



**Hanover Township Board of Trustees
August 12, 2020 Meeting Minutes**

Call to Order: Mr. Buddo called the meeting to order at 6:00PM 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 Buddo, Johnson and Miller present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Clark; and BCSO Deputy Tanner.

Approval of Meeting Minutes: Motion made by Mr. Buddo, seconded by Mr. Johnson, to approve the June 10, 2020 Regular Meeting minutes (July 24, 2020 Minutes held for further review) and to approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Special Recognition: The Board asked Mr. Henry to read Resolution No. 30-20 to recognize Walter Petry. Walter Perry resides with his wife Mary at 716 Boyle Avenue Hamilton, Ohio 45013. Mr. Petry is a World War II Veteran serving as a Medic and was involved in the Island of Saipan campaign. Mr. Petry and his wife Mary have been Hanover Township residents for 70 years. Mr. Perry will be celebrating his 94th birthday on September 15, 2020.

The Board of Trustees presented Mr. Petry a signed copy of the resolution and provided Hanover Township tokens of appreciation. Photos were taken for distribution to the family and media.

Citizen Participation: No citizens addressed the Board.

Administration Reports

Law Enforcement: Deputy Tanner gave the following report for the month of July 2020:

Butler County Sheriff's Office
District #6

Hanover Township Contract Cars
Monthly Report for July

| <u>Activity Area</u> | <u>Month Totals*</u> | <u>YTD</u> |
|-------------------------------------|----------------------|------------|
| • Dispatched Calls: 227 | | 1644 |
| • Felony Reports: 04 | | 19 |
| • Misdemeanor Reports: 16 | | 102 |
| • Non-Injury Crash: 07 | | 46 |
| • Injury Crash: 03 | | 18 |
| Total Reports: 30..... | | 186 |
| • Assists/Back Up: 19 | | 218 |
| • Felony Arrests: 00 | | 00 |
| • Misdemeanor Arrests: 02 | | 18 |
| • OMVI Arrests: 00 | | 00 |
| Total Arrests: 02 | | 18 |
| • Traffic Stops: 14 | | 95 |
| • Moving Citations: 15 | | 82 |
| • Warning Citations: 03 | | 33 |
| • Civil Papers Served: 0 | | 01 |
| • Business Alarms: 2 | | 11 |
| • Residential Alarms: 06 | | 46 |
| • Special Details: 11 | | 83 |
| • COPS Times: 5,200 (<i>Min.</i>) | | 29,200 Min |
| • Vacation Checks: 16 | | 165 |

 Reporting for Deputies Mayer and Tanner. Prepared by BEH.

Fire/EMS: Chief Clark presented the following report for the month of July 2020:

Hanover Township Fire Department
Monthly Report for July 2020- Phil Clark Fire Chief
(Presented in August 2020)

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

| | <u>Month</u> | <u>YTD</u> |
|--|--|------------|
| • Emergency Medical Operations/Squad Runs: | 61 | 359 |
| • Motor Vehicle Accidents: | 01 | 29 |
| • Fire Runs: | 14 | 80 |
| • Fire Inspections: | 00 | 24 |
| • Knox Box Details | 00 | 00 |
| • Other | 00 | 00 |
| • Total for the month: | 76 Runs/Operations (Fire/EMS Runs) | |

Total Year 2020: 462 Runs/Operations

| | | (July 2019: 45 Runs/Operations) |
|-----------------|-----|--|
| | | |
| 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 (2015-2019): 757</i> |
| Total for 2013 | 750 | <i>Run Increase Since 2006: 374</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 July 2020:

**SUPERINTENDENT'S REPORTS
(August 12, 2020)**

Millville Cemetery Operations Report July 1 through July 31, 2020

| | |
|--|---------------------|
| 5 Graves sold to Township residents (@ \$710)----- | \$3,550.00 |
| 8 Graves sold to nonresidents (@ \$995)----- | \$7,960.00 |
| 0 Old resident graves----- | \$ 0.00 |
| 7 Full Interments----- | \$ 7,200.00 |
| 0 Baby interments----- | \$ 0.00 |
| 0 Cremations----- | \$ 0.00 |
| Foundation and Marker installation fees----- | \$3,891.20 |
| 0 Grave Transfer----- | \$ 0.00 |
| Donations----- | \$ 0.00 |
| Total: ----- | \$ 22,601.20 |

