



**Hanover Township Board of Trustees  
December 7, 2022 Meeting Minutes**

**Records Commission Meeting held at 5:45PM with Larry Miller presiding.**

**Call to Order Regular Board Meeting:** Board President Larry Miller called the regular meeting to order at 6:00 PM. Mr. Miller 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; Road Superintendent Scot Gardner and BCSO Deputy Steve Tanner.

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Buddo, to approve the November 9, 2022 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:** No guest speakers appeared.

**Citizen Participation:** None

**Administration Reports**

**Law Enforcement:** Deputy Tanner gave the following report for the month of November 2022:

**Butler County Sheriff's Office  
District #6  
Hanover Township Contract Cars  
Monthly Report for November 2022**

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 83		1537
• Felony Reports: 03		15
• Misdemeanor Reports: 04		93
• Non-Injury Crash: 07		48
• Injury Crash: 00		24

**Total Reports: 07.....147**

- Assists/Back Up: 14 79
- Felony Arrests: 00 02
- Misdemeanor Arrests: 01 17
- OMVI Arrests: 00 00

**Total Arrests: 01 .....21**

- Traffic Stops: 04 76
- Moving Citations: 08 61
- Warning Citations: 02 34
- Civil Papers Served: 0 00
- Business Alarms: 2 11
- Residential Alarms: 3 33
- Special Details: 13 52
- COPS Times: 2,946 (*Min.*) 51,732 Min
- Vacation Checks: 06 37

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Reporting for Deputy Tanner and Deputy Stewart. Deputy Mayer will be returning duty in the Township soon..

Prepared by BEH.

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**Fire/EMS:** Chief Clark presented the following written report for the month of November 2022:

**Hanover Township Fire Department**  
**Monthly Report for November 2022- Phil Clark Fire Chief**  
**(Presented in December 2022)**

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:	72	764
• Motor Vehicle Accidents:	04	78
• Fire Runs:	25	159
• Fire Inspections:	00	04
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	<b>101 Runs/Operations ( Fire/EMS Runs)</b>	

**Total Year 2022: 916 Runs/Operations**

(November 2021: 84 Runs/Operations)

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Total for 2021	1075	
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 (2017-2021): 858</i>
Total for 2013	750	<i>Run Increase Since 2007: 358</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	

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**SUPERINTENDENT'S REPORTS**  
**(December 7, 2022)**

Millville Cemetery Operations Report November 1 through November 30, 2022

1 Graves sold to Township residents (@ \$900)-----	900.00
2 Graves sold to nonresidents (@ \$1200)-----	2,400.00
0 Old resident graves-----	0.00
7 Full Interments-----	8,600.00
0 Baby interments-----	0.00
1 Cremations-----	1,100.00
Foundation and Marker installation fees-----	2,756.00
Grave Transfer-----	0.00
Donations-----	0.00
<b>Total: -----</b>	<b>\$15,756.00</b>

Other Cemetery activities:  
 1. fixed graves

2. cleaned office and garage
3. pick up and removed flowers from stones
4. mulched leaves

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

1. Replaced sign brackets on the Sir Martin and Sir Lawrence Drive street signs.
2. Replaced San Angelo Drive and Merle Court street name signs.
3. Cut grass and mulched leaves on all Township properties.
4. Got everything out and set up for the Veterans Day event.
5. Trapped moles.
6. Cut up brush on the corner of the lot at the Community Center.
7. Picked up a deer carcass on Gardner Road.
8. Put up holiday decorations at the Community Center.
9. Installed two new TV's -- one in the Administrator's office and one in the Road Department.
10. Performed monthly truck, park, and stormwater inspections.

