



**Hanover Township Board of Trustees
June 10, 2020 Meeting Minutes**

Call to Order: Mr. Buddo called the meeting to order at 5:45 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.

PUBLIC HEARING – TAX BUDGET FOR FISCAL YEAR 2021

Mr. Miller made a **motion**, seconded by Mr. Johnson, to open the Public Hearing regarding the 2021 Tax Budget. Upon roll call, all three Trustees voted yes. Mr. Buddo asked Mr. Henry to provide information regarding the 2021 budget. Mr. Henry explained the annual tax budget process which requires the Township to submit an estimated budget for the upcoming year to the County by July 15. Mr. Henry also noted that the budget to be submitted is only an estimate and not the final budget for the 2021 fiscal year. Mr. Sullivan stated that the figures in the 2021 tax budget represented a conservative estimate, with the total budget approximately \$600,000 lower than the 2020 budget. There being no further comments or discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, to close the Public Hearing and proceed with the regular Board meeting. Upon roll call, all three Trustees voted yes.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the May 13, 2020 Regular Meeting minutes and the May 27, 2020 Special Meeting minutes, approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation: No guest presentations were scheduled for the meeting.

Citizen Participation: No citizens addressed the Board.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 262		1167
• Felony Reports: 02		14
• Misdemeanor Reports: 32		71
• Non-Injury Crash: 10		34
• Injury Crash: 01		11
Total Reports: 45.....		131
• Assists/Back Up: 48		165
• Felony Arrests: 00		00
• Misdemeanor Arrests: 01		14
• OMVI Arrests: 00		00
Total Arrests: 01		14
• Traffic Stops: 12		65
• Moving Citations: 07		51
• Warning Citations: 07		26
• Civil Papers Served: 0		01
• Business Alarms: 3		09
• Residential Alarms: 05		32
• Special Details: 15		61
• COPS Times: 5,600 (<i>Min.</i>)		18,800 Min
• Vacation Checks: 09		123

Reporting for Deputies Mayer and Tanner. Prepared by BEH.

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

Hanover Township Fire Department
Monthly Report for May 2020- Phil Clark Fire Chief
(Presented in June 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:	59	251
• Motor Vehicle Accidents:	01	23
• Fire Runs:	09	52
• Fire Inspections:	00	24
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	69 Runs/Operations (Fire/EMS Runs)	

Total Year 2020: 320 Runs/Operations

(May 2019: 88 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 May 2020:

**SUPERINTENDENT'S REPORTS
(June 10, 2020)**

Millville Cemetery Operations Report May 1 through May 31, 2020

0 Graves sold to Township residents (@ \$710)-----	\$ 0.00
4 Graves sold to nonresidents (@ \$995)-----	\$3,980.00
0 Old resident graves-----	\$ 0.00
3 Full Interments-----	\$ 3,000.00
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 5,531.40
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00
Total: -----	\$ 12,511.40

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
5. Cut grass four times
6. Weed eat two times
7. Built, set and poured 16 foundations

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

1. Picked up a deer carcass on Stahlheber Road.
2. Performed ditching on Fatima Place.
3. Cleaned out catch basins and driveway pipes on Gardner Road.
4. Picked up a recliner on Gardner Road.
5. Performed first round of roadside mowing.
6. Picked up a mattress on Morman Road.
7. Cut grass on all Township properties five times.
8. 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 **May Summary Report** (June 2020)

- **Fire Department:** Worked with the Chief on maintaining full strength for EMS operations as two resignations occurred. Also worked on keeping supply chain open and flowing for necessary COVID-19 related purchases.
- **Road Department:** Followed up with BCEO and Scot Gardner regarding the 2020 Road Program authorized through the Butler County Engineer's Office.
- **Bureau of Workers Compensation:** Still waiting on final approval letter from BWC on Fire Department reclassification for premium rating. Followed up 2018 BWC Rebate for premium year 2018. A check was received totaling over \$24,000.00.
- **Nuisance Properties:** The property at 1981 Hamilton Richmond Road has been filed with the court regarding the clean-up. Mt with Jim Fox and Property owners at 41 and 57 Cochran Road as well as the corner house at Hamilton Scipio Road.
- **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 hard 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. Worked with Ms. Prickett on payroll issues and time sheets for staff. Working on financial projections for the balance of 2020 and the negative impact on revenues related to COVID-19 issues, which was presented to the Board in a special meeting in May.
- **Township Website:** Made various updates and uploaded most recent Board minutes. Placed COVID-19 Changes to facilities and filed media notices related thereto.
- **Road/Cemetery Operations:** A hold on summer help for the Cemetery has been instituted due to shortfall in revenues. Adverse rainy weather has hampered efforts to keep up with mowing and weed trimming.
- **Catch Basin Repairs:** Still working on how to bid out the work needed for the failing catch basins. Road crew has been making some repairs. Scheduling a partial list for the 2020 construction season. (Placed on hold due to economic issues COVID-19 related)