Other Cemetery activities:

1. Fixed graves
2. Cleaned the office and garage
3. Picked up and removed flowers from stones
4. Set one flush marker
5. Cut grass four times
6. Weed eat two times
7. Trimmed bushes out front

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

1. Cut a tree down on 4 Mile Road.
2. Put up a curve sign and 2 chevrons on Nichols Road.
3. Marked 4 rebase on Hussey Road and Brunner Road.
4. Picked up a deer carcass on Stahlheber Road, one on Hogue Road and one on Morman Road.
5. Put in three posts and guardrail on Nichols Road.
6. Finished the second round of roadside mowing and trimming around signs.
7. Finished trimming trees at the walking trail and park.
8. Trimmed trees on Fairy Drive and Shank Road.
9. Picked up a mattress and box springs on Morman Road.
10. Hauled 175 tons of concrete curb for bank reinforcements on Nichols Road.
11. Cut grass on all Township properties three times.
12. Installed new doorknobs on the park rest rooms and new ropes on the pirate ship in playground.
13. Hand trimmed the honeysuckle on Raffuse Road and Pearle Lane.
14. Started chipping up the brush from the walking trail area.
15. Performed monthly truck, park, and storm water inspections.

Administrator's Report (Financials and Personnel Issues for June and July)

Mr. Henry presented the following report to the Board:

Administrator **June-July** Summary Report
(August 2020)

- **Fire Department:** Worked with the Chief on maintaining full strength for EMS operations; processing 3 new employees. Also worked on keeping supply chain open and flowing for necessary COVID-19 related purchases. Also the Chief and Township Administrator have been reviewing calls and operations to determine possible recommendations to the Board for improved service while keeping in mind considering budget considerations. Discussions and review on this matter are ongoing.
- **Road Department:** Followed up with BCEO and Scot Gardner regarding the 2020 Road Program authorized through the Butler County Engineer's Office and additional work/touch up that is needed on certain streets. Will be looking ahead to the 2021 Road Program and asking the Board members for their recommendations.
- **Bureau of Workers Compensation:** Workers Compensation premium is staying low and the Township experience is very good. Significant savings have occurred due to the change over status in the Fire Department and COVID-19 relief provided by BWC.
- **Nuisance Properties:** Property owners at 41 and 57 Cochran Road as well as the corner house at Hamilton Scipio Road are in compliance for now.
- **Zoning:** Working with Jim Fox on suggested zoning code changes that would benefit
- **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. As reported in March, the Moody's review of the Township finances was very good. Although hit significantly by the COVID-19 revenue impact on the Township's 8 funds, the cash balance and support of basic programming is stable.
- **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.
- **Township Website:** Made various updates and uploaded most recent Board minutes. Placed COVID-19 Changes to facilities and filed media notices related thereto.
- **Road/Cemetery Operations:** Revenues and activity at the Cemetery have picked up. Maintenance of the cemetery has been very good. A complimentary donation of \$100.00 was received.

- **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. Scheduling a partial list for the 2020 construction season. (Placed on hold due to economic issues COVID-19 related)
- **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.**
- **Community Center Rental Policies and Costs:** Examining possible contract changes and increased costs for rental of the facilities in order to present information to the Board for review in the next 60 days.
- **Facility Rentals** for the Park and Community Center were cancelled for June; In July began scheduling use requiring COVID-19 CDC Guidelines be followed. A number of refunds were made. No rentals will be approved until after May 29, 2020.

Personnel Actions and Other Items of Note

Personnel actions and appointment of new personnel underway for June 2020:

Fire Department: Hire Haley E. Claxton 15 Shawnee Drive Hamilton, Ohio 45013 as a EMT-B trainee at \$8.70 per hour effective July 30, 2020.

