



**Hanover Township Board of Trustees
May 13, 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. COVID-19 measures in effect for the meeting.

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

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the March 11, 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: Melanie Barnes provided an update on the Hanover Reserves project. Ms. Barnes stated that the building components are fabricated in Nebraska and will be delivered in June. She explained it would take approximately nine months to complete the structure. In the meantime site work, including installing water lines and pouring concrete pads, would be performed.

Citizen Participation: No citizens addressed the Board.

Administration Reports

Mr. Henry noted that since the April 2020 Board meeting had been cancelled due to the COVID-19 pandemic, both March and April monthly reports were provided in the Trustees' packets. However, only the April reports would be presented that evening.

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

Butler County Sheriff's Office
District #6

Hanover Township Contract Cars
Monthly Report for April 2020

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 169		905
• Felony Reports: 06		12
• Misdemeanor Reports: 10		39
• Non-Injury Crash: 06		24
• Injury Crash: 03		10
Total Reports: 25.....		086
• Assists/Back Up: 23		117
• Felony Arrests: 00		00
• Misdemeanor Arrests: 04		13
• OMVI Arrests: 00		00
Total Arrests: 04		13
• Traffic Stops: 11		53
• Moving Citations: 12		44
• Warning Citations: 02		19
• Civil Papers Served: 0		01
• Business Alarms: 2		06
• Residential Alarms: 07		27
• Special Details: 08		53
• COPS Times: 5,200 (<i>Min.</i>)		18,800 Min
• Vacation Checks: 11		114

Reporting for Deputies Mayer and Tanner. Prepared by BEH.

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

Hanover Township Fire Department
Monthly Report for April 2020- Phil Clark Fire Chief
(Presented in May 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:	38	192

• Motor Vehicle Accidents:	05	22
• Fire Runs:	10	43
• Fire Inspections:	00	24
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	53 Runs/Operations (Fire/EMS Runs)	

Total Year 2020: 251 Runs/Operations

(Apr 2019: 75 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	

Chief Clark also reported that one of the life squads was out of service to repair a stabilizer bar which broke when transporting a 700 pound patient.

Road/Cemetery: Road Superintendent Scot Gardner presented the following report for the month of April 2020:

**SUPERINTENDENT'S REPORTS
(May 13, 2020)**

Millville Cemetery Operations Report April 1 through April 30, 2020

5 Graves sold to Township residents (@ \$710)-----	\$ 3,550.00
1 Graves sold to nonresidents (@ \$995)-----	\$ 995.00
0 Old resident graves-----	\$ 0.00
5 Full Interments-----	\$ 5,200.00
0 Baby interments-----	\$ 0.00
1 Cremations-----	\$ 550.00
Foundation and Marker installation fees-----	\$ 150.00
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00
Total: -----	\$ 10,445.00

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
5. Cut grass four times
6. Kept office sanitized
7. Weed eat one time
8. Set one Veteran marker

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

1. Cut up a tree on Taylor School Road.
2. Repaired potholes.
3. Plowed gravel off roads that washed out of driveways.
4. Performed ditching on Woodbine Road.
5. Cut grass and trimmed on all Township properties.
6. Worked on new tractor installing LED strobe lights and back-up camera.
7. Cleaned out a catch basin on the dead end of Darrtown Road and repaired berm.
8. Replaced "stop ahead" sign on Morman Road.
9. Replaced a fluorescent light ballast in the office.
10. Replaced some fluorescent light tubes under the porch at the Firehouse.
11. Repaired sections of fence blown down behind the Community Center.
12. Removed snow equipment from trucks and flushed salt brine system.
13. 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 **March- April Summary** Report (May 2020)

- **Fire Department:** Worked with the Chief on changing response protocols and getting necessary supplies in response to COVID-19 situation. The Chief arranged for most members of the department to get fit tested for the OSHA approved N-95 masks. This service was also offered to Cemetery and Road Department workers.
- **Road Department:** Followed up with BCEO reference the over-estimate costs of road repair and paving as part of the 2020 Road Program. Notified the Board. BCEO was given the approval to move forward. Waiting on final costs.
- **Bureau of Workers Compensation:** Still waiting on final approval letter from BWC on Fire Department reclassification for premium rating. Did receive notice that the Township will receive a rebate of 2018 premium paid due to the COVID-19 economy.
- **Nuisance Properties:** The property at 1981 Hamilton Richmond Road has been filed with the court regarding the clean up. Follow up was provided to the County for 41 and 57 Cochran Road.
- **Butler Rural Electric Community Connection Grant Program:** The Township received partial grant awards for the Fire Department and Road Department projects that were submitted. A grant award of \$670.00 was approved for High Voltage portable detector units. A grant award of \$591.00 was approved the Road Department back-up cameras and safety strobe lights
- **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. 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.
- **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. Cell phone upgrades were made for easier citizen access and Funeral Home contacts.