- **Wencella Drive Drainage Issues: Ongoing/No change-** The problem exists outside the right of way. (Still trying to figure out how to deal with the private property and R/W issues and financing- **still pending- no change.**
- **Community Center Rental Policies and Costs:** Examining possible contract changes and increased costs for rental of the facilities in order to present information to the Board for review in the next 60 days.
- **Facility Rentals** for the Park and Community Center were cancelled for April and May. A number of refunds were made. No rentals will be approved until after May 29, 2020.

Personnel Actions and Other Items of Note

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

Replacement Hiring: Hire Dakota M. Murphy 1641 Eden Park Drive, Apt.3 Hamilton, Ohio 45013 as a replacement, starting in as a Trainee at \$8.70 per hour. This appointment for duty is subject to successful completion of background review and successful completion of hiring steps including sign off by the Township Administrator.

Road Department and Cemetery: Reinstate Michael Jackson as part time for 2.5 months in the Road Department as a Public Works Worker II at \$12.10 per hour.

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. Sample frame building costs were in the February Meeting packet.

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 May 2020

Cash Balance as of May 31, 2020: \$2,192,706.20

- 1) Total Expenditures all funds for May 2020: \$160,698.78 / Revenue: \$122,811.45
- 2) Total General Fund cash on hand May 31, 2020: \$671,235.82 (30.61%) of Total funds
- 3) Total Fire/EMS Fund cash on hand May 31, 2020: \$632,914.26 (28.87%) of Total funds
- 4) *Monthly Revenue and Expenditure Reports by fund for March and April 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 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.

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.

Mr. Henry also distributed revenue and expenditure reports. Mr. Henry also provided a report regarding decreases in revenues, mostly due to effects of the COVID-19 pandemic.

Mr. Sullivan complimented Mr. Henry regarding the updated appearance of the Township's website.

Old Business

2020 Road Program Update of Costs from BCEO: Mr. Henry referred the Board to information in their packets regarding the 2020 Road Resurfacing and Retrace Program and noted that total costs for this program would be \$226,506.83.

Nuisance Update: Mr. Henry provided the following report:

Nuisance Report Summary for May 2020

Due to COVID-19 contact restrictions, work on nuisance properties slowed, especially those issues headed for court action.

1981 Hamilton Richmond Road: Coordinated by Butler County Zoning, case referred to the Prosecutor and assigned for a court hearing postponed until September.

47 Cochran Road: House was torn down by the property owner without involving Township funds or action. Orders pending for final clean-up of debris.

51 Cochran Road: Under orders to clean up and finish work on the residential structure. Extension was granted for another 30 days until mid-June.

4362 Hamilton Scipio at Cochran Road being addressed by County Zoning for debris and junk vehicles. Follow up for mid-June scheduled.

Mr. Henry noted that the goal was to address these property issues without spending Township funds.

Ohio Re-Opening from the Governor/Update: Mr. Henry referred the Trustees to information in their packets which listed venues the Governor was permitting to re-open if health and safety requirements could be followed. Mr. Henry noted outdoor playgrounds were included in this list.

Other Old Business:

There was no Other Old Business to discuss.

New Business:

Resolution No. 23-20 – Proposed Tax Budget for 2021 Final Approval: Mr. Henry explained this resolution would approve the 2021 Tax Budget which was reviewed earlier that evening during the Public Hearing. Mr. Miller made a **motion** to adopt Resolution No. 23-20, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 23-20

Approving the Tax Budget for Hanover Township for Fiscal Year 2021 and Authorizing the Submission of the Budget to the County Auditor and Budget Commission

Whereas, the Fiscal Officer prepared the Fiscal Year 2021 Tax Budget, the main components of which were summarily reviewed during public meetings held on May 13, 2020 and Public Hearing held June 10, 2020 at 5:45 PM as published; and

Whereas, revenue and expenditure projections were based upon analysis of the last few years and adjusted for special circumstances identified in the current fiscal year (such as COVID-19, economic factors, grants, debt retirement, property evaluations and other reimbursements); and

Whereas, the actual 2021 budget and appropriations will not be adopted until the first quarter of 2021; and

