



**Hanover Township Board of Trustees  
October 9, 2019 Meeting Minutes**

**Call to Order:** Board President Larry Miller 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 Miller, Buddo and Johnson present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Clark and BCSO Deputy Tanner. Project Coordinator Julie Prickett arrived during the Old Business portion of the meeting.

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Buddo, to approve the September 11, 2019 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:** There were no guest presentations scheduled. Judge Noah Powers was in attendance.

**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 September 2019:

**Butler County Sheriff's Office**  
**District #6**  
**Hanover Township Contract Cars**  
**Monthly Report for September 2019**

**Activity Area**

**Month Totals\***

**YTD**

- Dispatched Calls: 236 1962
- Felony Reports: 02 22
- Misdemeanor Reports: 20 160
- Non-Injury Crash: 07 89
- Injury Crash: 04 34

**Total Reports: 33.....304**

- Assists/Back Up: 43 242
- Felony Arrests: 00 00
- Misdemeanor Arrests: 04 47
- OMVI Arrests: 00 00

**Total Arrests: 04 .....44**

- Traffic Stops: 15 135
- Moving Citations: 16 138
- Warning Citations: 03 24
- Civil Papers Served: 0 08
- Business Alarms: 4 13
- Residential Alarms: 07 55
- Special Details: 21 143
- COPS Times: 5,200 (*Min.*) 46,800 Min
- Vacation Checks: 07 118

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Reporting: Prepared by BEH.

Mr. Johnson expressed concern regarding Township contract cars responding to calls for service in the Village of Millville. Mr. Miller requested that Mr. Henry follow-up with the Sheriff's Office.

**Fire/EMS:** Chief Clark presented the following report for the month of September 2019:

**Hanover Township Fire Department**  
**Monthly Report for September 2019- Phil Clark Fire Chief**  
**(Presented in October 2019)**

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: | 53           | 497        |

• Motor Vehicle Accidents:	05	65
• Fire Runs:	14	114
• Fire Inspections:	00	03
• Knox Box Details	00	00
• Other	00	00
• Total for the month:		<b>72 Runs/Operations ( Fire/EMS Runs)</b>

**Total Year 2019: 679 Runs/Operations**

		(Sept. 2018: 74 Runs/Operations)
.....		
Total for 2018	777	
Total for 2017	689	
Total for 2016	705	
Total for 2015	733	
Total for 2014	809	<i>5 year average: 743</i>
Total for 2013 2006	750	<i>13 Year Average: 707 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 September 2019:

**SUPERINTENDENT'S REPORTS  
(October 9, 2019)**

Millville Cemetery Operations Report September 1 through September 30, 2019

2 Graves sold to Township residents (@ \$610)-----	\$1,220.00
0 Graves sold to nonresidents (@ \$895)-----	\$ 0.00
0 Old resident graves-----	\$ 0.00
4 Full Interments-----	\$ 4,100.00
0 Baby interments-----	\$ 0.00
2 Cremations-----	\$ 800.00

Foundation and Marker installation fees-----	\$2,440.60
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00
<b>Total: -----</b>	<b>\$ 7,760.60</b>

Other Cemetery activities:

1. Fixed graves
2. Cleaned the office and garage
3. Picked up and removed flowers from stones
4. Cut grass four times
5. Weed eat four times
6. Set 2 Veteran markers

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

1. Finished third round of roadside mowing.
2. Picked up a deer carcass on Stahlheber Road.
3. Performed cold patching in potholes.
4. Put #2 stone in a washed-out ditch on Stahlheber Road.
5. Placed broken up concrete around a culvert on Stahlheber Road.
6. Picked up fallen limbs on Township roads.
7. Trimmed trees in the entrance to the Woods of Hanover and the walking trail.
8. Hauled playground wood chips and placed them in the Park Playground area.
9. Dug out and poured a bench slab in the Park.
10. 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 2019)

- **Fire/EMS Run Data:** Dispatch Log information for September 2019; Prepared summary overview of data.
- **Fire Department:** Worked on background checks for possible new hires. Spoke with Dr. Jeffrey Best, Psychologist, regarding fitness for duty evaluations.
- **Road Department:** Finished financing documents and payment schedule. Tractor arrived and was inspected. First payment was made.
- **2020 Road Program:** Scot Gardner and Bruce Henry met with the staff of the County Engineer's Office to go over our 2020 proposed program and other important projects. Drainage issues associated with Stahlheber Road and Krucker Road were discussed.

- **Community Development Block Grant:** Began working on items for submission as part of the next grant cycle. Ideas were presented during the September 11th Board meeting. The Board will have to decide in October as to what should be submitted. During the October Board meeting ideas will be reviewed for final inclusion in application submittals.
- **Nuisance Properties:** Following up issues on Vizedom, Hamilton Richmond, Morman and Old Oxford Roads. Traveled with Inspector Fox to a number of Properties.
- **Haunted Harvest Planning:** Held meetings with the Park Committee and covered details for set up and operation. provided detail set up for the Wine Tasting-Cruise In-Concerts which was held on August.
- **Veterans Day Ceremony and Luncheon:** Worked on program elements and discussed details with the Park Committee. Searching for keynote speaker.
- **Fiscal Operations: Ongoing-** We are continuing the process of reviewing the General Obligation Bonds status and possible options for lowering the cost to the Township. Hope to have a recommendation by the end of the year.
- **Partition Fence Dispute:** Prepared final resolution decision and mailed executed copies to the parties involved.
- **Newsletter:** Planning another newsletter for the final quarter covering various Township issues and events. Originally planned for September but ran out of time.
- **Open Burning:** Ongoing- Continues to be a problem with many misunderstandings about the law. Mailed brochures to certain properties requesting procedures/requirements for open burning. Also fielded phone calls covering the guidelines.
- **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.
- **Butler County Engineer's Office:** Follow up still underway with 4004 Stahlheber and 2433 Krucker. Mentioned these items to BCEO during the September meeting with staff.
- **Catch Basin Repairs:** Still working on how to bid out the work needed for the failing catch basins. Road crew has been making some repairs.
- **Wencella Drive Drainage Issues: Ongoing/No change-** In January and February began investigation into sink hole problems in and out of the right of way as presented to the Board in January. Will be working on information and documents to seek help from the County Engineer's Office. Road Department did some initial repair work in the right of way. Still need to determine what to do in the long run. There is no good solution as

much of 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**.)

