



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

Call to Order: Mr. Buddo called the meeting to order at 6:00PM 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; and BCSO Deputy Tanner.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller to approve Regular Meeting minutes of October 14, 2020 and to approve warrants for release/distribution and approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation: None

Citizen Participation: No one from the audience addressed the Board.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 229		2338
• Felony Reports: 02		29
• Misdemeanor Reports: 08		148

- Non-Injury Crash: 10 73
- Injury Crash: 06 30

Total Reports: 25.....280

- Assists/Back Up: 38 312
- Felony Arrests: 02 02
- Misdemeanor Arrests: 05 31
- OMVI Arrests: 00 00

Total Arrests: 0733

- Traffic Stops: 17 141
- Moving Citations: 14 114
- Warning Citations: 05 45
- Civil Papers Served: 0 01
- Business Alarms: 3 20
- Residential Alarms: 13 63
- Special Details: 08 205
- COPS Times: 5,200 (*Min.*) 44,800 Min
- Vacation Checks: 02 186

Reporting for Deputies Mayer and Tanner. Prepared by BEH.

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

Hanover Township Fire Department
Monthly Report for October 2020- Phil Clark Fire Chief
(Presented in November 2020)

Run and detail activity for the Fire and EMS operations are reflected in the following numbers:

- Emergency Medical Operations/Squad Runs: 48 560
- Motor Vehicle Accidents: 05 49
- Fire Runs: 15 123
- Fire Inspections: 00 24
- Knox Box Details 00 00
- Other 00 00

- Total for the month:

**68 Runs/Operations
(Fire/EMS Runs)**

Total Year 2020: 706 Runs/Operations

(October 2019: 60 Runs/Operations)

		<u>Month</u>	<u>YTD</u>
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 October 2020:

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

Millville Cemetery Operations Report October 1 through October 31, 2020

0 Grave sold to Township residents (@ \$710)-----	\$ 0.00
5 Graves sold to nonresidents (@ \$995)-----	\$4,975.00
0 Old resident graves-----	\$ 0.00
7 Full Interments-----	\$ 7,400.00
0 Baby interments-----	\$ 0.00
1 Cremations-----	\$ 725.00
Foundation and Marker installation fees-----	\$5,941.60
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00
Total: -----	\$ 19,041.60

Other Cemetery activities:

1. Fixed graves
2. Cleaned the office and garage
3. Picked up and removed flowers from stones
4. Set two Veterans markers
5. Cut grass one time
6. Built, set, and poured 27 foundations
7. Put hydro gear on scag

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

1. Removed three dead trees at the walking trail.
2. Trimmed trees in subdivisions.
3. Filled 18 cross cracks on Ward Way.
4. Picked up a deer carcass on US 27.
5. Cold patched roads where failing culverts and utilities have settled.
6. We filled in where the road on Stahlheber undermined due to a failing culvert. With help from Reily Township Fire Department, we flushed out pipe and cemented the hole in the pipe.
7. Cut grass on all Township properties two times.
8. Poured a cement slab with side wings for our cold patch.
9. Chipped up all of our brush.
10. Cold patched the entrance to the Gazebo and around the walking trail.
11. Pushed over 40 dead trees into the woods along Metro Parks and Taylor School Road
12. Worked on winter equipment.
13. Performed monthly truck, park, and storm water inspections.

Administrator's Report (Includes Financials and Personnel Issues for August)

Mr. Henry presented the following report to the Board:

**Administrator October Summary Report
(November 2020)**

- **Fire Department:** The Chief and Administrator worked on COVID-19 staff protocols and equipment ordering. Implemented payroll policy changes authorized by the Board related to COVID-19 issues and scheduling.
- **Road Department:** Pickup truck was ordered as approved by the Board.
- **COVID-19 Issues:** Continued research on allowable expenses to charge to the special COVID-19 fund and provided information to the Fiscal Officer. Additional Guidelines and Clarifications were issued October 1, 2020. Examining overall Township needs related to COVID-19 issues. Working on future legislation to be approved by the Board.

