



**Hanover Township Board of Trustees  
January 20, 2021 Meeting Minutes**

**Call to Order:** Board President Jeff Buddo called the meeting to order at 6:00 PM. Mr. Buddo led the opening ceremonies and gave the opening invocation.

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

**Reorganization of the Board of Trustees – Election of Board Officers**

**Resolution No. 01-21: (Adjourn Sine & Die) *Be it resolved:***

Mr. Johnson made a **motion** that the Board adjourn Sine & Die with a second by Mr. Buddo. Upon roll call, Mr. Buddo: yes, Mr. Johnson: yes, and Mr. Miller: yes. *The meeting was turned over to the Fiscal Officer, Gregory L. Sullivan.* The Fiscal Officer called for nominations for Officers of the Board. Nominations were made as follows:

**Resolution No. 02-21: (Open Nominations for President) *Be it Resolved:***

Mr. Buddo nominated Mr. Douglas L. Johnson for President, seconded by Mr. Miller. Nominations for President were closed by the Fiscal Officer. A **motion** by Mr. Miller, seconded by Mr. Buddo, to elect/appoint Mr. Johnson Board President. Mr. Johnson, Mr. Buddo and Mr. Miller voted yes. Mr. Johnson was elected Board President.

**Resolution No. 03-21 (Open Nominations for Vice President) *Be it Resolved:***

Mr. Johnson nominated Mr. Larry Miller for Vice President, seconded by Mr. Buddo. Nominations were closed by the Fiscal Officer. A **motion** by Mr. Buddo, seconded by Mr. Johnson to elect/appoint Mr. Miller Board Vice President. Upon roll call, all members voted yes. Mr. Miller was elected Vice President of the Board.

**Resolution No. 04-21 (Out of Sine & Die) *Be it Resolved:***

Mr. Johnson made a **motion** with Mr. Buddo seconding for the Board to move out of Sine & Die and resume the regular meeting with Mr. Johnson presiding. Upon roll call, Mr. Johnson, Mr. Buddo, and Mr. Miller voted yes.

At this point Mr. Johnson assumed the duties of running the meeting.

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Johnson, to approve the December 9, 2020 Regular Meeting minutes and approve warrants for release/distribution as well as approval of reports. Upon roll call, all three Trustees voted yes to approve all.

**Guest Presentation:** There were no guest presentations.

**Citizen Participation:** No one wished to address the Board.

**Administration Reports**

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

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

Due to the hacking/locking up of the computer system in the Sheriff's Office in December 2020 and first part of January 2021, many stats and reports have not been available to Road Patrol. As such an accurate report cannot be prepared for December 2020.

Deputy Mayer has included stats from his notes and some computer access. If full and accurate stats become available, a report will be generated for the next month's Trustees Packet.

FY: B. Henry

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**Fire/EMS:** Chief Clark presented the following written report for the month of December 2020:

**Hanover Township Fire Department**  
**Monthly Report for December 2020- Phil Clark Fire Chief**  
**(Presented in January 2021)**

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	687
• Motor Vehicle Accidents:	05	59
• Fire Runs:	11	150
• Fire Inspections:	00	24

- Knox Box Details 00 00
- Other 00 00
- Total for the month: **77 Runs/Operations  
( Fire/EMS Runs)**

**Total Year 2020: 870 Runs/Operations**

		(December 2019: 94 Runs/Operations)
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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	

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**Road/Cemetery:** Mr. Gardner presented the following report for the month of December 2020:

**SUPERINTENDENT'S REPORTS  
(January 20, 2021)**

Millville Cemetery Operations Report December 1 through December 31, 2020

4 Grave sold to Township residents (@ \$710)-----	\$2,840.00
1 Graves sold to nonresidents (@ \$995)-----	\$ 995.00
0 Old resident graves-----	\$ 0.00
11 Full Interments-----	\$11,600.00
0 Baby interments-----	\$ 0.00
8 Cremations-----	\$4,075.00
Foundation and Marker installation fees-----	\$ 665.60
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00
<b>Total: -----</b>	<b>\$ 20,175.60</b>