Administrative Furlough: As per Board action on July 24, 2020, informed Julie Prickett, Project Coordinator, that effective July 27, 2020 she was being furloughed for the balance of Fiscal Year 2020.

Road Department: Promoted Michael Jackson from part time to full time as a Public Works Worker III at the rate of \$17.95 per effective August 10, 2020. He has completed background checks steps.

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 card board file boxes stored in the garage area. More permanent solutions need to be determined- still pending.

Road Department: Looking at pick-up truck purchase and possible frame building to house equipment. Sample frame building costs were in the February Meeting packet.

Strategic Planning Session: Once the COVID-19 revenue impact is fully realized and the possible savings from cutbacks as well as increasing revenues in certain funds, a strategic planning session will be needed with the Board of Trustees and Administration in the fall.

Of Note- Budget Information July 2020

Cash Balance as of July 31, 2020: \$2,185,119.72

- 1) **Total Expenditures all funds for July 2020:** \$184,748.07 / **Revenue:** \$79,641.38
- 2) **Total General Fund cash on hand July 31, 2020:** \$562,250.86 (25.73%) of Total funds
- 3) **Total Fire/EMS Fund cash on hand July 31, 2020:** \$563,248.33 (25.78%) of Total funds

4) *Monthly Revenue and Expenditure Reports by fund for June and July 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

Fiscal Year 2017

Jan: \$ 888,346.09
Feb: \$ 902,459.77
Mar: \$ 900,176.59

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

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
Oct- Cash Balance: \$1,962,350.93
Nov- Cash Balance: \$1,861,470.50
Dec- Cash Balance: \$1,764,761.24

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: \$2,290,635.31
July- Cash Balance: \$2,185,119.72

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: 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.

**Summary Financial Reports for June and July are attached to this report for Board review.

Old Business

Zoning Code Update: The Zoning Code changes discussed with the Board in July were submitted to Jim Fox at the County. Mr. Fox has set a meeting for September 23, 2020 at the Hanover Township Community Center to discuss proposed changes with the affected townships. Mr. Henry will be attending and Mr. Buddo requested to be present as a Trustee. The Board concurred.

COVID-19 Issue Update: The Community Center has posted regulations for use of the room for events which caps attendance at 50 people and sets forth other requirements for setting up tables and chairs as well as cleaning them after use. Social distancing and masks are also required. Mr. Henry also presented a copy from OHIOP BWC which set forth current restrictions and return to school guidelines.

Electric Aggregation: Mr. Henry copied the Board on a proposed letter to residents not enrolled with Dynegy providing them an opportunity to enroll or opt out.

Butler County Township Association Meeting scheduled for Hanover Township Update: Mr. Henry presented the menu and options offered by Apple Spice, the restaurant supplying the food for the meeting. The Apple Spice proposal was acceptable to the Board. Energy Alliance will be sponsoring the dinner. The Township will be providing drinks.

Other Old Business:

There was no Other Old Business to discuss.

New Business:

**Summary Notes Resolution No.28-20 OTARMA Renewal
August 12, 2020**

Renewal Period: September 2, 2020 to September 1, 2021

Changes: Added equipment in the last year contract year.

Basic Premium for Renewal: \$28,888.00; Last Period: \$26,517.96 or 8.9% Increase

Corporate Rebate to the Township (Sent Separately): \$2,268.68 or 13.6% Increase over last period

Options Available: Can increase legal liability limit from \$3,000,000.00 to \$4,000,000.00 for an extra \$996.00. Other upgrades are available to \$6,000,000.00.

Resolution No. 28-20

**Approving Property, Vehicle and Liability Insurance Renewals Through a Contract With
the Ohio Township Risk Management Authority for Policy Year September 2, 2020
through September 1, 2021**

Whereas, it is in the best interest of the Township to provide insurance coverage for Township property, vehicles, and liability; and

Whereas, prices were examined and updated information was filed to determine best pricing; and

Whereas, the Ohio Township Risk Management Authority has presented renewal coverage for General Liability (Legal) and Coverage Extensions, Property Insurance and Coverage Extensions, Public Officials Wrongful Acts and Coverage Extensions, Vehicle Insurance Coverage and Umbrella Liability as well as Coverage Extensions for new Fire Equipment and Road Department Equipment as well as a rebate of \$2,268.68 (to be mailed separately) for the new contract period resulting in a net cost for the new policy period of 28,888.00; and

Whereas, the OTARMA renewal proposal is the most cost efficient coverage given the Township’s circumstances, past experience and the rate has been relatively level the last few years,

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

Section I. Resolution No. 28-20 is hereby approved authorizing the renewal of the property, vehicle, and liability insurance coverage for the period commencing September 2, 2020 through September 1, 2021 with the Ohio Township Risk Management Authority as represented locally by Lovins Insurance Agency for a cost not to exceed \$28,888.00 (with an anticipated rebates/credits of \$2,268.68 to be received at a later date) as outlined in an attachment herewith labeled "Attachment Resolution No.27-20".

Section II. The Township Administrator is hereby authorized to execute all contracts and related documents thereto on behalf of the Township.

The foregoing resolution was adopted in a special public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12th day of August 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 28-20 – OTARMA Insurance Renewal: Mr. Henry explained this resolution was based upon the notes above. Mr. Johnson made a **motion** to adopt Resolution No. 28-20, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 29-20

Establishing for the Coronavirus Aid, Relief, and Economic Security Act (CARES) Fund

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and **WHEREAS**, the Ohio General Assembly established a process for distributing funds provided by the “Coronavirus Aid, Relief, and Economic Security Act” of the 133rd General Assembly; and

WHEREAS, the State requires subdivisions receiving funds under Section 1 of the Act, to pass a resolution affirming that funds from the County Coronavirus Relief Distribution Fund may be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds which was passed by the Board in JUNE by Resolution No.27-20 and

WHEREAS, Hanover Township has received its share of funds from the Butler County Coronavirus Relief Distribution Fund (\$163,109.31)

NOW THEREFORE, be it resolved that the Board of Trustees of Hanover Township:

Section I. Hereby establishes Coronavirus Aid, Relief, and Economic Security Act (CARES) Fund, 2272-190 for expenditures and 2272-511 for revenue for accurate accounting purposes.

Section II. That the Hanover Township Fiscal Officer take all necessary action to:

- (1) On or before October 15, 2020, pay any unencumbered balance of money in the Hanover Township’s local coronavirus relief fund to the Butler County Treasurer;
- (2) On or before December 28, 2020, pay the balance of any money in the Butler Township’s local coronavirus relief fund to the state treasury in the manner prescribed by the Director of the Ohio Office of Budget and Management; and
- (3) Provide any information related to any payments received under this statute to the Director of the Ohio Office of Budget and Management as requested.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12th day of June 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer

Mr. Henry explained this resolution was based upon information received from the State and Ohio Township Association Mr. Buddo made a **motion** to adopt Resolution No. 29-20, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

***For August 12, 2020 Recognition**

Mr. Petry was asked to come forward after Mr. Henry read the resolution recognizing Mr. Petry. Resolution No. 30-20 was moved for approval by Mr. Buddo which was seconded by Mr. Johnson. Upon roll call by the Fiscal Officer, all three Trustees voted yes.

Mr. Petry then was presented with a recognition certificate as well as items of appreciation from the Township including from the Township Fire Department by the three Trustees. Notes of interest:

Walter Petry resides with his wife Mary at 716 Boyle Avenue Hamilton, Ohio 45013
World War II Veteran; served as a Medic; Was involved in Island of Saipan campaign.
Hanover Township resident for 70 years.

Mr. Petry will be celebrating his 94th birthday on September 15, 2020.



Hanover Township Butler County, Ohio

Resolution No. 30-20

Recognizing Walter Petry for his Military Service During World War II at Saipan

Whereas, Hanover Township is blessed to have many individuals who provide outstanding service and professional commitment in serving the interests of the community and nation, especially in the military service of the United States; and

Whereas, Walter Petry and his wife Mary have resided in the Hanover Township for 70 years; and

Whereas, Mr. Petry served in the military in World War II as a medic and was involved in the Saipan Campaign; and

Whereas, Mr. Petry will be celebrating his 94th birthday on September 15th and it is appropriate to salute Mr. Petry for his military service and his long history as a resident of Hanover Township; and

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

Section I. That on behalf of Hanover Township and all officials thereof, expresses its gratitude and appreciation for Mr. Walter Petry's military service to the United States.