Whereas, Ohio Revised Code requirements mandate the submission of the 2021 Tax Budget to the County Auditor by July 15, 2020,

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

Section I. That the 2021 Tax Budget (totaling \$3,651,287.00 plus Debt Service of \$138,990.00), as attached and presented by the Fiscal Officer, is hereby adopted and authorized for submission to the Butler County Auditor in accordance with requirements of the Ohio Revised Code. The Fiscal Officer is hereby requested to deliver said Tax Budget to the County Auditor as soon as practicable but no later than July 15, 2020.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 10th day of June 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 26-20 – Approve Health Insurance Renewal with Anthem: Mr. Henry noted that the proposed health insurance renewal was reviewed at the May Board meeting and noted that the renewal represented a three percent decrease in premium costs but there were also modifications to the plan design which may impact individual employees. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 26-20, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Resolution No. 26-20

Approving Health Insurance Contract with Anthem Blue Cross Blue Shield Effective July 1, 2020 through June 30, 2021

Whereas, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care and prescription drug coverage at affordable rates to maintain a competitive work force; and

Whereas, the Township's Broker, Wichert Insurance Agency has been reviewing options for this insurance (under the ACA) due to the notification from Anthem regarding certain changes including deductible increases for the plan similar to the 2019 plan; and,

Whereas, during the last contract period (2019-2020), the Board of Trustees believe the coverage has been good for the overall covered group as discussed in the May Board meeting; and,

Whereas, the Wichert Insurance Agency stated that the decrease of 3% proposed by Anthem for the renewal period will lower overall costs to the Township while maintaining good coverage:

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

Section I. Resolution No. 26-20 is hereby approved authorizing a health insurance renewal contract with RX with Anthem Blue Cross/Blue Shield PPO 1000 to cover eligible Hanover Township Employees for contract year July 1, 2020 through June 30, 2021 for an annual premium dependent upon final enrollment of \$248,116.44 which represents a decrease of 3% over the current contract period.

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 as part of this renewal contract.

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 10th day of June 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 27-20 – Coronavirus Aid, Relief, and Economic Security Act Funding/Compliance: Mr. Henry explained that the federal CARES Act provides for federal funding to reimburse state and local governments for expenses related to COVID-19. Final provisions of the CARES Act were being determined by the U.S. House and Senate; however, this resolution would position the Township to be able to apply for CARES funds should it be determined to be eligible. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 27-20, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 27-20

Approving Application Process, Funding Request and Compliance Policy for the Coronavirus Aid, Relief, and Economic Security Act (CARES)

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and **WHEREAS**, the Ohio General Assembly established a process for distributing funds provided by the “Coronavirus Aid, Relief, and Economic Security Act” in Senate Bill 310 of the 133rd General Assembly (SB 310); and

WHEREAS, SB 310 requires subdivisions receiving funds under Section 1 of the Act, to pass a resolution affirming that funds from the County Coronavirus Relief Distribution Fund may be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and

WHEREAS, Hanover Township is requesting its share of funds from the Butler County Coronavirus Relief Distribution Fund.

NOW THEREFORE, be it resolved that the Board of Trustees of Hanover Township affirms that all funds received from the Hanover County Coronavirus Relief Distribution Fund pursuant to SB 310 be expended **only** to cover costs of the Township consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations and guidance only to cover expenses that:

- (1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) Were not accounted for in Hanover Township's most recently approved budget as of March 27, 2020; and
- (3) Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

FURTHERMORE, in compliance with SB 310, be it resolved by the Board of Trustees of Hanover Township that the Hanover Township Fiscal Officer take all necessary action to:

- (1) On or before October 15, 2020, pay any unencumbered balance of money in the Hanover Township's local coronavirus relief fund to the Butler County Treasurer;
- (2) On or before December 28, 2020, pay the balance of any money in the Butler Township's local coronavirus relief fund to the state treasury in the manner prescribed by the Director of the Ohio Office of Budget and Management; and
- (3) Provide any information related to any payments received under SB 310 to the Director of the Ohio Office of Budget and Management as requested.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 10th day of June 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
 Douglas L. Johnson
 Larry Miller

 Gregory L. Sullivan
 Fiscal Officer/Clerk

Motion – Approve EMA Annual Assessment Payment for 2020: Mr. Henry explained that by State statute the Emergency Management Agency of Counties may execute agreements with political subdivisions which includes a per capita assessment fee (.39) based upon census information with said fees applied to operational costs. The Assessment for 2020 for Hanover Township is \$3,406.65 for a population of 8,735. Mr. Henry noted that the per capita rate of .39 has not increased over the last nine years. **Motion** by Mr. Miller, seconded by Mr. Johnson, to approve the per capita assessment to the County EMA of \$3,406.65. Upon roll call, all three Trustees voted yes.