Other Cemetery activities:

1. Fixed graves
2. Cleaned the office and garage

3. Picked up and removed flowers from stones

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

1. Repaired cross cracks on Claude Court.
2. Picked up tires on Leonard Avenue and Darrtown Road.
3. Performed ice and snow control on November 30, December 15, and December 31.
4. Cleaned trucks and equipment after snow events.
5. Installed missing Pine Terrace and Gardner Road street name signs.
6. Picked up a TV on Hussey Road.
7. Salted part of Cochran Road after a house fire.
8. Changed two fluorescent light bulbs in the Firehouse.
9. Took down the light fixtures and cleaned out bugs under the Community Center porch.
10. Performed a road check on December 25 after snow showers.
11. Performed a road check after high winds. Cut up a tree on Taylor School Road.
12. Straightened the street name signpost Gene Avenue and Amarillo Drive.
13. Picked up a possum carcass on Boyle Road.
14. Installed "touch-free" towel holders in the Community Center.
15. Replaced batteries in the smoke detectors at the Community Center.
16. Hauled tires to Rumpke tire recycling.
17. Put gravel in and repaired some berm on Gardner Road.
18. Did cold patching on Gardner, Shank and Vizedom Roads.
19. Made a new front end for our salt pusher.
20. Worked on equipment.
21. Performed monthly truck, park, and storm water inspections.

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***Administrator's Report (Financials and Personnel Issues)***

Mr. Henry presented the following report to the Board:

**Administrator December Summary Report**  
**(January 2021)**

- **Fire Department:** Began analyzing whether or not the added shift personnel in the Fire Department during the CARES Funding period can be extended into the new year.
- **Road Department:** Prepared for the first snow and clearing of Township roadways. Alter scheduling to achieve maximum coverage.
- **COVID-19 Issues:** Continued working with the Fiscal Officer to insure CARES Funds are either encumbered or spent to comply with OMB requirements.
- **Nuisance Properties:** Due to the holidays and scheduling no progress made on any nuisance issues.
- **County Prosecutor:** Worked with the Prosecutors Office on various issues related to benefits, audit questions and contracts.

- **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.
- **Meeting and Event Schedule and Planning:** Put together the 2021 Meeting and proposed event schedule for 2021. The schedule was posted.
- **Township Website:** Updated the Township website including posting of the 2021 schedule..
- **Catch Basin Repairs: No Progress.** 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:** Issued updated Health requirements for meeting in the Community Center related to COVID-19 issues. Revised contract language and provided guideline pages for COVID-19 restrictions.
- **Gene Avenue Culvert:** Ongoing- The Gene Avenue culvert project is still a priority and needs to be addressed in the near future. A Community Development Block grant application was submitted for this project and if funded, may be completed in 2021. No update for December.
- **Township Pay Plans:** The plans are being renewed to accommodate minimum wage requirements effective January 1, 2021 as well as examining pay ranges, classifications, and scheduling to insure compliance with the Fair Standards Labor Act. Any suggested changes will be introduced in the first quarter of 2021.
- **Holiday Message/Thank you to Employees and Volunteers:** Prepared Holiday message and "thank you" messages along with appreciation gift cards. Distributed same by December 10th.
- **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 December 2020/January 2021:*

*Fire Department:*

**Hire subject to conditions:**

Paul D. Lightle 634 MacArthur Way Washington Courthouse, Ohio 43160 as a FF/Paramedic at \$17.00 per hour for part time on station shift duty subject to final review of qualifications and subject to the successful completion of the background check and approval by the Township Administrator.

Ethan W. Wagner 310 Overlook Drive Lawrenceburg, Indiana 47025 as a FF/EMT-B at \$16.00 per hour for part time on station shift duty subject to final review of qualifications and subject to the successful completion of the background check and approval by the Township Administrator.

Andrew C. Lambert 145 Flinstone Drive Harrison, Ohio 45030 as a FF/EMT-B at \$15.00 per hour for part time on station shift duty subject to final review of qualifications and subject to the successful completion of the background check and approval by the Township Administrator.

