



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

Call to Order: Board President Douglas L. Johnson called the meeting to order at 6:00 PM. Mr. Johnson led the opening ceremonies and gave the opening invocation.

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

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Buddo, to approve the Special Meeting Minutes of September 10, 2021 and October 4, 2021 and approve warrants for release/distribution as well as approval of all reports. Upon roll call all three Trustees voted yes to approve all. (Note: The September 15, 2021 regular Board of Trustees meeting was cancelled due to illnesses).

Guest Presentation: Amy Macecheko of the Talawanda School District and Director of the Coalition of Healthy Communities addressed the Board. Ms. Macecheko presented a power point hand out explaining the mission, activities and accomplishments of the Coalition. Hanover Township has been an active member with participation by the Township Administrator and the Hanover Township Coalition representative Mary Compton. Mary Compton has since moved out of the Township and another representative needs to be selected. Mr. Miller and Mr. Henry suggested some possibilities which they will follow up on.

Citizen Participation: No one wished to address the Board.

Administration Reports

**Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for September 2021**

| <u>Activity Area</u> | <u>Month Totals*</u> | <u>YTD</u> |
|-----------------------------|-----------------------------|-------------------|
| • Dispatched Calls: 244 | | 2249 |
| • Felony Reports: 02 | | 24 |
| • Misdemeanor Reports: 22 | | 140 |

- Non-Injury Crash: 06 63
- Injury Crash: 03 18

Total Reports: 33.....255

- Assists/Back Up: 23 251
- Felony Arrests: 00 03
- Misdemeanor Arrests: 04 60
- OMVI Arrests: 00 01

Total Arrests: 0431

- Traffic Stops: 13 125
- Moving Citations: 16 98
- Warning Citations: 01 37
- Civil Papers Served: 0 00
- Business Alarms: 1 13
- Residential Alarms: 03 57
- Special Details: 20 126
- COPS Times: 5,200 (*Min.*) 42,000 Min
- Vacation Checks: 12 147

 ***Reporting for Deputies Mayer and Tanner. Prepared by BEH.

The Board asked questions about recent criminal activity. Deputy Tanner stated there were some break ins in Hanover Township as well as other areas. This activity involved "smash and grab" of valuables inside vehicles.

Hanover Township Fire Department
Monthly Report for September 2021- Phil Clark Fire Chief

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: | 80 | 617 |
| • Motor Vehicle Accidents: | 13 | 52 |
| • Fire Runs: | 15 | 109 |
| • Fire Inspections: | 03 | 52 |
| • Knox Box Details | 00 | 00 |

- Other 00 00
- Total for the month: **111 Runs/Operations (Fire/EMS Runs)**

Total Year 2021: 828 Runs/Operations

(September 2020: 82 Runs/Operations)

| | | |
|-----------------|-----|--|
| Total for 2020 | 870 | |
| 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 (2016-2020): 784</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 | |

The Trustees mentioned the Hanover Reserve Fire and that Hanover Township seemed to respond well and helped coordinate other responding departments. Chief Clark explained certain aspects of the fire and response thereto.

Road/Cemetery: Mr. Gardner presented the following report for the month of September 2021:

SUPERINTENDENT'S REPORTS

(October 20, 2021)

Millville Cemetery Operations Report September 1 through September 30, 2021

| | |
|---|--------------------|
| 0 Grave sold to Township residents (@ \$710)----- | 0.00 |
| 5 Graves sold to nonresidents (@ \$995)----- | 4,975.00 |
| 0 Old resident graves----- | 0.00 |
| 8 Full Interments----- | 8,000.00 |
| 0 Baby interments----- | 0.00 |
| 0 Cremations----- | 0.00 |
| Foundation and Marker installation fees----- | 1,850.60 |
| Grave Transfer----- | 0.00 |
| Donations----- | 0.00 |
| Total: ----- | \$14,825.60 |

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. pick up and removed flowers from stones
4. cut grass 4 times
5. weed eat one time