- **Nuisance Properties:** Following up on complaints in the Ward's Way subdivision, Old Oxford Road, Millville Avenue and Hamilton Richmond Road. Worked with County Zoning Inspector Jim Fox on several issues in Hanover Township.
- **County Prosecutor:** Worked with Dan Ferguson on nuisance court information and discussion of audit issues and response.
- **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 significantly 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.
- **Park Committee:** Held meetings with the Committee to review proposed modified Township special events and reviewed proposed Community Development Block Grant requests and projects.
- **Haunted Harvest:** Worked with the Park Committee to design logistics and provide supplies for a modified event that would be a "drive through". Purchased and set up give-aways and recruited volunteers.
- **Veterans Days Recognition:** Worked on raising private contributions. Worked on written instruments to be used for Veterans Day salute.
- **Township Website:** Continued work on the Township website, provided updated information and examining ways to make the site more helpful to the citizens. Updated the site explaining modified activities for Haunted Harvest and Veterans Day.
- **Community Development Program:** Obtained proposals and cost estimates for the Gene Avenue Culvert Project, Park Safety and Utility Upgrades and Community Center Parking lot. Worked on grant applications for submission on November 6, 2020.
- **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)
- **Community Center Rental Policies and Costs:** Due to COVID-19 issues the review of this matter has been postponed until later in 2020 or early 2021. (Examining possible contract changes and increased costs for rental of the facilities).-Ongoing.
- **Gov Deals:** Twenty two assets were loaded into the site loaded with information and photos. Bidding deadline is October 5th. Pick-ups are scheduled throughout October. Estimated net revenue is \$4,850.00. AS of 11/10/11 All payments have been made to the Township.

- **Gene Avenue Culvert:** The Gene Avenue culvert project is still a priority and needs to be addressed in the near future. A Community Development Block grant application has been put together for this project to be submitted in November 2020.
- **Township Pay Plans:** Reviewed to determine what changes may be necessary to accommodate staff changes and configurations. Will provide an overall recommended revised Pay Plan in December.
- **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.**

Personnel Actions and Other Items of Note

Personnel actions and appointment of new personnel underway for October- November 2020:

Fire Department: After evaluation of certain positions and employees' credentials, responsibilities and service levels, a determination was made that certain pay differentials needed to be addressed in accordance with the Township Adopted Pay Plan and as recommended by the Fire Chief. The rates only apply to medic operations for PT on station scheduling to be effective in November.

Mathew Estridge FF/EMT-B Rate approved at \$16.00 per hour PT On Station.
 Jennifer Goble FF/EMT-A Rate approved at \$18.50 per hour PT On Station.
 Harold Moore FF/EMT-B Rate approved at \$17.00 per hour PT On Station.
 Clint Nigg FF/EMT-B Rate approved at \$17.00 per hour PT On Station.
 Randy Rhodus FF/EMT-B Rate approved at \$17.00 per hour PT On Station.
 Fred Stitsinger FF/EMT-I Advanced Rate approved at \$18.00 per hour PT On Station
 Andy Wyatt FF/EMT-B Rate approved at \$18.00 per hour PT On Station.

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 card board 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: Once the COVID-19 revenue impact is fully realized and the possible savings from cutbacks as well as increasing revenues in certain funds, a strategic planning session will be needed with the Board of Trustees and Administration in the fall or early winter.

Of Note- Budget Information October 2020

Cash Balance as of October 31, 2020: \$2,323,780.90 (Excludes CARES Act Revenue)

- 1) Total Expenditures all funds for October 2020: \$186,852.53 / Revenue: \$167,956.30
- 2) Total General Fund cash on hand October, 2020: \$722,946.57 (25.29%) of Total funds
- 3) Total Fire/EMS Fund cash on hand October 31, 2020: \$744,706.42 (26.05%) of Total funds

4) *Monthly Revenue and Expenditure Reports by fund for October 2020 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- Cash Balance: \$2,290,635.31
July- Cash Balance: \$2,185,119.72
Aug- Cash Balance: \$2,281,130.53
Sept- Cash Balance: \$2,578,948.20
Oct- Cash Balance: \$2,32,780.90 (Excludes CARES Funding; If included balance is \$2,859,129.29)

June 2019: The General Fund and Fire/EMS funds are holding consistent and moderately strong. Payments for equipment will hit these funds later in the year. General Obligation Bonds/Requirements being reviewed for possible changes more favorable to the Township. Goals for major purchases approved by the Board are being completed.

August 2019: The Fire Department Fund has been impacted by equipment purchases and station repairs. With the increased cost of personnel, fund revenues and expenditures must be continuously evaluated to insure that revenues levels are sufficient to maintain at a high level the primary functions of the department.

For the Road Department two major pieces of equipment will come on line for scheduled payments impacting the overall available funds.

November 2019: Looking ahead with the Fiscal Officer regarding operational budgets and future levy requirements to insure that Hanover Township remains on a sound financial basis especially in light of capital requests that will be facing the Township.

December 2019: Examining switch over requirements for lowering Fire Dept. BWC premiums. Seeking reclassification to a better premium code.

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.

July/August/September: Will be evaluating revenue situation when tax settlements are received to determine what projects can be addressed in consultation with the Board of Trustees. Gas Tax and Local Government fund experienced decreases earlier but appear to be on the rebound. Cemetery revenue is increasing as well.

November 2020: Finishing up CARES Act purchases and payroll expenses to be completed or encumbered by November 20, 2020. Evaluating project list for 2021 to present to the Board.

Old Business

Old Business November 11, 2020

Ref: 1955 Hamilton Richmond Road Clean Up

During the October Board meeting, the following was discussed:

"There was a follow up discussion regarding the pending court decision and implementation of cleanup efforts for the 1955 Hamilton Richmond Road property. Mr. Henry explained the discussions he had with the County Prosecutor's Office. The prosecutor intends to pursue contempt of court order to get a response from the owner. The next step if this doesn't work is for the Township to initiate proceedings outlined in ORC 505.87. A motion was made by Mr. Buddo and seconded by Mr. Johnson to authorize the Township Administrator to initiate steps pursuant to ORC 505.87 if necessary to clean up the property."

On Tuesday November 3, 2020 Judge Howard found the property owner in contempt of court. A copy of the Court Order and next steps will be sent to the Township. depending on content, the Township will send a letter to the property owner giving the owner so many days to clean up before the Township moves in to address the situation.

**Old Business November 11, 2020
CD Block Grant Submissions**

On November 6, 2020, the Township Administrator submitted three grant applications for Community Development Block Grant Funding to the County. The three applications authorized by the Board are listed below:

**Attachment Resolution No. 35-20 CD Project Rankings
Community Development Block Grant Requests
November 2020**

**Gene Avenue Culvert Repair/Replacement Project
Alamo Heights Subdivision
Priority Ranking:1**

The Gene Avenue major culvert underneath one of the primary roadway access points into the Alamo Heights subdivision has reached a state of disrepair due to stormwater damage. This conclusion was reached after an analysis by the Butler County Engineer's Office. In addition, the Butler County Engineer's Office provided estimates for repair and replacement of this major culvert. The total cost of repair represents about 30-40% of the Road Program project budget for Hanover Township. This repair has already been delayed due to budget issues and lack of grant funding. This project represents a critical infrastructure need. **This project has been in the top infrastructure priorities of the Township for the last 3 years.**

This roadway serves as one of the main access points to the Alamo Heights residential subdivision. This area has an area benefit that serves a low to moderate income location. Currently there are insufficient funds available to address this problem. The large culvert continues to deteriorate as the Township monitors the structure, working in conjunction with the Butler Count Engineer's Office. If the project is funded and completed, drainage flow will be improved and the culvert will successfully handle the traffic using this access to Alamo Heights.