**The following employees have achieved a higher credential and as per the Township Pay Plan are increased to the level authorized pursuant thereto.**

Seth Parchman FF/EMT A/Medic \$18.00 per hour part time on station effective 1/7/21.

Haley Claxton FF/EMT-B \$15.00 per hour part time on station effective 1/7/21.

Cori Tobin FF/EMT-B \$15.00 per hour part time on station effective 1/7/21.

#### **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 December 2020**

**Cash Balance as of December 31, 2020:** \$2,436,152.18 (Includes CARES Act Revenue of \$35,374.23).

- 1) **Total Expenditures all funds for December 2020:** \$175,298.28 / **Revenue:** \$180,036.23
- 2) **Total General Fund cash on hand December 31, 2020:** \$868,015.64 (35.63%) of Total funds
- 3) **Total Fire/EMS Fund cash on hand December 31, 2020:** \$667,268.46 (27.39%) of Total funds

4) *Monthly Revenue and Expenditure Reports by fund for December 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
Nov-	Cash Balance: \$2,446,861.80 (Excludes CARES Funding; If included balance is \$2,728,043.24
Dec-	Cash Balance: \$2,436,152.18 (Includes \$35,374.23 CARES Revenue)

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.

December 2020: Evaluating final year expenditures and will be examining balances and outstanding issues as the Township moves into 2021. A number of projects are on hold due to the COVID-19 impact on revenues. In January 2021, fund balances and carry over as well as property valuation numbers will be analyzed. The Township must operate on carry over balances until tax settlements are received in April 2021.

Mr. Henry also distributed revenue and expenditure reports.

## Old Business

*Review of 2021 Meeting and Event Calendar/Schedule:* Mr. Henry reviewed the approved 2021 Meeting and Event Calendar/Schedule for Hanover Township to make sure there were no additional changes or rescheduling required. Special events are to be determined depending upon COVID-19 issues. The Board concurred that the schedule is fine.

**Levy Information:** Mr. Henry presented a summary schedule for renewal of levies in 2021 and 2022.

### Upcoming Levies and Dates for Hanover Township 2021

#### **Fire Department Levy (Current 3.5 Mills)**

**Original Estimated Yield: \$723,521.00; affected by property valuation and millage reductions.**

**Passed: November 2016, Effective in Tax Year 2016, due in Fiscal Year 2017**

**Tax Years: 2016, 2017, 2018, 2019, 2020; Revenue Received: 2017, 2018, 2019, 2020, 2021**

***Ballot Issue/Vote Needed: November 2021, Effective Tax Year 2021***

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#### **General Operations (General Fund) (Current 1.75 Mills)**

**Original Estimated Yield: \$361,262.00; affected by property valuation and millage reductions.**

**Passed: November 2017, Effective Tax Year 2017, Due in Fiscal Year 2018**

**Tax Years: 2017, 2018, 2019, 2020, 2021; Revenue Received: 2018, 2019, 2020, 2021, 2022**

***Ballot Issue/Vote Needed: November 2022***

## General Legal Requirements for Filing of Tax Levies

**Resolution of Necessity** - The Board of Township Trustees declares the necessity of the levy and the specific purpose; specifies whether the levy is additional, renewal or replacement, or a renewal or replacement with an increase or decrease; states the Revised Code section authorizing submission; specifies the term of years of the levy or that it will be for a continuing period of time; states that the tax will be levied upon the entire territory of the Township or, if authorized by the Revised Code, describes the portion of the territory of the Township in which the tax will be levied; specifies the election date; states that the ballot measure shall be submitted to the entire territory of the Township or, if authorized by the Revised Code, describes the portion of the territory of the Township to which the ballot measure shall be submitted; states the tax year in which the tax will first be levied and the calendar year in which the tax will first be collected; states the millage rate of the levy (expressed in mills for each one dollar of tax valuation); and requests that the County Auditor certify as to the total current tax valuation of the Township and the amount of revenue that would be generated by the specified number of mills. Two-thirds vote of all members of the Board of Township Trustees required.

**2. County Auditor's certification** – Under R.C. § 5705.03, the County Auditor determines the total current tax valuation and the dollar amount of revenue the levy will generate in the first year of collection.

**3. Resolution to proceed** – The Board of Township Trustees determines to proceed with the levy; reiterates foregoing information about the levy; and provides ballot form, including specific language if imposed in the current tax year, e.g. "commencing in \_\_\_\_\_, first due in calendar year \_\_\_\_\_." Two-thirds vote of all members of the Board of Township Trustees required.

**All three of the foregoing documents must be certified to the Board of Elections not less than ninety (90) days prior to the date of the election. It is always recommended that this filing be done in person at the office of the Board of Elections.**

**Note for 2021: To be safe with the filing of the Fire Levy Renewal in 2021, the issue should be filed with the Board of Elections no later than July 30, 2021.**

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**Liquor Permit Certification Hanover Reserve:** The Township was notified about a D-5 license for the Hanover Reserve. There were no objections and a hearing was not requested.

**Other:** Mr. Buddo asked about any update on the SR 177 property that was in court. Mr. Henry did not have an update. Mr. Johnson reported about possible junk autos in his neighborhood for which he received a complaint. Mr. Henry explained that the matter had been referred to the County Zoning Department.

## **New Business**

### **Resolution No. 05-21 (EMA Representative): *Be it Resolved:***

Moved by Mr. Buddo, seconded by Mr. Johnson, to approve the appointment of Mr. Larry Miller to the Butler County Emergency Management Agency Advisory Council for calendar year 2021. Upon roll call, all three Trustees voted yes.

### **Resolution No. 06-21 (Blanket Certificates): *Be it Resolved:***

Moved by Mr. Buddo, seconded by Mr. Miller, to allow the Fiscal Officer to open blanket certificates at \$5000.00 each to provide for ongoing Township expenditures in 2021. Upon roll call, all three Trustees voted yes.

### **Resolution No. 7-21 (Purchase Orders): *Be it Resolved:***

Moved by Mr. Miller, seconded by Mr. Buddo, to allow the Fiscal Officer to open Purchase Orders for Township expenditures in 2021. Upon roll call, all three Trustees voted yes.

### **Resolution No. 8-21 (Transfer of Funds and Balances): *Be it Resolved:***

Moved by Mr. Miller, seconded by Mr. Buddo, to authorize the Fiscal Officer to transfer funds among line items within major Funds, not affecting total fund balances, to make required expenditures within proper accounting requirements. Upon roll call, all three Trustees voted yes.

**Resolution No. 9-21 (Super Purchase Orders)** Authorize the Fiscal Officer to establish super large Purchase Orders for ongoing accumulated and/ or large expenditures up to \$30,000.00 for Fiscal Year 2021. Moved by Mr. Miller, seconded by Mr. Johnson to allow the Fiscal Officer to open Super/Large Purchase Orders for Township expenditures in 2021. Upon roll call, all three Trustees voted yes.

### **Resolution No. 10-21 (Records Commission Committee): *Be it Resolved:***

Moved by Mr. Miller, seconded by Mr. Buddo, to establish a Records Commission Committee consisting of the Fiscal Officer (Gregory L. Sullivan) and the Board President. Upon roll call, all three Trustees voted yes.

### **Resolution No. 11-21 (Mutual Aid Agreement with Milford Township): *Be it Resolved:***

Moved by Mr. Buddo, seconded by Mr. Miller, to approve a mutual aid agreement with Milford Township and authorize payment in 2021 to Milford Township totaling \$400.00. Upon roll call, all three Trustees voted yes.

