



## **Hanover Township Board of Trustees November 14, 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; Road Superintendent Scot Gardner; Fire Chief Phil Clark; Project Coordinator Julie Prickett and BCSO Deputy Tanner.

**Approval of Meeting Minutes:** Motion made by Mr. Buddo, seconded by Mr. Miller, to approve the October 10, 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:** Marianne Marconi and Mary Compton from the Healthy Communities Coalition addressed the Board. Ms. Marconi distributed copies of the Healthy Communities Coalition newsletter and explained the Coalition was a community group of volunteers working towards the goal of healthy communities. She introduced Ms. Compton, a Hanover Township resident and member of the Coalition. Ms. Compton stated that the Coalition wanted to be involved in Hanover Township and noted that the Coalition wanted to participate in next year's Kids Fest.

David Brown from the Butler County Auditor's Office addressed the Board. He reported that that dog tag season would run from December 1, 2018 through January 31, 2019. He also gave an update regarding skimmers on fuel pumps and an update on proposed legislation that would permit auditors' offices to monitor fuel quality.

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

### **Administration Reports**

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

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

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 240		1649
• Felony Reports: 01		21
• Misdemeanor Reports: 16		123
• Non-Injury Crash: 08		49
• Injury Crash: 06		29
<b>Total Reports: 31.....</b>		<b>222</b>
• Assists/Back Up: 35		208
• Felony Arrests: 01		08
• Misdemeanor Arrests: 03		32
• OMVI Arrests: 00		00
<b>Total Arrests: 02 .....</b>		<b>34</b>
• Traffic Stops: 20		150
• Moving Citations: 19		130
• Warning Citations: 05		40
• Civil Papers Served: 7		13
• Business Alarms: 00		20
• Residential Alarms: 10		63
• Special Details: 22		151
• COPS Times: 5,200 ( <i>Min.</i> )		47,200 Min
• Vacation Checks: 06		148

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

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

**Hanover Township Fire Department**  
**Monthly Report for October 2018- Phil Clark Fire Chief**  
**(Presented in November 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	416
• Motor Vehicle Accidents:	10	68
• Fire Runs:	13	98
• Fire Inspections:	01	04
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	<b>82 Runs/Operations ( Fire/EMS Runs)</b>	

**Total Year 2018: 617 Runs/Operations**

		(Oct 2017: 57 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:** Road Superintendent Scot Gardner presented the following report for the month of October 2018:

**SUPERINTENDENT'S REPORTS  
(November 14, 2018)**

Millville Cemetery Operations Report October 1 through October 31, 2018

<b>1 Graves sold to Township residents (@ \$610)</b>	<b>-----\$ 610.00</b>
<b>2 Graves sold to nonresidents (@ \$895)</b>	<b>-----\$1,790.00</b>
<b>0 Old resident graves</b>	<b>-----\$ 0.00</b>
<b>4 Full Interments</b>	<b>-----\$3,700.00</b>
<b>0 Baby interments</b>	<b>-----\$ 0.00</b>
<b>1 Cremations</b>	<b>-----\$ 400.00</b>
<b>Foundation and Marker installation fees</b>	<b>-----\$ 3,489.00</b>
<b>0 Grave Transfer</b>	<b>-----\$ 0.00</b>
<b>0 Donation</b>	<b>-----\$ 0.00</b>
<b>Refund from Cintas</b>	<b>114.10</b>
<b>Total:</b>	<b>----- \$ 10,103.10</b>

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. Built, set and poured 12 foundations
6. Set one Veteran marker

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

1. Picked up one deer carcass on Hogue Road and one on US 27.
2. Replaced a 25MPH sign that had been run over on Columbus Drive south.
3. Trimmed trees in Alamo Heights and Queen Acres.
4. Performed ditching on Shank Road.
5. Cut up and removed a tree on Gardner Road.
6. Repaired a curb on Greenlea Drive.
7. Performed a road check after high winds on October 14 and cut up a tree on Four Mile Road.
8. Performed ditching on the dead-end of Morman Road.
9. Installed a light ballast in the gear room at the Firehouse.
10. Replaced fluorescent light tubes in the Community Center.
11. Cut grass on all Township properties twice.
12. Replaced the flagpole rope at the Veterans Memorial and the Community Center.
13. Pulled out trees, cut weeds and re-seeded the Firehouse retention pond.
14. Replaced part of the ridge cap and shingles blown off by wind on the Community Center.
15. Replaced the silt fence around our concrete pile.
16. Worked on equipment.
17. Performed monthly truck, park, and storm water inspections.