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

Administrator **November** Summary Report  
(December 2022)

- **Community Center Parking Lot:** No final plan has been submitted yet; conversations have been ongoing with design` personnel from BCEO.
- **American Relief Fund Act: ARPA) Ongoing:** Worked with the Butler County Engineer's office regarding follow up issues associated with prepare County ARPA funds.
- **Fiscal Operations- Ongoing:** Continued monthly analysis of the financial condition of the Township and working in planning of projects identified by the Board for possible implementation. Working on revising pay plan classification systems and rates of pay.
- **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 and reports.
- **Township Project Engineer and/or Architect: Ongoing-** Going through list of recommendations for the hiring of a professional architect and/or engineer to assist with key township projects. Following up on leads provided last week of November from a Middletown contact made by Larry Miller.
- **Building and Zoning:** Proposed Zoning Code changes were presented to the Board of County Commissioners. Mr. Henry presented the position of Hanover Township during the hearing. The changes were approved a week later.

- **Open Burning:** Fielded a number of phone calls and two walk ins asking about open burning. Received one anonymous complaint.
- **Park Committee:** Coordinated information to the Park Committee regarding Veterans Day assignments.
- **Veterans Day Ceremony and Luncheon:** Coordinated the Veterans Day Ceremony, luncheon certificates and gift cards for veterans. For the luncheon 101 meals were served and 47 veterans signed the ceremonial poster.
- **Tax Levy Inquiries:** Answered questions through phone calls and walk ins regarding the operational levy tax renewal up until November 8th.
- **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 2022-2023 construction season. ARF Act funding pending for some of these catch basins.
- **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 August/September 2022:***

##### ***Fire Department/ Hire Subject to Conditions (Added during the meeting)***

Hire: Chase Liddil 1939 New London Road Hamilton, Ohio 45013 as a Fire Fighter on call at a rate of \$18.54 per hour subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

Hire Emma Gay 130 Kesswick Drive Monroe , Ohio 45050 as a part time on station Fire Fighter/ EMT-B at a rate of \$15.00 per hour on station and \$18.54 per hour Call In subject to final review of qualifications and subject to the successful completion of the background check/physical and approval by the Township Administrator.

Hire Ryan A. Nagy 72 Bishopsgate Drive Apt. 503 Cincinnati, Ohio 45246 as a part time on station Fire Fighter/ EMT-B at a rate of \$15.00 per hour on station and \$18.54 per hour Call In subject to final review of qualifications and subject to the successful completion of the background check/physical and approval by the Township Administrator. Classification and status may be changed after final interviews.

#### **Cemetery**

No updates



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)

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  
Oct- Cash Balance: \$3,487,179.01  
Nov- Cash Balance: \$3,355,784.52  
Dec- Cash Balance: \$3,269,634.31

Fiscal Year 2022

Jan- Cash Balance: \$3,106,359.45  
Feb- Cash Balance: \$3,061,133.65  
Mar- Cash Balance: \$3,780,417.05  
Apr- Cash Balance: \$3,703,934.16  
May- Cash Balance: \$3,643,272.43  
June- Cash Balance: \$3,498,499.98  
July- Cash Balance: \$3,866,009.07  
Aug- Cash Balance: \$3,903,052.77  
Sept- Cash Balance: \$4,264,684.95  
Oct- Cash Balance: \$4,201,970.71  
Nov- Cash Balance: \$4,092,018.29

Of Note- Budget Information

Cash Balance as of November 30, 2022: \$4,092,018.29 (Includes ARP funds)

1) Total Expenditures all funds for November: \$179,636.39 / Revenue: \$716,754.37

2) **Total General Fund cash on hand November 30:** \$1,199,320.49 (29.31%) of Total funds

3) **Total Fire/EMS Fund cash on hand November 30:** \$855,773.11 (21.91%) of Total funds

4) *Monthly Revenue and Expenditure Reports by fund for this month of 2022 are attached to this report. See charts of expenditures and revenues.*

### General Notes and Observations

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.

**October 2021:** Analyzing American relief Fund Act regulations and forwarded Township projects for legal review under the Act. Once an opinion is rendered, a special Board meeting will need to be called for review.

**November 2021:** No word from legal counsel- American Relief Fund Act funds and their use. Administration is still running short. Road and Cemetery slowing getting back to full strength.

**December 2021 through February 2022:** Due to illness and furlough, the administration is still operating short-handed.

