



**Hanover Township Board of Trustees
January 22, 2020 Meeting Minutes**

Call to Order: Board President Larry Miller called the meeting to order at 6:00 PM. Mr. Miller led the opening ceremonies and gave the opening invocation.

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

Reorganization of the Board of Trustees – Election of Board Officers for 2020

Resolution No. 01-20: (Adjourn Sine & Die) *Be it resolved:*

Mr. Buddo made a **motion** that the Board adjourn Sine & Die with a second by Mr. Miller. Upon roll call, Mr. Buddo: yes, Mr. Johnson: yes, and Mr. Miller: yes. ***The meeting was turned over to the Fiscal Officer, Gregory L. Sullivan.*** The Fiscal Officer called for nominations for Officers of the Board. Nominations were made as follows:

Resolution No. 02-20: (Open Nominations for President) *Be it Resolved:*

Mr. Johnson nominated Mr. Jeff Buddo for President, seconded by Mr. Miller. Nominations for President were closed by the Fiscal Officer. A **motion** by Mr. Johnson, seconded by Mr. Miller, to elect/appoint Mr. Buddo Board President. Mr. Johnson, Mr. Buddo and Mr. Miller voted yes. Mr. Buddo was elected Board President.

Resolution No. 03-20: (Open Nominations for Vice President) *Be it Resolved:*

Mr. Miller nominated Mr. Doug Johnson for Vice President, seconded by Mr. Buddo. Nominations were closed by the Fiscal Officer. A **motion** by Mr. Miller, seconded by Mr. Buddo to elect/appoint Mr. Johnson Board Vice President. Upon roll call, all members voted yes. Mr. Johnson was elected Vice President of the Board.

Resolution No. 04-20 (Out of Sine & Die) *Be it Resolved:*

Mr. Miller made a **motion** with Mr. Johnson seconding for the Board to move out of Sine & Die and resume the regular meeting with Mr. Buddo presiding. Upon roll call, Mr. Johnson, Mr. Buddo, and Mr. Miller voted yes.

At this point Mr. Buddo assumed the duties of running the meeting.

Approval of Meeting Minutes: Motion made by Mr. Buddo, seconded by Mr. Johnson, to approve the December 11, 2019 Regular Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation: There were no guest presentations.

Citizen Participation: No citizens addressed the Board.

Administration Reports

Law Enforcement: Deputy Tanner gave the following report for the month of December 2019:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 258		2698
• Felony Reports: 03		31
• Misdemeanor Reports: 19		215
• Non-Injury Crash: 10		126
• Injury Crash: 05		47
Total Reports: 37.....		418
• Assists/Back Up: 28		322
• Felony Arrests: 00		04
• Misdemeanor Arrests: 07		66
• OMVI Arrests: 00		00
Total Arrests: 07		70
• Traffic Stops: 11		176
• Moving Citations: 14		185
• Warning Citations: 01		34
• Civil Papers Served: 3		12
• Business Alarms: 2		19
• Residential Alarms: 06		72
• Special Details: 18		195
• COPS Times: 5,200 (<i>Min.</i>)		62,400 Min
• Vacation Checks: 21		139

Reporting: Prepared by BEH.

Fire/EMS: Chief Clark presented the following written report for the month of December 2019:

Hanover Township Fire Department
Monthly Report for December 2019- Phil Clark Fire Chief
(Presented in January 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:	53	594
• Motor Vehicle Accidents:	04	81
• Fire Runs:	19	154
• Fire Inspections:	00	06
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	76 Runs/Operations (Fire/EMS Runs)	

Total Year 2019: 879 Runs/Operations

(Dec. 2018: 94 Runs/Operations)

Total for 2018	777	
Total for 2017	689	
Total for 2016	705	
Total for 2015	733	
Total for 2014	809	<i>5 year average (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: Mr. Gardner presented the following report for the month of December 2019:

SUPERINTENDENT'S REPORTS
(January 22, 2020)

Millville Cemetery Operations Report December 1 through December 31, 2019

0 Graves sold to Township residents (@ \$610) -----	\$ 0.00
4 Graves sold to nonresidents (@ \$895) -----	\$3,580.00
0 Old resident graves -----	\$ 0.00
5 Full Interments -----	\$ 4,700.00
0 Baby interments -----	\$ 0.00
1 Cremations -----	\$ 400.00
Foundation and Marker installation fees -----	\$1,502.40
0 Grave Transfer -----	\$ 0.00
Donations -----	\$ 0.00
Total: -----	\$10,182.40

Other Cemetery activities:

1. Fixed graves
2. Cleaned the office and garage
3. Picked up and removed flowers from stones
4. Mulched leaves
5. Set one Veteran marker

Road, Streets and Park
(Scot Gardner)

1. Put gravel in our salt truck turnarounds.
2. Cleaned a catch basin on Woodbine Road.
3. Cleaned carpet at Community Center.
4. Performed ice and snow control on December 15 – 16, 2019.
5. Installed bricks in the Veterans Memorial.
6. Installed a new LED light on Community Center sign.
7. Repaired potholes on multiple roads.
8. Cut up a tree that fell on Four Mile Road.
9. Set up Community Center meeting room multiple times.
10. Picked up a sectional sofa dumped on Hussey Road.
11. Continued to pick up litter around recycling dumpsters.
12. Performed a road inspection after high winds and cut up some trees that fell on Taylor School Road.
13. Called in on December 31 to salt roads from a house fire on Stahlheber Road.
14. Took items down from the Community Center meeting room walls and prepped for painting.
15. Continued to work on equipment.
16. Trimmed back the pine trees on Greenlea Drive.
17. 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 **December 2019** Summary Report (January 2020)

- **Fire/EMS Run Data:** Dispatch Log information for December 2019; 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. These candidates are being processed in accordance with required checklist steps for employment. Prepared press release for Santa's neighborhood visits and purchased candy canes for the activity.
- **Road Department:** Reviewing 2020 Road Program for final approval by the Board of Trustees in January 2020.
- **Records Commission:** Prepared documents for Records Commission meeting in December 2019 as well as minutes.
- **Nuisance Properties:** Continued to monitor problems on Old Oxford. No further follow up until January 2020.
- **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. Hope to have a recommendation by early 2020.
- **Newsletter:** Finished final proof and selected photos for the Newsletter. The Newsletter was mailed out in late December.
- **Drainage Complaints:** Dealt with complaints on Vizedom Road, Regina, Krucker Road and Millville Avenue. The Township can act only on co complaints associated with Township roads and within the Township right of way.
- **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**.)
- **Dental and Vision Insurance:** Worked with the Township broker to obtain renewal quotes from VSP and Delta Dental for the 2020 year.
- **Cemetery:** Completed review of the proposed Cemetery Regulation changes with the Board. Rechecking the changes and preparing booklets for distribution to the Funeral Homes and public.
- **Community Center Flooring:** Met with company representatives and locked in selected carpet squares and trim. Want to have Community Center walls painted before installation. Painting and floor installation dates will take place in December after Christmas due to booked room activities.

Personnel Actions and Other Items of Note

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

Hire: Ryan A. Kennedy 798 Taylor School Road Hamilton, Ohio 45013 as an FF/EMT-B up to \$14.00 per hour part time on station duty subject to successful completion of background review and physical/successful completion of hiring steps and sign off by the Township Administrator.

Hire: Ian J. Shoemaker 3770 South Pointe Parkway Oxford, Ohio 45056 as a FF/EMT-B up to \$14.00 per hour part time on station duty subject to successful completion of background review and physical/successful completion of hiring steps and sign off by the Township Administrator.

Hire: Chad A. Denniston 733 Bristol View Drive Hamilton, Ohio 45013 as an EMT-B up to \$14.00 per hour part time on station duty subject to successful completion of background review and physical/successful completion of hiring steps and sign off by the Township Administrator.

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

Strategic Planning Session Needed: A working meeting is recommended to assess the direction of the Township and priorities as schedule changes, costs, and settlements of new revenue have been received. This would include discussion of the adjustments made to the 2018 Road Program, the 2019 Road Program issues, equipment purchases, and projections for the future. Date was set for February 5, 2019. Broad overview objectives were set. Follow up is needed.

Of Note- Budget Information for December 31, 2019

Cash Balance as of December 31, 2019: \$1,761,761.24

- 1) **Total Expenditures all funds for December 2019: \$158,254.77 / Revenue: \$97,878.99**
- 2) **Total General Fund cash on hand December 2019: \$578,694.42 (32.85%) of Total funds**
- 3) **Total Fire/EMS Fund cash on hand December 2019: \$443,297.44 (25.16%) 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

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 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 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 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.

Mr. Henry also distributed revenue and expenditure reports.

Old Business

Property Nuisance Update: Mr. Henry reported he was following up on the Cochran Road property. Mr. Henry noted that he would have more activity to report in February.

Motion – Acceptance of Safety Grant Reimbursement -- OTARMA: Mr. Henry reported that the Township had received a \$500 Safety Grant which would be used to purchase an automatic electronic defibrillator (AED) and explained that for record-keeping and auditing purposes, a motion was needed to accept the grant money. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Miller, to accept and record receipt of the \$500 Safety Grant from OTARMA. Upon roll call, all three Trustees voted yes.