- **Liability and Property Insurance Renewal:** All documents were completed for the 2019-2020 coverage year. Renewal rates presented to the Board in August for review and approval. Final coverage documents were issued in September.
- **Cemetery:** Ongoing: Working with Brian Batdorf in reviewing possible fee adjustments for the Millville Cemetery. A recommendation was made and presented to the Board in September. Proposed action for October to become effective January 1, 2020.
- **Community Center Flooring:** In Progress: Working on flooring types and estimates for Board review in September-October if proposals are made.

### Personnel Actions and Other Items of Note

#### *Personnel actions and appointment of new personnel:*

#### *Fire Department:*

#### *Road Department and Cemetery:*

#### *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:** Additional security measures were installed for the administration offices and entry ways. Continuing to box older records in temporary cardboard file boxes stored in the garage area. More permanent solutions need to be determined- still pending.

**Road Department Mower:** Road Department tractor mower ordered; delivery is scheduled for mid-August.

**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. Date was set for February 5, 2019. Broad overview objectives were set. Follow up is needed.

### Of Note- Budget Information for September 30, 2019

Cash Balance as of September 30, 2019: \$2,153,934.83

- 1) Total Expenditures all funds for September 2019: \$194,811.14 / Revenue: \$197,817.78
- 2) Total General Fund cash on hand September 2019: \$692,236.92(32.14%) of Total funds
- 3) Total Fire/EMS Fund cash on hand September 2019: \$724,329.53 (33.63%) 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  
Oct- Cash Balance: \$1,598,162.43  
Nov- Cash Balance: \$1,510,806.10  
Dec- Cash Balance: \$1,415,972.54

### **Fiscal Year 2019**

Jan- Cash Balance: \$1,285,186.49  
Feb- Cash Balance: \$1,284,662.00  
Mar- Cash Balance: \$1,282,053.24  
Apr- Cash Balance: \$1,876,385.79  
May- Cash Balance: \$1,863,302.50  
June- Cash Balance: \$1,689,602.11  
July- Cash Balance: \$1,627,758.24  
Aug- Cash Balance: \$1,641,391.20  
Sept- Cash Balance: \$2,153,934.83

**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.

February 2019: Strategic Planning Session to be scheduled.

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 ensure 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 online for scheduled payments impacting the overall available funds.

Mr. Henry also distributed revenue and expenditure reports to the Board.

### ***Old Business***

***September 2019 Fire/EMS Run Data Summary:*** Mr. Henry provided the run data summary for the month of September and noted the average response time was 8.16 minutes. The busiest day for runs was Wednesdays and first shift was the busiest shift. Mr. Henry also noted that 11 of the 71 dispatched calls were calls with no transport (mostly calls for lift assists.)

***Email Response – BCSO Drainage Issue Stahlheber Road:*** Mr. Henry reviewed an email response from Mr. Eric Pottenger, BCEO, regarding roadway issues created by a gravel driveway at 4004 Stahlheber Road. The email response indicates that the gravel driveway and culvert pipe now meet permit conditions issued by BCEO with no further action by BCEO. The Board, Mr. Henry and Mr. Gardner discussed this response and expressed concern that the County inspector did not understand the issue and additional follow-up with the County was needed to address the situation.

***Fire Department Open House Saturday, October 12, Noon to 4:00PM:*** Chief Clark reported that the Fire Department Open House was scheduled for October 12 from noon to 4:00PM. Plans for the Open House included station tours, refreshments and a landing of the Air Care helicopter.

***Comments 2020 Proposed Calendar of Meetings/Events:*** Mr. Henry asked the Trustees to review the proposed dates for the 2020 calendar of meetings and events and identify any conflicts or needed changes. At the next meeting the Board will be asked to adopt the 2020 Calendar and then it will be posted on the Township website.

***Other Old Business:*** There was no other Old Business.

***New Business:***

***Resolution No. 46-19 – Set Halloween Activity Time:*** Mr. Henry explained that this type of resolution is adopted annually to designate hours for Halloween trick-or-treat activities. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Buddo, to adopt Resolution No. 46-19. Upon roll call, all three Trustees voted yes.

**Resolution No. 46-19**

**Designating 6:00 p.m. to 8:00 p.m. on Thursday, October 31, 2019 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. 46-19 is hereby approved designating 6:00 p.m. to 8:00 p.m. on Thursday 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 9th day of October 2019.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Larry Miller  
Jeff Buddo  
Douglas L. Johnson

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Gregory L. Sullivan  
Fiscal Officer/Clerk

***Resolution No. 47-19 – Approve OTARMA Policy Participation in Lieu of Surety Bonds:*** Mr. Henry explained OTARMA now offers insurance coverage for employee dishonesty. This policy coverage is less expensive than purchasing surety bonds for individual employees. After

some discussion, Mr. Buddo made a **motion**, seconded by Mr. Johnson, to adopt Resolution No. 47-19. Upon roll call, all three Trustees voted yes.

**Resolution No. 47-19**

**Authorizing the Purchase of Employee Dishonesty and Faithful Performance of Duty Policy Through the Ohio Township Association Risk Management Authority**

*Whereas*, Hanover Township Butler County Ohio is a member of the Ohio Township Association Risk Management Authority (OTARMA), a political subdivision risk pool established pursuant to Ohio Revised Code, Section 2744.081; and

*Whereas*, House Bill 291 was signed into law on December 20, 2018, effective March 20, 2019 which authorizes the use of "employee dishonesty and faithful performance of duty policy" in lieu of surety bonds for Trustees, employees and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties; and

*Whereas*, in accordance with Section 3.061 of the Ohio Revised Code, the Township must adopt a policy by resolution to allow the use of an "*employee dishonesty and faithful performance of duty*" coverage document rather than surety bond to cover loss by fraudulent or dishonest actions as well as the failure to perform duties by Trustees, employees or other appointed officials; and

*Whereas*, the following elements shall apply to said policy:

1. An officer, employee or appointee shall be considered qualified to hold office or employment, without acquiring a bond, on the date the oath of office is taken, certified and filed as required by law.
2. An officer, employee or appointee shall have the employee dishonesty and faithful performance of duty policy in effect before the individual's term of office or employment. The officer, employee or appointee shall not commence discharge of duties until coverage is documented.
3. All officers, employees or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the "employee dishonesty and faithful performance of duty policy" instead of a surety bond requirement.
4. The coverage amount for an officer, employee or appointee under employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.
5. Elected Officials, prior to taking the Oath of Office, shall obtain approval of the intent to use the Township's OTARMA coverage agreement and affirm that the Township's coverage complies with Section 3.061 of the Ohio Revised Code. Said approval shall be obtained by Hanover Township Butler County, Ohio.

