



**Hanover Township Board of Trustees  
February 21, 2024 Meeting Minutes**

**Call to Order:** Board President Douglas L. Johnson called the meeting to order at 6:00 PM. Mr. Johnson led the opening ceremonies and gave the opening invocation.

**Roll Call:** Mr. Greg Sullivan, Fiscal Officer/Clerk took a roll call with Messer's Miller and Johnson present. Mr. Buddo excused absence. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner, BCSO Deputy Tanner and Phil Clark, Fire Chief.

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Johnson, to approve the January 24, 2024 regular meeting minutes and approve warrants for release/distribution as well as approval of reports. Upon roll call Mr. Miller and Mr. Johnson voted yes to approve all.

**Guest Presentation:** No guest presentations.

**Citizen Participation:** No one wished to address the Board.

**Administration Reports**

**Law Enforcement:** Deputy Tanner gave the following report for the month of January 2024:

**Butler County Sheriff's Office**  
**District #18**  
**Hanover Township Contract Cars**  
**Monthly Report for January 2024**

**Activity Area**

**Month Totals\***

**YTD**

- Dispatched Calls:177 177
- Felony Reports: 00 00
- Misdemeanor Reports: 09 09
- Non-Injury Crash: 05 05
- Injury Crash: 04 04

**Total Reports: 18.....018**

- Assists/Back Up: 30 30
- Felony Arrests: 00 00
- Misdemeanor Arrests: 02 02
- OMVI Arrests: 00 00

**Total Arrests: 02 .....02**

- Traffic Stops: 08 08
- Moving Citations: 16 16
- Warning Citations: 01 01
- Civil Papers Served: 0 00
- Business Alarms: 0 00
- Residential Alarms:09 09
- Special Details: 12 12
- COPS Times: 5,200 (*Min.*) 5,200 Min.
- Vacation Checks: 22 22

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

**Hanover Township Fire Department**  
**Monthly Report for January 24, 2024- Phil Clark Fire Chief**

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

	<b>Month</b>	<b>YTD</b>
• Emergency Medical Operations/Squad Runs:	62	62
• Motor Vehicle Accidents:	10	10
• Fire Runs:	13	13
• Fire Inspections:	00	00

- Knox Box Details 00 00
- Other 00 00
- Total for the month: **85 Runs/Operations**  
**( Fire/EMS Runs)**

**Total Year 2024: 85 Runs/Operations**

(January 2023: 65 Runs/Operations)

Total for 2022	1010	
Total for 2021	1075	
Total for 2020	870	
Total for 2019	879	
Total for 2018	777	
Total for 2017	689	
Total for 2016	705	
Total for 2015	733	
Total for 2014	809	<i>5 year average (2017-2021): 858</i>
Total for 2013	750	<i>Run Increase Since 2007: 358</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	



**SUPERINTENDENT'S REPORTS**  
**(February 21, 2024)**

Millville Cemetery Operations Report January 1 through January 31, 2024

4 Graves sold to Township residents (@ \$1,400)-----	5,600.00
0 Graves sold to nonresidents (@ \$1200)-----	0.00
0 Old resident graves-----	0.00
7 Full Interments-----	10,000.00
0 Baby interments-----	0.00
1 Cremations-----	800.00
Foundation and Marker installation fees-----	0.00
Grave Transfer-----	0.00
Donations-----	0.00
<b>Total: -----</b>	<b>\$16,400.00</b>

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. pick up and removed flowers from stones

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

1. Took down holiday lights from the Community Center.
2. Performed a road check after high winds and picked up downed limbs.
3. Removed the holiday lights recycling drums and took them to the scrap yard.
4. Picked up a dumped refrigerator on Woodbine Road.
5. Performed ice and snow control on January 6, 13, 16, 19, 20 and 23.
6. Cleaned trucks and snow equipment after snow events.
7. Worked on equipment.
8. Filled out yearly stormwater report.
9. Performed monthly truck, park, and stormwater inspections.

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Administrator **January** Summary Report  
(February 2024)

- **American Relief Fund Act: ARPA) Ongoing- Board of Commissioners Allocation):**  
Continued working with County and submitted three project proposals for consideration trying to meet the ;public statements made by the County regarding use of the funds. These projects were generally approved for submission by the Board of Trustees at the December 2024 Board meeting. Also prepared follow up documents required by the County. There is to be a briefing in February to review the projects and answer questions from the Townships.