### **Resolution No. 12-21 Volunteer Firefighter Dependents Fund Board Appointments:**

Mr. Henry explained it was an annual requirement to appoint members to a Volunteer Firefighter Dependents Fund Board and certify the names of the members to the State Fire Marshal. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 12-21 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

## **Resolution No. 12-21**

**Complying With ORC Sections 146.03 and 146.04 in Regard to the Volunteer Fire Fighter's Dependent Fund Board Elections and Certification of Form**

*Whereas*, Hanover Township has maintained a Fire Department consisting of volunteer fire fighters as defined under Ohio law; and

*Whereas*, annually a Volunteer Fire Fighter Board must be duly elected and certified to the State Fire Marshal, whose members serve a one year term commencing January 1, 2021 through December 31, 2021; and

*Whereas*, the Board consists of five members: two selected by the Board of Trustees, two selected by the Fire Department and one selected by the other four; and

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

***Section I.*** That the Board of Trustees elects Douglas L. Johnson and Gregory L. Sullivan.

***Section II.*** That the Fire Department has elected Pat Miller and Jennifer Goble.

***Section III.*** Recognize that the four previously selected members elect Bruce E. Henry to serve as the fifth board member.

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 20th day of January 2021.

***Board of Trustees***

***Vote***

***Attest:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/ Clerk

\*The Board then noted the designation of Doug Johnson as the Chairperson and Gregory L. Sullivan as the Secretary of the Volunteer Fire Fighter Dependent Fund Board.

***Resolution No. 13-21 Cooperative Purchasing Program/State of Ohio:*** Mr. Henry explained that the Township must annually request to participate in the State’s Cooperative Purchasing Program. After some discussion, Mr. Buddo made a **motion** to adopt Resolution No. 13-18 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

**Resolution No. 13-21**

**Authorizing Hanover Township’s Continued Annual Participation in the State of Ohio Cooperative Purchasing Program (Ohio Revised Code 125.04)**

*Whereas*, Ohio’s Cooperative Purchasing Act (AM. Sub. H.B. No. 100 Eff. March 6,1986) provides the opportunity for local governmental jurisdictions to participate to participate in contracts distributed by the State of Ohio (DAS) for the purchase of supplies, services, equipment and certain materials; and

*Whereas*, Hanover Township has been an active participant in the program in achieving tax dollar savings and efficiencies and wishes to continue participation; and

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

***Section I.*** That Hanover Township requests participation in state contracts in which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Ohio Revised Code Section 124.04.

***Section II.*** That Hanover Township, through its designated officials, is hereby authorized to participate and agrees to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing, prescribes including payment of reasonable contract participation fees. Further, Hanover Township does hereby agree not to misuse such contracts or make disclosures related thereto for the purpose of avoiding the requirements of Section 125.04 of the Ohio Revised Code.

***Section III.*** That the Fiscal Officer is hereby authorized to make payments to vendors directly as the result of purchasing any items in the aforementioned state contracts.

***Section IV.*** That the Fiscal Officer and Township Administrator are hereby authorized to execute any documents related to the participation in the Cooperative Purchasing Program as specified.

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 20th day of January 2021.

***Board of Trustees***

***Vote***

***Attest:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/ Clerk

**Resolution No. 14-21**

**Accepting The Amounts, Rates and Projections of Revenue and Expenditures as Determined By The County Budget Commission and Fiscal Officer through The Amended Official Certificate of Estimated Resources for 2021 and Approving 2021 Fund Appropriations**

***Whereas,*** the Board of Trustees and Administration have been evaluating Hanover Township's finances and reviewed the proposed tax rates and levies based upon information from the County Budget Commission; and

***Whereas,*** the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) had previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2021; and,

Whereas, The Fiscal Officer is certifying to the County Budget Commission the 2021 Estimated Resources for Hanover Township totaling \$4,171,336.00 to be used as the basis for establishing Permanent Appropriations,

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

**Section I.** That the Amended Official Certificate of Resources for Hanover Township as prepared by the Fiscal Officer for Fiscal Year 2021 totaling \$4,171,336.00 is hereby approved (Reference ORC 5705.36) as reflected in the attachment herewith labeled "Attachment Resolution No. 14-21" for submission to the County Budget Commission.

**Section II.** That the Fiscal Officer is authorized to establish 2021 final appropriations by fund and establish budgets based upon said projections of fund balances and anticipated revenues.

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 20th day of January 2021.

