



**Hanover Township Board of Trustees
February 19, 2020 Meeting Minutes**

Call to Order: As Board President Jeff Buddo was suffering from a bad cough, Mr. Johnson called the meeting to order at 6:00 PM and then led the pledge of allegiance and gave the opening invocation.

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

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Buddo, to approve the January 22, 2020 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 for this meeting.

Citizen Participation: None of the citizens present choose to address the Board.

Administration Reports

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

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for January 2020

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 320		320

- Felony Reports: 02 02
- Misdemeanor Reports: 09 09
- Non-Injury Crash: 04 04
- Injury Crash: 05 05

Total Reports: 20.....020

- Assists/Back Up: 41 41
- Felony Arrests: 00 00
- Misdemeanor Arrests: 05 05
- OMVI Arrests: 00 00

Total Arrests: 0505

- Traffic Stops: 14 14
- Moving Citations: 11 11
- Warning Citations: 06 06
- Civil Papers Served: 1 01
- Business Alarms: 2 02
- Residential Alarms: 08 08
- Special Details: 16 16
- COPS Times: 5,200 (*Min.*) 5,200 Min
- Vacation Checks: 38 38

 Reporting for Deputies Mayer and Tanner. Prepared by BEH.

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

Hanover Township Fire Department
Monthly Report for January 2020- Phil Clark Fire Chief
(Presented in February 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:	58	58
• Motor Vehicle Accidents:	08	08
• Fire Runs:	16	16
• Fire Inspections:	01	01
• Knox Box Details	00	00

- Other 00 00
- Total for the month: **83 Runs/Operations**
(Fire/EMS Runs)

Total Year 2019: 879 Runs/Operations

(Jan 2019: 73 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 January 2020:

SUPERINTENDENT'S REPORTS
(February 19, 2020)

Millville Cemetery Operations Report January 1 through January 31, 2020

2 Graves sold to Township residents (@ \$710)-----	\$ 1,420.00
0 Graves sold to nonresidents (@ \$995)-----	\$ 0.00
0 Old resident graves-----	\$ 0.00
3 Full Interments-----	\$ 3,200.00
0 Baby interments-----	\$ 0.00
1 Cremations-----	\$ 575.00
Foundation and Marker installation fees-----	\$ 665.60
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00
Total: -----	\$ 5,860.40

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

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

1. Cut up a tree hanging in the roadway on Hogue Road.
2. Cleaned the curb and catch basins on Queen Mary Lane.
3. Installed a hot water heater at the Road Department building.
4. Cut up a tree on Salman Road off Stillwell.
5. Went around all our subdivisions and cleaned catch basins.
6. Performed a road check and picked up downed limbs on January 12 after high winds.
7. Worked on the Community Center. Re-hung items on meeting room walls.
8. Picked up a stove on Woodbine Avenue.
9. Called in on January 19 to cut up a tree that fell on Salman off Stahlheber Road.
10. Cleaned up a tree on Salman Road, cut down a tree and pushed dead trees into the woods.
11. Replaced outdoor lights with LED lights at the Cemetery.
12. Worked on generators including replacing an ignition coil on one unit and replacing a battery on another unit. Changed the fuel and ran both.
13. Worked on painting our 6640 tractor.
14. 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 January Summary Report
(February 2020)**

- **Fire/EMS Run Data:** Dispatch Log information for January 2020; Not available due to change in the Communications System. Still working on how to program for searching the data.
- **Fire Department:** Continued work on background checks for possible new hires. Several candidates were approved for employment in accordance with required checklist steps for employment.
- **Road Department:** Sent approved 2020 Road Program to the Butler County Engineer's Office for bidding.
- **Bureau of Workers Compensation:** Prepared mandatory "True Up" report for premium reconciliation. Prepared mandatory report for the Public Employee Risk Reduction Program and OSHA 300 form.