- **Park Restroom Project:** Reviewing specs with the Architect and looking ahead to a new bid date since no bids were received and a new solicitation will need to be developed. Improved detail on sanitary system.
- **Community Development Block Grants:** Based upon the project ratings approved by the Board of Trustees, the Township Administrator met with various contractors to development estimates for grant preparation. Work was completed on three applications with said grants submitted on November 3rd as required. Went to a follow up meeting with County grant officials to discuss the Township's applications. No word from the County as to status in January 2024.
- **Fire Department Grants: Ongoing:** Worked with Lt. Baden on grants for the Fire Department. Grants pending included the State Fire Marshall's Office (Radio related equipment, OTARMA (Piece of repair equipment) and BREC Community Connections.
- **Fiscal Operations- Ongoing:** Continued monthly analysis of the financial condition of the Township and working in planning of projects identified by the Board for implementation.  
Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly Board meeting. Prepared Trustee packets and reports.
- **Reviewing Pay Plan and Salary Points:** to determine methods to retain personnel for the long term.: The Board of Trustees decided to provide a holiday greeting and gift cards to thank volunteers and employees for their service in 2023. The greeting and gift cards were handled by the Township Administrator in behalf of the Board of Trustees.
- **Healthy Community Coalition (Talawanda School District):** Continued discussions with the Coalition regarding Township events and potential service programs to serve the residents. Arranged a date to address the Board of Trustees.
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- **State Reporting:** Completed and filed reports to the State of Ohio for State Employment Relations Board, Bureau of Workers Compensation and Public Employment Risk Reduction Program.
- **Open Burning: Ongoing-** Despite the change in weather, open burning continues to be a problem in some areas. The Administration fielded a number of phone calls related to complaints and questions regarding the law. Information is being distributed to the public.
- **Nuisances and General Complaints:** Fielded several calls and visited various properties to ascertain if the property condition violated debris, Junk Vehicle or dilapidated structure statutes under Township law. All orders will be sent in February-March 2024.

- **Catch Basin Repairs: No Progress.** Still working on how to bid out the work needed for the failing catch basins. Road crew has been making some repairs. Scheduling a partial list for the 2022-2023 construction season. ARF Act funding pending for some of these catch basins.
- **Wencella Drive Drainage Issues: Ongoing/No change-** The problem exists outside the right of way. (Still trying to figure out how to deal with the private property and R/W issues and financing- **still pending- no change.**

### **Personnel Actions and Other Items of Note**

*January - February 2024:*

#### ***Fire Department/ Hire Subject to Conditions***

Hire: Jessica Eubanks 2410 Ross Hanover Road Hamilton, Ohio 45013 as an EMT-B at a rate of \$17.00 per hour on station subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

Hire: Jackson Connell 878 Elizabeth Drive Hamilton, Ohio 45013 as Firefighter/ EMT-B at a rate of \$18.00 per hour on station subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

#### **Cemetery**

No new hires.

### **Fiscal Year 2020**

**Jan- Cash Balance: \$1,665,256.35**

**Feb- Cash Balance: \$1,672,757.34**

**Mar-Cash Balance: \$2,308,393.51**

**Apr- Cash Balance: \$2,230,590.13**

**May-Cash Balance: \$2,192,706.20**

**June- Cash Balance: \$2,2906,35.31**

**July- Cash Balance: \$2, 185,119.72**

**Aug- Cash Balance: \$2,281,130.53**

**Sept- Cash Balance: \$2,578,948.20**

**Oct- Cash Balance: \$2,32,780.90 (Excludes CARES Funding; If included balance is \$2,859,129.29**

**Nov- Cash Balance: \$2,446,861.80 (Excludes CARES Funding; If included balance is \$2,728,043.24**

**Dec- Cash Balance: \$2,436,152.18 (Includes \$35,374.23 CARES Revenue)**

### Fiscal Year 2021

Jan- Cash Balance: \$2,327,500.47  
Feb- Cash Balance: \$2,555,744.03  
Mar- Cash Balance: \$2,326,232.58  
Apr- Cash Balance: \$2,936,429.83  
May- Cash Balance: \$2,865,179.70  
June- Cash Balance: \$2,814,391.86  
July- Cash Balance: \$3,162,801.28  
Aug- Cash Balance: \$3,018,684.99  
Sept- Cash Balance: \$3,529,740.57  
Oct- Cash Balance: \$3,487,179.01  
Nov- Cash Balance: \$3,355,784.52  
Dec- Cash Balance: \$3,269,634.31

