



**Hanover Township Board of Trustees
October 14, 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 Mayer.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller to approve Regular Meeting minutes of September 9, 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: Mr. Thomas Hall, Madison Township Trustee and candidate for the Ohio House 53rd District addressed the Board.

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

Administration Reports

Law Enforcement: Deputy Mayer gave the following report for the month of September 2020:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 237		2109
• Felony Reports: 04		27
• Misdemeanor Reports: 17		140

- Non-Injury Crash: 09 63
- Injury Crash: 02 24

Total Reports: 32.....255

- Assists/Back Up: 23 274
- Felony Arrests: 00 00
- Misdemeanor Arrests: 02 26
- OMVI Arrests: 00 00

Total Arrests: 0226

- Traffic Stops: 17 124
- Moving Citations: 14 100
- Warning Citations: 05 40
- Civil Papers Served: 0 01
- Business Alarms: 3 17
- Residential Alarms: 07 50
- Special Details: 09 197
- COPS Times: 5,200 (*Min.*) 39,600 Min
- Vacation Checks: 17 184

Reporting for Deputies Mayer and Tanner. Prepared by BEH.

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

Hanover Township Fire Department
Monthly Report for ~~September 2020~~- Phil Clark Fire Chief
(Presented in October 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:	61	512
• Motor Vehicle Accidents:	07	44
• Fire Runs:	14	108
• Fire Inspections:	00	24
• Knox Box Details	00	00
• Other	00	00

- Total for the month:

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

Total Year 2020: 638 Runs/Operations

(September 2019: 72 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 September 2020:

**SUPERINTENDENT'S REPORTS
(October 14, 2020)**

Millville Cemetery Operations Report September 1 through September 30, 2020

1 Grave sold to Township residents (@ \$710)-----	\$ 710.00
2 Graves sold to nonresidents (@ \$995)-----	\$ 1,990.00
0 Old resident graves-----	\$ 0.00
5 Full Interments-----	\$ 5,200.00
0 Baby interments-----	\$ 0.00
1 Cremations-----	\$ 400.00
Foundation and Marker installation fees-----	\$2,668.80
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00
Total: -----	\$ 10,968.80

Other Cemetery activities:

1. Fixed graves
2. Cleaned the office and garage
3. Picked up and removed flowers from stones

4. Set one flush marker
5. Cut grass four times
6. Weed eat two times

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

1. Cold patched multiple roads.
2. With help from the Cemetery crew, cemented the rusted-out floor of a 4'x6' arch pipe and undercoated the sides of the pipe on Darrtown Road.
3. Picked up downed tree limbs after high winds.
4. Picked up a deer carcass on Morman Road.
5. Removed six dead trees from the walking path in the Park.
6. Removed the old grill in the Park. Assembled new grill and poured a cement slab.
7. Picked up a load of brush dumped on Huston Road.
8. Cut grass on all Township properties two times.
9. 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 September Summary Report
(October 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.
- **Nuisance Properties:** Following up on complaints in the Ward's Way subdivision, Old Oxford Road, Millville Avenue and Hamilton Richmond Road.
- **Fiscal Operations: Ongoing-** We are continuing the process of reviewing the General Obligation Bonds status and possible options for lowering the cost to the Township. As reported in March, the Moody's review of the Township finances was very good. Although hit 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.
- **Township Website:** Continued work on the Township website, provided updated information and examining ways to make the site more helpful to the citizens.
- **Community Development Program:** Began work on project pricing and application elements for October presentation to the Board and submission of applications in November.
- **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:** Met with Gov Deals Representative and received more training input as well as assistance in loading information. Twenty two assets have been loaded with information and photos. Bidding deadline is October 5th.
- **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.
- **Township Pay Plans:** Reviewed to determine what changes may be necessary to accommodate staff changes and configurations.
- **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 September-October 2020:

Fire Department: Promote Ryan Jovanovich to FF/EMT-B part time on station at \$15.00 per hour from Call In FF status.

Resigned: Kyle Madison FF/EMT-B resigned effective October 11, 2020.

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 September 2020

Cash Balance as of September 30, 2020: \$2,578,948.20

- 1) **Total Expenditures all funds for September 2020: \$184,748.07 / Revenue: \$79,641.38**
- 2) **Total General Fund cash on hand September 30, 2020: \$727,179.09 (28.20%) of Total funds**
- 3) **Total Fire/EMS Fund cash on hand September 30, 2020: \$787,803.48 (30.55%) of Total funds**

4) ***Monthly Revenue and Expenditure Reports by fund for September 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: \$2,2906,35.31
July- Cash Balance: \$2, 185,119.72
Aug- Cash Balance: \$2,281,130.53
Sept- Cash Balance: \$2,578,948.20

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

August 2019: The Fire Department Fund has been impacted by equipment purchases and station repairs. With the increased cost of personnel, fund revenues and expenditures must be continuously evaluated to 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.

Old Business

Zoom Meeting Butler County Engineer's Office

On September 18, 2020 Mr. Gardner and Mr. Henry had a zoom meeting with BCEO staff. Topics included: 2021 Road Program, Proposed "Round About" at Stahlheber and Morman Roads for 2021, Salt Supplier and Pricing, Cancellation of Rodeo Competition, Brine and Gene Avenue Culvert.

The following ideas and possible rankings were discussed for grant submissions on November 6, 2020.

Suggested Ideas for Community Development Block Grant Funds
Citizen Input, Park Committee and Administration Suggestions
September-October 2020

General Projects Various Locations

1. *Bridge Repair Work: Gene Avenue (\$109,388.51) Updated 9/30/2020*
2. *Park Restroom Replacement- High Priority from the Park Committee(Est \$239,475.00)*
3. *Extend Water/Electric Utilities (safety issue) to other parts of the Park- High Priority from the Park Committee.(Est. \$42,302.00)*
4. Community Center- Grind out old pavement, provide for drainage and repave parking lot and relocate Community Center sign. Est. \$133,050.00 Updated 9/29/20
5. Drainage Improvements Park ball field/parking lot areas; no current estimates
6. Seek funding to install adverse weather sirens for placement in the Park Area & Alamo Heights, estimated \$30,000.00.
7. Add playground equipment.
8. Expand Veterans Memorial to include Flag Stanchions for all services

Existing Park Area

1. Add more picnic tables and grills throughout the site
2. Upgrade existing ball field; reorient the back stop area and replace with new.
3. Build a combination concession stand, storage facility and modern restroom building.
4. Construct a Nature Preserve area in the rear area of walking path section.
5. Build a sizable community fire ring not too far away from the gazebo area
6. Add a small fountain/sculpture piece near the gazebo area or cascading fountain design.
7. Provide electric to all shelters and add security lighting for extended park use.
8. Add new, smaller shelters at appropriate locations.
9. Add basketball area to existing park.
10. Outdoor Fountain Spray Fun Area for kids.
11. *Construct Sand Volley Ball Court. Recommended by the Park Committee*
12. *Construct an area for Frizbee Golf. Recommended by the Park Committee*
13. *Construct a "Ga Ga Ball Court". Reviewed by the Park Committee as an easy addition.*

Citizen Input: Based upon input received and Park Committee and Land Use Committee meetings over time. Ranking of projects and formal approval by the Board of Trustees will take place during the October 14, 2020 meeting.

Due Date of Grant application(s): November 6, 2020 4:00PM

Suggested Project Ranking and Costs

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/seedling 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

Other Old Business:

BC Zoning Code Changes: Work is still underway; suggestions by the Township have been incorporated into the recommendations for change. Proposed wording was provided to the Trustees.

New Business:

Resolution No. 35-20

Authorizing the Filing of the 2020 (2021 Allocation) Application(s) for Community Development Block Grant Funding and Prioritizing of Projects for Hanover Township

Whereas, the Board of Trustees and Township Administration have reviewed the requirements for the 2020-21 Community Development Block Grant Program; and

Whereas, the Township has several key projects that merit consideration under the Community Development Block Grant Program as suggested by citizens and the Administration; and

Whereas, key projects were discussed in two Public Meetings with public input solicited on September 9, 2020 and October 14, 2019, and recommendations were received from the Township Ad Hoc Park Committee through discussions over the past year; and,

Whereas, all the projects discussed have been placed on a list for continued consideration and guidance to the Township and are reflected in the attachment herewith,

Whereas, the Board of Trustees rate several of these projects as a high priority based upon resident input this year and input received from a 2012 Citizen Survey conducted by Miami University.

Be it Resolved by the Board of Trustees of Hanover Township, Ohio

Section I. That the Township after considering citizen input as well as recommendations from the Park Committee do hereby authorize three project applications for Community Development Block Grant Funding in 2020-2021 identifying and rating these projects as set forth in the attachment hereto labeled "Attachment to Resolution No. 35-20 CD Project Ratings."

Section II. That the Board will commit in kind services and/or direct cash contribution of 10% or more for each of the three projects submitted. Amounts are specified in the attachment hereto.

Section III. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit said project applications to the Butler County Community Development Department by November 6, 2020.

Section IV. That the Board of Trustees acted upon this matter in an open public session and is a reflection of the action taken on October 14, 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

A **motion** was made after discussion of projects earlier in the meeting by Mr. Buddo, seconded by Mr. Miller. After discussion, the Fiscal Officer called the role with all three Trustees voting yes.

Resolution No. 36-20

Designating 6:00 p.m. to 8:00 p.m. on Thursday, October 31, 2020 as the Time Period for Halloween Trick or Treat Activities in Hanover Township

Whereas, the Township promotes a safe and family-friendly environment for the community throughout the year; and

Whereas, the Township recognizes that Trick or Treat Halloween activities for children occur every October 31st; and

Whereas, the Township desires to designate a safe and reasonable time period for Trick or Treat activities for children that is consistent with time periods observed by most surrounding jurisdictions and the Township recommends following Health Department guidelines related to COVID-19 issues,

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

Section I. Resolution No. 36-20 is hereby approved designating 6:00 p.m. to 8:00 p.m. on Saturday October 31, 2020 as the time period for Halloween Trick or Treat activities for children in Hanover Township.

Section II. The Board urges parents and children to exercise caution and follow Health Department CDC guidelines related to COVID-19 issues.

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 14th day of October 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

The Board and staff discussed the pros/cons of celebrating Halloween. The Fire Trucks would not be sent into neighborhoods to prevent congregating of children and families. However, individual trick/treating can take place following CDC and Health Department guidelines. Mr. Johnson made a **motion** to approve Resolution No. 36-20 which was seconded by Mr. Buddo. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

Resolution No. 37-20

Authorizing Contract with Butler County Engineer's Office for AMP/Brine Mix

Whereas, Hanover Township annually enters into various agreements with the Butler County Engineer's Office for a number of services including purchase of certain materials such as road brine/ beet juice;

Whereas the Butler County Engineer's Office meets all applicable State and local requirements through its bid process for road related services and materials; and

Whereas, in order to save money and expedite the bidding process, it benefits the Township to enter into an agreement with the Butler County Engineer's Office for road AMP/Brine Mix (\$.44 per gallon delivered) to assist with Hanover Township's treatment of roadways in the 2020-2021 winter season,

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 agreement to participate with the Butler County Engineer's Office for the purchasing of road AMP/Brine Mix at \$.44 per gallon delivered for the 2020-2021 winter season.

Section II. That the Township Administrator and Road Superintendent are hereby authorized to file and sign all documents associated therewith including the forwarding of the estimated brine/beet juice needed as prepared by the Road Superintendent.

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 14th day of October 2020.

Board of Trustees

Vote

Attest and Authentication:

Jeff Buddo
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

A motion was made by Mr. Miller which was seconded by Mr. Johnson to approve the AMP/Brine contract through BCEO Resolution No. 37-20. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

The Fiscal Officer reported on recent revenue and expenditure adjustments as the result of additional revenue and expenditures associated with the Cemetery Fund 2041 which needs action by the Board. Mr. Sullivan provided background information. Mr. Buddo made a **motion** to approve Resolution No. 38-20 which was seconded by Mr. Johnson. After discussion, the Fiscal officer called the roll with all three Trustees voting yes.