- **Nuisance Properties:** Continued to monitor problems on Old Oxford and Hamilton Richmond Road. Looked at possible nuisance properties with Jim Fox on US 27, Stahlheber Road and Hamilton Richmond Road.
- **Employee and Volunteer Recognition Holiday Reception:** Worked on logistics and other elements for the event which was held on December 14, 2019.
- **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. Submitted information to Moody's from the Fiscal Office and Administration. Waiting on final review of bond rating and observation of fiscal condition.
- **OTA Conference Columbus:** Made reservations for officials attending February 5th through February 7th. Prepared tax-exempt forms and packets for attendees.
- **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.
- **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.
- **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- no change.**
- **Cemetery:** Prepared Cemetery Regulation and Pricing Booklets for distribution. booklets for distribution to the Funeral Homes and public.
- **Community Center Flooring and Painting:** Carpet installation was coordinated/installed and room painting was completed.

Personnel Actions and Other Items of Note

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

All recommended applicants have been processed.

Road Department and Cemetery: Nothing to report.

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: Looking at pick-up truck purchase and possible frame building to house equipment.

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 2020 Road Program, equipment needs and other projected needs to address ongoing issues. A strategy session is needed in the first half of 2020 to review these items.

Of Note- Budget Information January 31, 2020

Cash Balance as of January 31, 2020: \$1,665,256.35

- 1) **Total Expenditures all funds for January 2020: \$158,794.01 / Revenue: \$62,289.12**
- 2) **Total General Fund cash on hand January 31, 2020: \$544,449.14 (32.69%) of Total funds**
- 3) **Total Fire/EMS Fund cash on hand January 31, 2020: \$397,353.91 (23.86%) 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
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:

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.

November 2019: Looking ahead with the Fiscal Officer regarding operational budgets and future levy requirements to ensure 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.

Mr. Henry also distributed revenue and expenditure reports to the Board. Mr. Henry noted there was legislation on the agenda to transfer money from the General Fund to the Cemetery Fund.

Mr. Sullivan reported that the first tax advance payment from the County should be received later in the week.

Mr. Sullivan also reported that he had called the City of Hamilton three times regarding the annexation revenue payment owed to the Township and had received no return call. Mr. Henry noted the Township may need to request assistance from Dan Ferguson (County Prosecutor's Office.)

Old Business

Nuisance Summary Report: Mr. Henry reported that he and Jim Fox had visited several owners and some improvements to properties were occurring as a result. Mr. Henry noted that he planned to follow-up on properties on Cochran Road, SR 27 and Stahlheber Road when the weather improved.

BWC Premium Code Rating Change: Mr. Henry reported he had been working with the Ohio Bureau of Workers' Compensation to obtain a reclassification of the risk rating code for the Fire Department. This request was based on the hiring of part-time on-station personnel as well as switching from volunteer call-in pay per run to an hourly rate for all call-in respondents. The 2019 Fire Department rating code was #9493 rating 0.085934 times the reported payroll in 2019 of \$294,913.07. The estimated payroll for 2020 is \$365,000. With the old rate applied the Township premium would be \$36,000. With the new classification rate of .013453, the total due for the Fire Department would be \$4,910.35. This transition is currently underway, and the savings should be applied in the near future.

The total premium for the Township for 2020 is estimated to be 11,165.09 to \$11,330.93 with the non-fire employee portion of the total premium estimated to be up to \$6,420.58.

Mr. Henry also provided the following report:

BWC Cost Breakdown Monthly Percentages (2020 Billing Period) February 2020

A. Departmental Percentage of workers/premium for BWC Invoices

- Fire/EMS BWC Rate: 0.013453 43.50% of cost

- General Fund BWC Rate: 0.013453 18.90% of cost
- Cemetery Fund BWC Rate:0.013453 14.50% of cost
- Road Department BWC rate: 0.013453 23.10% of cost

Total Estimated Premium 2020: \$11,165.00 to \$11,330.92

- **Final rating and premium TBD**

B. Future invoices are based upon a *monthly invoicing* system with any periodic adjustments due to payroll increases or injuries/lost time.

- Safety Council Required Report: filed January 8, 2020
- Public Employment Risk Reduction Program Report
Employer Verification Report (300AP): filed January 7, 2020
- 2019: No lost time injuries noted; rating will remain very good.
- BWC True Up report Filed: January 2020

Other Old Business:

Under Other Old Business, Mr. Henry reported he received information on a potential dollar amount the Township might receive as a result of the State’s opioid settlement with drug manufacturers.

