 8:00 p.m. on Wednesday, October 31, 2018 as the time period for Halloween Trick or Treat activities for children in Hanover Township.

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 10th day of October 2018.

Board of Trustees

Vote

Attest and Authentication:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/Clerk

Motion – Approve Expenses for the Haunted Harvest Event October 28: Mr. Henry explained that for several years Hanover Township has sponsored "Hanover Haunted Harvest" for kids as recommended by the Park Committee in order to provide a safe place to "trick or treat" with community involvement serving up to 350 kids. Sponsorships are sought each year and currently over \$300.00 in cash and in-kind product has been provided. However, in case expenses would exceed donations, a ***motion*** is in order to approve the expenses. Moved by Mr. Buddo, seconded by Mr. Miller, to approve the Township's sponsorship of the Haunted Harvest and approve expenses associated therewith. After discussion, a roll call vote was taken and all three Trustees voted yes.

Mr. Henry also reported that Terry Moran had donated a freezer chest for the Park Committee to use at events.

Motion – Accept BREC Community Connections Grant Award: Mr. Henry reported that the Township had been awarded a \$570 BREC grant to offset costs of radios for communications during special events. Mr. Henry requested a ***motion*** to accept and properly record receipt of the grant funds. Moved by Mr. Miller, seconded by Mr. Buddo, to accept and properly record receipt of \$570 BREC grant funds. After discussion, a roll call vote was taken, and all three Trustees voted yes.

Public Input – Community Development Block Grant Suggestions/Projects: Mr. Henry reported that the County was accepting applications for CDBG funds and the application deadline was November 21. Mr. Henry referred the Trustees to a list of suggested projects for CDBG funds that had been created from input from the Park Committee, the public and the Board. The Trustees indicated that priority projects included a Park restroom, Gene Avenue bridge repairs and the Community Center parking lot. The public was also invited to comment and make suggestions. Mr. Henry explained that the Board would need to finalize which projects to submit at the November Board meeting to ensure the Township's application for grant funds was submitted by the County's deadline.

Public Hearing Notice – Variance Accessory Building 2459 Krucker Road: Mr. Henry referred the Board to information in their packets and explained that there was a request for a variance to build an equipment barn on the property. Currently there was no house on the site but there are plans to build a house later. The Board discussed and determined it would like a deadline set for the property owner to build the house. Mr. Henry stated he would pass along to Jim Fox the Board's request for a one-year deadline for the house to be build.

Fire Department Equipment – Motion to Approve: Chief Clark reported that due to expiration dates and the need to stay current with safety provisions, he recommended replacement of SCBA units. Chief Clark stated a total of 10 SCBA units and support accessories totally \$60,000 were needed. These units and support accessories are not on the State bid list and therefore authorization to solicit bids was needed. Chief Clark also noted it would take four to five months for the SCBA's to be delivered. After some discussion, Mr. Miller made a **motion** to authorize a bid process for the purchase of 10 SCBA units and support accessories. Mr. Buddo seconded the motion. After discussion, a roll call vote was taken, and all three Trustees voted yes.

Motion to Approve – Harvest Land Contract Propane Gas: Mr. Henry reported that for the last several years the Township has worked with the Harvest Land Co-op Company to supply propane to the Township's facilities. This supplier has served the Township well and the Administration has been able to secure sufficient propane by entering into an annual pre-supply contract guaranteeing price and quantity. Mr. Henry stated estimated needs for a total volume of 11,000 gallons, which would be priced at 1.649 per gallon. As the result of good service, local contacts and reasonable price as well as availability, Mr. Henry recommended a contract renewal. A **motion** was made by Mr. Miller, seconded by Mr. Buddo, to approve a renewal agreement for propane gas during the term October 1, 2018 through March 31, 2019 with the Harvest Land Co-op Company for the volume and price specified above. After discussion, a roll call vote was taken, and all three Trustees voted yes.

FYI – Hamilton Revenue Sharing Agreement – Payments Received for 2017 and 2018: Mr. Johnson noted that this item was already reported on by the Fiscal Officer under the Administrator's report.

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 September 2018; an Ohio Township Association legislative update; an Energy Alliances Report on electric savings; an announcement regarding the BCTA Education Banquet to be held on October 11; and a Medicount Management Report (through August 2018.)

Also under Other New Business, Deputy Tanner and Mr. Henry reported on statements from representatives of the Engineer's Office indicating that the Engineer's Office does not perform road closures. This policy has created issues when a road needs to be closed for emergency repairs (e.g. a downed utility pole repaired by Duke Energy required a 10-hour road closure.) Deputy Mayer and Mr. Henry explained it is not feasible or cost-effective to utilize emergency vehicles for road closures for such a long duration. Mr. Henry stated he would get a clarification from the County Engineer's Office.

Also under Other New Business, Mr. Buddo made a **motion**, seconded by Mr. Miller, to authorize expenditures up to \$3000 for expenses associated with the Veterans Day ceremony and luncheon. After discussion, a roll call vote was taken, and all three Trustees voted yes.

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

Motion to Adjourn: Mr. Johnson moved, seconded by Mr. Miller, 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:

Douglas L. Johnson, President: _____

Larry Miller, Trustee: _____

Jeff Buddo, Trustee: _____

Date: _____

11/14/2018

Verified by: Greg Sullivan, Fiscal Officer: _____

Gregory L. Sullivan