- **Electric Aggregation:** Continued to field inquiries regarding Dynegy letter and how the rate is applied. Referred one inquiry 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. (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 April and one for May 2020:

Hire: Brandon Radford 733 2552 Minton Road Hamilton, Ohio 45013 as an EMT/Firefighter as a call in employee to begin at the rate of \$18.00 per hour. In the future, on station part time rate would be as an EMT-B at the rate of \$15.00 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.

Resignation: Liam Herold, Firefighter/paramedic, resigned effective May 8, 2020 to take a career position with a city.

Costs: Examining costs and programs associated with health care, certain cost of living raises, and decrease in expected revenues for various funds.

Road Department and Cemetery: Freeze on hiring part time/seasonal workers until further consideration. Also a freeze upon any major purchases.

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 March and April 2020

Cash Balance as of March 31, 2020: \$2,308,395.51/ Balance April 2020: \$2,230,590.13

- 1) **Total Expenditures all funds for March 2020: \$169,625.98 / Revenue: \$176,950.00**
- 2) **Total Expenditures all funds for April 2020: \$224,163.06/ Revenue: \$146,363.08**
- 3) **Total General Fund cash on hand March 31, 2020: \$730,238.39 (31.63%) of Total funds**
Total General Fund cash on hand April 30, 2020: \$711,368.96 (39.90%) of Total funds
- 3) **Total Fire/EMS Fund cash on hand March 31, 2020: \$666,994.03 (28.89%) of Total funds**
Total Fire/EMS Fund cash on hand April 30, 2020: \$643,825.00 (28.86%) 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

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 reported that hiring and purchasing freezes had been implemented to reduce expenditures. Mr. Henry explained that without seasonal staff, cemetery maintenance work would be performed less frequently. Mr. Henry also noted that the COVID-19 pandemic had negatively impacted revenue sources such as room rental fees and the motor vehicle fund.

Mr. Sullivan also reported that he had been reviewing revenue and expenditure figures and his findings supported Mr. Henry comments. Mr. Sullivan reported that year-to-date expenditures for 2020 were at 17% and revenue was at 41%. This time last year (2019) year-to-date expenditures were at 20.1% and revenue was at 50.5%.

Old Business

Shady Nook -- Current Status: Mr. Henry reported that he had been working with legal counsel to prepare the Township's brief. Mr. Henry also reported a burglary had occurred at the Shady Nook property and photos were taken of the crime scene. Mr. Henry noted the photos could be subpoenaed to support the Township's position.

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.

Other Old Business:

Mr. Henry reported that a Firefighter Corona Virus Response Policy had been adopted administratively in compliance with federal law.

New Business:

Motion to Set Public Hearing: Mr. Henry explained that a public hearing for the 2021 Tax Budget was needed. Mr. Henry referred the Trustees to their packets for a detailed 2021 Tax Budget for their review. A **motion** was made to set a public hearing for the 2021 Tax Budget for Wednesday, June 10 at 5:45PM by Mr. Miller, seconded by Mr. Johnson. After discussion, a roll call vote was taken, and all three Trustees voted yes.

Resolution No. 24-20 – Revised Amended Certificate of Resources for 2020: Mr. Henry explained that because of the economic effects of the COVID-19 pandemic, it was necessary to revise the Certificate of Resources downward. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 24-20, which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 24-20

**Amending the Certificate of Available Resources for Hanover Township and Adjusting
Permanent Appropriations for the Balance of Fiscal Year 2020
To Reflect Economy Changes and COVID-19 Issues**

Whereas, the Fiscal Officer reported on recent revenue adjustments as the result of current general economic conditions and issues related to COVID-19; and

Whereas, the Fiscal Officers recommends acknowledgement of the foregoing and amending the Revenue and Appropriation documents as well as establish the necessary accounting structure to accurately reflect the acceptance of revenue decreases in certain funds and proposed expenditure of Township funds; and

Whereas, the Board of Trustees concurs with the recommendation of the Fiscal Officer.