New Business:

Resolution No. 19-20 – Authorizing Road Salt Purchase/Contract Butler County Engineer’s Office: Mr. Henry explained that Resolution No. 19-20 was legislation to authorize an annual contract for road salt. Purchasing through the County allows the Township to save money and he recommended authorizing the contract. After discussion, Mr. Miller made a **motion** to adopt Resolution No. 19-20, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

**Resolution No. 19-20
Authorizing Contract with Butler County Engineer’s Office for Road Salt**

Whereas, Hanover Township annually enters into an agreement for the purchase of road salt through the Butler County Engineer’s Office; and

Whereas the Butler County Engineer's Office meets all applicable State and local requirements through its bid process for road salt; and

Whereas, in order to save money and expedite the bidding process, it benefits the Township to enter into an agreement with the Butler County Engineer's Office for road salt in the 2020-2021 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 bidding and purchasing of road salt for the 2020-2021 winter season.

Section II. That the Township Administrator and Road Superintendent are hereby authorized to file and sign all documents associated herewith including the forwarding of the estimated salt needed as prepared by the Road Superintendent (Attachment Resolution No. 19-20)

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 19th day of February 2020.

Board of Trustees

Vote

Attest and Authenticate:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 20-20 – Authorize Filing of BREC Grant Applications: Mr. Henry explained that the Township files applications for BREC grants twice a year (February and August) and requested authorization to file grant applications for the upcoming cycle. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 20-20, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 20-20

Authorizing the Filing of February 2020 Applications for the Butler Rural Community Connections Grant Program

Whereas, the Board of Trustees has reviewed the requirements for the February 2020 Community Connections Grant program sponsored by the Butler Rural Electric Cooperative; and,

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

Whereas, reduction in revenues resulting from property devaluations and funding cuts from the State of Ohio over the last six years have hampered the ability of the Township to fund a number of projects and equipment such as those referenced herein; and,

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

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

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

Section I. That Board authorizes up to two applications to be submitted at the Administrator’s discretion to the Butler Rural Cooperative Community Connections Program by the end of February 2019 as reflected in the attachment labeled: Attachment to Resolution No. 20-20 Grant Projects.

Section II. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit one or both applications referenced herein.

Section III. That the Board of Trustees acted upon this matter in an open public meeting on February 19, 2020 with all three Trustees voting in favor of Resolution No. 20-20.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 21-20 – Requesting Fund Advance (tax revenue) from Butler County Auditor:

Mr. Henry noted that Mr. Sullivan had referenced this fund advance earlier in the meeting and explained that a resolution was needed to approve requesting the advance of tax funds. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 21-20, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 21-20

Requesting the County Auditor to Provide An Advance of Funds to Hanover Township

Whereas, the Fiscal Officer has reviewed fund balances and has determined a need to request an advance of tax fund settlement payments in accordance with ORC requirements; and

Whereas, the Board of Trustees concurs that such an advance is appropriate and necessary;

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

Section I. Resolution No. 21-20 is hereby approved requesting an advance of settlement tax funds due to Hanover Township prior to receipt of the final first half settlement from the Butler County Auditor.

Section II. That the Fiscal Officer is authorized to proceed with said request in accordance with ORC requirements.

Section III. That this Resolution is to be delivered to the Butler County Auditor's Office as soon as practicable.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 19th day of February 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Notice of Public Hearing – 2461 Morman Road: Mr. Henry reported that the hearing had taken place but he has not heard back from Jim Fox yet. Mr. Buddo reported he attended the hearing and the variance appeal to build an accessory structure closer to the side property line than zoning allows was approved for the property owners at 2461 Morman Road. (Mr. Buddo also advised that Jim Fox was ill).

Motion to Approve Cemetery Lot Sell Back – Gordon Fox: Mr. Henry reported that Gordon Fox, 525 Wencella Drive Hamilton, Ohio 45013 purchased one grave, Section G Lot 30 grave #4 for \$550.00 on March 26, 2003. Mr. Fox has made a written request to sell back the lot for \$550.00 minus the Township's \$25.00 transfer fee. **Motion** by Mr. Miller, seconded by Mr. Buddo, to approve the aforementioned buy back of Grave #4, Lot 30 Section G from Mr. Fox for a net total of \$525.00. After discussion, the Fiscal Officer conducted a roll call vote with all three Trustees voting yes.