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

1. Continued roadside mowing, including cutting back brush and honeysuckle.
2. Picked up two overhead garage doors on Morman Road.
3. Replaced a railroad sign that had been run over on Decamp Road.
4. Picked up garbage dumped on Krucker Road.
5. Picked up three tires dumped on Cochran Road.
6. Cut grass on all Township properties four times.
7. Repaired the right seat in the monster truck in the Park playground.
8. Performed monthly truck, park, and storm water inspections.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

**Administrator September Summary Report
(September 2021)**

- **Fire Levy Information:** Finished documents to be used for providing the public with information concerning the Fire Levy Renewal.
- **Insurance Issues:** Worked on disability and cancer insurance issues for a full time employee on FMLA leave.
- **Fire Station Bond Issue/ Refinance:** Completed all follow up documents and worked with Bond Counsel to insure everything went as planned. A successful closing occurred and the refinancing was in progress.
- **Park Committee:** Held meetings with the Park Committee to prepare for the Haunted Harvest and Veterans Day Celebration.
- **Fiscal Operations: Ongoing-** We are continuing the process of reviewing all funds and determining fiscal strength of the Township for the balance of 2021. Made recommendations to authorize transfer of money from the General Fund to the cemetery operations to insure uninterrupted service of the cemetery operations.
- **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.

- **American Relief Fund Act:** Ongoing: Continued to research and monitor US Treasury updates to this Act to ascertain what projects can be funded. Prepared summary report for a presentation to the Board of County Commissioners.
- **County Commissioners Presentation:** Made a presentation to the Board of County Commissioners (Sept. 8, 2021) requesting grants for projects that may qualify under the American Relief Fund Act.
- **Covid-19 Issues:** Continued to execute extra precautions to insure the Community Center and other Township facilities are protected as much as possible from the spread of the virus.
Also provided for extra cleaning services and total disinfecting of the Center by certified professionals.
- **Building and Zoning:** Worked with Zoning to obtain information and updates for Court cases regarding violations in Hanover Township.
- **Schedule of Board Meetings and Events for 2022:** Based upon 2021 history and looking forward for 2022, a preliminary schedule of Board meetings and Special Events was prepared for Board consideration in October.
- **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 2021-2022 construction season. (**Placed on hold due to economic issues COVID-19 related**)
- **Wencella Drive Drainage Issues: Ongoing/No change-** The problem exists outside the right of way. (Still trying to figure out how to deal with the private property and R/W issues and financing- **still pending- no change.**
- **Ongoing: Gene Avenue Culvert-** The Gene Avenue culvert project received a partial grant award (\$71,000.00) through the Community Development Grant Process. This project is still a priority and will be made part of the 2022 Road Program through the County Engineer's Office with a 2021 estimated cost of \$109,339.00. This may be a possible project for the American Relief Funding Act.

Personnel Actions and Other Items of Note

Ongoing: Due to the pandemic issue period, which resulted in furloughing, not filling or able to fill enough part time and seasonal employees for addressing all of the Township's operational needs as well as not having sufficient funds readily available for certain infrastructure needs, the township staff is having difficulty in meeting all the operational demands. One employee is still recovering from a serious illness and is on extended leave (possibly through mid December). With the possibility of additional support revenues from the State, we are trying to attract the needed workers.

Personnel actions and appointment of new personnel underway for June:

Fire Department:

Hire subject to conditions:

Promote and Hire for On Station EMS Service: Matthew Myers 11 Hallowtree Court Hamilton, Ohio 45013 From a Firefighter to a FF/EMT-B to work part time on station at \$15.00 per hour or \$18.00 per hour for call in pay subject to final review of qualifications and subject to the successful completion of the background check/physical 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:

Matthew Estridge received his Paramedic certification effective October 4, 2021 and according to the Township Pay Plan, the new rate of pay as a FF/Paramedic is \$18.00 hour.

Road and Cemetery:

Hire Mark R. Lange 340 Morman Road Hamilton, Ohio 45013 as a part time Public Works Worker III with CDL credentials at a rate of \$17.00 per hour subject to the successful completion of a background check and shall serve a one year probationary period. Said position may rotate between the Road and Cemetery operations as needed and approved.

Reinstate/Rehire: Samuel L. Smith 460 Somerville Jacksonburg Road Somerville, Ohio 45064 as a full time Public Works Worker III at the rate of range \$18.00 to \$18.95 depending upon final discussion, based upon the CDL certification and prior experience with the Township subject to the successful completion of a background check and shall serve a one year probationary period. Said position may rotate between the Road and Cemetery operations as needed and approved.