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

Section I. That to promote sound and efficient fiscal operations for the Township, the Certificate of Estimated Resources and Permanent Appropriations for Fiscal Year 2020 are hereby amended for use in 2020 subject to the County Budget Commission approval reflecting the reduction of estimated revenue and COVID-19 issues as reflected in the attachment hereto and appropriating said amounts to the various funds as outlined in the referenced attachment herewith (Totaling \$4,289,428.92).

Section II. The Fiscal Officer is authorized to take all necessary steps to implement said 2020 Revenue and Expenditure adjustments for the Permanent Appropriations and make payments accordingly.

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 13th of May 2020.

<i>Board of Trustees</i>	<i>Vote</i>	<i>Attest and Authentication:</i>
Jeff Buddo	_____	_____ Gregory L. Sullivan
Douglas L. Johnson	_____	Fiscal Officer/Clerk
Larry Miller	_____	

Resolution No. 25-20 – Amend Resolution No. 16-20 – 2020 Township Road Program:
Mr. Henry explained that the bids for the County Engineer’s paving/road program came in higher than estimated and therefore, an amended resolution was needed for the program. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 25-20, which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 25-20

Amending the 2020 Road Resurfacing and Retrace Program and 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 with revised estimates presented in April 2020; and

Whereas, an attachment has been prepared labeled "Attachment-Resolution No. 25-20 which reflects the roads, special projects and related estimates approved by the Board of Trustees must be amended to reflect adjusted estimates and bids for 2020;

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

Section I. Resolution No. 16-20 is hereby amended reflecting higher bid estimates and bids as well as confirming the continued participation of Hanover Township in the 2020 Resurfacing and Repair Program through the Butler County Engineer's Office, taking advantage of economies of scale and as approved by the Township Administrator in April since the Board of Trustees did not meet.

Section II. That the roads and estimates approved by the township (Totaling \$226,506.83) are set forth in the attachment labeled "Attachment Resolution No. 25-20.

Section III. That this Resolution and attachment are to be delivered to the Butler County Engineer's Office.

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 13th day of May 2020.

Board of Trustees

Vote

Attest and Authenticate:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Motion to Accept BREC Community Connections Grant Awards: Mr. Henry reported that partial grants were awarded to Hanover Township in the amount of \$591.00 to purchase safety equipment (back-up cameras and strobe lights) for the Road Department and \$670.00 toward the purchase of two high voltage detectors for the Fire Department, both on a reimbursement basis. For audit purposes and expenditure, a motion is necessary to accept the award and authorize expenditures. **Motion** made by Mr. Buddo, seconded by Mr. Miller, to accept the Butler Rural Electric Grant #2003054 in the amount of \$591.00 for safety equipment and Grant #2003055 for

\$670.00 high voltage detectors and authorize expenditures related thereto. Upon roll call, all three Trustees voted yes.

Motion to Accept OTARMA CARES PROGRAM GRANT (\$500): Mr. Henry reported the Township received notification that the Ohio Township Association Risk Management Authority set aside funds for its insurance participants to assist with COVID-19 expenses and revenue shortfalls. Hanover Township received a \$500.00 check. **Motion** made by Mr. Miller, seconded by Mr. Johnson, to accept the OTARMA Cares Program check in the amount of \$500.00 COVID-19 expenses and revenue shortfalls and authorize expenditures related thereto. Upon roll call, all three Trustees voted yes.

Motion to Acknowledge BWC Rebate Check (\$24,723.62): Mr. Henry reported the Township received notification that the Ohio Bureau of Workers' Compensation set aside funds to help jurisdictions with revenue shortfalls by providing a rebate check for the premium year of 2018 in the amount of \$24,723.62 for Hanover Township. The refund will be split among the Township funds that contributed toward the 2018 premium payment. **Motion** made by Mr. Buddo, seconded by Mr. Miller, to accept the OHIO BWC check in the amount of \$24,723.62 to assist with revenue shortfalls and authorize expenditures related thereto. Upon roll call, all three Trustees voted yes.