***Be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio***  
***Section I.*** Hanover Township's "employee dishonesty and faithful performance of duty policy" as provided through the OTARMA coverage document complies with Section 3.061 of the Ohio Revised Code.

***Section II.*** It is hereby authorized and approved to purchase and use "employee dishonesty and faithful performance of duty policy" through OTARMA instead of acquiring individual surety

bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond prior to entering upon the discharge of duties.

**Section III.** That the Township Administrator and Fiscal Officer are hereby authorized to execute any documents associated herewith to secure said policy coverage through OTARMA.

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 9th day of October 2019.

**Board of Trustees**

**Vote**

**Attest and Authentication:**

**Larry Miller**

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**Jeff Buddo**

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**Gregory L. Sullivan**

**Douglas L. Johnson**

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**Fiscal Officer/ Clerk**

**Resolution No. 48-19 – Approve Community Development Block Grant Applications:** Mr. Henry reviewed a list of suggested projects for CDBG funds which was developed with input from the Ad Hoc Park Committee. And shared at previous Board meetings Mr. Henry explained that the deadline for the grant application was November 6. He requested that the Board identify and prioritize three projects to be submitted for consideration for CDBG funds. After some discussion, the Board identified three projects prioritized in the following order: The Gene Avenue project, the Park restrooms project, and the Community Center parking lot project. Mr. Buddo made a **motion**, seconded by Mr. Miller, to adopt Resolution No. 48-19. Upon roll call, all three Trustees voted yes.

**Resolution No. 48-19**

**Authorizing the Filing of the 2019 (2020 Allocation) 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 2019 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 September 11, 2019 and October 9, 2019, and recommendations were received from the Township Ad Hoc Park Committee through discussions over the past two years; 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 2019-2020 identifying and rating these projects as set forth in the attachment hereto labeled "Attachment to Resolution No. 48-19 CD Project Ratings."

**Section II.** That the Board will commit in kind services and/or direct cash contribution of 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 6, 2019.

**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 October 9, 2019

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Larry Miller  
Jeff Buddo  
Douglas L. Johnson

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Gregory L. Sullivan  
Fiscal Officer/Clerk

***Motion – Approve Haunted Harvest Expenses (October 27, 4:30 to 6:30PM):*** 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. Mr. Henry reported that sponsorships are sought each year and currently over \$900.00 in cash and in-kind product has been provided. Mr. Henry noted that in the event 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 up to \$1000.00 associated therewith. After discussion, a roll call vote was taken with all three Trustees voting yes.

***Motion – Approve Veterans Day Ceremony and Luncheon Expenses:*** Mr. Henry explained that Hanover Township sponsors an annual Veterans Day Ceremony and Luncheon on Veterans Day (November 11.) In 2019 this day falls on the Monday before the November Board meeting. Mr. Henry noted that although there will be several private contributions made to support the event, there may be expenses not totally covered. Therefore, a **motion** is in order. Moved by Mr. Miller, seconded by Mr. Buddo, to approve the Township's sponsorship of the Veterans Day Ceremony and Veterans Luncheon and approve expenses associated therewith up to \$2500.00. After discussion, a roll call vote was taken with all three Trustees voting yes.

***Resolution No. 49-19 – Approve Revised Millville Cemetery Rules and Fees:*** Mr. Henry explained that the resolution would adopt the proposed revisions to Millville Cemetery rules and fees. The proposed revisions had been distributed to the Board in September for its review. Mr.

Henry recommended adoption of the proposed revisions with an implementation date of January 1, 2020. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Miller, to adopt Resolution No. 49-19. Upon roll call, all three Trustees voted yes.

**Resolution No. 49-19**

**Approving Amendments to the Cemetery Regulations, Policies, and Fees for the Millville Cemetery and Reenacting the Cemetery Regulations in their Entirety as Set Forth in the Attachment Labeled “Resolution No. 49-19 Cemetery Rule Amendments”**

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

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

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

***Now Therefore Be It Resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio***

***Section I.*** That the Board of Trustees of Hanover Township approve Resolution No.49-19 approving amendments to the regulations, policies, and fee structure and Reenact the Cemetery Regulations in their entirety to be effective January 1, 2020 as set forth in the attachment hereto labeled “Attachment to Resolution No. 49-19 Millville Cemetery Rules and Regulations”.

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

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 9<sup>th</sup> day of October 2019.

***Board of Trustees***  
***Larry Miller***  
***Jeff Buddo***  
***Douglas L. Johnson***

***Vote***  
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***Attest and Authentication:***  
\_\_\_\_\_  
***Gregory L. Sullivan***  
***Fiscal Officer/ Clerk***

**Hanover Township Butler County, Ohio**

**MILLVILLE CEMETERY  
RULES AND REGULATIONS**

(Adopted by the Hanover Township Board of Trustees  
As Authorized by Ohio Revised Code Chapter 517 and ORC Section 4767.06)

**A. PURPOSE**

These rules and regulations are designed for the protection of owners of interment and/or inurnment rights as a group. They are intended, not as restraining, but rather as preventing the inconsiderate from taking unfair advantage of others. Their enforcement will help protect the Cemetery and create and preserve its beauty. These rules and regulations are hereby adopted as the rules and regulations of the Cemetery, and all owners of interment or inurnment rights, visitors and contractors performing work within the Cemetery, shall be subject to said rules and regulation, amendments or alterations as shall be adopted by the Hanover Township Board of Trustees from time to time, hereby superseding any and all previous Rules and Regulations.

**B. RULES AND REGULATIONS**

1. Section 517.11 (Ohio Revised Code) provides that the "Board of Trustees shall provide for the protection and preservation of cemeteries under its jurisdiction". Section 517.11 (Ohio Revised Code) further authorizes the Township Trustees to "make and enforce all needful rules and regulations for the care, supervision, and improvement" of the township cemeteries.
2. The Township Administrator is hereby authorized to make interpretation of these rules to promote the well being of the Cemetery and Township after consultation with Cemetery personnel.
3. The decisions made by **the designated Cemetery Sexton or by the Township Administrator** related hereto are final and binding unless otherwise directed by the Board of Trustees of Hanover Township.