Other General Actions Non Personnel Related: (Still in Progress- Ongoing)

Ongoing- Studying ways to secure records properly: The Administration has been boxing up records to free file space for current documents. Examining old file boxes in the attic to determine which boxes should be reviewed and documents shredded

Admin Security and Protection of Records: Examining possible building "blind spots" and also the security and protection of key township documents.

Road Department: Examining issues related to the storage of equipment. Looking at pole barns and other related structures.

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 final quarter of 2021.

Of Note- Budget Information September 30, 2021

Cash Balance as of September 30, 2021: \$3,529,740.57 (Includes ARP funds)

- 1) Total Expenditures all funds for September 2021: \$355633.50 / Revenue: \$211,517.20
- 2) Total General Fund cash on hand September 30, 2021: \$1,160,778.62 (32.89%) of Total funds
- 3) Total Fire/EMS Fund cash on hand September 30, 2021: \$832,505.96 (23.59%) of Total funds

4) *Monthly Revenue and Expenditure Reports by fund for September 2021 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
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)

Fiscal Year 2021

Jan- Cash Balance: \$2,327,500.47
Feb- Cash Balance: \$2,555,744.03
Mar- Cash Balance: \$2,326,232.58
Apr- Cash Balance: \$2,936,429.83
May- Cash Balance: \$2,865,179.70
June- Cash Balance: \$2,814,391.86
July- Cash Balance: \$3,162,801.28
Aug- Cash Balance: \$3,018,684.99

Sept- Cash Balance: \$3,529,740.57

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.

January- March 2021: Fund balances and carry over as well as property valuation numbers will be analyzed the first quarter. The Township must operate on carry over balances until tax settlements are received in April 2021.

Also, the impact of COVID-19 on revenues and expenditures will be evaluated. Examining new COVID-19 Relief Bill for allocations to Townships.

June- July 2021: The Township should review what can be funded through the American Relief Act for Townships and develop a priority list of projects and costs. Need to schedule a work session in August and/or September to develop a project/program list.

August-September 2021: Must review and address rising costs of Fire/EMS operations and revenue that is not increasing at the same rate. Future consideration necessary to address level levy revenue.

Old Business

**Old Business: October 20, 2021 Board Meeting
Ref: Proposed 2022 Road Program/ Present to BCEO for Estimates**

Proposed 2022 Road Program Considerations (Preliminary)

Motion: Approve the attached preliminary proposed road improvement program for 2022 to be submitted to the Butler County Engineer's Office for engineering estimates and incorporation into their annual collective jurisdiction bidding program. Motion made by: Mr. Miller, seconded by: Mr. Buddo to approve the above motion for the 2022 Road Program. After discussion, the Fiscal Officer called the roll with the vote as follows: All three Trustees voted yes. Township program work is not part of this estimate. The Road Department will continue its regular maintenance responsibilities. Mr. Henry will report back to the Board with final estimates and work to be approved.

CD Block Grant Discussions: A list has been kept for the last several years that contains projects recommended by the Community and Park Committee. The September 15th Board meeting was cancelled but Mr. Henry asked the Park Committee for any suggestions not on the project list. Priorities were still the park restroom project, Utility and Safety upgrades for the Park and the Community Center parking lot. At this time the audience was asked for any suggestions. Randy Rhodus suggested that the park walking path be repaved.

New Business Section

Mr. Henry explained the renewal for two period of the Vision Service Plan as part of the overall health insurance program. Supporting documentation was provided as to coverage. After review by the Board, Mr. Johnson made a motion to approve Resolution No. 42-21 which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 42-21

Approving Renewal of the Vision Service Plan for Hanover Township as Part of the Overall Health Care Plan

Whereas, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care which includes vision care and dental services at affordable rates to maintain a competitive work force; and

Whereas, the Township's Broker Wichert Insurance Agency and the Township Administrator have reviewed renewal rates for vision as part of the overall Township Health Insurance Coverages, previously authorizing renewal of Delta Dental and for vision care services have determined the coverage provided through Vision Service Plan for a two year period represents the best approach for the Township as part of the overall health care plan for the Township; and

Whereas, for the new contract year premiums charged by Vision Service Plan during the last two year contract period were reduced by 4% and the Township was satisfied with the services provided,

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

Section I. Resolution No. 42-21 is hereby approved authorizing the renewal of the group Vision Service Plan for optical insurance at a single rate of \$9.16 monthly and family rate of \$25.84 monthly for the contract period January 1, 2022 through December 31, 2022 (2% increase-contract period 2 years).

Section II. The Township Administrator is hereby authorized to execute contract documents in behalf of the Township and the Fiscal Officer is authorized to make premium payments as part of these contracts.

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 October 2021

Board of Trustees

Vote

Attest:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/ Clerk

Mr. Henry explained the deadline for submission of requests is set for Friday November 5, 2021 by 4:00PM. AS covered i the October 4, 2021 Special Meeting, the Board was advised of two major projects to be considered. However, after more input and reflection a third project was suggested to be added (Park Restroom).

Resolution No. 43-21

Authorizing the Filing of the 2021 (2022 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 2021-22 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 October 4, 2021 and October 20, 2021, 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,

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 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 2021-2022 identifying and rating these projects as set forth in the attachment hereto labeled "Attachment to Resolution No. 43-21 CD Project Ratings."

Section II. That the Board will commit in kind services and/or direct cash contribution of 5% 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 5, 2021.

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 20, 2021

Board of Trustees

Vote

Attest:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/ Clerk

**Attachment Resolution No. 43-21 CD Project Rankings
Community Development Block Grant Requests
November 2021**

Community Center Parking Lot Drainage/Paving Improvement Project

Ranking #1

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 #1 Continued

Total Project Estimate: \$137,050.00
CD Grant Request: \$124,000.00
Township/Local Match:\$13,050.00

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. In addition, a modern safe drinking fountain will be installed to serve the back 14 acres in the walking path area.

General Park Utility and Safety Improvements

Total Project Estimate: \$80,795.00
CD Grant Request: \$72,795.00
Township/Local Match:\$8,000.00

Priority Ranking: 2

**Safety/Sanitary Restroom Replacement
Priority Ranking: #3**

3) Hanover Township Memorial Park is considered a regional attraction and a valuable asset to local neighborhoods. The Park is heavily used by all age groups, workers taking a lunch break and schools/day care groups. The existing restroom facilities are outdated and very small having unlabeled stalls with no running water creating unsanitary conditions. A constant request from citizens is to provide a sanitary restroom facility with running water. The specific project request includes the demolition of the existing outdated restroom and the construction of new modern ADA approved restrooms with running water and storage area. The location would be south of the existing ball field and on the northern edge of the Children’s Playground area. The existing structure takes up to three parking spaces, and if eliminated, would add to the original parking lot as parking is at a premium during high use times. The design would be consistent architecturally with recent facilities constructed and would provide ADA acceptable restrooms along with limited storage space. This proposed facility addresses resident requests for better and more sanitary restroom facilities and is consistent with the approved Park Master Plan. In addition, the proposed improvements will aid in reducing the threat of COVID-19.

Park Restroom Project

Total Project Estimate: \$302,129.00
CD Grant Request: \$271,729.00
Township/Local Match:\$30,400.00

Priority Ranking: #3

After review by the Board, Mr. Miller made a motion to approve Resolution No. 43-21 and attachment which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 43-21

Designating 6:00 p.m. to 8:00 p.m. on Sunday, October 31, 2021 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,

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

Section I. Resolution No. 43-21 is hereby approved designating 6:00 p.m. to 8:00 p.m. on Sunday October 31, 2021 as the time period for Halloween Trick or Treat activities for children in Hanover Township.

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 October 2021.

Board of Trustees

Vote

Attest:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/ Clerk

After review by the Board, Mr. Buddo made a motion to approve Resolution No. 43-21 (B) which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Scot Gardner, Road Superintendent, recommended the following contract to save the Township money.

**Resolution No. 44-21
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 (\$.64 per gallon delivered) to assist with Hanover Township's treatment of roadways in the 2021-2022 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 \$.64 per gallon delivered for the 2021-2022 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 20th day of October 2021.