Mr. Miller requested an update on the status of the new Road Department truck. Mr. Gardner reported that the delivery date was behind schedule and the truck was now expected to be delivered in late January or early February.

***Administrator's Report (Financials and Personnel Issues)***

Mr. Henry presented the following report to the Board:

**Administrator October Summary Report**  
(November 2018)

- **Fire/EMS Run Data:** Dispatch Log information for October 2018; Prepared summary overview of data.
- **Fire Department:** Finalized paperwork on the delivery of the new pumper/tanker. Worked with the Fire Chief to prepare SCBA specifications and bid notice.
- **Park:** Received quote for playground rubberized surface repair. PO was prepared by the Fiscal Officer with an estimate of \$1200.00
- **Nuisance Properties:** Worked on properties in Alamo Heights, SR 177, Stahlheber Road and Boyle Road. Following up 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 2018 Road Program:** Final invoices were received and processed for the chip/seal and black mat applications for the road work completed this year.
- **Outside Legal Counsel:** Worked with Montgomery Rennie and Jonson law firm on ongoing issues at the state level.
- **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:** Submitted paperwork to OTARMA to properly insure the new tanker/pumper.
- **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. Some progress was made at the end of October.
- **Park Committee and Haunted Harvest Event:** Scheduled Park Committee meetings to plan and set up for the Haunted Harvest Event. Purchased materials/supplies for the event. Worked with Julie Prickett and Park Committee members to run the event on

Sunday October 28, 2018. Approximately 120 kids participated in the event along with their parents.

- **Open Burning Issues:** Continue to field many complaints regarding illegal open burning. Provided information fliers to residents. Made contact with the owner of 1118 Beisinger Road in regard to ongoing open burn problems. Also consulted with Butler county Building and Zoning as well as Southwest Ohio Air Quality Agency.
- **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:***

Salary Adjustments made in October for Lt. Jeffrey Goble FF/EMT P to \$18.00 per hour for shift fill in work on station; Evan Reedy to \$17.50 per hour as PT FF/EMT-A on station duty- as per authorized Pay Plan and submitted Personnel Action Form.

Hire Matthew H. Tamplin 104 S. Main Street Palestine, Ohio as an FF/EMT-P part time on station duty at \$17.00 per hour subject to successful completion of background review and sign off by the Township Administrator.

**Volunteer Status Hires (Call In):**Darius K. Thompson 2123 Stahlheber Road 45013 Firefighter \$18.00 per hour; Ryan T. Jovanovich 1823 Stahlheber Road 45013 Firefighter \$18.00 per hour both effective November 15, 2018 subject to final background check and sign of by the Township Administrator.

**Salary Adjustments consistent with approved pay plan effective November 1, 2018** as recommended by Chief Clark: Eric Weis FF/EMT PT \$14.00/hr; Taylor Althammer EMT PT \$14.00/hr; Mathew Estridge FF/EMT \$14.00/hr PT; Liam Herold FF/EMT PT \$14.00/hr; Jennifer Goble FF/EMT-A \$16.00/hr PT; Brian Massey FF/EMT PT \$14.00/hr; Ryan Rhodus FF/EMT PT \$14.00/hr; Melissa Schmitt Paramedic \$17.50/hr PT; Alex Weis FF/EMT PT \$14.00/hr.

##### ***Road Department and Cemetery:***

Seasonal personnel time ended.

**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:** New Pumper/Tanker arrived and was officially accepted on October 10, 2018. Insurance coverage was arranged.

**Road Department Truck:** The unit is in final phases of completion. Should have the unit by the end 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 October 31, 2018**

**Cash Balance as of October 31, 2018: \$1,598,162.43**

- 1) Total Expenditures all funds for October 2018: \$395,638.64 / Revenue: \$80,085.68**
- 2) Total General Fund cash on hand October 2018: \$527,867.58 (33.03%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand October 2018: \$529,214.05 (33.11%) of Total funds**
- 4) *Monthly Revenue and Expenditure Reports by fund are attached to this report.***

**History of Cash Balances**

<b>Fiscal Year 2014</b>	<b>Fiscal Year 2015</b>
Jan-Cash Balance: \$1,380,611.21	Jan: \$1,148,374.71
Feb-Cash Balance: \$ 1,331,175.05	Feb: \$1,158,413.75
Mar-Cash Balance: \$1,259,054.92	Mar: \$1,551,667.37
April-Cash Balance: \$1,546,929.78	Apr: \$1,458,584.04
May-Cash Balance: \$1,524,373.14	May: \$1,477,662.73
June-Cash Balance: \$1,506,977.71	June: \$1,393,267.44
July-Cash Balance: \$1,517,738.15	July: \$1,332,264.37
Aug-Cash Balance: \$1,286,101.15	Aug: \$1,125,949.35
Sept-Cash Balance: \$1,533,842.91	Sept: \$1,449,880.79
Oct- Cash Balance: \$1,444,676.89	Oct: \$1,362,945.99
Nov- Cash Balance: \$1,384,569.72	Nov: \$1,194,472.00
<b>Dec-Cash Balance: \$1,324,682.90</b>	<b>Dec: \$1,093,559.61</b>

