



**Hanover Township Board of Trustees
December 9, 2020 Meeting Minutes**

Call to Order: Mr. Buddo called the meeting to order at 6:00PM. Mr. Johnson 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. Johnson, seconded by Mr. Miller to approve Regular Meeting minutes of November 1, 2020 and to approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation: None

Citizen Participation: No one from the audience addressed the Board.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 258		2596
• Felony Reports: 02		31

- Misdemeanor Reports: 15 163
- Non-Injury Crash: 12 85
- Injury Crash: 02 32

Total Reports: 31.....310

- Assists/Back Up: 28 340
- Felony Arrests: 00 02
- Misdemeanor Arrests: 02 33
- OMVI Arrests: 02 02

Total Arrests: 0437

- Traffic Stops: 20 161
- Moving Citations: 13 127
- Warning Citations: 07 52
- Civil Papers Served: 0 01
- Business Alarms: 3 23
- Residential Alarms: 08 71
- Special Details: 09 214
- COPS Times: 5,200 (*Min.*) 50,000 Min
- Vacation Checks: 18 204

Reporting for Deputies Mayer and Tanner. Prepared by BEH.

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

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

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

- Emergency Medical Operations/Squad Runs: 48 560
- Motor Vehicle Accidents: 05 49
- Fire Runs: 15 123
- Fire Inspections: 00 24
- Knox Box Details 00 00
- Other 00 00

- Total for the month:

**68 Runs/Operations
(Fire/EMS Runs)**

Total Year 2020: 706 Runs/Operations

(October 2019: 60 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 December 2020:

**SUPERINTENDENT'S REPORTS
(December 9, 2020)**

Millville Cemetery Operations Report November 1 through November 30, 2020

0 Grave sold to Township residents (@ \$710)-----	\$ 0.00
4 Graves sold to nonresidents (@ \$995)-----	\$3,980.00
0 Old resident graves-----	\$ 0.00
8 Full Interments-----	\$ 9,000.00
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 0.00
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00

Total: ----- \$ 12,980.00

Other Cemetery activities:

1. Fixed graves
2. Cleaned the office and garage

3. Picked up and removed flowers from stones
4. Fixed water leak in front of Cemetery

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

1. Replaced deck boards on the Gazebo.
2. Cut grass and mulched leaves twice.
3. Pulled out dead bushes and planted tall grass at the Gazebo.
4. Put up a "Children Playing" sign on Wencella Drive.
5. Replaced a Columbus Drive street sign.
6. Picked up a deer carcass on Hogue Road.
7. Repaired a catch basin on Roberta Drive.
8. Picked up a deer carcass out of a yard on 27.
9. Took down and cleaned the intake vents at the Community Center.
10. Replaced a "Stop Ahead" sign on Woodbine Road damaged by wind.
11. Cleaned leaves out of multiple catch basins and storm grates.
12. Called in on November 15 to remove a downed tree on Morman Road.
13. Graveled in our snow route turnarounds.
14. Cleaned up downed tree limbs from Township roads after windstorm.
15. Spent two and a half days cleaning up downed tree limbs in Millville Reily Cemetery.
16. Cold patched on Woodbine Road and at the Community Center.
17. Performed monthly truck, park, and storm water inspections.

Administrator's Report (Includes Financials and Personnel Issues for November 2020)

Mr. Henry presented the following report to the Board:

**Administrator November Summary Report
(December 2020)**

- **Fire Department:** The Chief and Administrator work on COVID-19 staff protocols, equipment ordering as well as implementing payroll policy changes authorized by the Board related to COVID-19 issues and scheduling.
- **Road Department:** Prepared for the first snow and clearing of Township roadways. Alter scheduling to achieve maximum coverage.
- **COVID-19 Issues:** Continued research on allowable expenses to charge to the special COVID-19 CARES fund and provided information to the Fiscal Officer. Additional Guidelines and Clarifications were issued October 1, 2020 and clarifications in November. Consulted with OMB bulletins as well. Working with the Fiscal Officer to insure CARES Funds are either encumbered or spent to comply with OMB requirements.
- **Nuisance Properties:** Following up on complaints associated with Bevington Lane and SR 177.