Township officials will review legal counsel opinions and updated Treasury regulations regarding the use of American Relief Act funding. Priority decisions on key projects and programs to be established by the Board of Trustees.

**March/April:** Reviewing comprehensive project listing of major projects need for the next 5-7 years. Prioritizing projects for ARF funding for the next two years.

**June to September 2022:** Finalize Township project priorities to be funded through ARF Act. Determine means for funding the Gene Avenue Project and begin planning for Community Center Parking lot.

**October to November 2022:** Need to finalize 2023 Road Program and use of county and local ARPA funds.

## **Old Business**

### **New Ambulance Order:**

### **Old Business: New Ambulance Arrival**

- 1) The new unit has been received and is a 2022 Life Line Superliner Ambulance F-550 diesel, state contract #800884 STS233. Chief Clark has accepted and signed off on the unit specs and build out. There are some items that must be completed including change-over of radios before the unit can come online for regular use.
- 2) Total cost due upon acceptance: \$270,511.00. This will be the final cost.
- 3) The existing International unit is estimated to be valued between \$4,000.00 and \$8,000.00. There are items on the unit that must be repaired.

### **Gene Avenue Project**

The project is still pending with the Butler County Engineer's Office for 2023. The original Community Development Block Grant of \$71,000.00. The final cost will be \$246,852.00 to complete.

### **Board of Commissioners Communication- ARPA Funds**

The Township has been notified that the Board of Commissioners will provide road paving funding from the County ARPA funds to the Townships for 2024. Hanover Township's portion will be just over \$269,000.00.



New Business:

**Hanover Township Butler County, Ohio**  
**Resolution No. 50-22**

**Recognizing the Contributions, Sponsors and Volunteers for an Extremely Successful 2022 Veterans Day Ceremony and Luncheon**

*Whereas*, Hanover Township has been blessed with a supportive and involved citizen base contributing to the well being of the entire area; and

*Whereas*, the Veterans Day Ceremony and Luncheon 2022 held on November 11, 2022 was the 16th annual event ; and

*Whereas*, the Veterans Day Ceremony and Luncheon 2022 were a huge success with the Township receiving numerous compliments; and,

*Whereas*, it is appropriate to recognize a number of sponsors, contributors and volunteers who stepped up to help and make the event a great success; and,

*Whereas*, the Board of Trustees and Administration wish to say "Thank You" to all involved; and,

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

*Section I.* That on behalf of Hanover Township residents and officials, expresses appreciation and "Thank You" to the following:

**Cash Contributions:** Stony Run Enterprises, Butler Rural Electric Cooperative, Kelly's Bakery, Black Pny Kettle Corn, Reffitt's Garage and Towing, Butler County Sportsmen Rifle and Pistol Club and Ron Sipe.

**Other Contributions and In Kind Services:** Butler County Sheriff's Office Pipe and Drum Corps, Hanover Ladies Industrial Band Club, Bruce E. Henry, Richard Gonzales Talawanda High School Band and US Air Force ROTC Detachment #640 Miami University.

**Volunteers Either Prior to the Event or During the Event:** Ron Sipe, Joe Pyfrin, Diana Ramsey, Charles Ramsey, Angie Clausen, Stephanie Lentz, Julie Prickett, Pat Miller, Terry Moran, John Baumgartner, Dennis Phillips, John Russo, Clay Calihan, and Bob Krieger.

*Section II.* It is hereby directed that a copy of this signed Resolution be sent to all contributors and volunteers.

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 7<sup>th</sup> day of December 2022.

**Board of Trustees**

**Vote**

**Attest:**

Larry Miller  
Jeff Buddo  
Douglas L. Johnson

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

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

Although the weather was terrible and last minute changes had to be implemented, the Veterans Day Ceremony and Luncheon were extremely successful. Attendance increased and over 47 veterans attended. There were 101 lunches served. The event was very successful due to many volunteer efforts and sponsors. It is appropriate to recognize the efforts of all involved. The Board of Trustees introduced Resolution No. 50-22 to recognize these efforts. Mr. Buddo moved to approve Resolution No.50-22 which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

The next item concerns housekeeping measures to track expenditures over a certain amount. Mr. Sullivan and Mr. Henry explained Resolution No. 51-22.