### Fiscal Year 2022

Jan- Cash Balance: \$3,106,359.45  
Feb- Cash Balance: \$3,061,133.65  
Mar- Cash Balance: \$3,780,417.05  
Apr- Cash Balance: \$3,703,934.16  
May- Cash Balance: \$3,643,272.43  
June- Cash Balance: \$3,498,499.98  
July- Cash Balance: \$3,866,009.07  
Aug- Cash Balance: \$3,903,052.77  
Sept- Cash Balance: \$4,264,684.95  
Oct- Cash Balance: \$4,201,970.71  
Nov- Cash Balance: \$4,092,018.29  
Dec- Cash Balance: \$4,039,299.87

### Fiscal Year 2023

**January Cash Balance: \$3,559,160.92**  
**February Cash Balance: \$3,475,575.97**  
**March Cash Balance: \$3,496,580.72**  
**April Cash Balance: \$4,121,487.83**  
**May Cash Balance: \$3,861,490.93**  
**June Cash Balance: \$3,739,555.00**  
**July Cash Balance: \$3,675,692.32**  
**August Cash Balance: \$3,496,048.90**  
**September Cash Balance: \$4,067,959.69**  
**October Cash Balance: \$3,996,729.39**  
**November Cash Balance: \$3,722,684.18**  
**December Cash Balance: 3,673,455.14**

### Of Note- Budget Information

- 1) Total Expenditures all funds for January 31:: \$265,483.03 / Revenue: \$68,625.75
- 2) Total General Fund cash on hand January 31: \$1,319,748.54 (37.88%) of Total funds
- 3) Total Fire/EMS Fund cash on hand January 31: \$552,897.09 (18.20%) of Total funds
- 4) *Monthly Revenue and Expenditure Reports by fund for this month of 2024 are attached to this report. See charts of expenditures and revenues.*

### General Notes and Observations

June 2019: The General Fund and Fire/EMS funds are holding consistent and moderately strong. Payments for equipment will hit these funds later in the year. General Obligation Bonds/Requirements being reviewed for possible changes more favorable to the Township. Goals for major purchases approved by the Board are being completed.

August 2019: The Fire Department Fund has been impacted by equipment purchases and station repairs. With the increased cost of personnel, fund revenues and expenditures must be continuously evaluated to insure that revenues levels are sufficient to maintain at a high level the primary functions of the department. For the Road Department two major pieces of equipment will come on line for scheduled payments impacting the overall available funds.

November 2019: Looking ahead with the Fiscal Officer regarding operational budgets and future levy requirements to insure that Hanover Township remains on a sound financial basis especially in light of capital requests that will be facing the Township.

December 2019: Examining switch over requirements for lowering Fire Dept. BWC premiums. Seeking reclassification to a better premium code.

February 2020: Received preliminary approval for reclassification of premium rating code for the Fire Department to lower payments. Awaiting final letter of approval to result in lower payments. Monitoring Fire Department staffing costs and increased payroll as the department seeks to improve response and coverage.

March/April: Due to COVID-19 circumstance several Community Center rentals were cancelled and refunds made. Revenue for facility rentals in the General Fund will take a hit in revenue generation. Gas Tax and Local Government revenues have experienced decreases due to COVID-19 issues/economics.

July/August/September: Will be evaluating revenue situation when tax settlements are received to determine what projects can be addressed in consultation with the Board of Trustees. Gas Tax and Local Government fund experienced decreases earlier but appear to be on the rebound. Cemetery revenue is increasing as well.

November 2020: Finishing up CARES Act purchases and payroll expenses to be completed or encumbered by November 20, 2020. Evaluating project list for 2021 to present to the Board.

December 2020: Evaluating final year expenditures and will be examining balances and outstanding issues as the Township moves into 2021. A number of projects are on hold due to the COVID-19 impact on revenues. In January 2021, fund balances and carry over as well as property valuation numbers will be analyzed. The Township must operate on carry over balances until tax settlements are received in April 2021.

January- March 2021: Fund balances and carry over as well as property valuation numbers will be analyzed the first quarter. The Township must operate on carry over balances until tax settlements are received in April 2021.

Also, the impact of COVID-19 on revenues and expenditures will be evaluated. Examining new COVID-19 Relief Bill for allocations to Townships.