### 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

**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.

Mr. Henry also distributed revenue and expenditure reports to the Board. He noted that the Cemetery Fund revenues were down. Mr. Henry also noted that road related funds had been impacted as final invoices had been processed for chip/seal and black mat applications road work.

Mr. Henry also reported that the Township had received a liability insurance premium rebate from OTARMA in the amount of \$1,529.89 and he requested a motion for the record noting receipt of these funds. Mr. Miller made a **motion**, seconded by Mr. Buddo, to accept and record receipt of \$1,529.89 from OTARMA. Upon roll call, all three Trustees voted yes.

Mr. Sullivan added that, in addition to the road project payments, other recent large expenditures included a payment on the firehouse construction debt and the first payment on the new pumper.

### ***Old Business***

***October 2018 Fire/EMS Run Data Summary:*** Mr. Henry provided the run data summary for the month of October and noted the average response time was 7.72 minutes. The busiest day for runs was Fridays and first shift was the busiest shift.

***Nuisance Update:*** Mr. Henry provide the following report to the Board:

### **Complaints/Nuisance Property Notes (November Meeting 2018)**

- **620 Boyle Road:** A real estate LLC has purchased the property after foreclosure proceedings. New owner has been contacted and ordered to clean up the property clean up and remodeling is underway.
- **1624 Morman Road:** A property maintenance company was taking care of the location (house vacant) but stopped. Still no word or action after action taken by the Township.

- **Shady Nook:** Negotiations are near complete for possible sale of the property or least a portion thereof to Duke Energy. The owner still needs more time to work out the details. The attorney for Shady Nook has stated they will donate the property to the County Land Bank.
- **1953 Vanda Avenue:** The property is in foreclosure proceedings. The maintenance company involved was contacted but ignored the Township's verbal order. Still pending.
- **2020 Stahlheber Road:** Property improvements underway and the house is being remodeled.
- **1901 Hamilton Richmond Road:** Received complaints about this vacant location. The property is a mess and the nuisance process will be started.
- **1958 Hamilton Richmond Road?:** Address is not correct; anonymous complaints left about the junky nature of the property. Follow up is underway.

Mr. Henry noted that the correct address for the last property listed in his report had been identified as 1955 Hamilton Richmond Road.

After some discussion, Mr. Buddo made a **motion**, seconded by Mr. Miller, to direct to Administrator to send a letter to the owner of the property at 1901 Hamilton Richmond Road indicating that a hearing to declare the property a nuisance would be scheduled for the December Board or January Board meeting. Upon roll call, all three Trustees voted yes.

Also after some discussion, Mr. Buddo made a **motion**, seconded by Mr. Miller, to direct the Administrator to continue to work with Jim Fox to get the property at 1955 Hamilton Richmond Road cleaned up. Upon roll call, all three Trustees voted yes.

#### ***Other Old Business:***

Under Other Old Business, Mr. Johnson asked for an update regarding repair work on the downspouts at the Firehouse. Mr. Henry reported that a third contractor had been contacted and that other repair issues were also being reviewed.

#### ***New Business:***

***Resolution No. 48-18 – Approve Community Development Block Grant Applications:*** Mr. Henry explained that Resolution No. 48-18 was legislation to authorize the filing of 2018 applications for Community Development Block Grant Funds. The Board discussed the list of potential projects that had been developed with input from the community and determined the following projects as its top three priorities for funding ranked in order as follows: 1. Park Restroom Replacement, 2. Community Center Parking Lot Project and 3. Gene Avenue Bridge Repair. After additional discussion, Mr. Buddo made a **motion** to adopt Resolution No. 48-18, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 48-18**

**Authorizing the Filing of the 2018 Application(s) for Community Development Block Grant Funding and Prioritizing of Projects for Hanover Township**

*Whereas*, the Board of Trustees and Township Administration have reviewed the requirements for the 2018 Community Development Block Grant Program; and

*Whereas*, the Township has several key projects that merit consideration under the Community Development Block Grant Program as suggested by citizens and the Administration; and

*Whereas*, key projects were discussed in two Public Meetings with public input solicited on October 10, 2018 and November 14, 2018 and recommendations were received from the Township Ad Hoc Park Committee through discussions over the last 11 months; and,

*Whereas*, all the projects discussed have been placed on a list for continued consideration and guidance to the Township and are reflected in the attachment herewith,

*Whereas*, the Board of Trustees rate several of these projects as a high priority based upon resident input this year and input received from a 2012 Citizen Survey conducted by Miami University.