Other Old Business: There was no Other Old Business to be reported.

New Business

Resolution No. 05-20 (Designation of EMA Representative): *Be it Resolved:*

Moved by Mr. Buddo, seconded by Mr. Johnson, to approve the appointment of Mr. Larry Miller to the Butler County Emergency Management Agency Advisory Council for calendar year 2020. Upon roll call, all three Trustees voted yes.

Resolution No. 06-20 (Blanket Certificates): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Johnson, to allow the Fiscal Officer to open blanket certificates at \$5000.00 each to provide for ongoing Township expenditures in 2020. Upon roll call, all three Trustees voted yes.

Resolution No. 07-20 (Purchase Orders): *Be it Resolved:*

Moved by Mr. Buddo, seconded by Mr. Miller, to allow the Fiscal Officer to open Purchase Orders for Township expenditures in 2020. Upon roll call, all three Trustees voted yes.

Resolution No. 08-20 (Transfer of Funds and Balances): *Be it Resolved:*

Moved by Mr. Johnson, seconded by Mr. Buddo, to authorize the Fiscal Officer to transfer funds among line items within major Funds, not affecting total fund balances, to make required expenditures within proper accounting requirements. Upon roll call, all three Trustees voted yes.

Resolution No. 09-20 (Super Purchase Orders): *Be it Resolved:*

Authorize the Fiscal Officer to establish super large Purchase Orders for ongoing accumulated and/or large expenditures up to \$30,000.00 for Fiscal Year 2020. Moved by Mr. Miller, seconded by Mr. Johnson, to allow the Fiscal Officer to open Super/Large Purchase Orders for Township expenditures in 2020. Upon roll call, all three Trustees voted yes.

Resolution No. 10-20 (Records Commission Committee): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Johnson, to establish a Records Commission Committee consisting of the Fiscal Officer (Gregory L. Sullivan) and the Board President. Upon roll call, all three Trustees voted yes.

Resolution No. 11-20 (Mutual Aid Agreement with Milford Township): *Be it Resolved:*

Moved by Mr. Johnson, seconded by Mr. Miller, to approve a mutual aid agreement with Milford Township and authorize payment in 2020 to Milford Township totaling \$400.00. Upon roll call, all three Trustees voted yes.

Resolution No. 12-20 Volunteer Firefighter Dependents Fund Board Appointments:

Mr. Henry explained it was an annual requirement to appoint members to a Volunteer Firefighter Dependents Fund Board and certify the names of the members to the State Fire Marshal. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 12-20 which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 12-20

Complying With ORC Sections 146.03 and 146.04 in Regard to the Volunteer Fire Fighter's Dependent Fund Board Elections and Certification of Form

Whereas, Hanover Township has maintained a Fire Department consisting of volunteer fire fighters as defined under Ohio law; and

Whereas, annually a Volunteer Fire Fighter Board must be duly elected and certified to the State Fire Marshal, whose members serve a one year term commencing January 1, 2020 through December 31, 2020; and

Whereas, the Board consists of five members: two selected by the Board of Trustees, two selected by the Fire Department and one selected by the other four; and

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

Section I. That the Board of Trustees elects Douglas L. Johnson and Gregory L. Sullivan.

Section II. That the Fire Department has elected Pat Miller and Jennifer Goble.

Section III. Recognize that the four previously selected members elect Bruce E. Henry to serve as the fifth board member.

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 22nd day of January 2020.

Board of Trustees

Vote

Attest and Authenticate:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

*The Board then noted the designation of Doug Johnson as the Chairperson and Gregory L. Sullivan as the Secretary of the Volunteer Fire Fighter Dependent Fund Board.

Resolution No. 13-20 Cooperative Purchasing Program/State of Ohio: Mr. Henry explained that the Township must annually request to participate in the State's Cooperative Purchasing Program. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 13-20 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 13-20

Authorizing Hanover Township's Continued Annual Participation in the State of Ohio Cooperative Purchasing Program (Ohio Revised Code 125.04)

Whereas, Ohio's Cooperative Purchasing Act (AM. Sub. H.B. No. 100 Eff. March 6,1986) provides the opportunity for local governmental jurisdictions to participate to participate in contracts distributed by the State of Ohio (DAS) for the purchase of supplies, services, equipment and certain materials; and

Whereas, Hanover Township has been an active participant in the program in achieving tax dollar savings and efficiencies and wishes to continue participation; and

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

Section I. That Hanover Township requests participation in state contracts in which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Ohio Revised Code Section 124.04.