Mr. Johnson made a **motion** to approve Resolution No. 51-22 which was seconded by Mr. Buddo.  
**Resolution No. 51-22**

**Approving Purchase Order and Subsequent Expenditures Provided Under the “Then and Now” Process as Recommended by the Fiscal Officer**

*Whereas*, the Fiscal Officer reported on recent “Then and Now” activity and in particular actions associated with payments; and

*Whereas*, the Fiscal Officer recommends that payment associated therewith be authorized through a “Then and Now” Purchase Order (amounts over \$3,000.00) officially approved by the Board and payments made accordingly; 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 following items are hereby approved:

- A) PO Number 102-2022 \$9,613.98 First Financial Bank; Payment Credit Card Balance**
- B) PO Number 95-2022 \$34,183.00 John R. Jurgenson Company- Road Projects**
- C) PO Number 111-2022 \$5,776.00 Fire Department Equipment Repairs**

***Section II.*** That the Fiscal Officer is authorized to take all necessary steps to process said expenditures and provide payment 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 7th day of December 2022.

***Board of Trustees***

***Vote***

***Attest:***

Larry Miller  
Jeff Buddo

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

\_\_\_\_\_  
Gregory L. Sullivan

Mr. Buddo made a **motion** to approve Resolution No. 52-22 recognizing the Contributions of Jim Fox, County Zoning Inspector, which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

The Township received the official notification from the Board of Elections regarding the current expense levy results from the November election. A **motion** was made by Mr. Miller which was seconded by Mr. Johnson to accept the final results for the 1.75 Mill levy with 2,084 for the levy and 1,713 against the levy. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

### **Records Commission Meeting**

Let the record reflect that Records Commission met on this date with Larry Miller, member, Greg Sullivan, Member and Bruce E. Henry, staff.

#### Summary Notes:

The Commission had a copy of the current Records Retention Policy. After review, the policy seemed to be accurate and up to date.

Mr. Sullivan explained the destruction of outdated and non useful records in accordance with the Records Retention Schedule.

Policy needs to be reviewed in 2023 to determine if any changes are needed as per the ORC.

Email records area and retention needs further review.

Mr. Henry commented that records storage space is very limited. Need to plan for future space allocations.

### **Zoning Hearing Notice**

In case Board members did not receive the notice, a request for a variance to split property without the required road frontage at 1740 Hanover Way is scheduled for a hearing on December 20, 2022. There appears to be no objections.

### **2023 Schedule**

Mr. Henry review the 2023 Board Meeting and Special Event Schedule. The schedule reflects the changes and requests from the Board. The Board indicated the proposed schedule was acceptable and approved same.

### **2023 Board of Trustees Regular Meeting Schedule** **And Special Events (Revised)**

*(Meeting times are at 6:00 PM on the second Wednesday of each month unless changed due to schedule conflicts or unless otherwise publicized or posted. Refer to schedule below)*

- January 18: *Organizational Meeting/ 3rd Wednesday*
- February 1: 1st Wednesday

- March 8: 2nd Wednesday
- April 12: 2nd Wednesday
- May 10: 2nd Wednesday
- June 14: 2nd Wednesday
- July 12: 2nd Wednesday
- August 9: 2nd Wednesday
- September 13: 2nd Wednesday
- October 11: 2nd Wednesday
- November 8: 2nd Wednesday
- December 6: Changed to first Wednesday

### **Special Events:**

1. **June 24th Saturday Kids Fest: 1:00PM To 4:30PM/ Hanover Township Park**
2. **September 30th Saturday: Concert-Cruise In-Wine Tasting: 4:00PM to 10:00PM**
3. **October 29th Sunday: Hanover Haunted Harvest 4:30PM to 6:30PM**
4. **October 31st Tuesday: Halloween Trick or Treat Activities 6:00PM to 8:00PM**
5. **November 11th Saturday: Veterans Day Ceremony 11:00AM/Luncheon Follows**