Board of Trustees

Vote

Attest:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/ Clerk

After review by the Board, Mr. Buddo made a motion to approve Resolution No. 44-21 which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

The following matter was introduced by the Fiscal officer and explanations were provided by Mr. Sullivan and Mr. Henry.

Resolution No. 45-21

Amending the Certificate of Available Resources for Hanover Township and Adjusting Permanent Appropriations for the Balance of Fiscal Year 2021 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 the Cemetery Fund 2041; and

Whereas, the Fiscal Officer 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 2021 are hereby amended for use in 2021 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 \$5,297,706.50).

Section II. That approval is granted amending Cemetery Fund 2041 to reflect supplemental budget increase of allocated as follows: Salaries by \$110,000.00, Health Insurance \$52,000.00, Contract Services \$13,100.00 and Operating Supplies \$12,000.00 with a total of \$187,100.00. Further, the Fiscal Officer is authorized to take all necessary steps to implement said 2021 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 20th of October 2021.

Board of Trustees

Vote

Attest:

Douglas L. Johnson
Larry Miller
Jeff Buddo

Gregory L. Sullivan
Fiscal Officer/ Clerk

After review by the Board, Mr. Miller made a motion to approve Resolution No. 45-21 which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Motion: Approve 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. Sponsorships are sought each year and currently over \$520.00 in cash and in kind product has been provided. However, in case expenses would exceed donations, a motion is in order to approve the expenses. Moved by Miller, seconded by Buddo to approve the Township's sponsorship of the Haunted Harvest and approve expenses associated therewith. After discussion, a roll call vote was taken with the vote as follows: All three Trustees voted yes.

Motion: Approve Veterans Day Expenses

Hanover Township sponsors an annual Veterans Day Ceremony and Luncheon on Veterans Day November 11th. In 2021 this day falls on the Thursday. Although there will be several private contributions made to support the event, there may be items not totally covered. Therefore a motion is in order. Moved by Buddo, seconded by Mr. Johnson to approve the Township's sponsorship of the Veterans Day Ceremony and Veterans Luncheon and approve expenses associated therewith. After discussion, a roll call vote was taken with the vote as follows: All three Trustees voted yes.

Cemetery Plot Buy Back

Cynthia Thomas 329 Lagonda Avenue Hamilton, Ohio 45013, Ohio wishes to sell back to Hanover Township 2 cemetery plots in Millville Cemetery located in Section H Lot 39, graves 3 and 4 valued at the time for \$1890.00 total. A written request to sell back the lots for \$1790.00 minus the Township's \$25.00 transfer fee has been presented with the proper documentation.

Motion: Moved by Buddo, seconded by Mr. Miller to approve the aforementioned buy back of Graves for a net total of \$1765.00. (Letter attached)

Ref: OTARMA Rebate/Fund Distribution

OTARMA Rebate/Refund Check: The Township received on October 19, 2021 a check in the amount of \$1,988.67 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 July for the 2021-2022 insurance renewal year. The rebate may be split among the Township funds that contributed toward the 2021 premium payment. **Motion** made by Johnson, seconded by Miller to accept the OTARMA check in the amount of \$1,988.67 and appropriate as necessary.

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

Other

Mr. Johnson along with other members of the Board complimented the newsletter and Mr. Henry's effort to put it together quickly and have it mailed to residents before election day. Mr. Johnson commented that there was a lot of valuable information in the newsletter.

Miscellaneous Correspondence:

Mr. Henry brought to the attention of the Board the following:

1. **Butler County Building Permit Report for August 2021**
2. **OTA Legislative Update**
3. **Oxford Community Foundation Invitation**
4. **Newspaper Articles Haunted Harvest, Tax Levy Forums and Fire Department Open House**
5. **Other**

Motion to Adjourn:

There being no further business to be brought before the Board, a motion to adjourn was made by Mr. Buddo which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Douglas L. Johnson, President: _____

Larry Miller, Trustee: _____

Jeff Buddo, Trustee: _____

Date: _____

11-10-2021

Verified by: Gregory L. Sullivan, Fiscal Officer: _____

Gregory L. Sullivan