Motion: Approve Modified Haunted Harvest Expenses

For several years Hanover Township has sponsored "Hanover Haunted Harvest" for kids as recommended by the Park Committee in order to provide a safe place to "trick or treat" with community involvement serving up to 350 kids. With COVID-19 challenges and response to those challenges, the Township will working with the Park Committee to provide a modified version of the Haunted Harvest to take place on Sunday October 25th from 4:30PM to 6:30PM which will involve a "drive through" with candy and other safe treats to be handed out to children in vehicles. Sponsorships are being sought but the Township may not receive what it has in past years. A motion is in order to approve the expenses. Moved by Mr. Mr. Buddo seconded by Mr. Johnson to approve the Township's sponsorship of the Modified Haunted Harvest and approve expenses associated therewith not to exceed \$1,000.00. After discussion, a roll call vote was taken with the vote as follows: All three Trustees voted yes.

(Update October 14th: Contributors and sponsors include Bob Krieger, Bruce Henry, Terry Moran and Stony Run Enterprises.)

Motion: Approve Veterans Day Expenses

Hanover Township sponsors an annual Veterans Day Ceremony and Luncheon on Veterans Day November 11th. Due to COVID-19 challenges in 2020, there will be no formal ceremony or luncheon. However, to recognize veterans a "drive through" operation will take place inviting all veterans to stay in their vehicle but pick up a special memento and recognition letter at 11:00AM on November 11th. Moved by Mr. Johnson, seconded by Mr. Miller to approve the Township's sponsorship of the Veterans Day Modified Recognition of Veterans on November 11th at 11:00AM and approve expenses associated therewith minus any sponsorships not to exceed \$1,500.00. After discussion, a roll call vote was taken with the vote as follows: All three Trustees voted yes.

Mr. Henry explained that notices were received from the County Board of Zoning Appeals for properties located at 3102 Darrtown Road and 133 Fairy Drive. Supporting documentation was provided in each Trustees' packet. The Board did not take a position on either application.

November 11th Meeting options were discussed with the Board since the Veterans Day luncheon will not be held. After reviewing various options, Mr. Buddo made a **motion** which was seconded by Mr. Johnson to set the November 11, 2020 regular Board meeting for 6:00PM. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Due to COVID-19 challenges facing the Fire/EMS operations, recommendations were set forth regarding certain payroll changes that are CAREW Funding eligible. A motion was made by Mr. Buddo seconded by Mr. Miller to approve the following policies:

The following changes may be implemented effective October 26, 2020:

1) For on station scheduling, a third paid position has been approved for the following schedule: Monday through Thursday 8:00AM to 5:00PM; 24/7 coverage on Fridays through Sundays as recommended by the Department. Future funding for this will be evaluated in January 2021. The current Fire Department budget cannot fund a 24/7 365 day on station position.

2) COVID-19 hazard pay is authorized for runs to the Golden Years Nursing Home and dispatch identified COVID-19 runs. An additional \$2.00 per hour will be paid to personnel making these runs. An accurate accounting is required from the Fire Department to insure proper payroll processing. This provision will be in effect until further notice.

3) On station regularly scheduled shift personnel that are exposed to COVID-19 and must remain home on quarantine will be eligible to receive pay for two shifts they were originally scheduled to work in rotation.

4) Any necessary interpretations will be made by the Township Administrator based upon the intent of the Board of Trustees.

After discussion, the Fiscal Officer called the roll with the vote being all three Trustees voted yes.

Other New Business:

Additional discussion took place with the Fire Chief and Township Administrator regarding ongoing COVID-19 challenges needs for equipment to be funded under CARES. The Board suggested acquiring second Lucas System device for another EMS squad unit. **A motion** was made by Mr. Miller which was seconded by Mr. Johnson to approve purchase of a Lucas Chest Compression system to limit exposure to COVID-19 patients funded through CARES funding from the Stryker Medical Corporation for an amount not to exceed \$15,000.00. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Chief Clark and Mr. Henry provided follow up discussion regarding PPE Turn Out Gear for the Department. The gear would qualify as a CARES Act funded equipment. State bid contractors are being checked and the lowest and best bid will be selected. It appears this expenditure would be estimated in the range of \$115,000.00 to \$145,000.00 for the whole department. The Board concurred with moving ahead if CARES Act funding is available with results to be reported at the November meeting.

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

- 1. Butler County Building Permit Report for September 2020**
- 2. OTA Legislative Update**
- 3. Medicount Management Report of Activity for August 2020**
- 4. Coalition for a Healthy Community**
- 5. 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 October 14, 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: 11-11-2020

Verified by: Greg Sullivan, Fiscal Officer: _____