Motion to Transfer Funds – General Fund to the Cemetery Fund: Mr. Henry provided the following background information: Millville Cemetery sales and burials have significantly fluctuated up and down the past few years. As such revenue generation is lower and to keep the Cemetery in good condition, there is need from time to time to transfer funds into the Cemetery

Fund to ensure all costs are covered. After consultation with the Fiscal Officer, it is recommended by the Administration that a fund transfer be approved allowing for the transfer from General Fund 1000 \$25,000.00 to Fund 2041 Cemetery. (Overall transfers have been authorized through Resolution No. 08-20 passed in January 2020.) After some discussion, Mr. Miller made a **motion**, seconded by Mr. Buddo, to approve the transfer of funds totaling \$25,000.00 from General Fund 1000 to Cemetery Fund 2041 for Cemetery operations. After discussion, the Fiscal Officer conducted a roll call vote with all three Trustees voting yes.

Motion to Accept Moody's Financial Report Summary for Hanover Township: Mr. Henry reported that the Township received a bond rating and financial analysis in 2009/2010 to secure financing for the construction of the Fire Station. Based on the size of the Township, staff backgrounds and financial management, as well as outlook, the Township received an A1 rating-good but certainly not in the top tier. Each year Moody's reviews the Township's financial statements and asks questions of staff. Moody's recently completed its annual review and the Moody's Review is excellent for our size of government. To improve our rating several factors would need to change. These factors include a more solid financial base to fund ongoing operations such as the Township provided for in the operating and fire levies passed as well as continuing strong management of our existing assets while maintaining staff with strong qualified backgrounds as future reviews unfold.

The comments from Moody's included that the Township has a robust financial position with an excellent cash balance. The Township's cash balance as a percentage of operating revenues is significantly above the US median. Furthermore, the Township's current position is stronger than most cities nationwide.

For the record, a motion was suggested to accept this report for the record. A **motion** was made by Mr. Johnson to accept the February 10, 2020 Moody's Financial Review Report for the record. The motion was seconded by Mr. Miller. After discussion, the Fiscal Officer conducted a roll call vote with all three Trustees voting yes.

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 January 2020; an Ohio Township Association legislative update; a Community Development Block Grant newspaper article; a frame building ad (possible Road Department application); a BCEO Road Program newspaper article; a summary of new Township laws; a notice of Butler Rural Electric Cooperative's annual meeting; an electric aggregation sample letter (re: lower rate); and an invitation to the Southwest Regional Water District's annual meeting.

There being no further regular business to be considered by the Board of Trustees, Mr. Henry requested an executive session to discuss personnel matters. Mr. Miller made a **motion** to adjourn this part of the meeting and move into Executive Session pursuant to ORC 121.22 for

personnel disciplinary discussion, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

The Board reconvened the regular meeting and listened to a briefing by the Township Administrator which included the results of a Fire Department internal investigation regarding violations of the Township's Code of Conduct by Scott Kist in late January 2020. Due to the serious nature of the violations, immediate action was recommended by the Fire Chief and approved by the Township Administrator. Mr. Kist received a suspension from duty covering the period February 1, 2020 through March 1, 2020. Mr. Kist did not exercise appeal rights and accepted the suspension. Due to out of town travel, a Board meeting could not be called to ratify this decision until February 19, 2020. After review, Mr. Miller made a **motion** which was seconded by Mr. Johnson to accept and approve the Township Administrator's report and disciplinary action taken relative to Mr. Kist effective February 1, 2020.

Mr. Henry requested authorization to contract for additional services from Linda Woeber's law firm, Montgomery Jonson LLC After some discussion, Mr. Miller made a **motion**, seconded by Mr. Buddo, to authorize contracting with Montgomery Jonson Attorneys at Law for an amount not to exceed \$2,500. Upon roll call, all three Trustees voted yes.

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

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

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

Jeff Buddo, President: _____

Douglas L. Johnson, Trustee: _____

Larry Miller, Trustee: _____

Date: _____

3-11-2020

Verified by: Greg Sullivan, Fiscal Officer: _____