**C. DEFINITIONS**

"**Cemetery**" shall mean not only the land and the improvements thereon in Millville Cemetery, but its employees and duly authorized representatives as well.

"**Owner**" shall mean the owner of rights of interment or inurnment.

**"Interment"** shall mean burial of the remains of a deceased human being.

**"Inurnment"** shall mean the burial of cremated human remains.

**"Memorial or Monument"** shall mean any marker placed upon any lot for the purpose of identification or in memory of the interred.

**"Burial Vault"** shall mean an outside burial container as specified by the cemetery to in-case human remains.

**"Contractor"** shall mean any person, firm or corporation or anyone other than an employee of the Cemetery engaged in placing erecting or repairing any memorial or monument and performing any work on the Cemetery grounds.

**"Cemetery Sexton"** shall refer to the Township Official assigned daily supervision of the Cemetery by the Township.

**"Township"** shall mean Hanover Township and its authorized agents and officials.

**"Township Holidays"** shall mean the following: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the Day following Thanksgiving Day, **Day following Thanksgiving Day**, Christmas Eve starting at Noon and Christmas Day. If the holiday falls on a Saturday, the preceding Friday is recognized as the Holiday and if the Holiday falls on a Sunday, the following Monday is recognized as the Holiday. This definition shall be referenced when determining additional rates to be paid if burials should occur on said dates. *(Funeral Planners shall consult in advance about these specified dates and costs). Note: No burials: New Year's Day, Easter Sunday, Fourth of July, Thanksgiving Day, Christmas Eve or Christmas Day.*

#### **D. CEMETERY HOURS**

The Cemetery is generally open and accessible daily from daylight until dusk unless otherwise posted by the Cemetery. **Cemetery Office hours are Monday through Friday (except holidays) 8:30AM to 4:00PM unless otherwise posted.**

#### **E. OWNERSHIP**

1. Interment or Inurnment rights shall be used for no other purpose than the disposition of the human dead.
2. Upon refusal of the Cemetery to permit interment or inurnment because of its requirements, the Cemetery may at its discretion refuse to let anything be done in violation of said requirements.

#### **F. SUPERVISION OF CEMETERY**

1. The Cemetery reserves the right to compel all persons coming into the Cemetery to obey all rules and regulations adopted for the Cemetery by the Board of Trustees and as interpreted by the



Township Administrator. The Cemetery Sexton/Cemetery Supervisor shall be responsible for the enforcement of these regulations.

2. These rules and regulations may be changed, without notice to any owner by the Board of Trustees.

3. The Cemetery shall take responsible precaution to protect owners and the spatial rights of owners within the Cemetery from loss or damage, but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control. The Cemetery is not and shall not be liable for damage caused by the elements, acts of God, animals, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasion, insurrections, riots, or orders of any Military or civil authority, whether the damage be direct or collateral.

4. The Cemetery reserves the right to correct any errors that may be made by it either in making interments, disinterments, inurnments, disinurnments or removals, or in the inscriptions, transfer, or conveyance and substituting and conveying in lieu thereof other interment or inurnment rights of equal value and similar location as far as possible, or as may be selected by the Cemetery or, in the sole discretion of the Cemetery, by refunding the amount of money paid on account of said purchase. In the event such error shall involve the interment or inurnment of the remains of any person in such property, the Cemetery reserves and shall have the right to remove and transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof. The Cemetery shall also have the right to correct any errors made by allowing the placement of an improper inscription, including an incorrect name or date on the memorial or monument. Upon correction no further liability shall exist against the Cemetery.

5. The rights to enlarge, reduce, replant or change the boundaries or grading of the Cemetery on a lot or grave, from time to time, including the right to modify or change the locations of or any part thereof or remove or re-grade walks or paths, is hereby expressly reserved by the Cemetery. The right to lie, maintain and operate, or alter or change pipe lines or gutters for sprinkling systems, drainage, lakes etc., not sold to individual owners, for Cemetery purposes, including the interring and preparing for interment of dead human bodies, or for anything necessary, incidental or convenient thereto. The Cemetery reserves to itself and to those lawfully entitled thereto and those permitted by the Cemetery to do so, a perpetual right of ingress and egress over lots for the purpose of passage to and from other lots.

#### **G. SALE AND PURCHASE OF INTERMENT/INURNMENT RIGHTS**

1. All interment and inurnment rights are sold subject to payment of the amount posted in the Cemetery or Township office for the area of the lot. All interment and inurnment rights shall be fully paid prior to their use.

2. The sale or transfer of any interment or inurnment right by any owner shall not be binding upon the Cemetery unless same shall first be duly approved in writing by the Cemetery. The Cemetery shall issue a sale or transfer document (Certificate of Ownership, Ownership receipt or Warranty Deed format) per Ohio Revised Code 517.07 to the new Owner subject to the

provisions of said document. The same rule shall apply in all cases of assignment for interment or inurnment rights.

3. Any and all transfers of any interment or inurnment right, whether same be by conveyance or assignment are subject to all rules and regulations of the Cemetery, which are now in full force and effect or which may be hereafter adopted.

4. The subdivision of interment or inurnment right is not allowed without the consent of the Cemetery and no one shall be buried in any lot or not having an interest therein, except by written consent of the Cemetery.

5. All work on lots or graves will be done by the employees of the Cemetery under the direction of the Cemetery, except when permission is otherwise granted. All grading, landscaping work, and improvements of any kind, and all care of lots or crypts and all plantings, trimmings, removals of trees, shrubs, and herbage of any kind and all openings of lots, all interments, inurnments, disinterments and removals shall be made under the direction of the Cemetery.

6. No enclosure of any kind, such as a fence, coping, hedge or ditch, shall be permitted around any grave or lot. Grave mounds shall not be allowed and no lot shall be raised above the established grade.

7. No interment or inurnment right can be sold, assigned, transferred, pledged or hypothecated without the written approval of the Cemetery.

8. The Cemetery may exchange interment or inurnment rights, when desired by Owners. When such an exchange is made, the original conveyance must be surrendered by proper assignment, or by reconveyance, if considered necessary by the Cemetery before any change is affected. This change shall be approved by the Hanover Township Board of Trustees.

9. Each owner is vested with the ownership of his or her interment or inurnment right for the sole purpose of interment or inurnment of human dead bodies. Under the rules and regulations of the Cemetery, the interment and inurnment rights cannot be conveyed without the consent of the Cemetery, nor any use, division or improvements of them be made which the Cemetery prohibits, or may deem improper. The Owner of interment or inurnment rights may dispose of same by will, subject to the foregoing conditions: If owner dies in estate, the interment or inurnment rights will descend to his or her heirs according to law. The Cemetery cannot be responsible for the carrying out of the intent of the grantor.