Section II. That on behalf of all officials of Hanover Township that sincere birthday wishes are forwarded to Mr. Petry for the celebration of his 94th birthday on September 15, 2020.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12th day of August, 2020.

Board of Trustees

Vote

Attest:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/ Clerk

Resolution No. 31-20

Amend and Approve Changes to the Hanover Township Pay Plan Associated with Road and Cemetery Operations

Whereas, The Township Administration and Board of Trustees have been evaluating the hiring needs of the all the departments as well as the need to retain qualified personnel; and

Whereas, there is a need to make adjustments associated with Road and cemetery Operations to increase minimum wage rates, expand classification categories, and offer more flexible pay ranges and rates; and

Whereas, to facilitate the quality presentation of services to the public by a well qualified work force, amendments and adjustments are deemed to necessary to the existing Township Pay Plan; and

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

Section I. That the attached Township Pay Plan is hereby amended regarding Road and Cemetery Operations.

Section II. That the Fiscal Officer and Township Administrator are authorized to take the necessary steps to set up and implement the Township Pay Plan amendments as adopted herewith.

The foregoing resolution was adopted in an open special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 12th day of August 2020.

Board of Trustees

Vote

Attest:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/ Clerk

Mr. Henry explained this resolution was based upon recent salary increases in the Road and Cemetery operations which necessitates changing the overall pay plan framework to accommodate the changes. Mr. Buddo made a **motion** to adopt Resolution No. 31-20, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

(Resolution No. 31-20 Attachment)

Hanover Township Butler County Ohio Full Time, Seasonal and Part Time Pay Plan

In all areas of Township operations there is a need to employ full time, part time and seasonal workers as the need requires and the budget allows. The following classification and pay plan is set forth to facilitate operations and allow for discretion on the part of the Board of Trustees and/or Township Administrator to meet the challenges of the Township. From time to time this pay plan may be amended by motion or resolution. There is a separate Pay Plan adopted for Fire Department operations as reflected in an attachment to the authorizing Resolution No. 55-19.

Public Works (Road) and Cemetery

| | | | |
|--------------------------|--------------------|----------|----------------|
| Public Works Helper: | \$8.70 to \$9.50 | per hour | |
| Public Works Worker I: | \$9.55 to \$11.10 | per hour | |
| Public Works Worker II: | \$11.25 to \$14.00 | per hour | |
| Public Works Worker III: | \$14.05 to \$21.75 | per hour | * CDL Required |
| Public Works Worker IV: | \$21.85 to \$23.50 | per hour | * CDL Required |
| Road Superintendent: | \$25.00 to \$30.00 | per hour | * CDL Required |

Each level of pay is determined by past experience, training, prior work with the township and whether or not the individual has a CDL Classification. Public Works Worker III or above requires a CDL unless otherwise waived by The Board of Township Trustees or Township Administrator due to other qualifications held by the individual. Public Works Worker IV involves some supervisory responsibilities as directed by the Township Administrator.

Proposed 2021 Road Program through BECO:

Mr. Henry discussed the 2021 Township Road Program. The Butler County Engineer's Office has requested a list of roads that may require paving, Chip Seal, Black Mat and Retrace as set forth in a memo dated August 3, 2020 be presented to BCEO by October 1, 2020. As a result, the Board must consider the matter in September for approving said list. Mr. Gardner discussed a few issues related to the Woods of Hanover. Mr. Miller asked that a list of suggestions be provided to the Trustees in advance of the September Board meeting to allow time for review and make suggestions. Mr. Gardner will work on this list.