Alamo Heights Gene Avenue Culvert Repair

Estimated Price \$109,338.51

Grant Request: \$100,000.00

Local Match: \$9,338.51

Priority Ranking: 1

Gene Avenue Culvert Repair/Replacement

Township Memorial Park General Utility and Safety Improvements

Description and Budget

Priority Ranking #2

For some time there have been needs indentified for additional water/electric utility access and safety measures to enhance park operations at the Hanover Township Memorial Park. This project includes security lighting for the north parking lot (built in 2008 with CD funds), lighting and electric for shelters #1 and #2 which are adjacent to the children's playground area, lighting for the restrooms adjacent to the children's playground area, lighting for the parking lot/gazebo area and rear of the children's playground and extension of water service to the Walking Path area providing

for a drinking fountain as well as a tap for general water supply to maintain the area. The water utility extension is crucial for supporting special events, providing a water source to help with maintaining the park's vegetation and to provide a small water source in the event of a small fire.

General Park Utility Improvements

Funding requested for CD Grant: \$53,500.00/ Total Project \$59,995.00

(Township match would pay for some site work and ground restoration/seeding up to \$6495.00)

Priority Ranking: 2

Community Center Parking Lot Drainage/Paving Improvement Project

Ranking #3

The Hanover Township Community Center, located across the street from the Township Park, at 2595 Old Oxford Road hosts numerous civic functions, private parties and government meetings/functions as well as serves a District Office for the Butler County Sheriff. On average the facility is used for at least 13 events per month and serves as a site for Township Administrative operations. The facility can seat up to 110 people for a dinner or more for a presentation or classroom training. The facility has been used by the State Auditor for required Public Records training for southwestern Ohio officials. In addition, the Center is the site for the annual Veterans Day luncheon serving over 100 people.

There is severe cracking in the parking lot compounded by drainage problems affecting the building as rain water drains into the garage areas and five times in the last 12 months water as penetrated the office and community meeting room area lobbies. With an insufficient base underneath the lot along with the cracking and drainage issues, this project has become a very high priority. The Butler County Engineer's Office has been asked to provide technical assistance and guidance to address these issues. Complicated by limited funding, state reduction in revenues, pandemic issues, and reduced property values, there has been insufficient funding to address this project. This project would serve to improve drainage, increase parking spaces as the Center sign would be relocated and add to the enhancement of the overall appearance and utility. The structure serves a critical community function and is a great resource for residents in the Township and regional community at large.

Project #3 Continued

Total Project Estimate: \$133,050.00

CD Grant Request: \$120,000.00

Township/Local Match:\$13,050.00

Old Business November 11, 2020

Ref: Gov Deals Sale

There were 22 assets listed on the Gov Deals Site of which all were sold. There were items from the Administration, Road Department and Fire Department. Net proceeds to the Township totaled \$4,850.25 which will be distributed among the contributing departments. Partial payment has been received with a balance due.

New Business

It is time to renew the Township's license through the Public Utilities Commission of Ohio as we have done the past two years. This renewal will allow the Township to continue to be an electric aggregator in order to save residents money on their utility bills. Moved by Mr. Buddo, seconded by Mr. Johnson to approve Resolution No. 39-20. After discussion and remarks made by Mr. Henry, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 39-20

Approving Renewal Application to the Public Utilities Commission of Ohio (PUCO) to Authorize the Township to Continue to be a Governmental Aggregator for Retail Electric Service Contract for Electrical Services to Serve the Residents of Hanover Township in Accordance With PUCO Authorization

Whereas, Hanover Township has worked with Energy Alliance to secure the best options for providing cost efficient electrical services to Hanover Township residents; and

Whereas, Hanover Township has been approved to provide electrical services to qualified residents as authorized by the Ohio Public Utilities Commission through Certificate #17-1132E (1); and

Whereas, it is necessary to renew the authorization through the Public Utilities of Ohio to permit Hanover Township continue its service to residents in securing more favorable electric rates,

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

Section I. Resolution No. 39-20 is hereby approved authorizing and approving the renewal request for governmental electric aggregation as authorized by the Public Utilities Commission of Ohio.

Section II. That the Township Administrator is hereby authorized to sign and execute all documents related thereto.