10. The general care of the entire Cemetery grounds and lots is assumed by the Cemetery.

11. The Cemetery shall direct all improvements within the grounds and upon all lots and graves before, as well as, after interments have been made therein. They shall have charge of the planting, sodding, surveying and general improvements. **It should be noted that time must allowed for recently covered grave sites to settle before any re-grading or seeding takes place. Graves may continue to settle for up to five years. Cemetery personnel will address settling issues when appropriate and most effective.**

12. No person other than the **designated** employees of the Cemetery shall be allowed to perform any work within the Cemetery without a written permit from the authorized representative of the Cemetery.

13. If any inscription or object is placed on any memorial, monument or other structure, and it is determined by the Cemetery to be offensive, the Cemetery shall have the right to enter upon such lot to remove, change or correct the offensive inscription or object at the expense of the owner.

**14. Owners of graves who wish to assign grave sites to family or friends must notify the Cemetery in advance to allow for proper assignment in the grave site master book.**

#### **H. BURIAL REGULATIONS**

1. No interment or inurnment shall be made unless the opening and closing fee for such grave has been paid in advance.

2. The cemetery reserves the right to compel all persons authorized to order the opening and closing of a grave, crypt or niche to appear at the cemetery more than 24 hours in advance of such interment or inurnment to select the desired grave or niche to be opened. In addition the completion and execution of the cemeteries Interment, Inurnment Authorization form may be required. No interment or entombment may take place at the Cemetery unless a burial permit for the deceased has first been presented to the Cemetery. The Cemetery will comply with the provisions of Section 3705.17 of the Ohio Revised Code.

3. Funeral processions, upon entering the grounds of the Millville Cemetery shall be subject to the direction of the Cemetery or authorized employees of the Cemetery.

4. The Cemetery must be notified of an impending interment or inurnment service no later than 12:00 noon of the prior business day. Notification of a Monday service must be received no later than 3:00 PM on the previous Friday.

5. The Cemetery reserves the right to schedule interment or inurnment services according to the Cemetery's availability of service times and needs.

6. The Cemetery shall have the right to have the interment or inurnment service at the grave according to the Cemetery's schedule and current weather conditions.

7. When a removal is to be made from a single grave to another grave, the formerly occupied single grave space and all rights therein revert to the Owner thereof. If no steel or concrete vault has been used for this original interment one must be furnished by the person requesting the removal. If there is a steel or concrete vault and same is in a removable condition, charge for removal of vault must be paid in advance.

8. Application for disinterment or disinurnment must comply with the provisions of Section 517.23 of the Ohio Revised Code.

9. Any person desiring to remove a body from the grave space of another must present a written permit signed by the owner, the next of kin and also himself to have such removal made. These

shall remain on file in the office of the Cemetery. No such removal shall be made without the written consent of the Cemetery, and then only on such conditions as the Cemetery shall prescribe.

10. All human remains not cremated must be contained in a burial vault specified by the Cemetery prior to burial.

11. No grave space may contain more than three (3) urns of cremated remains or Two (2) urns of cremated remains and one body.

12. The remains of any person who died of a contagious disease will not be permitted in or on the Cemetery grounds, except when placed in a hermetically sealed casket. In case of doubt on the part of the Cemetery as to the nature of the disease, satisfactory evidence from the attending physician or otherwise will be required.

## **I. GENERAL REQUIREMENTS TO PURCHASE**

1. To receive the Resident rate for a grave purchase, the purchaser must have proof of current Township residency. All resident sales records will be photocopied along with copy of proof of residence and kept on file. Proof of residence must be verified with a driver's license, County Auditor's records, or other official documentation acceptable to the Township.

2. Payment must be made with cash, money order or cashier's check if payment is from an individual. No personal checks are permitted. Checks written by funeral homes and monument companies may be accepted.

3. The number of sites purchased at one time (one sale) by any household, individual or entity may not exceed twelve (12) unless specifically authorized by the Board of Trustees.

**4. Any reservation of grave sites may not be held any longer than 30 days. After that time, the site will be put back in inventory for sale.**

## **J. REPURCHASE OF GRAVES/TRANSFER FEE**

1. Anyone wanting to trade or sell a previously purchased grave plot(s) must either appear before the Board of Trustees to request approval or submit the request in writing to the Township Administrator for review by the Board. Decisions by the Board of Trustees are final and binding.

2. Unwanted grave sites that are resold to Hanover Township will be bought for the original purchase price upon presentation of the original receipt.

3. A refund will not be approved if an existing foundation is present or a headstone is on the site(s).

4. There shall be a \$25.00 Transfer Fee for refunds or transferring the name on the receipt to another related party. Persons purchasing several sites may place names on the receipt entry at the time of purchase to avoid a later transfer fee.

## **K. HEADSTONES**

1. Headstones are not to exceed 85% of the width of the graves being embraced.
2. No homemade headstones or markers permitted. All foundations must be purchased and poured/installed by Township/Cemetery personnel.
3. The maximum height, from the surface of the foundation to highest point of the monument, is not to exceed four (4) feet.
4. All foundations must be purchased from a professional monument company that has a bone fide place of business and having a successful history of operation in this field.
5. Headstones will not be permitted to be installed unless a proper foundation is installed approved by the Township's designated cemetery official.
6. Maintenance of Headstones and/or Monuments are the responsibility of the grave site owner or designated family members.

## **L. FLAT MARKERS Eliminate this section; never used.**

1. Lower Section E (located in the area along the northeast side of the Cemetery property) shall be reserved for flat markers only.
2. Markers shall be provided by the Township at cost plus Township expenses.

## **M. BURIAL RIGHTS ON FAMILY PLOTS**

1. The Board of Trustees require that a "Heir's Release of Interest" form must be signed by all family members that are of equal Kinship to the original owner of the plot.
2. Any owner of a plot wishing to enter a deceased individual, who is not of Kinship, must complete and sign the form "Advance Authorization by Plot to Inter" or equivalent document authorized by the Township.

## **N. GRAVE DECORATIONS, GROUND RULES AND VISITOR CONDUCT**

1. Only cemetery personnel or individuals authorized by the Board of Trustees or Township Administrator may perform any permanent installations.
2. No stones, brick, hard materials or other intrusive decorative materials may be used as mulch or permanent decorations.

