



**Hanover Township Board of Trustees
March 11, 2020 Meeting Minutes**

Call to Order: Mr. Buddo 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; and Project Coordinator Julie Prickett. Excused absent: Fire Chief Phil Clark (training) and BCSO Deputy Tanner (illness.)

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the February 19, 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: David Brown, representative from Butler County Auditor's Office, provided an update to the Board. Mr. Brown stated that HB 499 (the Auditors' Fuel Testing bill) received bipartisan support in the State legislature. He also reported that the Auditor had a program that provides property tax relief to owners whose properties were damaged by fire. Mr. Brown also reported that the 2020 property reappraisals would be reported to property owners later this year and an increase in property taxes should be anticipated. Finally, Mr. Brown reported that Ms. Julie Joyce-Smith would be providing the Auditor's updates at future meetings. The Board thanked Mr. Brown for providing updates to the Board.

Citizen Participation: Pam Newell, 1047 Woodbine Road, addressed the Board regarding her concerns over activity at 831 Millville Oxford Road (property behind Ms. Newell's address.) Ms. Newell explained that Nelson Trucking Company had removed trees and was storing semi-trucks and large pieces of equipment on the property. She also complained about loud truck noise and stated she had contacted Jim Fox about her concerns. Mr. Henry stated the Township would follow-up with Mr. Fox. Mr. Henry also explained that it is permissible to store equipment at this property. Mr. Buddo stated that the Trustees would also look at the property in question.

Stephen Herman, 4308 Stephenson Road, asked Mr. Brown how the Auditor’s Office conducts the property appraisal. Mr. Brown explained the process included a visual drive-by and a review of the prior three years sales data. Mr. Brown also explained that conservative values are assigned to the properties – typically three to five percent below market value.

Administration Reports

Law Enforcement: Mr. Henry gave the following report for the month of February 2020:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 185		505
• Felony Reports: 02		04
• Misdemeanor Reports: 06		15
• Non-Injury Crash: 04		08
• Injury Crash: 02		07
Total Reports: 14.....		034
• Assists/Back Up: 35		76
• Felony Arrests: 00		00
• Misdemeanor Arrests: 01		06
• OMVI Arrests: 00		00
Total Arrests: 01		06
• Traffic Stops: 12		26
• Moving Citations: 11		22
• Warning Citations: 03		09
• Civil Papers Served: 0		01
• Business Alarms: 1		03
• Residential Alarms: 07		15
• Special Details: 19		35
• COPS Times: 5,200 (<i>Min.</i>)		10,400 Min
• Vacation Checks: 31		69

Reporting for Deputies Mayer and Tanner. Prepared by BEH.

Fire/EMS: Mr. Henry presented the following report for the month of February 2020:

Hanover Township Fire Department
Monthly Report for February 2020- Phil Clark Fire Chief
(Presented in March 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	111
• Motor Vehicle Accidents:	08	16
• Fire Runs:	06	22
• Fire Inspections:	00	01
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	67 Runs/Operations (Fire/EMS Runs)	

Total Year 2020: 150 Runs/Operations

(Feb 2019: 80 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 February 2020:

**SUPERINTENDENT'S REPORTS
(March 11, 2020)**

Millville Cemetery Operations Report February 1 through February 29, 2020

0 Graves sold to Township residents (@ \$710) -----	\$ 0.00
5 Graves sold to nonresidents (@ \$995) -----	\$4,975.00
0 Old resident graves -----	\$ 0.00
3 Full Interments -----	\$ 5,150.00
0 Baby interments -----	\$ 0.00
0 Cremations -----	\$ 0.00
Foundation and Marker installation fees -----	\$ 300.00
0 Grave Transfer -----	\$ 0.00
Donations -----	\$ 0.00
Total: -----	\$ 10,425.00