June- July 2021: The Township should review what can be funded through the American Relief Act for Townships and develop a priority list of projects and costs. Need to schedule a work session in August and/or September to develop a project/program list.

August-September 2021: Must review and address rising costs of Fire/EMS operations and revenue that is not increasing at the same rate. Future consideration necessary to address level levy revenue.

October 2021: Analyzing American relief Fund Act regulations and forwarded Township projects for legal review under the Act. Once an opinion is rendered, a special Board meeting will need to be called for review.

November 2021: No word from legal counsel- American Relief Fund Act funds and their use. Administration is still running short. Road and Cemetery slowing getting back to full strength.

December 2021 through February 2022: Due to illness and furlough, the administration is still operating short-handed.

Township officials will review legal counsel opinions and updated Treasury regulations regarding the use of American Relief Act funding. Priority decisions on key projects and programs to be established by the Board of Trustees.



**March/April:** Reviewing comprehensive project listing of major projects need for the next 5-7 years. Prioritizing projects for ARF funding for the next two years.

**June to September 2022:** Finalize Township project priorities to be funded through ARF Act. Determine means for funding the Gene Avenue Project and begin planning for Community Center Parking lot.

**October to November 2022:** Need to finalize 2023 Road Program and use of county and local ARPA funds.

**December 2022/April 2023:** Once received from various sources, a review of projects and how they will be financed should be prioritized. Payment for the Gene Avenue Culvert Project will be due.

**May/June 2023:** Restroom project a priority and must work with architects to get the project started. Also examining budgets to address road projects and Fire Department issues.

**July/August:** Finalizing work drawings on the Park Restroom and Road Department projects. Trustees to review overall finances and Fire Department future financing.

**October/November:** Working on implementing Park Restroom Project, Community Center Parking Lot Construction Project and Road Department Improvements. Developing information for additional County ARPA funds allocation.

**December 2023:** Examining Impact of increased costs associated with all operations and possible strategies to address these issues.

**January-February 2024:** Evaluating Fund Balances and estimated 2024 Revenue and Expenditures to ascertain which needed projects can move ahead. Need a strategy session with the Board of Trustees.

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**Old Business**

**ARPA:** Mr. Henry presented an update on the proposed ARPA \$150,000.00 allocation from the County to Hanover Township. Follow up paperwork has been submitted for the money to be for the Park Restroom sanitary system.

**BCEO Road Paving Bids:** Mr. Henry presented the original estimate for paving through BCEO which was set at \$298,966.01. When bids were received for paving, Hanover Township's portion was \$287,756.45 or \$11,209.56 below the estimate. Black Mat and Retrace figures are yet to come.

**Electric Aggregation:** In the Board packet there was a template letter from Dynegy which is being sent to residents not currently covered. The format is the one specified by PUCO. The rate is 6.999 cents per kWh through April 2025.

**New Business**

As part of the follow up documents to be sent to Butler County, the next resolution confirms and approves budget and appropriation standard operating procedures.

**Resolution No. 21-24**

**Confirming and Approving Budget and Appropriation Standard Operating Procedures**

**WHEREAS**, the Board of Trustees of Hanover Township is a “political subdivision” having authority to participate and receive various funding grants at the federal, state and local levels; and

**WHEREAS**, the Fiscal Officer and Township Administrator have prepared a summary outline of the budget and appropriation standard operating procedures that the Township follows which is attached; and

**WHEREAS**, from time to time agencies request a copy of the these procedures to insure adequate controls are in place for the implementation of grants and other allocation of funds; and

**NOW THEREFORE BE IT RESOLVED:**

**RESOLVED**, that the Board of Trustees of Hanover Township confirm and approve the Budget and Appropriations Standard Operating Procedures as prepared by the Fiscal Officer and Township Administrator and attached herewith.

**RESOLVED**, that the Board of Trustees of Hanover Township authorizes the Township Fiscal Officer and/or Township Administrator to provide copies of the attachment to requesting agencies.

The foregoing resolution was adopted in an open public special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 21th day of February 2024.

***Board of Trustees***

***Vote***

***Attest:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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\_\_\_\_\_

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Gregory L. Sullivan  
Fiscal Officer/ Clerk

**Moved by** Mr. Miller, seconded by Mr. Johnson to approve Resolution No. 21-24. After discussion, Mr. Sullivan called the roll with Trustees Miller and Johnson voting yes.