- **County Prosecutor:** Worked with Dan Ferguson on nuisance court information and discussion of audit issues and response. Reviewed documents for each and participated in numerous phone discussions.
- **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.
- **Park Committee:** Held meetings with the Committee to review logistics for the Veterans Day Recognition. Lined up volunteers to work the event. Prepared Cards from the Trustees and lined up gift certificates.
- **Veterans Day Recognition:** Worked on raising private contributions. Prepared Cards from the Trustees and lined up gift certificates. Set up the event and worked the event on November 11, 2020.
- **Township Website:** Continued work on the Township website, provided minutes for the archive.
- **Community Development Program:** Prepared three applications with project ratings. Prepared packet for submission to the County and delivered same on November 6, 2020.
- **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)
- **Community Center Rental Policies and Costs:** Due to COVID-19 issues the review of this matter has been postponed until early 2021. (Examining possible contract changes and increased costs for rental of the facilities).-Ongoing. Also issued room requirements associated with CD and Health Dept. guidelines.
- **Gene Avenue Culvert:** The Gene Avenue culvert project is still a priority and needs to be addressed in the near future. A Community Development Block grant application has been for this project and if funded, may be completed in 2021.
- **Township Pay Plans:** The plans are being renewed to accommodate minimum wage requirements effective January 1, 2021 as well as examining pay ranges, classifications, and scheduling to insure compliance with the Fair Standards Labor Act. Any suggested changes will be introduced in January 2021.

- **Wencella Drive Drainage Issues: Ongoing/No change-** The problem exists outside the right of way. (Still trying to figure out how to deal with the private property and R/W issues and financing- **still pending- no change.**

Personnel Actions and Other Items of Note

Personnel actions and appointment of new personnel underway for October- November 2020:

Fire Department:

Hire: Antonio A. Detullio 2125 Stahlheber Road Hamilton, Ohio as a Fire Fighter Trainee at \$8.70 per hour. Responding as a per run call in when final credentials are received.

Jada F. Murphy 4235 Ryan Court Liberty Township, Ohio 45011 as an EMT-B at \$18.00 per hour for Part Time on station scheduling dependent upon final review of qualifications and subject to the successful completion of the background check and approval by the Township Administrator.

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 or early winter.

Of Note- Budget Information November 2020

Cash Balance as of November 30, 2020: \$2,446,861.80 (Excludes CARES Act Revenue)

- 1) **Total Expenditures all funds for November 2020:** \$186,852.53 / **Revenue:** \$167,956.30
- 2) **Total General Fund cash on hand November 2020:** \$880,588.70 (32.28%) of Total funds
- 3) **Total Fire/EMS Fund cash on hand November 30, 2020:** \$688,736.24 (25.25%) of Total funds

4) **Monthly Revenue and Expenditure Reports by fund for November 2020 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
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
Aug- Cash Balance: \$2,281,130.53
Sept- Cash Balance: \$2,578,948.20
Oct- Cash Balance: \$2,32,780.90 (Excludes CARES Funding; If included balance is \$2,859,129.29)
Nov- Cash Balance: \$2,446,861.80 (Excludes CARES Funding; If included balance is \$2,728,043.24)

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

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

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

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

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

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

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

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

Financial Report for December is attached.

Old Business

SR 177 Court Case: No update from the Prosecutor's Office or Building/Zoning.

For the Record:

**Hanover Township Records Commission Meeting
December 9, 2020 5:30PM**

Presiding: Jeff Buddo, Trustee Board President and Records Commission Member

Present: Greg Sullivan, Commission member; Bruce E. Henry, Township Administration

Approved Agenda

- A. Roll Call/Call to Order: Jeff Buddo**
- B. Current Records Issues Facing The Township/ Update**
- C. Review Township Records Retention Policy Update**
- D. Records Storage Issues**
- E. Other**
- F.**

Notes/Minutes

The Commission had a copy of the current Records Retention Policy. After review except for a few considerations, the policy seemed to be accurate and up to date.

Mr. Henry reviewed the current issues and problems with the system.

Policy needs to be reformatted in accordance with current state guidance.

Email records area and retention needs further review.

Records storage space is very limited. Need to get up to date on shredding. Will look into shredding companies after the first of the year.

More information is needed on the above areas to determine next steps.

Old Business

False Alarm Issues: Mr. Henry provided a copy of RC 505.11 regarding false or malfunctioning alarm systems. The Township does not have an approved resolution on file setting for the the

requirements and penalties. A concern was expressed by the Fire Department as to the number of false alarms recently associated with the Golden Years facility on Old Oxford Road. The Fire Chief is to monitor this situation and if it continues to notify the Township Administrator. Mr. Henry then would send a letter to the facility indicating the Township would be setting up a structure to assess penalties as the ORC for continued false alarms.