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. Picked up a deer carcass on Morman Road and one on Taylor School Road.
2. Performed ice and snow control on February 6,7,8,26 and 28.
3. Cleaned equipment after snow events.
4. Repaired potholes.
5. Painted the flail mower that goes on our 6640 tractor.
6. Performed paint and maintenance work on our New Holland TC45D.
7. Reorganized and cleaned the Road Department Building.
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 February Summary Report
(March 2020)

- **Fire/EMS Run Data:** Dispatch Log information for February 2020; Not available due to change in the Communications System. Still working on how to program for searching the data.
- **Fire Department:** All employment documents are up to date. New members approved began working the schedule.
- **Road Department:** Presented training in February on storm water management, general safety issues, Township event dates and forms used for payroll.
- **Bureau of Workers Compensation:** Still waiting on final approval letter from BWC on Fire Department reclassification for premium rating.
- **Nuisance Properties:** The property at 1981 Hamilton Richmond Road has been filed with the court regarding the clean-up.
- **Butler Rural Electric Community Connection Grant Program:** Prepared documents for filing grants in behalf of the Fire Department for high voltage detectors for the Road Department for safety equipment for the new truck and roadside mower tractor.
- **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 last month, the Moody's review of the Township finances was very good.
- **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.
- **Media relations:** Responded to inquiries regarding funding, grants and request for advance of funds. Also as per statute, sent notice for the regular board meeting.
- **Road/Cemetery Operations:** Working on cell phone replacements for units that are dropping calls and not operating properly. Also worked on replacing two computers outdated which cannot handle Windows 10.

- **Electric Aggregation:** Fielded several inquiries regarding Dynegy letter and how the rate is applied. Referred two inquiries to Energy Alliance- Township consultant, to answer more detailed questions.
- **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-** 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.

Personnel Actions and Other Items of Note

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

Nothing to report.

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. 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 February 2020

Cash Balance as of February 29, 2020: \$1,672,757.34

- 1) Total Expenditures all funds for February 2020: \$169,625.98 / Revenue: \$176,950.00
- 2) Total General Fund cash on hand February 29, 2020: \$611,798.07 (36.57%) of Total funds
- 3) Total Fire/EMS Fund cash on hand February 29, 2020: \$347,028.80 (20.75%) 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: \$1,672,757.34

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.

Mr. Henry also distributed revenue and expenditure reports to the Board and noted that revenues were tracking well.

Old Business

Hamilton Annexation Revenue Payment Issue Update: Mr. Henry reported that he sent a letter to the City of Hamilton Finance Director on February 26, 2020 regarding the 2019 annexation revenue sharing payment the City of Hamilton owed Hanover Township. The City of Hamilton subsequently submitted payment (\$8119.62) which the Township received on March 10, 2020.

BREC Community Connections Grants Update: Mr. Henry reported requests for grant funds were made for AC Hotstick high voltage detectors for the Fire Department and back-up camera systems and safety strobe lights for Road Department equipment.

BREC Grant Reimbursement – Lucas System: Mr. Henry requested the Board pass a motion accepting the BREC grant reimbursement for purchase of a Lucas system. Mr. Buddo made a **motion**, seconded by Mr. Johnson, to accept the \$595.00 BREC grant which reimbursed purchase of a Lucas system for the Fire Department. Upon roll call, all three Trustees voted yes.

Nuisance Update: Mr. Henry reported the property on SR 177 was now in the court system and the Township may have to clean up the property and attach a lien. Mr. Henry reported that he and Jim Fox were working on addressing issues at 41 Cochran Road, noting the Fire Chief would be inspecting this property to determine if it should be declared a hazard. Mr. Henry reported that the property at 57 Cochran Road had junk in the front yard and the owner was to be cited for performing structural work without a permit. Mr. Henry reported progress being made at the property on US 27 with a bus being removed and clean-up occurring. Mr. Henry reported that eventually legislation would be brought to the Board to declare the properties at 41 Cochran Road and 57 Cochran Road nuisance properties.

Other Old Business:

There was no other Old Business.

New Business:

Motion – Change July 2020 Board Meeting Date to July 15, 2020: Mr. Henry explained that in the past the July Board meeting has been held the third Wednesday of the month. In 2019 and suggested for 2020, the meeting had been set for the second Wednesday of the month. Due to changing schedules, there is a need to reset the July Board Meeting from the second Wednesday

to the Third Wednesday which would be July 15th. A **motion** was made to set the July 2020 Board meeting for Wednesday July 15th at 6:00PM by Mr. Miller, seconded by Mr. Johnson. After discussion, a roll call vote was taken, and all three Trustees voted yes.

Update – Road Department Pick-Up Truck Acquisition: Mr. Henry explained that the Township’s membership for the State Cooperative Purchasing Program lapsed and had to be re-established. He also noted that additional truck models meeting the Township’s specifications were being added to the State bid list. Mr. Henry explained that in addition to the State bid list, the National Review list also met statutory requirements and the Township could look for a vehicle from this source as well. Mr. Henry noted he may have legislation to authorize a purchase as soon as the next Board meeting.

Resolution No. 22-20 – Authorize MOU with GovDeals: Mr. Henry recommended that the Township renew its memorandum of understanding with GovDeals as a means to dispose of unneeded, used and/or surplus equipment and materials through an online public bidding process. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 22-20, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 22-20

Authorizing Online Auction Memo of Understanding Between GovDeals, Inc. and Hanover Township

Whereas, Hanover Township wishes to dispose of unneeded, used and/or surplus equipment and materials seeking a return for the sale of said items through a public bidding process; and

Whereas GovDeals, Inc. provides an opportunity to reach a large network of interested parties as other jurisdictions in Butler County have used as well as satisfying the requirements of the Ohio Revised Code for the disposition of Township equipment and materials; and

Whereas, the Township had an active account in 2015 and needs to approve reactivation of the relationship with GovDeals, Inc. for online bidding services,

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 online auction Memo of Understanding with GovDeals, Inc. for the disposition of surplus, unneeded and/or used equipment and materials as outlined in the attachment herewith.

Section II. That the Fiscal Officer and Township Administrator are hereby authorized to file and sign all documents associated with the Memo of Understanding with GovDeals, Inc.

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 11th day of March 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Intersection Old Oxford and Morman Roads – Discussion with ODOT/Study: Mr. Henry referred the Board to summary information in their packets regarding an upcoming ODOT study of the intersection at Old Oxford and Morman Roads. ODOT plans to conduct a speed study, to review the cause of crashes at this location, to remove the gravel area along Old Oxford Road in front of the Park, and to study various methods to improve safety (e.g. flashing lights, installing a roundabout, etc.)

COVID -19 Employer Suggestions/Poster: Mr. Henry reported that CDC workplace guidelines and posters had been shared with Department Heads and noted that copies of these materials were in the Trustees’ packets.

Fire Department Hosted Training – Animal Rescue Training: Mr. Henry reported the Fire Department would be hosting FEMA Animal Rescue Training on August 8 and 9, 2020. No costs will be incurred by the Township and the Fire Department will receive two free registrations to attend the training.

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 February 2020; an Ohio Township Association legislative update; an invitation to attend a presentation sponsored by the Coalition for a Healthy Community Coalition; the agenda for the March 12 BCTA Meeting; a US Census Notice regarding Job Opportunities; and a summary Hanover Township Facility Rental Fee Schedule.

Also under Other New Business, Mr. Henry reported that he notified the Communications Center that the Township’s weather siren near Butler Rural Electric was not working. Mr. Henry stated that he was seeking assistance from Butler Rural Electric electricians to assist with repairs. If Butler Rural Electric is unable to make repairs, Mr. Henry will contact the contractor who originally installed the siren.

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

Motion to Adjourn: Mr. Johnson moved, seconded by Mr. Buddo, 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: _____

5/13/2020

Verified by: Greg Sullivan, Fiscal Officer: _____

Greg Sullivan