Requested by Medicount Management as required by law:

Motion

The Hanover Township EMS operation, working through Medicount Management, participates in the Ohio Department of Medicaid program for reimbursement purposes. It is time to renew and approve the agreement and update information pertaining to the operation. Therefore, a motion is needed to approve the Ohio Medicaid participation by the Hanover Township Fire Department and authorize the Township Administrator and Fire Chief to execute documents related thereto. Moved by Mr. Buddo seconded by Mr. Miller to approve the aforementioned agreement and authorize the execution of said agreement as stated above. * A Medicount Management report was included covering June 2020 activity.

Motion to Accept donation of \$1,200.00 from Mr. & Mrs. Wohlfacka of 3482 Stillwell Beckett Road in recognition of the Township services provided to them over time with \$200.00 to general operations, \$500.00 to the Fire Department and \$500.00 to the General Fund in support of law enforcement. Refer to attached letter.

Moved by: Miller, seconded by: Mr. Johnson. After discussion, the Fiscal Officer called the roll. The vote was: all three trustees votes yes. Mr. Henry will prepare a "Thank You" letter.

Speed Study Request Vizedom Road:

Mr. Henry presented a request from Andrea Anglin 1938 Vizedom Road in which she expressed concern about speeding and some property damage on Vizedom Road. She believes there should be a speed study conducted. Mr. Henry explained the process and jurisdiction related to a speed study. Ms. Anglin will send an email outlining her request and concerns for the September Board

meeting. The Board asked Mr. Henry to draft a resolution for consideration at the September Board meeting.

Notice – Zoning Appeal Variance Hearing 8/18/20 – Request for 1394 Old Oxford Road: Mr. Henry reported the Township had received notice from the County of a hearing to consider a zoning variance request for 1394 Old Oxford Road regarding an accessory building and lot lines. After some discussion, the Board determined to take no position regarding the variance request.

Other Old Business – Butler County Township Association Meeting scheduled for Hanover Township Update: Mr. Henry presented the menu and options offered by Apple Spice, the restaurant supplying the food for the meeting. The Apple Spice proposal was acceptable to the Board. Energy Alliance will be sponsoring the dinner. The Township will be providing drinks. A motion was made by Mr. Buddo and seconded by Mr. Johnson to approve the arrangements with Apple Spice and to provide for the drinks for the event. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

Other Old Business- Fire Marshall Grant-

Chief Clark brought up the grant the department wishes to apply for through the State Fire Marshall's Office for supplies for use in the Fire Department. A motion was made by M. Buddo to authorize Chief Clark to apply for the stated grant, which was seconded by Mr. Miller. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

There was no Other Old Business to discuss.

Executive Session: Mr. Buddo requested that the Board move into Executive Session pursuant to ORC 121.22 (G)(1) Personnel. Mr. Buddo moved and Mr. Johnson seconded a motion to adjourn the regular meeting and move into Executive Session. The Fiscal Officer called the roll and all three Trustees voted yes.

Mr. Johnson made a motion to reconvene into regular session to consider additional business which was seconded by Mr. Miller. The Fiscal Officer called the roll and all three Trustees voted yes.

Regarding the furlough of Julie Prickett outlined in the July 24, 2020 minutes of the Board, Mr. Buddo moved that the motion made regarding Ms. Prickett should be amended to reflect the following wording: "Based upon budget considerations to reduce costs and COVID-19 revenue issues, Mr. Johnson made a motion to furlough Julie Prickett, Project Coordinator until further notice, effective July 27, 2020." Mr. Johnson seconded this motion to amend as stated. The Fiscal Officer called the roll with all three Trustees voting yes to amend the July 24, 2020 motion wording.

In the Board's packet under miscellaneous correspondence, the following items were included:


1. Butler County Building Permit Report for July 2020
2. OTA Legislative Update
3. Anonymous Complaint: Zoning Issue Darrtown Road
4. Email from BRICS that the adverse weather siren is working properly.

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

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

.....

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

Jeff Buddo, President: _____ 

Douglas L. Johnson, Trustee: _____ 

Larry Miller, Trustee: _____ 

Date: 9-9-2020

Verified by: Greg Sullivan, Fiscal Officer: _____ 