Motion – Approve Purchase Orders for Road Program Work: Mr. Henry explained that the 2020 Hanover Township Road Program had been amended and approved by the Board of Trustees for implementation through the Butler County Engineer's Office. Mr. Henry noted that the roads and estimates approved by the Township (Totaling \$226,506.83) were set forth in the attachment labeled "Attachment Resolution No. 25-20 as approved earlier. In order to facilitate payment and comply with audit guidelines, the Fiscal Officer requested that Purchase Orders be

approved from three different funds as follows: Fund 2021 Gasoline tax \$75,000.00; Fund 2141 Road District \$75,000.00; Fund 2231 Permissive Motor Vehicle Tax \$50,000.00 for the 2020 Road Program. **Motion** by Mr. Buddo, seconded by Mr. Johnson, to approve the above captioned Purchase Orders as described. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

COVID-19 Update – Playground Opening Issue/Questions: Mr. Henry referred the Trustees to their packets which included CDC protocols regarding opening outdoor playgrounds. Mr. Henry explained that playgrounds could now be re-opened if CDC protocols could be followed. He also reported that the public ignored signs and barricades and entered the Park playground area earlier that day. Mr. Henry stated that signs with the CDC playground protocols were being ordered. In the meantime, temporary signs could be posted, the barricades removed, and the playground area could be opened the next day. The Board agreed with this playground re-opening plan.

Notice – Zoning Appeal Variance Hearing 6/16/20 – Request for 2337 Oyler Drive: Mr. Henry reported the Township had received notice from the County of a hearing to consider a zoning variance request for 2337 Oyler Road. After some discussion, the Board determined to take no position regarding the variance request.

Motion – Authorize Application F-4 Permit for the Wine Tasting Event 8/22/20: Mr. Henry reported that the Hanover Township special event entitled "Cool Cars, Fine Wine and Good Music" is scheduled for August 22, 2020 in Hanover Park. The Park Committee will be working on logistical details and seeking sponsorships and donations. Part of the logistics includes obtaining an F-4 Permit from the Ohio Department of Liquor Control for wine sales during the event. For a one-day event such as the Township's the fee is \$60.00. Forms must be completed by the Township, including having Butler County Sheriff Jones sign off on the application. Mr. Henry noted that the Park Committee was scheduled to meet later in June to determine the feasibility of having the event this year and would be making a recommendation to the Board. However, due to lead time required to secure a liquor permit, authorization to proceed with the permit application process was needed at this time. Mr. Johnson made a **motion** to authorize the Township Administrator to prepare and execute all documents related to obtaining an F-4 Permit from the Ohio Department of Liquor Control for the referenced August 22 event and approve payment of the required application fee. Mr. Buddo seconded the motion. After discussion, a roll call vote was taken, and all three Trustees voted yes.

Other New Business

Motion – Fire Department Copier Machine Contract: Mr. Henry reported that he and Captain Goble had been evaluating the Fire Department copier contract which expires in July 2020. The current copier has worked well, and a renewal proposal has been submitted by Modern Office Methods which is under legal review. Another company has submitted a proposal for a different copier unit offering at a slightly lower price. Mr. Henry noted that the Fire Department is happy with the current arrangement with Modern Office Methods. In order to expedite the process, a motion is requested authorizing a contract which is in the best interests of the Department and Township. The amount of the monthly fee runs up to \$125.00 base fee plus any copies over the

monthly estimated usage. The term is usually 3-5 years in length. After some discussion, Mr. Buddo made a **motion**, seconded by Mr. Johnson, to authorize a contract with Modern Office Methods. After discussion, the Fiscal Officer called the roll and all three Trustees voted yes.

Also 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 May 2020; an Ohio Township Association legislative update; Butler County Community Development Department listing of projects to be funded in 2020 with Community Development Block Grant Funds, and the April 2020 Medicount Management Report.

Also under Other New Business, Mr. Henry noted that a special meeting would eventually be needed to review room rental rates; however, there were no business items pending at this time for a July Board meeting. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, to cancel the July 2020 regular Board meeting. 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. Buddo moved, seconded by Mr. Johnson, to adjourn the Board of Trustees meeting. Upon roll call, all three 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: 8-12-2010

Verified by: Greg Sullivan, Fiscal Officer: _____