3. Due to lawn mowing and maintenance considerations, the following rules apply each year beginning March 15th through November 15th:

- A. No hanging or suspended flowers or decorations are permitted.
- B. No devices such as Sheppard Hooks or similar items can be used for hanging or suspending flowers and/or decorations.
- C. Holiday decorations will be removed within seven (7) days after each holiday.
- D. No borders are permitted for flat grave markers.
- E. No flags may be hung or attached to the site.

4. Direct mounting of flowers or decorations to headstones is permitted as long as it is done in good taste and permitted herein.

5. The Cemetery Sexton or other designated Township Official shall review requests for using devices to extend floral arrangements or decorations from the headstone. Generally, the Township does not allow such elements including mounting decorations or flowers to the ground area.

6. All decorations and flower planting shall be within one (1) foot of the front of the headstone only; no side or rear decorations allowed. Flowers may be planted on a different side if a driveway access is available and the Cemetery Sexton grants permission.

7. The Township and Cemetery personnel are not responsible for damaged borders and/or items within the border.

8. Hand trimming around flowers or decorations is to be done by the family with hand tools only (no power tools).

9. If any tree, shrub or plant standing upon any lot, by means of its roots, branches, or otherwise, becomes detrimental to adjacent lots avenues, or if for any other reason its removal is deemed necessary, the Cemetery shall have the right to remove such tree, shrub or plant, or any part thereof, or otherwise correct the condition existing as in their judgment seems best. ***All decisions by the Township are final and binding.***

10. No planting of shrubs, bushes or trees is allowed. Bird baths, feeders, and statues are prohibited.

11. Glass containers and glass decorations are not permitted. No container that exceeds 20 pounds or 12" x 12" in size is permitted to be placed on graves.

12. No pets or animals are permitted on Cemetery property. Burial details or ceremonies which utilize caisson (horses) are permitted.

13. Visitors to the Cemetery that become abusive with cemetery personnel or exhibit unruly conduct that threatens the public or otherwise interferes with cemetery operations may be asked to leave the property and may be banned from entering the property in the future. The Township Administrator or other specifically designated employees authorized by the Board of Trustees may enforce this provision.

14. No type of flame, burning or smoldering, is permitted, including use of candles or incense.
15. No children under the age of 16 are permitted within the Cemetery without adult supervision. All children must display appropriate behavior while on the grounds of the Cemetery.
16. Bringing lunches, food, beverages or illegal substances for consumption within the Cemetery is strictly forbidden.
17. No article of any kind will be permitted on any grave, lot or tree such as bibles and crosses; consult with the Cemetery Sexton.
18. The sitting or leaning on monuments or walls is not permitted. Benches placed within the cemetery are placed for this purpose.
19. The Cemetery is not responsible for theft or damage to anything placed on graves or lots.
20. Only vaults, grave markers, monuments or vases approved by the Cemetery shall be permitted to be used.
21. No bench, chair, or trellis shall be permitted or be brought upon the Cemetery grounds.
22. The Cemetery shall have the right to remove any dead or damaged tree, shrub or vine.
23. No touching, scraping, rubbing or spraying of liquids on the memorials or monuments is permitted for any purpose.
24. Any person found on the Cemetery grounds without permission except for legitimate visitors will be considered a trespasser.
25. Holders containing flowers or other decorations will be removed as soon as the flowers fade and wither, and the right is reserved by the Cemetery to make such removal. Also winter wreaths, and artificial flowers will be removed at such time as is specified by the Cemetery, and the Owner thereby forfeits all rights, title and interest to the same, and the Cemetery may dispose of them by sale, destruction or in any other way it deems best.
26. No person shall use profane or boisterous language or in any way disturb the quiet and good order of the Cemetery.
27. All persons are forbidden to hunt fowls or other animals about the Cemetery.
28. All persons are strictly forbidden to break or injure any tree or shrub, or mar any landmark, memorial or monument, or in any manner deface the grounds of the Cemetery.
29. No money shall be paid to the attendants of the cemetery grounds. The entire time of the persons regularly employed on the grounds belongs to the Cemetery. Visitors and Owners

must not otherwise engage them. All orders, inquiries and complaints must be left at the Cemetery office.

30. No person or persons other than an employee of the Cemetery so authorized shall be permitted to bring or carry firearms within the Cemetery, except a military guard of honor, and then only when in the charge of an Officer and during a military service.

31. All work and planting of any kind on all lots and graves is strictly prohibited. From March 15th to November 15 only natural flowers shall be placed in the urns. From November 15 to March 1st, artificial flowers or wreaths may be used.

32. Placing potted flowers, plants, wreaths or baskets on lots and graves is not permitted except on Easter, Mother's Day, Father's Day, Memorial Day, Armistice Day (**Veterans Day November 11th**) and Christmas Day. The **referenced items** shall be removed by the owners within five (5) days from placing on lots and graves on the special days herein set forth (winter months are exempt). The digging of holes for any purpose whatsoever is strictly prohibited.

33. All persons are reminded that the grounds are sacredly devoted to the burial of the dead and that the provisions and penalties of the law, as provided by statute, will be strictly enforced in all cases of wanton injury, disturbance and disregard of the rules and the laws of Ohio.

**O. FALLEN TOMBSTONES (HEADSTONES)**

1. Section 517.11 of the Ohio Revised Code provides that the Board of Trustees may re-erect any fallen tombstone, regardless of what caused it to fall.

**P. MILLVILLE CEMETERY FEES AND RELATED GUIDELINES**

1. GRAVE PRICES:	Township Residents.....	<b>\$710.00</b>
	Non-residents.....	<b>\$995.00</b>
2. GRAVE PRICES- NEW SECTION L:	Residents.....	<b>\$710.00</b>
	Non Residents.....	<b>\$995.00</b>

**Q. OPENINGS & CLOSINGS:**

1. Weekdays before 2:00PM: **\$1000.00**
2. Weekdays 2:00PM and later: **\$1000.00** plus an additional **\$200.00** for every hour after 2:00PM
3. Saturdays before noon: **\$1,200.00**. Noon and later: **\$1,200.00** plus an additional **\$200** for every additional hour past noon.
4. Sundays and Holidays before noon: **\$1,400.00**. After noon, there is a **\$200.00** charge for each hour after noon that services are required.
5. No burials: New Year's Day, Easter Sunday, Fourth of July, Thanksgiving Day, Christmas Eve or Christmas Day.