**Board of Trustees**

**Vote**

**Attest:**

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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\_\_\_\_\_  
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\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/ Clerk

**Resolution No. 15-21 Approve 2021 Township Road Program:** Mr. Henry and Mr. Gardner explained the 2021 proposed Road Program to be bid through the Butler County Engineer's Office. This program was discussed with the Board in December. It now must be finalized and submitted to BCEO. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 15-21, which was seconded by Mr. Buddo. Upon roll call, all three Trustees voted yes.

**Resolution No. 15-21**

**Approving the 2021 Road Resurfacing and Retrace Program and Estimates 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 2021 Paving, Repair and Retrace Program with estimates provided by the County Engineer and new advice/information presented by the BCEO in 2020; and

**Whereas**, an attachment has been prepared labeled "Attachment-Resolution No. 15-21 which reflects the roads, special projects and related estimates approved by the Board of Trustees;

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

**Section I.** Resolution No. 15-21 is hereby approved authorizing the participation of Hanover Township in the 2021 Resurfacing and Repair Program through the Butler County Engineer's Office, taking advantage of economies of scale, based upon the estimates provided by the Butler County Engineer's Office on December 17, 2020.

**Section II.** That the roads and estimates approved by the township (Totaling \$119,831.00) are set forth in the attachment labeled "Attachment Resolution No. 15-21.

**Section III.** That this Resolution and attachment are to be delivered to the Butler County Engineer's Office prior to February 1, 2021.

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 20th day of January 2021.

**Board of Trustees**

**Vote**

**Attest:**

Douglas L. Johnson

Larry Miller

Jeff Buddo

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Gregory L. Sullivan

Fiscal Officer/ Clerk

**Resolution No. 17-21 Request Advance of Funds Approve Road Mileage Certification/Forward to BCEO:** Mr. Henry explained that the Fiscal Officer wanted to request early an advance of funds due to the Township for the first half settlement from the County Auditor's Office.. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 17-21 which was seconded by Mr. Buddo.. Upon roll call, all three Trustees voted yes.

#### **Resolution No. 17-21**

#### **Requesting the County Auditor to Provide An Advance of Funds to Hanover Township**

**Whereas,** the Fiscal Officer has reviewed fund balances and has determined a need to request an advance of tax fund settlement payments in accordance with ORC requirements; and

**Whereas,** the Board of Trustees concurs that such an advance is appropriate and necessary;

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

**Section I.** Resolution No. 17-21 is hereby approved requesting an advance of settlement tax funds due to Hanover Township prior to receipt of the final first half settlement from the Butler County Auditor.

**Section II.** That the Fiscal Officer is authorized to proceed with said request in accordance with ORC requirements.

**Section III.** That this Resolution is to be delivered to the Butler County Auditor's Office as soon as practicable..

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 20th day of January 2021.

*Board of Trustees*

*Vote*

*Attest:*

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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\_\_\_\_\_  
Gregory L. Sullivan  
Fiscal Officer/ Clerk

**Motion Minimum Wage  
January 20, 2021 Board of Trustees Meeting**

In addition to the Federal Minimum Wage requirements, Hanover Township is subject to the minimum wage standard set by the State of Ohio. Effective January 1, 2021 Ohio set forth a higher minimum wage of \$8.80 per hour. As a result, the compensation plans for the Fire and Road Departments must be adjusted accordingly. For entry level positions in road and cemetery operations as well as for the “trainee” position in the Fire Department the new lowest rate should be set at \$8.80.

**Motion** by Mr. Miller, seconded by Mr. Buddo, to amend all Hanover Township Classification and Pay Plans to adjust the **minimum wage to \$8.80** and authorize the Township Administrator to adjust the plans accordingly with an effective date of January 1, 2021. Upon a roll call vote, the vote was all three Trustees voted yes.

***Fire Department Replacement Radios:***

The Fire Chief had previously stated that the Township would purchase replacement radios over a multi-year period due to the overall cost. However, the current radios in some cases have not operated properly and it is difficult to get repair parts. As such, a request is now made to work directly with Motorola to obtain a deep discounted price. Mr. Sullivan expressed concern about spending such a large sum when the Township has not received its settlement to determine what reductions will be part of it. Mr. Henry pointed out that if another round of CARES funding would occur, these funds could be used to replenish the Fire/EMS Fund. Each Trustee expressed concern for the safety of Fire Department members if current radios malfunction.