Other Old Business: Holiday Light Recycling Program

Hanover Township working with the Hanover Township Park Committee is continuing the holiday light recycling Program started last year. From December 3, 2020 through January 10, 2021, residents are encouraged to help recycle old lights and strings by dropping them off in identified containers located in Hanover Park by the Rumpke Recycling Dumpsters 1880 Morman Road. The program will operate for 5 weeks. Proceeds from the recycled materials will support park programs for kids.

New Business

Each year the Township must approve Temporary Appropriations in order to operate during the first half of the new year. Carry Over of balances/funds is the primary revenue source until the 2021 Settlement of revenue is received from the County, estimated to be in April.

Resolution No. 43-20

**Approving Temporary Appropriations for Fiscal Year 2021 for Hanover Township
Butler County, Ohio**

Whereas, the Board of Trustees, Fiscal Officer and Administration have been reviewing the necessary operating fiscal requirements for the first quarter of 2021; and

Whereas, there is a need to set temporary funding of activities for all Township Operations until a final appropriation can be prepared and approved during the first quarter of 2021; and

Whereas, the Fiscal Officer has prepared said temporary appropriations for all services and set forth the first quarter 2021 anticipated revenues and expenditures in the attached document entitled: **Attachment Resolution No. 43-20 Temporary Appropriations 2021.**

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

Section I. That to promote efficient and sound fiscal operations for the Township, the Board hereby adopts a Temporary Appropriation for 2021 totaling \$943,095.00 as reflected in the attachment hereto entitled: ***Attachment Resolution No. 43-20 Temporary Appropriations 2021.***

Section II. That the Fiscal Officer is authorized to process expenditures in accordance with the approved Temporary Appropriation Document for 2021.

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 December 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Mr. Johnson made a motion to approve Resolution No. 43-20 2021 Temporary Appropriations, which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

The next item concerned renewal of the Delta Dental Insurance Plan. The new contract year premiums charged by Delta Dental for 2020 were reduced by 4% and for 2021 rates remained unchanged, no increase, complying in all aspects with the Affordable Care Act.



Hanover Township Butler County, Ohio

Resolution No. 44-20

Approving Renewal of the Delta Dental Plan as Part of the Overall Health Insurance Plan for the Township for 2020-2021

Whereas, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care which includes vision care and dental services at affordable rates to maintain a competitive work force; and

Whereas, the Township's Broker Wichert Insurance Agency and the Township Administrator have reviewed renewal rates for vision and dental care as part of the overall Township Health Insurance Coverages and have determined the coverage provided through Vision Service Plan (which was authorized for two period last December) and Delta Dental represent the best cost effective approach for the Township as part of the overall health care plan for the Township; and

Whereas, for the new contract year premiums charged by Delta Dental for 2020 were reduced by 4% and for 2021 rates remained unchanged, no increase, complying in all aspects with the Affordable Care Act,

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

Section I. Resolution No. 44-20 is hereby approved authorizing the renewal of the group dental service insurance renewal through Delta Dental at the rate of \$27.14 monthly for a single and \$84.57 monthly for a family for the period December 1, 2020 through November 30, 2021 (No Increase).

Section II. The Township Administrator is hereby authorized to execute contract documents in behalf of the Township and the Fiscal Officer is authorized to make premium payments for the specified coverage..

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 December 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Mr. Buddo made a motion to approve Resolution No. 44-20 2021 Delta Dental Insurance Program, which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Motion to Approve Meeting and Event Schedule for 2021.

Mr. Henry proposed a meeting schedule based upon the schedules of all officials involved. Changes were made for February and March 2021. Special events are tentative and will be reviewed in the context of COVID-19 issues at that time.

2021 Board of Trustees Regular Meeting Schedule
And Special Events

(Meeting times are at 6:00 PM on the second Wednesday of each month unless changed due to schedule conflicts or unless otherwise publicized or posted.)

- January 20: *Organizational Meeting/ 3rd Wednesday*
- February 24: 4th Wednesday/ Scheduling Issues
- March 17: 3rd Wednesday- keep separation for business purposes.
- April 14:
- May 12:

- June 9:
- July 14:
- August 11:
- September 8:
- October 13:
- November 10:
- December 8:

Special Events:

1. **June 26th Saturday Kids Fest: 1:00PM To 4:30PM/ TBD**
2. **August 28th Saturday: Concert-Cruise In-Wine Tasting Hanover Park: 4:00PM to 10:00PM/ TBD**
3. **October 24th Sunday: Hanover Haunted Harvest 4:30PM to 6:30PM/ TBD**
4. **October 31st Sunday: Halloween Trick or Treat Activities 6:00PM to 8:00PM**
5. **November 11th Thursday: Veterans Day Ceremony 11:00AM/Luncheon Follows/ TBD**

Mr. Miller made a motion to approve the 2021 Meeting and Event Schedule as listed, which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Electric Aggregation Report

Mr. Henry presented a color coded chart to the Board (prepared by Energy Alliance) which showed the monthly savings under the Township program from May 2017 through September 2020. Mr. Miller remarked that this program has saved money for Township residents who chose to participate in the program. The information was accepted for the record.