Attachment:

***Hanover Township Butler County Ohio  
Budget and Appropriation Procedures***

Hanover Township budgets on a line-item basis, for which ample controls are in place to ensure appropriations are in-line with the intent of the Board of Trustees, as the Hanover Township's duly-elected legislative body.

As required by statute, an Operating Budget is prepared by the Fiscal Officer in conjunction with the Township Administrator pursuant to Ohio Revised Code Provisions.

The County Auditor's Office subsequently appropriates budget lines individually, based upon a Budget Resolution adopted by the Board of Trustees for the subject fiscal (calendar) year, illustrating and setting the Board's adopted budget (the "Budget"), including estimated ending balance of the previous fiscal year and estimated revenues for the subject fiscal year and projected expenses for each line of the General Fund and all Special Revenue funds.

Throughout the year, situations arise where elected offices, departments, agencies, or other entities, request expansion or amendments to their respective budgeted line items. Modifications to the adopted Budget may be submitted to the Board of Trustees in two ways: 1) Budget Transfers and 2) Budget Appropriations. Budget Transfers are submitted to reallocate resources from one budget line to another (sub line items-intra fund transfers are acceptable), while Budget Appropriations provide new funding to the line item identified. Regardless, in both instances, the requested transfer or appropriation must not exceed the adopted Budget's appropriations as certified by the Butler County Budget Commission unless subsequently amended by the Budget Commission. In all instances, appropriations cannot exceed the Auditor's Office's established certificate of estimate resources. This control is set by the Auditor's Office upon original budget entry.

Upon determination the requested transfer or appropriation complies with the limits set by the Budget Commission if necessary, the Township Administrator and/or Fiscal Officer prepares financial requests, requiring Board of Trustees' approval.

Each month during the Board of Trustees regular meeting, the Township Administrator presents summary expenditures and revenues for each fund for which the Board is responsible. The Fiscal Officer also prepares a detailed revenue and expenditure report which is reviewed by the Township Administrator. Any items that need the attention of the Board of Trustees as the result of the detailed reports are presented during the regular meeting for review.

During the first organization meeting of the Board of Trustees in January, resolutions are approved for transfer of funds among sub line items, not affecting total fund balances, authorizing the Fiscal Officer to open large purchase orders up to \$35,000.00 and to open general purchase orders for Township expenditures in a given year.

All major capital items and major repairs are required to be set forth within budget line item approvals. Any new or unexpected expenditures requires the approval of the Board of Trustees.

Grants and federal funded projects are assigned a special line item or fund identifiers to assist in proper tracking and reporting that may be required. The Fiscal Officer and Township Administrator monitor the use and expenditures associated with these funds. Any special requirements regarding procurement or expenditure of these funds are presented for approval by the Board of Trustees.

(Reference Resolution No. 21-24)

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The next item is setting forth the project designation as requested by the County for the ARPA funding.

**Resolution No. 22-24**

**Designation of Project Regarding Participation with The Butler County Board of County Commissioners for the Use of ARPA Funds (\$150,000.00)**

**WHEREAS**, the Board of Commissioners of Butler County, Ohio received federal funds pursuant to the American Rescue Plan Act of 2021 (“ARPA”) and has allocated part of those funds for townships up to \$150,000.00; and

**WHEREAS**, the Board of Trustees of **Hanover** Township is a “political subdivision” having authority to participate and receive ARPA funds for projects that qualify under the federal regulations; and

**WHEREAS**, the Board of Trustees of **Hanover** Township, has identified three projects after much discussion based upon the information put out by the Board of Commissioners and submitted three projects to the Board of Commissioners for review; and

**WHEREAS**, the Board of Trustees of **Hanover** Township and the Board of Commissioners of Butler County, Ohio may enter subrecipient arrangements to spend ARPA Funds on qualified projects ; and

**WHEREAS**, **Hanover** Township was advised by the County that all three projects were acceptable to the County and follow up reporting is required to identify how the ARPA money is to be spent based upon this approval; and

**WHEREAS**, the Board of Commissioners of Butler County Ohio have adopted the Butler County Uniform Guidance Policies which is in compliance with the Federal requirements pursuant to 2 C.F.R. 200 which includes internal controls (2 CFR 200.303), a procurement policy ( 2 CFR 200.318(a)), and standards of conduct (2 CFR 200.318(b)); and