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 November 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

This resolution is to clarify the practice of the affected operating divisions with regard to COVID-19 issues and the application of the CARES Act Funding. The Board of Trustees through Resolution makes clear the policy of the Township. After remarks by Mr. Henry, Mr. Buddo made a motion to approve the resolution which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 40-20

Finding That Public Safety Personnel (Fire Department and Township Contract Butler County Sheriff's Deputies) and Certain Administrative Employees Assigned to Work on Coronavirus Issues

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" of the 133rd General Assembly; and

WHEREAS, the State 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 which was passed by the Board in June by Resolution No.27-20 and Accounting procedures and policies as set forth in Resolution No. 29-20; and

WHEREAS, Hanover Township has received fund distributions from the Butler County Coronavirus Relief Distribution Fund; and

WHEREAS, the Ohio Office of Management and Budget (OMB) in its Frequently Asked Questions document dated August 28, 2020 directed local jurisdictions to evaluate all proposed expenditures based upon guidance contained within the U.S. Department of Treasury Guidance and Coronavirus Relief Fund Frequently Asked Questions guidelines; and

WHEREAS, OMB Guidance further advised that "it is presumed for administrative convenience that personnel costs related to public safety are substantially dedicated" for purposes of the CARES Act unless the Chief Executive of the entity receiving the funds determines otherwise; and

WHEREAS, U.S. Treasury Guidance issued on September 2, 2020 advised that "payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency" are eligible expenditures of the CARES Act funding; and

WHEREAS, U. S. Treasury Guidance also advised that local governments may presume that "public health and public safety employees meet the substantially dedicated test, unless the Chief

Executive or equivalent of the relevant government determines that specific circumstances indicate otherwise."The application of this presumption means that such work performed by the referenced employees is considered to be substantially different use than what was originally contemplated in the original 2020 Appropriation and Budget. All such costs of such employees may be covered by using payments from the CARES funding for services provided during the period that begins March 1, 2020 and ends on December 30, 2020; and

WHEREAS, U.S. Treasury Guidance further set forth that "public safety employees" include police officers, state police officers, sheriffs and deputy sheriffs, firefighters, emergency medical responders....."

NOW THEREFORE, be it resolved that the Board of Trustees of Hanover Township:

Section I. In reliance upon the information issued as part of the U.S. Treasury Guidance and OMB published materials and having examined the circumstances of Hanover Township, the Board finds and determines that the U.S. Treasury presumption that Hanover Township Fire Department employees and Butler County Sheriff's Deputies under contract with Hanover Township exclusively serving Hanover Township meet the substantially dedicated test and no specific circumstances rebut the presumption

Section II. Further finds that and determines that all employees of the Hanover Township Fire Department and Sheriff's Deputies under contract to exclusively serve the Township are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Additionally, it is recognized services provided by the Township Administrator, who dedicated up to 15% of work time, directly working on ordering PPE supplies and equipment, COVID-19 protocols and other services to support the emergency services responders in Hanover Township as well as to protect the overall work force of the Township during the referenced time. Therefore, ,current and future distribution of CARES Act funds to the Township may be expended to cover the payroll and benefits of the employees referenced herein.

SECTION 111. That the Hanover Township Fiscal Officer is authorized take all necessary action to process payments accordingly within these guidelines and directives issued through the State Auditor's Office to spend or encumber expenses for CARES Act funding by November 20, 2020 with all expenditures completed by the end of December 2020. In addition, provide any information related to any payments received under this statute 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 11th day of November 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer

Mr. Henry presented the Butler County Sheriff's Office contract to fund two deputies for three years starting in January 2021. The contract is essentially the same as entered into three years ago except for the updated deputies cost and breaking out of healthcare costs. In addition, the Prosecutor's office has to review and sign off before final execution. It was noted the contract supplement outlining the cost of the Deputies was not correct. Mr. Henry will follow up with BCSO to get the supplement corrected and send the contract to the Prosecutor's Office. After that is done, the Trustees can individually sign. based upon the foregoing, Mr. Buddo made a motion to approve Resolution No. 41-20 with Mr. Miler seconding the motion. Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 41-20

Approving a Contract with the Butler County Sheriff's Office for Additional Police Protection and Law Enforcement Services Pursuant to Ohio Revised Code Section 311.29 Covering the January 1, 2021 through December 31, 2023