Under other new business, Fire Chief Clark brought to the Board a proposal to change to a new fire reporting system that is more complete and easier to work with. Although this came up at the last minute, the Chief urged approval at this meeting to get the changes implemented. The software is offered by ESO for a cost of \$3,885.00. Based upon the Chief's representation, Mr. Buddo made a motion to approve the purchase of the software as presented which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Mr. Henry pointed out to the Board the topics provided under Miscellaneous Correspondence:

1. **Butler County Building Permit Report for October 2022**
2. **OTA Legislative Update December 2, 2022**
3. **Other**



There are several issues regarding personnel including salary adjustments which require a confidential review and discussion. As such Mr. Johnson made a **motion** to adjourn the regular Board meeting and to move into Executive Session as provided by ORC 121.22 which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Mr. Buddo made a **motion** to move out of Executive Session and resume the public Board meeting which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

The Board asked Mr. Sullivan to review the financial condition of all funds after the 2022 close out to determine what actions can be taken to address pay classification issues.

After reviewing the information presented by Chief Clark regarding the International Ambulance which is no longer usable for the Fire Department and the interest expressed by Butler County to purchase the unit as is under intergovernmental cooperation and best expected price, Mr. Miller made a **motion** to approve the sale of the referenced unit to the Butler County Sheriff's Office for a price of \$5,000.00 including the removal of Hanover Township radio equipment and subsequent installation in the new ambulance which was seconded by Mr. Johnson. The Trustees were happy to get a bona fide offer through intergovernmental cooperation for this unit. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

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The Board discussed methods to ensure that the Board and the Administration are fully informed by staff in a timely manner. The Board discussed the importance of establishing deadlines for staff to follow when submitting information to the Board and the Administration, thereby allowing time for a more thorough understanding of the challenging issues facing the Township which is essential for efficient and effective services.

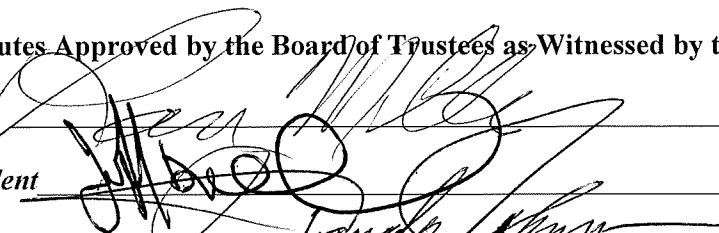
As a result, Mr. Buddo made a motion as follows: The Board of Trustees directs all Township Department heads and supervisors that any business requiring action and/or consideration by the Board be presented to the Township Administrator 7 days in advance of the Board's consideration of such matters. The Administrator will review and consult with the respective department prior to presentation of such matters to the Board. In the event of an emergency or exigent circumstance exceptions can be made by the Township Administrator and/ or Board of Trustees. Mr. Johnson seconded the motion. After further discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

There was no further business to come before the Board on December 7, 2022.

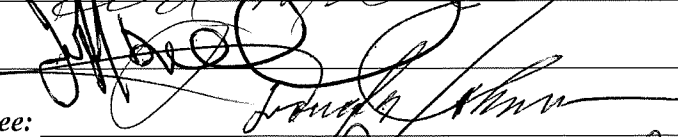
**Motion to Adjourn:** Mr. Johnson moved, seconded by Mr. Buddo, to adjourn the Board of Trustees public meeting. Upon roll call by Mr. Sullivan, all three Trustees voted yes.

**December 7, 2022 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:**

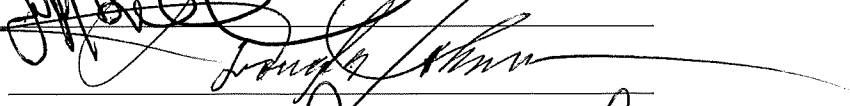
Larry Miller, President:



Jeff Buddo, Vice President



Douglas L. Johnson, Trustee:



Date: 1/08/2023

Verified by: Greg Sullivan, Fiscal Officer:

