



Hanover Township Butler County, Ohio

**Board of Township Trustees Special Meeting  
July 24, 2020  
(8:00AM)**

Jeff Buddo, Presiding called the special meeting to order at 8:00AM. to consider Covid-19 issues, personnel, legal issues and insurance matters. COVID-19 protocols for spacing and masks were employed.

Gregory L. Sullivan, Fiscal Officer, took roll call with Mr. Buddo, Mr. Johnson, and Mr. Miller present. Also present was Bruce E. Henry, Township Administrator. The agenda approved the meetings was as follows:

**Agenda**

1. Call to Order: Jeff Buddo, Presiding
2. Roll Call: Township Fiscal Officer/Clerk- Gregory L. Sullivan
3. Covid-19 Issues/ Update/ Cares Funding
4. Shady Nook Litigation Update/ Response
5. Old Cemetery Litigation
6. Personnel and Staffing Issues
7. Overview of Township Finances- Monthly Charts
8. Audit Preliminary Comments
9. Zoning Issues: Comments to the County for Zone Changes; Ross Township question.
10. Butler county Township Association Meeting September 10, 2020  
Sponsor: Energy Alliance; Purchase Box lunches from Apple Spice? Other?
11. Motion to Accept Cemetery Contribution
12. Recognition of Walter Perry: August 12th meeting presentation? Ideas?
13. Other

No one was present in the meeting; therefore, no requests were made to address the Board.

3. Mr. Henry reviewed with the Board the current CDC Guidelines, Governor's Orders and Board of Health directives related to COVID-19 and their application thereto as they to Township Facilities to promote safety, comply with the aforementioned elements and protect employees. Community Center requirements were posted capping room use at 50 or less participants with social distancing employed. Also each room user is required to set up their own tables and chairs as well as to wipe them down with disinfectant when finished. At this time, there are no major problems. The administration is researching necessary adjustments to HVAC facilities

in Township buildings as well as individual portable disinfecting units/ sprayers for use in offices and equipment. The consensus of the Board was to proceed with the COVID-19 related filtering systems and upgrades to the HVAC systems. Mr. Henry indicated that KCR Mechanical is under contract for HVAC maintenance and is very familiar with the Township systems.

Procedures have been set up to register, request and receive CARES ACT funding which is set at \$163,109.31. The Fiscal Officer is setting up the required accounting procedures.

4. The status of the Shady Nook litigation was discussed. There appears to be middle ground that can be reached to resolve the case. The plaintiff has submitted a proposal and has asked for a response. Mr. Henry covered the response by the Township which has been reviewed by legal counsel. Mr. Miller made a motion which was seconded by Mr. Johnson authorizing the Township Administrator to prepare the Township's response back to legal counsel with added comments by the Board. After discussion, Mr. Sullivan asked for a roll call vote: All three Trustees voted yes.

5. Mr. Henry reviewed a small claim presented by the Treasurer's Office concerning the old non active Reily Millville Cemetery. The claim is for some old back tax collection of \$160.00 prior to the Township's possession of the Cemetery. Dan Ferguson has been contacted and there may be a mistake or no reason for the Township to take any action at this time.

6. Mr. Henry presented an overview of personnel and staffing issues:

**Resignation:** Sam Smith resigned his full time position in the Road Department effective July 5, 2020 to take a full time job at Rumpke.

**Hire** Ms. Cori E. Tobin 2744 Erlene Drive, Apt. 1113 Cincinnati, Ohio 45238 as an EMT-B part time at the rate of \$14.00 per hour in the Hanover Township Fire Department. This appointment for duty is subject to successful completion of a background review and successful completion of hiring steps including sign off by the Township Administrator.

**Return** Michael O'Neill as a seasonal worker for a few weeks at \$8.70 per hour to work where needed effective July 7, 2020.

**Job Notice:** May post a notice for hiring a Public Works Worker III which requires a CDL in the next few weeks if needed. There are three potential qualified applicants, two of which work for the Township part time. It is intended that the aforementioned position be filled over the several weeks with the person that can best meet the needs of the Township.

**Motion** by Mr. Miller, seconded by Mr. Buddo to approve the Administrator's report and actions as referenced. After discussion, Mr. Sullivan took a roll call vote with all three Trustees voting yes.

7. The Fiscal Officer and Township Administrator provided an overview of the current Township Finances and impact of COVID-19 on revenues. Mr. Henry referred to the Fiscal Charts prepared for the special meeting which listed all fund balances and comparison to last year. Prior fiscal year cash balances were analyzed as well the shortfalls in some of the fund categories:

- a) Gas Tax: Impacted by COVID-19 issues and no way to project future collections. Mr. Sullivan reported that the Gas Tax for last month is on the upswing/increase.
- b) State Local Government Fund: Mr. Sullivan reported that the Local Government Fund had been adversely impacted the last months but now there appears to be an upswing/increase for last month.

- c) Facility Rentals: Several refunds were made; some cancellations continue. Will likely fall short of 2020 projections by at least \$3,000 plus unless there is a dramatic turnaround regarding the COVID-19 issue.
- d) Fire/EMS Fund: Runs have decreased due to hesitancy to go to the Hospital. This hesitancy has been affecting our insurance reimbursements possibly as high as \$10,000.00. Continued impact will be determined by COVID-19 issues/responses. Runs appear to be picking back up this month.
- e) Motor Vehicle License Plate Tax: Expecting a decrease due to lower sales volume of vehicles and delay by BMV on renewal fees for plates.
- f) Cemetery Fund: Revenues are significantly lower compared to last year by up to approximately \$40,000.00. Money has been transferred from the General Fund in 2019 and 2020. However, it appears this fund is doing better for July.
- g) Road and Bridge Fund: Experienced a slight decrease of \$3,700.00 and trend may continue but a large decrease is not expected at this time.
- h) Expenses for law enforcement contract services have increased which is paid out of the General Fund. The current contract expires at the end of this fiscal year.

Mr. Henry stated that the Township's current cash balance is very good, second highest as compared to February of this year; also the balance is larger compared to the last two years.

Mr. Sullivan explained that when the next settlement arrives from the County Auditor in August or early September, the Township will have a better, more accurate review of the full impact of COVID-19 fiscal impacts to report to the Board.

8. The state audit is essentially completed and the Township is awaiting the official version to be sent to the Township for review and comment by the State Auditor. There were some minor issues identified that require small changes by the Fiscal Office. There is a major question concerning the Supplemental Health Care Policy of the Township which now has been suspended. When the final report arrives, the audit will be discussed with the Board for response.

9. Jim Fox, County Zoning inspector, is collecting suggested changes and/or updates to the County Zoning Code from the 6 participating jurisdictions. The suggestions have to be presented to him by August 3, 2020. Mr. Henry reviewed with the Board the changes recommended by the Land Use Committee and the Board several years ago.

#### **Problem Areas Not Addressed by Zoning or Land Use (Submitted Before)**

- Above Ground Swimming Pools located in a required front or side yard- no regulation. This has become a problem. Should be defined as a structure or separate requirements set up to regulate location and safety issues.
- Camper and Boat Parking- Side Yards currently prohibited but regularly used. Many residents have built concrete pads in the side yards and do not detract from the appearance of the

property. In addition, some locations do not have a sufficient area for a back yard that is conducive to placing the units there. (Recreational vehicles shall be maintained in good repair and operable condition, unless stored inside an enclosed building.)

- A number of property owners in the Township have parked several motor vehicles both operable and inoperable in the front yard area as well as in the side and back yards. In one location as many as 15 vehicles were parked around the house. In another location there were as many 7 vehicles parked in the front yard on the grass with only two vehicles in the driveway. In each case, this use took away from the attractiveness of the location and looked “junky”. Inoperable vehicles can be ordered removed after an administrative process is followed. If it can be properly defined it would seem that a restriction or requirement for front yard parking would be order.

***Front and Side Yard Parking in Residential Areas***

***a. On lots used for one- or two-family residences, no parking of any vehicle shall be permitted on lawns or other unpaved areas in any front or side yard.***

***b. No paved or gravel parking area, including driveways, shall occupy more than 25 percent of a front yard on a parcel used for one- or two-family residence.***

The Board consensus is the same as before and asked the Township Administrator to submit the foregoing to Jim Fox.

Also although some other townships may be interested in developing their own zoning code and enforcement, it is still cost efficient and effective for Hanover Township to remain part of the County plan.

10. Butler County Township Association dinner and meeting for August is to be held and sponsored by Hanover Township on September 10, 2020. COVID-19 procedures will be effect. Mr. Buddo stated that the last Association meeting only had about 25 attendees plus 4-H scholarship winners. The meal was provided by McAllister's in the form of box meals. Mr. Henry suggested that McAllisters, Panera and Apple Spice would be good choices. Good Spice was recommended by the possible meal sponsor, Energy Alliance. After discussion Mr. Buddo suggested trying something new and to contact Apple Spice.

11. Motion to Accept donation of \$100.00 to Millville Cemetery from Pat and Mary Massarelli in honor of Nicoli and Wanda Massarelli for keeping their gravesite neat and clean.Moved by: Mr. Johnson seconded by: Mr. Miller.

After discussion, the Fiscal Officer called the roll. The vote was all three Trustees voted yes.

12. Walter Petry 716 Boyle Avenue Hamilton, Ohio 45013 is a World War II Veteran; served as a Medic; Was involved in Island of Saipan campaign. Mr. Petry will be celebrating his 94th birthday on September 5, 2020. Mr. Johnson explained the background and request from Mr. Petry's neighbor Dennis Ramsey. The Board listened to suggestions presented by Mr. Henry. After discussion a decision was made to invite Mr. Petry to the Board meeting on August 12, 2020 if he is able and to present him with a Resolution of Recognition as well as some Township related gift items. Mr. Johnson asked Mr. Henry to follow up with Mr. Ramsey.

13. The Board asked about proceeding ahead with GovDeals.com to auction off surplus and/or unusable vehicles and equipment. Mr. Henry will send out a new memo to the departments to obtain updated information that must be provided plus any new items to go on the auction block. Gov Deals has new software and their representative wants to visit and train the administration in the uploading of the information. This work will take place over the next six weeks.

The Board suggested that the replacement vehicle pickup truck for the Road Department be revived to see what is available. Scot Gardner will be advised to check out new vehicles. Mr. Henry will check the State Bid Listing.

Mr. Buddo requested that the Board proceed into Executive Session. Mr. Buddo moved that the Board go into Executive Session in accordance with Section 121.22 (G)(1) to discuss employee compensation and related personnel issues. Mr. Johnson seconded the motion. Mr. Sullivan called the roll with all three Trustees voting yes. The Board moved into Executive Session.

The Board reconvened into regular session from Executive Session. A brief discussion took place regarding cost of living increases for Road and Cemetery employees similar to that of the officer monthly stipend increase for Fire Department Officers which occurred earlier in the year. Moved by Mr. Buddo, seconded by Mr. Miller to approve a 5% pay increase for full time Road and Cemetery employees effective July 27, 2020. Mr. Sullivan called the roll with all three Trustees voting yes.

Based upon budget considerations to reduce costs and COVID-19 revenue issues, Mr. Johnson made a motion to furlough Julie Prickett, Project Coordinator until further notice, effective July 27, 2020. The motion was seconded by Mr. Buddo. Discussion on the matter took place. Mr. Miller asked the Fiscal Officer how far off or down the Township revenue was. Mr. Sullivan responded he did not have an exact figure and would report back. There was some information that some townships may be experiencing a 30% reduction. Mr. Sullivan did not think Hanover Township's revenue was that far off. Mr. Miller expressed the valuable contributions made by Ms. Prickett and she was a good employee. He did not want to see Ms. Prickett furloughed. Mr. Sullivan called the roll with Mr. Johnson voting yes, Mr. Buddo voting yes and Mr. Miller voting no. Motion passed 2-1.

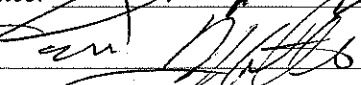
Mr. Buddo asked questions about Township vehicles being taken home which at the current time is limited to two based upon job responsibilities. After a brief discussion, Mr. Buddo made a motion that any new Township vehicles purchased after August 1, 2020 remain in the Township and not be driven home unless otherwise authorized by the Board. Mr. Johnson seconded the motion. Mr. Sullivan called the roll with all three Trustees voting yes.

There being no further business for the Board, Mr. Johnson made a motion to adjourn the meeting; Mr. Buddo seconded the motion. Upon roll call by the Fiscal Officer all three Trustees voted yes.

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Minutes Approved for July 27, 2020 Special Meeting by the Board of Trustees as Witnessed by their Signatures:

Jeff Buddo, President: 

Douglas L. Johnson, Trustee: 

Larry Miller, Trustee: 

Date: 8/18/2020

Verified by: Greg Sullivan, Fiscal Officer: 