Motion to Accept State Audit Notification – BHM CPA Group, Inc: Mr. Henry reported that Hanover Township is being audited in accordance with Ohio Auditor regulations for Fiscal Years 2018 and 2019. The State has designated BHM CPA GROUP, Inc. to conduct said audit for which the Township will pay the expenses related thereto. Official notification is required to the Board of Trustees and this notification should be acknowledged through the minutes. **Motion** made by Mr. Buddo, seconded by Mr. Miller, to acknowledge acceptance of the BHM CPA Group notification dated March 17, 2020 and procedures for audit for Fiscal years 2018 and 2019. Upon roll call, all three Trustees voted yes.

Motion to Accept Grant Reimbursement Check from the Ohio Dept of Public Safety (\$3144): Mr. Henry reported that Hanover Township submitted a reimbursement grant request to the Ohio Department of Public Safety for EMS Equipment and supplies. The Township was notified of the grant award approval and subsequently received a grant reimbursement of \$3,144.00 to be deposited in the Fire/EMS Fund. **Motion** made by Mr. Buddo, seconded by Mr. Miller, to acknowledge acceptance of the Ohio Department of Public Safety Grant reimbursement of \$3,144.00 to be deposited in the Fire/EMS Fund. Upon roll call, all three Trustees voted yes.

Notice – Variance Zoning Appeal for Accessory Structure – 560 Wencella Drive: Mr. Henry reported the Township was notified that the County Board of Zoning Appeals had scheduled a Public Hearing on May 19 for an appeal for a variance to build a larger accessory building than allowed at 560 Wencella Drive. Mr. Henry noted that the Hanover Township Board of Trustees was not required to take any action.

Safety Council Banquet for May 2020: Mr. Henry reported the annual Safety Council Banquet had been cancelled due to the COVID-19 pandemic. Mr. Henry also reported that the Safety Council had cancelled monthly safety meetings.

Discussion – Health Care Coverage for 2020-2021: Mr. Henry reported that the Township’s current health insurance policy expires June 30 and a new contract for coverage effective July 1 is needed. Anthem, the Township’s current health insurance carrier, will no longer offer the Township’s current plan; however, the carrier has offered an alternate plan with a 3% reduction in premiums and an increase in deductible amounts and prescription costs. After some discussion, Mr. Johnson made a **motion** to enter into a new contract with Anthem, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

Discussion/Information – Liability and Property Insurance Renewal (OTARMA): Mr. Henry reported that since the Township has pending litigation, it cannot withdraw from its contractual relationship with OTARMA without risking incurring a significant financial penalty. Therefore, it is in the Township’s best interest to renew liability and property insurance with OTARMA. Mr. Henry explained the insurance contract renewal date is in September. Mr. Henry also noted that OTARMA has provided good service and the Township will be receiving a rebate and credits for the contract renewal.

Unemployment Claims/Discussion: Mr. Henry reported that the Township was receiving unemployment claims for Fire Department employees who have been laid off by other employers. The State’s unemployment compensation program bills all employers within an individual’s benefit period for unemployment benefits. In one instance the Township was billed \$3000 for unemployment benefits for a current employee who was laid off by another employer.

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 April 2020; and an Ohio Township Association legislative update.

Also under Other New Business, Mr. Johnson noted that the Township was fortunate to receive reimbursements and grant monies to help offset losses to revenues. Mr. Henry noted that the federal government would be issuing guidelines for local governments to qualify for additional grant funds to help address revenue losses related to COVID-19.

Under Other New Business, a brief discussion occurred regarding the issues of concealed carry by employees. No action taken.

Also under Other New Business, Mr. Henry reported that the Park Committee had not met, and no sponsorship fundraising had occurred. Mr. Henry recommended cancelling Kids Fest and noted that other area events such as Butler Rural Electric’s Family Days were being cancelled due to the pandemic.

Also under Other New Business, Mr. Henry reported that the culvert at 4126 Nichols Road was eroding and impacting the roadway. Mr. Henry stated an access agreement had been signed by the property owner so the Township will be able to address this issue.

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: _____

6-10-2020

Verified by: Greg Sullivan, Fiscal Officer: _____

Gregory L. Sullivan