Ref: POD Program/Virus Vaccination Program

Background: Hanover Township entered into an agreement several years ago with the Butler County Board of Health (BCGHD) to be a "Point of Dispensing" (POD) for Certain vaccinations in case of a major outbreak of disease, especially for protecting Fire and EMS personnel. The recent document signed by the Administrator yesterday was requested as a rush by the Board of Health. This document is for a "Closed Point of Distribution". The purpose is to establish a cooperative agreement between the Butler County General health District and Hanover

Township to establish a process for providing the Township with prophylactic vaccinations or other medical countermeasures pursuant to Ohio revised Code 3701.048 and in the event of a public health emergency declared by the State of Ohio or federal authorities. Dispensing would be conducted under the guidance and direction from the Ohio Department of Health and/or U.S. Department of Health and Human Services Center for Disease Control and Prevention (CDC) through BCGHD.

The County Prosecutor had reviewed and signed off on the MOA before the Township signed.

The motion is to approve the action of the Township Administrator and the Memorandum of Agreement for a closed point of dispensing. Motion by: Mr. Johnson, seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with the vote being: All three Trustees voted yes.

Cemetery: Purchase Straight Dump Concrete Buggy

Every year generally in the warm weather months, a straight dump concrete buggy is rented several times with expenditures running between \$1200 and \$2400 each year depending on cemetery workload. After Brian Batdorf reviewed the matter with Scot Gardner and Mr. Henry, the conclusion was reached the Township should purchase such a unit. The cost for a new unit is approximately \$13,035.00. The dealership is KATO CES Company. After questions and observations were presented by Mr. Miller, the Board seemed to agree the purchase is needed.

Motion made by Mr. Miller, seconded by Mr. Johnson to purchase a straight dump concrete buggy at a cost not to exceed \$13,500.00. After review and discussion, Mr. Sullivan called the roll: All three Trustees voted yes.

Communication:

The Township received a special "Thank You" note from Helen Rogers USMC 67-71. She was surprised regarding the Veterans Card and gift certificate from the Township for the Veterans Day Recognition program. She stated that she is grateful for what the Township does for the people of Butler County.

Fire Department Radios:

Mr. Henry and Chief Clark talked about the need to set up an incremental purchasing schedule for acquiring the required new radios for the Fire Department. According to Mr. Sullivan there may be some CARES Funding left over to apply toward this purchase.

After discussion, Mr. Miller made a **motion** to acquire the new radios from Mobil Com up to an amount not to exceed \$21,000.00. The motion was seconded by Mr. Johnson. Mr. Sullivan called the roll with all three Trustees voting yes.

Flag Disposal Program:

Terry Moran, a member of the Park Committee, suggested the Township consider sponsoring a program for the disposal of old United States flags. The stars could be cut out for the program adopted by Hanover Township which were used for a special recognition card and use of the star

for Veterans on Veterans Day. A collection bin (perhaps an old post office collection bin) could be painted with a patriotic design and placed on Township property to allow people to drop off their old flags. Working with either a scout troop or Veterans organization, the old flags could be disposed of as required by ceremony and protocol. Mr. Moran is willing to help coordinate the program. The Board felt this program would be an excellent item to undertake.

Mr. Buddo made a motion to approve the flag disposal and use program as proposed by Terry Moran, which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Other:

Mr. Henry reported that the State of Ohio required minimum wage was increasing to \$8.80 per hour. The Township Compensation/Salary schedule will have to be adjusted.

Mr. Henry reported to the Board the following items in their packet listed under Miscellaneous:

1. **Butler County Building Permit Report for November 2020**
2. **OTA Legislative Update**
3. **Medicount Management Report of Activity for October 2020**
4. **Coronavirus Disease Update December 2020/ ODH**
5. **BWC Report/Virus Update**
6. **Article: Scam in Hanover Township/Photo**
7. **Other**

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 for December 9, 2020. 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: 1-20-2021

Verified by: Greg Sullivan, Fiscal Officer: _____