## **R. CREMATION REMAINS DESIGNATED AREA (SECTIONS E AND G)**

1. Site plot: \$400.00
2. Open & Close fee: \$400.00
3. Marker fee: \$100.00

*No cement or concrete boxes are permitted. All sites must have professionally industry formed cement vaults. Please check with Cemetery personnel for any clarification.*

## **S. DISINTERMENT**

1. Monday through Friday: **\$1,300.00**
2. Saturday before 12:00 Noon: **\$1,450.00**
3. Saturday after 12:00 Noon, Sunday and Holidays **\$1,800.00.**

## **T. CREMAINS INTERMENT**

1. Monday through Friday Interment on Grave (each)... \$400.00 (Space and Urn Vault)
2. Second Right of Interment Monday through Friday: Grave (each)...\$175.00 (Includes URN. The \$400.00 fee applies as well). May be placed on existing grave of direct relative: father, mother, children and grandchildren)
3. Additional Fees Saturday before 12:00 Noon: an additional \$150.00
4. Additional Fees Saturday after 12:00 Noon: Sunday and Holidays an additional \$300.00

*Please note: All remains handled herein must be contained in an Urn Vault; no cardboard boxes are permitted.*

## **U. CREMAINS DISINTERMENT**

1. Monday through Friday: \$400.00
2. Saturday before 12:00 Noon: \$550.00
3. Saturday after 12:00 Noon: \$700.00
4. Sunday and Holidays: \$700.00

## **V. SCATTERING GARDEN**

1. \$800.00 for use of this area for cremation remains.
2. Individuals whose cremation remains are scattered will be entitled to name recognition on the designated monument.

## **W. BABYLAND BURIALS**

1. Grave space, opening and closing M-F included.... \$300.00 (29" long and under vault)  
\$500.00 (over 29" long vault)

2. Sixty inches maximum vault length
3. Saturday before 12:00 Noon: \$150.00 additional
4. Saturday after 12:00 Noon: \$300.00 additional
5. Sunday and Holidays: \$300.00 additional

#### **X. BABYLAND DISINTERMENTS\***

1. Monday through Friday: \$500.00
2. Saturday before 12:00 Noon: \$650.00
3. Saturday after 12:00 Noon: \$800.00
4. Sunday and Holidays: \$800.00

*\*Must arrive at the Cemetery by 12:00 Noon.*

#### **Y. FOUNDATION CHARGES**

1. All foundations will be charged at a rate of **eighty (80)** cents per square inch. All foundations will be four (4) inches longer and four (4) inches wider than the base of the monument.
2. Lawn Level Granite or Marble Markers – No concrete border is required. Foundation charges will be figured upon the length and width of the marker, unless a concrete border is requested.
3. Veterans Markers – A flat rate of one hundred dollars (\$150.00) will be charged for the foundation and installation.
4. Minimum Fees – No minimum.
5. Lot Corner Markers – Installation charges will be twelve dollars (\$12.00) for each marker.
6. Lawn Level Vase installation in concrete, permitted only on side of the Headstone – One hundred ten dollars (\$110.00).
7. Lawn Level Vase installation, no concrete, permitted only on side of the Headstone – Forty dollars (\$40.00). The Township/Cemetery is not responsible for broken or missing vases.
8. Fee for removing old foundation and installing new or existing headstone is \$150.00; fee for replacing foundation with new foundation is as listed under number 1 above.
9. All cemetery foundation and marker fees are payable in advance to: Hanover Township, 2595 Old Oxford Road, Hamilton, Ohio 45013.

#### **Z. INDIGENT BURIALS**

Pursuant to provision set forth in the Ohio Revised Code Sections 9.15, 1713.34 and 5101.521, Hanover Township has established guidelines and procedures for a determination of indigent burials and for the handling of such matters.

1. When the body of a deceased person is found in Hanover Township and such person was not an inmate of a correctional, benevolent or charitable institution of the State of Ohio, and the body is not claimed by any person for private internment or cremation at the person's own expense, or delivered for the purpose of medical, surgical or dissection studies (ORC 1713.34), it shall be handled as follows:

- A. If the person was a legal resident of the Township and there is no known next of kin, the deceased shall be buried at the expense of the Township based upon the determination of the legal residence of the deceased.
- B. If the deceased has assets on account with a nursing home or similar facility, the Township shall make a claim to said facility for reimbursement of its costs.
- C. Hanover Township shall provide a grave or cremation area, a grave marker and the opening/closing costs for the burial of the remains.
- D. Indigent deceased veterans shall be provided for under the provisions of 5901.25 of the Ohio Revised Code. The Veterans Service Commission of Butler County shall be contacted to make the proper arrangements.
- E. The remains of the deceased shall be buried in an area designated by the Cemetery Sexton in Millville Cemetery.

2. The Hanover Township Indigent Burial Program is not a supplemental program. Funeral Home personnel shall not be entitled to any funds except for the amount of \$800.00 for each indigent service which includes cremation but not any visitation or formal service.

- A. Funeral homes shall make an attempt to ascertain if the deceased is a veteran and be aware of the provisions of Ohio Revised Code 5901.25. The Funeral home shall notify the Township if the deceased is determined to be a veteran.

3. In accordance with Section 5101.521 of the Ohio Revised Code, Hanover Township will cooperate with an indigent person who claims the body of a loved one. The Township will consider the preferences and sensibilities of the claimant within appropriate financial limitations. The Township's responsibility is to provide for cremation, internment and a plaque.

- A. The referenced Ohio Revised Code section does not authorize an indigent person to claim a body, make independent arrangements for a private funeral and have the bill sent to the Township. The Township shall not accept or honor a bill made under such circumstances.
- B. Veterans provisions may apply under such circumstances and the Butler County Veterans Commission shall be contacted.

4. For purposes of this policy as set forth in Ohio Attorney General opinions, the term "indigent" encompasses individuals who are poor, needy, destitute or in poverty. To make this

determination such elements for making this determination may include but is not limited to real or personal property owned; employment benefits, pensions; annuities; inheritances; insurance policies; outstanding debts, liabilities and obligations; and any other relevant considerations concerning the financial condition of an individual.

- A. The Township Administrator and/or Cemetery Sexton of the Township are authorized to prescribe the necessary forms/guidelines for determination of indigence and residency in accordance with Ohio Revised Code provisions and interpretations thereof by the Ohio Attorney General.