***Be it Resolved by the Board of Trustees of Hanover Township, Ohio***

**Section I.** That the Township after considering citizen input as well as recommendations from the Park Committee do hereby authorize three project applications for Community Development Block Grant Funding in 2018-2019 identifying and rating these projects as set forth in the attachment hereto labeled "Attachment to Resolution No. 48-18 CD Project Ratings."

**Section II.** That the Board will commit in kind services and/or direct cash contribution of up to 10% or more for each of the three projects submitted. Amounts are specified in the attachment hereto.

**Section III.** That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit said project applications to the Butler County Community Development Department by November 21, 2018

**Section IV.** That the Board of Trustees acted upon this matter in an open public session and is a reflection of the action taken on November 14, 2018.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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Gregory L. Sullivan  
Fiscal Officer/Clerk

**Resolution No. 49-18 – Brine/Beet Juice Purchase/Butler County Engineer’s Office:** Mr. Henry explained that Resolution No. 49-18 was legislation to authorize the Township’s annual purchase of road brine/beet juice. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 49-18, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

**Resolution No. 49-18  
Authorizing Contract with Butler County Engineer’s Office for Brine/Beet Juice**

**Whereas**, Hanover Township annually enters into various agreements with the Butler County Engineer's Office for a number of services including purchase of certain materials such as road brine/ beet juice;

**Whereas** the Butler County Engineer’s Office meets all applicable State and local requirements through its bid process for road related services and materials; 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 brine/beet juice (.59 per gallon) to assist with Hanover Township's treatment of roadways in the 2018-2019 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 purchasing of road brine/beet juice at \$0.59 per gallon delivered for the 2018-2019 winter season.

**Section II.** That the Township Administrator and Road Superintendent are hereby authorized to file and sign all documents associated therewith including the forwarding of the estimated brine/beet juice 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 14<sup>th</sup> day of November 2018.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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Gregory L. Sullivan  
Fiscal Officer/Clerk

**Resolution No. 50-18 – Renewal Request Electric Aggregation Permit:** Mr. Henry explained that it was time for the Township to renew its permit from the Ohio Public Utilities Commission for electric aggregation and Resolution No. 50-18 was legislation to authorize the Township’s renewal application. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 50-18, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 50-18**

**Approving a Renewal Request for Electrical Governmental Aggregation Permit through the Ohio Public Utilities Commission to serve the Residents of Hanover Township**

*Whereas*, Hanover Township has worked with Energy Alliance to secure the best options for providing cost efficient electrical services to Hanover Township residents; and

*Whereas*, Hanover Township was approved to provide electrical services to qualified residents as authorized by the Ohio Public Utilities Commission through Certificate #17-1132E (1); and

*Whereas*, Hanover Township entered into an agreement with Dynegy Energy Services, LLC in February 2017 to provide cost effective electrical service rates to residents;

*Whereas*, Hanover Township wishes to continue electric aggregation to serve the best interests of the Township.

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

***Section I.*** Resolution No. 50-18 is hereby approved authorizing and approving a renewal application for Electric Governmental Aggregation through the Ohio Public Utilities Commission.

***Section II.*** That the Township Administrator is authorized to sign and execute all documents related thereto including any required Affidavits and continue the relationship with Dynegy and Energy Alliance.

***Section III.*** That this Resolution and signed agreement for services is to be forwarded to the Ohio Public Utilities Commission as soon as practicable.

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 14th day of November 2018.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Douglas L. Johnson

Larry Miller

Jeff Buddo

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\_\_\_\_\_  
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\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

**Records Commission Meeting – December 12, 2018 5:30PM:** Mr. Henry requested that the minutes reflect that in order to meet statutory requirements and approve new direction of storage/destruction of records, a Records Commission meeting will be held on **December 12, 2018 at 5:30PM**. Required participants are the Board President and the Fiscal Officer. The Administrator will present the agenda and issues necessary to cover.