**WHEREAS**, the Board of Trustees of **Hanover** Township, in order to be in compliance with the Federal requirements pursuant to 2 C.F.R. 200, including internal controls (2 CFR 200.303), a procurement policy (2 CFR 200.318(a)), and standards of conduct (2 CFR 200.318(b)), as adopted the Butler County Uniform Guidance Policies in its entirety and in general as set forth in Resolutions No.42-22 51-23 and 20-24,

**NOW THEREFORE BE IT RESOLVED:**

**RESOLVED**, that the Board of Trustees of **Hanover** Township, after reviewing the information provided by the County as presented by the Fiscal Officer and Township Administrator has decided to approve the use of ARPA funds and hereby designate the use for the approved use of funds for the Hanover Memorial Park Restroom project for the sanitary system and ADA compliance related thereto.

**RESOLVED**, that the Board of Trustees of **Hanover** Township authorizes the Township Fiscal Officer to set up proper accounting procedures and report as required as to the use of funds. Further, the Township Administrator is authorized to proceed with the project and coordinate with eth Fiscal Officer in submitting required information.

**RESOLVED**, that the Board of Trustees of **Hanover** Township directs that this resolution be deliver to Judi Boyko, representing the Board of County Commissioners.

The foregoing resolution was adopted in an open public special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 21st day of February 2024.

*Board of Trustees*

*Vote*

*Attest:*

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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Gregory L. Sullivan  
Fiscal Officer/ Clerk

**Moved by** Mr. Miller, seconded by Mr. Johnson to approve Resolution No. 22-24. After discussion, Mr. Sullivan called the roll with Trustees Miller and Johnson voting yes.

**Approving BREC Grant Requests:**

**Resolution No. 23-24**

**Authorizing the Filing of February 2024 Applications for the Butler Rural Cooperative Community Connections Grant Program**

Whereas, the Township Administrator has reviewed the requirements for the February 2024 Community Connections Grant program sponsored by the Butler Rural Electric Cooperative; and,

Whereas, the Township has established priorities to serve the residents of the Township the cost of which exceeds available revenues especially in the areas of Fire/EMS Operations, Road Department functions, Community Center Operations and Cemetery functions; and,

Whereas, the Board of Trustees rates basic services such as those items that relate to serving the emergency needs of the public as a high priority and recognize the need for the continued development of the Hanover Township Memorial Park, Community Center and programming that serves the overall best interests of Township residents; and,

Whereas, the projects submitted for Community Connections Funding have no assigned funding source but the Township will continue to focus on key priorities,

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

**Section I.** That Board authorizes up to two applications to be submitted at the Township Administrator’s discretion to the Butler Rural Cooperative Community Connections Program by the end of February 2024.

**Section II.** That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit up to two applications referenced herein that address Township priorities.

**Section III.** That the Board of Trustees acted upon this matter in an open public meeting on February 21, 2024 and in accordance with applicable statutory requirements.

*Board of Trustees*

*Vote*

*Attest:*

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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

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Whereas, the Township has established priorities to serve the residents of the Township the cost of which exceeds available revenues especially in the areas of Fire/EMS Operations, Road Department functions, Community Center Operations and Cemetery functions; and,

Whereas, the Board of Trustees rates basic services such as those items that relate to serving the emergency needs of the public as a high priority and recognize the need for the continued development of the Hanover Township Memorial Park, Community Center and programming that serves the overall best interests of Township residents; and,

Whereas, the projects submitted for Community Connections Funding have no assigned funding source but the Township will continue to focus on key priorities,

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

**Section I.** That Board authorizes up to two applications to be submitted at the Township Administrator’s discretion to the Butler Rural Cooperative Community Connections Program by the end of February 2024.

**Section II.** That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit up to two applications referenced herein that address Township priorities.

**Section III.** That the Board of Trustees acted upon this matter in an open public meeting on February 21, 2024 and in accordance with applicable statutory requirements.

***Board of Trustees***

***Vote***

***Attest:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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

**Moved by** Mr. Miller, seconded by Mr. Johnson to approve Resolution No. 23-24. After discussion, Mr. Sullivan called the roll with Trustees Miller and Johnson voting yes.

**Fire Station Shower Repair:**

Fire Chief Phil Clark has determined that the Showers at the Hanover Township Fire Station are in disrepair and need to be replaced. The Chief secured a proposal from B&C Bath company for a price of \$15,000.00. The proposal is attached.