Whereas, Hanover Township has provided additional police protection for the Township through a contract with the Butler County Sheriff's Office for number of years; and

Whereas, the Board of Trustees desires to provide additional law enforcement services to protect Township residents beyond the basic services provided by the Sheriff's Office as long as Township revenues are sufficient to support said coverage; and

Whereas, the Township Administrator has reviewed the proposed agreement, including clarifying with BCSO staff about overtime charges; and

Be It Resolved by the Board of Trustees of Hanover Township Butler County, Ohio

Section I. That the Board of Trustees pursuant to Section 311.29 of the Ohio Revised Code authorizes and approves the signing of a contract with the Butler County Sheriff's Office for additional police protection covering the period January 1, 2021 through December 31, 2023 as set forth in the attachment hereto labeled "Attachment Resolution No. 41-20" as reviewed and to be approved by the Butler County Prosecutor's Office subject to annual available Township revenue.

Section II. That the Township Administrator is directed to follow up on this matter with the Butler County Prosecutor's Office and provide this resolution and signed contract documents to the Butler County Sheriff's Office.

The foregoing resolution was adopted in an open public special 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 November 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
 Douglas L. Johnson
 Larry Miller

 Gregory L. Sullivan
 Fiscal Officer/Clerk

Volunteer and Employee Recognition/Appreciation 2020:

The Board of Trustees decides on annual basis whether or not to express appreciation for service by community volunteers and employees for the year. In order to hold such a recognition in 2020, the Board has to decide to proceed or not in order to set up a program. For 2020 a dinner cannot be held due to COVID-19 regulations.

Should the Board decide to proceed with such a recognition in 2020, a motion is needed to provide for a "Thank You" holiday greeting card and gift certificate in a minimum amount of \$25.00 with total Township expenses not to exceed \$1700.00.

Note changes in attachment

Motion: moved by XX seconded by XX

New Business: November 11, 2020 Board Meeting

Ref: Memorandum of Understanding Approval/ Coalition for a Healthy Community

Hanover Township has worked with Amy Machekeo of the Talawanda School District in regards to the "Healthy Communities" concept. This work has included the planting of tulips every year at the Community Center and Hanover Park. Earlier in the month Amy Machekeo and Mary Compton met with the Township Administrator about the Coalition and the Memorandum of Understanding which has been in effect since September 2018. They indicated for the future if Kids Fest and Haunted Harvest can be held in 2021, they wanted to support these events.

Talawanda has reached out to government jurisdictions to coordinate efforts through participation in a Memorandum of Understanding. There is no financial commitment and a Hanover resident Mary Compton has agreed to continue volunteering to serve as a communication link between the Coalition and the Township. The Township Administrator has reviewed the MOU and sees no problem with participation by the Township. A motion is needed to approve the action of the Township Administrator in signing a renewal of the MOU- no changes since last time.

New Business November 11, 2020

Ohio Bureau of Workers Compensation Rebate/Covid-19 Check: The Township received notification that the Ohio Bureau of Workers Compensation, at the request of Governor DeWine, set aside funds to help jurisdictions with revenue shortfalls by providing a rebate check for the premium year of 2019 in the amount of \$28,455.00 for Hanover Township. The refund will be split among the Township funds that contributed toward the 2019 premium payment. **Motion** made by Jeff Buddo seconded by Larry Miller to accept the OHIO BWC check in the amount of \$28,455.00 to assist with revenue shortfalls and authorize expenditures related thereto.

After discussion, the Fiscal Officer asked for a Roll Call vote with the following result: All three Trustees voted yes.

New Business November 11, 2020

Ref: OTARMA Rebate/Fund Distribution

OTARMA Rebate/Refund Check: The Township received on October 23, 2020 a check in the amount of \$2,266.68 for deposit as a loyal member of the organization and distribution of unneeded funds. This amount was mentioned in the original renewal approval by the Board in August 2020 for the 2020-2021 insurance renewal year. The rebate may be split among the Township funds that contributed toward the 2020 premium payment. **Motion** made by Mr. Buddo seconded by Miller to accept the OTARMA check in the amount of \$2,266.68 and appropriate as necessary.