Section II. That Hanover Township, through its designated officials, is hereby authorized to participate and agrees to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing, prescribes including payment of reasonable contract participation fees. Further, Hanover Township does hereby agree not to misuse such contracts or make disclosures related thereto for the purpose of avoiding the requirements of Section 125.04 of the Ohio Revised Code.

Section III. That the Fiscal Officer is hereby authorized to make payments to vendors directly as the result of purchasing any items in the aforementioned state contracts.

Section IV. That the Fiscal Officer and Township Administrator are hereby authorized to execute any documents related to the participation in the Cooperative Purchasing Program as specified.

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 22nd day of January 2020.

Board of Trustees

Vote

Attest and Authenticate:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 14-20 Approving 2020 Final Appropriations for the Township: Mr. Henry explained this type of legislation was adopted annually to set fund appropriations for the new fiscal year. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 14-20, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 14-20

Accepting The Amounts, Rates and Projections of Revenue and Expenditures as Determined By The County Budget Commission and Fiscal Officer through The Amended Official Certificate of Estimated Resources for 2020 and Approving 2020 Fund Appropriations

Whereas, the Board of Trustees and Administration have been evaluating Hanover Township's finances and reviewed the proposed tax rates and levies based upon information from the County Budget Commission; and

Whereas, the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) had previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2020; and,

Whereas, The Fiscal Officer is certifying to the County Budget Commission the 2020 Estimated Resources for Hanover Township totaling \$4,329,473.00 to be used as the basis for establishing Permanent Appropriations,

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

Section I. That the Amended Official Certificate of Resources for Hanover Township as prepared by the Fiscal Officer for Fiscal Year 2020 totaling \$4,329,473.00 is hereby approved (Reference ORC 5705.36) as reflected in the attachment herewith labeled "Attachment Resolution No. 14-20" for submission to the County Budget Commission.

Section II. That the Fiscal Officer is authorized to establish 2020 final appropriations by fund and establish budgets based upon said projections of fund balances and anticipated revenues.

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 22nd day of January 2020.

Board of Trustees

Vote

Attest and Authenticate:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 15-20 Approve Road Mileage Certification/Forward to BCEO: Mr. Henry explained that the Board must annually certify the Township's road mileage to the Butler County Engineer's Office. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 15-20 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 15-20

Pursuant to Ohio Revised Code Section 4501.04 Approve Road Mileage and Certify to ODOT the Road Mileage Certification Form as Required for 2020

Whereas, the Township road mileage has changed very little since January 2013; and

Whereas, pursuant to Ohio Revised Code Section 4501.04, Hanover Township must certify the current road mileage reflecting any changes to ODOT by April 1, 2020,

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

Section I. That Hanover Township hereby certifies 35.985 of road miles and authorizes the signing of the Mileage Certification Form(attached) to be submitted to the Butler County Engineer and Ohio Department of Transportation by April 1, 2020. This number is the same as in 2019 with no changes.

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 22nd day of January 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 16-20 Approve 2020 Road Program for the County Engineer's Office: Mr. Henry explained that the total amount for the 2020 Road Program was \$205,748.03. He noted however, that the Township would need to wait to see if it would receive any CDBG funds in 2020 for the Gene Avenue project before determining how much of the 2020 Road Program the Township could afford to undertake. Mr. Johnson made a **motion** to adopt Resolution No. 16-20 which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 16-20

Approving the 2020 Road Resurfacing and Retrace Program and Estimates for Hanover Township

Whereas, Hanover Township works with the County Engineer's Office annually to cooperate with the county in the paving/road program; and

Whereas, the Township Trustees desire to participate in the 2020 Paving, Repair and Retrace Program with estimates provided by the County Engineer and new advice/information presented by the BCEO in 2019; and

Whereas, an attachment has been prepared labeled "Attachment-Resolution No. 16-20 which reflects the roads, special projects and related estimates approved by the Board of Trustees;

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

Section I. Resolution No. 16-20 is hereby approved authorizing the participation of Hanover Township in the 2019 Resurfacing and Repair Program through the Butler County Engineer's Office, taking advantage of economies of scale.

Section II. That the roads and estimates approved by the township (Totaling \$205,748.03) are set forth in the attachment labeled "Attachment Resolution No. 16-20.

Section III. That this Resolution and attachment are to be delivered to the Butler County Engineer's Office prior to February 1, 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 22nd day of January 2020.