#### **AA. GENERAL NOTE (Interpretations of Rules and Guidelines)**

1. The Township Administrator, after consultation with the Cemetery Sexton or designated cemetery operator, may make interpretations of these rules and guidelines that are in keeping with the spirit and intent of sound professional standards of cemetery operation which are in the best interests of Hanover Township. The Township Administrator shall keep the Board advised of such interpretations.

2. The Township Administrator may prescribe forms or documents which provide for the implementation or clarification of the rules and regulations contained herein to facilitate the efficient and effective operation of the Cemetery.

#### **BB. MODIFICATIONS AND AMENDMENTS**

The Cemetery may, and it hereby expressly reserves the right at any and all times, with or without notice to Owners, to adopt new rules and regulations, or to amend, alter and/or repeal any rule, regulation and/or article, section, paragraph and/or sentence in the Rules and Regulations.

Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The Cemetery, therefore, reserves the right without notice, to make exceptions, suspensions or modifications in any of the Rules and Regulations, when in its judgment, the same appear advisable; and such temporary exceptions, suspensions or modifications shall in no way be construed as affecting the general application of these Rules and Regulations, or as creating any enforceable precedence.

#### **CC. EFFECTIVE DATES OF REVISIONS AND RECENT HISTORY OF ENACTMENTS**

*Amendments/Changes made to the approved Cemetery Regulations originally dated February 20, 2008 shall be effective the 1st day of April 1, 2010 as approved by Resolution No. 22-10. Calendar Year 2012 amendments are effective May 1, 2012 through Resolution No. 25-12. Indigent Burial Policy as approved by Resolution No. 26-13 effective March 13, 2013. Amendments enacted by Resolution No. 27-13 effective April 1, 2013. Resolution No. 28-14 Amend and Reenact Cemetery Rules/Regulations effective April 1, 2014 **Amended by Resolution No. 49-19***

**By Order of the Board of Trustees**

*Hanover Township Butler County Ohio  
2595 Old Oxford Road Hamilton, Ohio 45013*

*Larry Miller, President  
Jeff Buddo, Vice President  
Douglas L. Johnson, Member*

*Administration*  
*Bruce E. Henry, Township Administrator  
Scot Gardner, Road Superintendent  
Brian Batdorf, Cemetery Sexton*

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**Resolution No. 50-19 – Approve Contract with Butler County Engineer’s Office for Brine/Beet Juice:** Mr. Henry explained that this type of resolution is adopted annually. By contracting with the County, the Township is able to get good pricing for brine and beet juice applications for snow and ice control. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Miller, to adopt Resolution No. 50-19. Upon roll call, all three Trustees voted yes.

**Resolution No. 50-19  
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 (.55 per gallon delivered) to assist with Hanover Township's treatment of roadways in the 2019-2020 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 \$0.55 per gallon delivered for the 2019-2020 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 9<sup>th</sup> day of October 2019.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Larry Miller  
Jeff Buddo  
Douglas L. Johnson

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

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

***Motion – Approve Harvest Land Contract – Purchase of Propane Gas:*** Mr. Henry explained that for the last several years the Township has contracted with the Harvest Land Coop Company to supply propane to the Township’s facilities. Mr. Henry noted that this supplier has provided good service and the Township has been able to secure sufficient propane by entering into an annual pre-supply contract, thereby guaranteeing price and quantity. Estimates indicate a total volume of 11,500 gallons priced at 1.399 per gallon. Based on good service, local contacts, and reasonable price as well as availability, Mr. Henry recommended renewing a contract with Harvest Land Coop Company. A **motion** was made by Mr. Buddo, seconded by Mr. Johnson, to approve a renewal agreement for propane gas during the term October 1, 2019 through March 31, 2020 with the Harvest Land Coop Company for the volume and price specified above. After discussion, a roll call vote was taken with all three Trustees voting yes.

***Discussion/Motion – Approve Purchase of Second Lucas System for EMS Operations:*** Mr. Henry reported that the Township has received a \$500.00 grant that could be put toward the purchase of a second Lucas System. Mr. Henry reported the total cost for the Lucas System was \$14,926.40. He explained by acquiring a second Lucas System, each life squad would be outfitted with this type of equipment. Mr. Johnson asked if the Fire Department budget could support this expenditure. Mr. Miller stated that he and Mrs. Miller would donate \$2000.00 toward this purchase. Mr. Henry noted the life-saving potential of this equipment and recommended purchase. However, he also noted that, with the addition of more part-time Fire Department employees, there will be a need to evaluate the Fire Department budget. Mr. Buddo made a **motion**, seconded by Mr. Johnson, to authorize the purchase of a Lucas System from Stryker in the amount of \$14,926.40, less grant funds and donations. After discussion, a roll call vote was taken with all three Trustees voting yes.

***Invitation – Talawanda School Board Candidates’ Forum:*** Mr. Henry reported that the Trustees and Fiscal Officer were invited to a meet-and -greet session with Talawanda School Board candidates on October 17.

***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 2019; an Ohio Township Association legislative update; notice from the Ohio Bureau of Workers’ Compensation of a rebate check to the Township for 88% of its 2017

premium payment; and a notice from Butler County Recycling and Solid Waste of a Waste Tire Recycling Event on November 2.

Also under Other New Business, Mr. Henry reported that Dynegy, the Township's aggregate electric supplier, would be sending a notice to residents that another opt-in period was being offered. Mr. Henry also reported that Energy Alliance, the Township's energy consultant, was recommending getting new quotes from electric suppliers as the market was competitive and lower rates may be available.

Also under Other New Business, Mr. Henry provided information to the Trustees regarding various options for replacement flooring for the Community Center meeting room. Mr. Henry reported that he had met with a representative from Mohawk which is the supplier to all area vendors. Mr. Henry recommended the Board schedule a special meeting to review flooring samples and authorize purchase.

Also under Other New Business, Mr. Henry reported that he and Mr. Gardner were working on the purchase of the new truck for the Service Department which was authorized in the 2019 budget. Mr. Henry reported the State Bid List did not offer suitable truck choices; however, the Prosecutor's Office indicated the Township may purchase from a vendor not on the State Bid List if that vendor is competitive. A suitable truck is available from Fehrer Motors with a savings of \$1000.00.

Also under Other New Business, Mr. Johnson reported that the Township Association Meeting and Annual Education Dinner would be held the following evening at the Fitton Center.

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

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

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

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


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


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


Date: 11-13-2019

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