After discussion, the Fiscal Officer asked for a Roll Call vote with the following result: All three Trustees voted yes.

Records Commission Meeting

To meet statutory requirements and approve new direction of storage/destruction of records, a Records Commission meeting must be held on **December 9, 2020 at 5:30PM**. Required participants are the Board President and the Fiscal Officer. The Administrator will present the agenda and issues necessary to cover.

Other New Business:

This item was added after the original agenda was published and is recommended by the Fiscal Officer to approve. This resolution amends the Certificate of Available Resources based upon the revenue received through the CARES Act funding. Mr. Buddo made a motion to approve with Mr. Johnson seconding the motion. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 42-20

Amending the Certificate of Available Resources for Hanover Township and Adjusting Permanent Appropriations for the Balance of Fiscal Year 2020 To Reflect Revenue and Expenditure Adjustments

Whereas, the Fiscal Officer reported on recent revenue and expenditure adjustments as the result of additional revenue and expenditures associated with CARES Funding; 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 the additional revenue and proposed expenditure of these additional 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 receipt of additional revenue and estimated changes in expenditures as reflected in the attachment hereto and appropriating said amounts to the various funds as outlined in the referenced attachment herewith (Totaling \$4,842,594.90) with the receipt total of \$553,165.98 in CARES Funding.

Section II. That approval is granted amending CARES COVID-19 Fund 2272 to reflect supplemental budget increase of \$553,165.98. Further, 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 11th of November 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

The Veterans Day Recognition event held in the AM on November 11th was briefly reviewed by the Board. Although altered/ modified due to COVID-19 issues, Mr. Miller commented that the event was a success and the veterans attending appreciated the Township's efforts. Mr. Johnson commented that the set up, Trustee cards and certificates were well done. The newspaper letter published on November 11th was excellent as well. Mr. Miller suggested that the newspaper letter be laminated on poster Board for display. Mr. Johnson thanked Mr. Henry for his efforts in making the event successful and a nice tribute to veterans. Mr. Henry commented that Veterans Day Cards/Certificates were also mailed to Helen Rogers, Walter Petry (by Mr. Johnson), Mel Derickson and Ron Sipe.

Mr. Henry included in the Board's packet the following list of people and groups that contributed to the event:

Veterans Day Contributors and Volunteers November 11, 2020

Major Cash Contributors

- 1) Stony Run Enterprises
- 2) Kerusso Church (Formerly First Millville Baptist Church)

Other Cash Contributors or Cash Purchases Made Direct/ Other

- 1) Scot Gardner
- 2) Bruce Henry
- 3) Bob Krieger
- 4) Julie Prickett- Veterans Poster Prep/Set Up

Veterans Day Volunteers

- 1) Angie Clausen
- 2) John Baumgartner
- 3) Stephanie Lentz
- 4) Terry Moran
- 5) Joe Pyfrin
- 6) Bob Krieger
- 7) Pat Miller- Photos

False Alarms Issue: Concern was expressed about locations with multiple false fire alarms. Mr. Henry will check the ORC regarding what Townships can do about this issue and report back.

Mr. Henry reported to the Board the following items in their packet listed under Miscellaneous:

In the Board's packet under miscellaneous correspondence, the following items were included:

1. **Butler County Building Permit Report for October 2020**
2. **OTA Legislative Update**
3. **Medicount Management Report of Activity for September 2020**
4. **Coalition for a Healthy Community/ Thank You**
5. **Butler County Zoning Appeals Board Vacancy Notice**
6. **BCTA Notice: Agenda for November 12th**
7. **Other**

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

Motion to Adjourn: Mr. Johnson moved, seconded by Mr. Miller, to adjourn the Board of Trustees meeting for November 11, 2020. Upon roll call, all three Trustees voted yes.

Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Jeff Buddo, President: _____

Douglas L. Johnson, Trustee: _____

Larry Miller, Trustee: _____

Date: _____

12/9/2020

Verified by: Greg Sullivan, Fiscal Officer: _____