Chief Clark provided background details. Motorola has prepared a proposal for the purchase of mobile radios for the department at a current cost of \$194,474.59. The price increases to \$231,011.30 after January 29, 2021. These prices covers all mobile and portable radios needed for equipment and personnel. There may be a need to purchase adapters for 3 units for the head phones which would be less than \$1,000.00.

Motorola offers 3 options for financing which is enclosed herewith. Mr. Henry recommends entering into an agreement for a three year lease purchase contract at a 3.96% rate with the first payment to be made in twelve months if the Board makes a decision to proceed.

After much discussion, Mr. Miller made a **motion** to approve the assignment of **Resolution No. 18-21** to authorize the purchase of the proposed radios from Motorola and authorize the approval of the lease purchase agreement for a three year period at 3.96%. Further, authorize the Township Administrator to execute all documents related thereto after proper review.



**Crack Sealant Purchase:**

In past years the Township has purchased crack sealant to be applied by Township crews or BCEO staff. This year the Road Superintendent has recommended that crack sealant and application equipment be purchased through D.J.L. Material and Supply. The order in addition to application equipment will consist of 3 pallets regular and 1 pallet Fiber for a total cost of \$7,785..00. (See proposal attached).

**Motion:** Moved by Mr. Miller, seconded by Buddo to approve the foregoing purchase. After discussion, a roll call vote was taken by the Fiscal officer with the following result: all three Trustees voted yes.

**Discussion to Approve 3rd per shift in the Fire Department:**

Mr. Sullivan and Mr. Henry discussed the finances and possible opportunities to reinstate a 3rd person per shift for the EMS operation of the Fire Department. Chief Clark reviewed the need for the 3rd person to help make operations more efficient. The Board asked several questions of the staff. Mr. Miller then made a motion to assign an additional \$25,000.00 to the Fire/EMS salaries to fund a 3rd person per shift as long as the money holds up. After that time the matter and finances will be evaluated. Mr. Johnson seconded the motion. After discussion, a roll call vote was taken with all three Trustees voting yes.

Chief Clark reported that Lowe's donated a smoker grill to the Fire Department which is being put to good use.

As the result of the approval of the Memorandum of Understanding and the **Coalition for a Healthy Community**, I was designated by the Township to represent the township to this coalition. Other jurisdictional participants include Oxford Township, Milford Township, Reily Township and City of Oxford. The group is chaired by Amy Macechko of the Talawanda School district.

The first meeting which was held on Wednesday afternoon January 13, 2021 covered asset mapping for youth, future ideas or activities to build new assets or strengthen existing and possible resources for training and programming. Hanover Township's Kids Fest and Haunted Harvest were recognized as very successful programs and contribute to youth asset building.

There will be future meetings in which programming and funding of ideas will be discussed.

Respectfully submitted,

Bruce E. Henry  
Township Administrator

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Also under Other New Business, Mr. Henry asked the Trustees to note miscellaneous correspondence and general information in their meeting packets which included: Butler County Building Permit Report for December 2020, Ohio Township Association Legislative Update, Medicount Management November 2020 Activity Report, Coronavirus Disease Update and thank you letter from Daniel Schellenbach expressing his appreciation for the EMS service provided to him on December 15, 2020.

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

**Motion to Adjourn:** Mr. Miller moved, seconded by Mr. Buddo, to adjourn the Board of Trustees meeting. Upon roll call, both Trustees voted yes.

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

*Douglas L. Johnson, President:* \_\_\_\_\_

*Larry Miller, Trustee:* \_\_\_\_\_

*Jeff Buddo, Trustee:* \_\_\_\_\_

Date: \_\_\_\_\_

*2/24/2021*

*Verified by: Greg Sullivan, Fiscal Officer:* \_\_\_\_\_

*Gregory D. Sullivan*