Board of Trustees

Vote

Attest and Authenticate:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 17-20 Recognition of Jennifer Mason: The Board expressed its appreciation to Ms. Mason for her many contributions to the Township's EMS operations and noted that she would be missed since resigning her position as EMS Coordinator effective January 1, 2020. Mr. Henry asked Ms. Prickett to read Resolution No. 17-20. Mr. Buddo made a **motion** to adopt Resolution No. 17-20, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 17-20

Recognizing Jennifer A. Mason for her Outstanding Service and Performance to the Hanover Township Fire Department Emergency Service Operations

Whereas, Hanover Township is blessed to have many individuals who provide outstanding service and professional commitment to serving residents of the Township; and

Whereas, Jennifer A. Mason has served the Hanover Township Emergency Medical Service Operation since March 2016 in the capacity of EMS Coordinator as well as providing professional training and instruction to EMS personnel; and

Whereas, Ms. Mason has been instrumental in securing EMS grants and assisted with updating reporting and reimbursement procedures; and

Whereas, Ms. Mason has demonstrated exceptional professionalism, commitment and performance in pursuing her responsibilities and she will be missed as she has resigned her position effective January 1, 2020; and

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

Section I. That on behalf of Hanover Township Fire Department and Township Administration Officials, expresses its gratitude and appreciation for Jennifer A. Mason's service to the Township.

Section II. That the Board of Trustees, Fiscal Officer, Fire Department and staff will miss the outstanding dedication, professionalism and commitment to the Township. Further, the Board wishes her the best in her future endeavors.

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 22nd day of January 22, 2020.

Board of Trustees

Vote

Attest:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/ Clerk

Ms. Mason thanked the Board for the resolution.

Motion – Fire Department Uniforms/Apparel: Chief Clark explained there was a need to purchase new uniforms/apparel for the members of the Fire Department in order to present a professional and easily recognizable outfit for all members serving the public. To provide standard uniforms for all members, the Chief proposed purchasing said uniforms through A. E. David Company for an amount not to exceed \$14,000.00. This amount would cover all items specified by the Chief.

After some discussion, a **motion** was made by Mr. Miller, seconded by Mr. Johnson, to approve purchase of fire uniforms/apparel from A. E. David Company for an amount not to exceed \$14,000.00. After discussion, the Fiscal Officer conducted a roll call vote with all three Trustees voting yes.

Resolution No. 18-20 – Per ORC 505.38 Designate Fire Prevention Officer: Mr. Henry explained that the Ohio Revised Code requires townships to annually designate a fire prevention officer. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 18-20, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

**Resolution No. 18-20
Designating a Fire Prevention Officer for Hanover Township as per Ohio Revised Code
Section 505.38 (B) for Calendar Year 2020**

Whereas, Ohio Revised Code Title V provides for the appointment of Fire Fighting personnel, qualifications and such other elements necessary to operate a fire department; and,

Whereas, Section 505.38 (B) *requires* the annual appointment of a Fire Prevention Officer with many duties similar to those provided by a Fire Chief; and,

Whereas, it is practicable and operationally effective to designate the Fire Chief as the Fire Prevention Officer as provided for in Section 505.38 (B) of the Ohio revised Code; and

Now therefore be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That pursuant to Ohio Revised Code Section 505.38 (B), Hanover Township Fire Chief Phil Clark is hereby designated as the Fire Prevention Officer for Hanover Township for Calendar Year 2020.

Section II. That Fire Chief may designate additional personnel to serve as Deputy Fire Prevention Officers and must submit these designations to the Township Administrator in advance. The Township Administrator shall keep the Board apprised of such designations.

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

Update BWC Premiums: Mr. Henry reported that the Township was receiving a two percent performance bonus which would reduce premium costs. Mr. Henry also reported that he was working with the BWC to reclassify Fire Department employees as the volunteer classification was no longer applicable. Mr. Henry noted that this change would also result in a reduction in premiums.

Reminder – February Board Meeting is set for February 19, 2020: Mr. Henry reminded the Board of the February Board meeting date.

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 December 2019, Ohio Township Association Legislative Update, Medicount Management Reports, an article regarding St. Clair Township/Hamilton annexation revenue, and information regarding 4-H programs.

Also under Other New Business, Mr. Henry reported that the City of Hamilton did not make its 2019 payment to the Township for annexed territory. Mr. Sullivan would be following up with the City of Hamilton’s Treasurer to get the payment.

Also under Other New Business, Mr. Miller inquired about the Shady Nook property. Mr. Henry provided a brief update and noted that Judge Dlott had sent the case back to the Butler County Common Pleas Court.

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

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

2-19-20

Verified by: Greg Sullivan, Fiscal Officer: _____

Gregory D. Sullivan