**Motion – Approve 2019 Meeting and Event Calendar:** Based upon prior schedules and recommendations for meetings and special events, the Administration recommended the 2019 schedule be adopted subject to changes that may be necessary to address scheduling conflicts or trainings. Mr. Henry referred the Board members to the recommended schedule in their meeting packets. Mr. Buddo requested that the February meeting date be changed to February 20. Mr. Miller made a **motion** to approve the 2019 Schedule of Meetings and Events for Hanover Township as amended by Mr. Buddo's request. The motion was seconded by Mr. Buddo. After additional discussion, the Fiscal Officer called the roll and all three Trustees voted yes.

**Consideration – Volunteer and Employee Appreciation Holiday Function:** Mr. Henry explained that the Board of Trustees decides on annual basis whether to express appreciation for service by community volunteers and employees for the year. In order to hold such a recognition in 2018, it is necessary for the Board to decide whether to proceed or not in order to set up a program. Mr. Henry recommended that Saturday December 15, 2018 be set aside for a program at the Community Center should the Board decide to proceed. Expenses would include food, recognition items, soft drinks and miscellaneous items (such as table cloths) for the event as well as suspension of the policy for the Community Center regarding alcohol for that date only. Mr. Henry noted it appeared costs would be similar to what was expended the last two years after sponsor donations are considered. A **motion** was made by Mr. Buddo, seconded by Mr. Miller, to approve payment for expenses associated with the 2018 Volunteer and Employee Appreciation/Recognition Holiday Function to thank volunteers and employees at an amount not to exceed \$1,200.00 as well as to suspend the policy for the Community Center regarding alcohol for the same date. After additional discussion, the Fiscal Officer called the roll and all three Trustees voted yes.

**Liquor License Fees (Two Businesses) – Information for the Record:** Mr. Henry reported for the record that the Township received notification of liquor licensing fees distribution to the Township from the Ohio Division of Liquor Control. Mr. Miller made a motion, seconded by Mr. Buddo, to accept for the record the notification from the Ohio Division of Liquor Control. A roll call vote was taken, and all three Trustees voted yes.

**Motion – Transfer of Funds:** Mr. Henry reported that Millville Cemetery burials have been significantly lower than in the past few years. As such revenue generation is lower and the Cemetery fund requires a transfer to balance out for the rest of the year. After consultation with the Fiscal Officer, it is recommended by the Administration that a fund transfer be approved allowing for the transfer of \$35,000 from General Fund 1000 to Cemetery Fund 2041.

Mr. Miller made a **motion** to approve the transfer of funds totaling \$35,000.00 from General Fund 1000 to Cemetery Fund 2041. Motion was seconded by Mr. Buddo. After discussion, the Fiscal Officer called the roll and all three Trustees voted yes.

**Resolution No. 51-18 – Then and Now Issues:** Mr. Henry explained this resolution was routine “then and now” housekeeping legislation required by the State Auditor. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 51-18, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 51-18**

**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) \$111,727.70: (Fund 2021) For Strawser Construction, Inc (Black Mat- Road Program)**
- B) \$40,000.00: (Fund 2031) For Miller Mason Paving Co. (Chip Seal- Road Program)**
- C) \$45,198.26: (Fund 2231) For Miller Mason Paving Co. (Chip Seal- Road Program)**

**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 14th day of November 2018.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/Clerk

***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 October 2018; an Ohio Township Association legislative update; a Thank You note which accompanied a \$50 contribution to the Township from a sorority; a list of organizations and individuals who contributed to the Haunted Harvest and Veterans Day events; a Medicount Management Report for September 2018; and a copy of the Coalition for a Healthy Community newsletter.

Also under Other New Business, Mr. Sullivan reported that he had received several compliments from residents regarding the Township newsletter. The Newsletter was scheduled for publication once the new Fire Pumper/Tanker arrived and hopefully out o the public before Veterans Day which was accomplished. Compliments to Julie Prickett and Bruce Henry for writing the articles and getting timely information to residents.

Also under Other New Business, Chief Clark reported that the Fire Department has applied for a \$7500 Ohio Fire Marshal grant for equipment purchases. Chief Clark reported that the grant required a 10% local fund match. Mr. Miller made a **motion**, seconded by Mr. Buddo, to authorize the application for a \$7500 grant from the Ohio Fire Marshal and to authorize the 10% local fund match. 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. Miller moved, seconded by Mr. Buddo, to adjourn the Board of Trustees meeting. Upon roll call, both Trustees voted yes.

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

***Douglas L. Johnson, President:*** \_\_\_\_\_

***Larry Miller, Trustee:*** \_\_\_\_\_

***Jeff Buddo, Trustee:*** \_\_\_\_\_

Date: \_\_\_\_\_

***Verified by: Greg Sullivan, Fiscal Officer:*** \_\_\_\_\_