Motion by Mr. Miller, seconded by Mr. Johnson, to approve and authorize a contract with B&C Bath company for \$15,000.00 to repair/replace showers at the Hanover Township Fire Station.. After discussion, Mr. Sullivan called the roll with vote being: Trustees Miller and Johnson voting yes.

**Medicount Addendum:**

The Fire Chief has requested that an addendum to the previously approved contract with Medicount Management be approved to provide for providing 4 Ipads (Apple) with Wi Fi/ cellular (Verizon) and 4 Otter box covers to the Fire Department to assist with reporting. An Administrative Fee of \$10.00 per invoice for each third party cost paid by Medicount would be assessed.

**Motion:** Authorize the Township Administrator to approve and execute an Addendum to the Medicount Contract in force with the Township as described above.

Moved by: Miller, Seconded By: Mr. Johnson  
After discussion, Mr. Sullivan called the roll with the vote as follows: Trustees Miller and Johnson voting yes.

**Verizon New GSA Schedule:**

Hanover Township previously authorized in 2020 the Government Services Schedule and the Township Administrator signed the schedule/Purchase Order form. A new schedule has been set forth by the Federal Government and Verizon is requesting the approval of the new GSA Schedule through Verizon. The new schedule takes into account inflationary costs since 2020 but still provides a cost savings to government agencies.

**Motion:** Authorize the Township Administrator to approve and execute the new GSA Schedule through Verizon as described above.

Moved by: Mr. Johnson, Seconded By: Mr. Miller.  
After discussion, Mr. Sullivan called the roll with the vote as follows: Trustees Miller and Johnson voted yes.

**OTARMA Grant Award:**

Working in conjunction with the Fire Department, Hanover Township submitted an OTARMA Safety Grant request for equipment for the 2023 year. OTARMA notified the Township on February 5th that a \$1000.00 grant had been approved and the check was received. For the record a motion is need to document this action.

Motion by Mr. Miller, seconded by Mr. Johnson, to acknowledge the OTARMA Grant Award and receipt of a \$1000.00 check for the Fire Department. After discussion, Mr. Sullivan called the roll with vote being: Trustees Miller and Johnson voted yes.

**BCEO Salt Agreement:**

**Resolution No. 25-24**  
**Authorizing Action Taken to Secure 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 2024-2025 winter season; and

Whereas, in order to meet deadlines established by the Butler County Engineer's Office for bidding, the Township Administrator forwarded the quantity estimate for Hanover Township prior to the Township Meeting,

***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 approves the action taken by the Township Administrator entering into an agreement to participate with the Butler County Engineer’s Office for the bidding and purchasing of road salt for the 2024-2025 winter season.

***Section II.*** That the Township Administrator and Road Superintendent are hereby authorized to file and sign all documents associated herewith for finalization of the contract.

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 21st day of February 2024.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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

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

**Moved by** Mr. Miller, seconded by Mr. Johnson to approve Resolution No. 25-24. After discussion, Mr. Sullivan called the roll with Trustees Miller and Johnson voting yes.

:

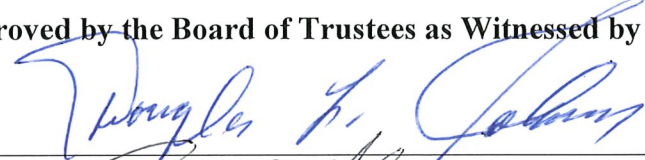
**Miscellaneous Correspondence:**

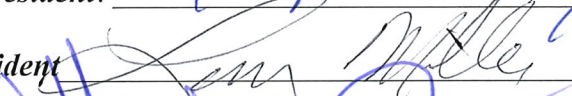
- 1. **Butler County Building Permit Report- Not Received as of this Date**
- 2. **OTA Legislative Update- No Report for January 2024**
- 3. **Medicount Management Report for December 2023**
- 4. **Notice: County Engineer's Seminar 2/29/24**
- 5. **Notice: Butler Rural Electric Golf Outing 8/9/24**
- 6. **Butler Rural Electric Notice- Annual Report**
- 7. **Butler County Solid Waste Management Information**
- 8. **Other**

There being no further business for the Board to take up, Mr. Miller **moved** to adjourn the Board meeting which was seconded by Mr. Johnson. Mr. Sullivan called the roll with Trustees Miller and Johnson voting yes.

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**February 21, 2024 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:**

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

*Larry Miller, Vice President:* \_\_\_\_\_ 

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

Date: 3/20/2024

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