



**Hanover Township Board of Trustees
January 19, 2022 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 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. 01-22: (Adjourn Sine & Die) *Be it resolved:*

Mr. Miller 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. 02-22: (Open Nominations for President) *Be it Resolved:*

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

Resolution No. 03-22 (Open Nominations for Vice President) *Be it Resolved:*

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

Resolution No. 04-22 (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. Miller presiding. Upon roll call, Mr. Johnson, Mr. Buddo, and Mr. Miller voted yes.

At this point Mr. Larry Miller assumed the duties of running the meeting.

Approval of Meeting Minutes: Motion made by Mr. Buddo, seconded by Mr. Johnson, to approve the December 8, 2021 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 2021

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 137		2657
• Felony Reports: 04		30
• Misdemeanor Reports: 12		163
• Non-Injury Crash: 10		87
• Injury Crash: 03		25
Total Reports: 16.....		302
• Assists/Back Up: 11		303
• Felony Arrests: 03		09
• Misdemeanor Arrests: 03		69
• OMVI Arrests: 01		02
Total Arrests: 07		44
• Traffic Stops: 07		150
• Moving Citations: 06		118
• Warning Citations: 03		46
• Civil Papers Served: 1		01
• Business Alarms: 04		17
• Residential Alarms: 07		74
• Special Details: 10		154
• COPS Times: 2,400 (<i>Min.</i>)		52,000 Min
• Vacation Checks: 13		170

Deputy Mayer's stats are not included as he was still injury leave. Other deputies are filling for the Hanover Township contract slot. Reporting for Deputy Tanner. Prepared by BEH.

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

Hanover Township Fire Department
Monthly Report for December 2021- 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:	72	809
• Motor Vehicle Accidents:	08	76
• Fire Runs:	07	139
• Fire Inspections:	01	53
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	88 Runs/Operations (Fire/EMS Runs)	

Total Year 2021: 1075 Runs/Operations

(December 2020: 87 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	

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

Millville Cemetery Operations Report December 1 through December 31, 2021

1 Grave sold to Township residents (@ \$710)-----	710.00
7 Graves sold to nonresidents (@ \$995)-----	6,965.00
0 Old resident graves-----	0.00
12 Full Interments-----	12,600.00
0 Baby interments-----	0.00
0 Cremations-----	0.00
Foundation and Marker installation fees-----	1,307.20
Grave Transfer-----	0.00
Donations-----	0.00
Total: -----	\$21,582.20

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. pick up and removed flowers from stones

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

1. Performed road check after December 5 storm.
2. Cleaned out ditch pipe on Vizedom Road.
3. Picked up a pile of brush on Timbercreek Drive.
4. Replaced some of the rotted hydraulic piping and hose on Truck 2.
5. Serviced equipment and got it ready for winter.
6. Cold patched potholes.
7. Removed everything from Road Superintendent office to paint and replace flooring.
8. Performed ice and snow control on December 9.
9. Performed monthly truck, park, and storm water inspections.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

- **Healthy Community Coalition (Talawanda School District):** Continued working on finding a volunteer to represent the Township to this coalition. Coordinated issues with Director Amy Macecheko. Asked Angie Clausen to consider.
- **Holiday Program to Recognize Volunteers and Employees:** Prepared the Holiday greeting for the Board, put together mailings and purchased gift cards to recognize employees and volunteers who helped the Township in 2021.
- **Electrical Upgrades and Repairs:** Prepared work proposals for upgrading and repairing certain electric issues in the Community Center and Road Department. Worked with Giselle Electric to address these tasks.
- **Fiscal Operations: Ongoing-** We are continuing the process of reviewing all funds and determining fiscal strength of the Township for the balance of 2021.
- **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 legal counsel citing references for funding approval. Followed up with legal counsel to discuss projects. Awaiting final report from legal counsel.
- **Road and Cemetery staff safety training and Storm Water Management:** Prepared agenda, training materials and related for an employee meeting to discuss various employment topics and review storm water management requirements.
- **Covid-19 Issues: Ongoing-** 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.
- **Building and Zoning:** Ongoing-Worked with County Zoning to obtain information and updates for Court cases regarding violations in Hanover Township. Continued follow up with Jim Fox in reference to some new complaints. The plan is to drive the Township together in the near future to review troublesome locations.
- **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. (Still under review as of January 1, 2022).
- **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.**

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. A review of Township Pay Plans is underway.

Personnel actions and appointment of new personnel underway for December:

Fire Department:

Hire subject to conditions:

Brendon Kelly 2350 Reeder Road Blanchester, Ohio 45107 as an EMT-B at \$15.00 per hour for part time on station shift duty and \$18.00 per hour call in pay subject to final review of qualifications and subject to the successful completion of the background check and approval by the Township Administrator. Eventually, Fire Fighter Training must be completed in accordance with Command Staff instructions.

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

None

Road and Cemetery:

Hire Cody Chafin 7841 Myers Road Middletown, Ohio 45042 to work as a Public Works Worker II (non CDL) at the rate of \$13.50 per hour assigned to the Cemetery effective January 31, 2022 subject to final review of qualifications and subject to the successful completion of the background check and approval by the Township Administrator.

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 December 31, 2021

Cash Balance as of December 31, 2021: \$3,269,634.31 (Includes ARP funds)

- 1) **Total Expenditures all funds for December 2021:** \$193,680.85 / **Revenue:** \$94,621.11
- 2) **Total General Fund cash on hand December 31, 2021:** \$1,050,928.08 (32.14%) of Total funds
- 3) **Total Fire/EMS Fund cash on hand December 31, 2021:** \$746,667.98 (22.84%) of Total funds

4) ***Monthly Revenue and Expenditure Reports by fund for December 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

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- 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

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)

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

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.

Old Business

Review of 2022 Meeting and Event Calendar/Schedule: Mr. Henry reviewed the approved 2022 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 but there could be some changes made.

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

Upcoming Levy and Dates for Hanover Township 2022

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

Proposed Tax Years: Effective 2022; 2022, 2023, 2024, 2025.

General Legal Requirements for Filing of Tax Levies

1. 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.

Fire Chief Phil Clark stated he had received a check (\$3,296.68) for grant reimbursement for medical supplies. Mr. Henry indicated for audit purposes the Board should accept the reimbursement by motion. Mr. Buddo made a **motion** to accept the grant award reimbursement which was seconded by Mr. Johnson. After discussion, the Fiscal Officer called the roll with all three Trustees voting yes.

New Business:

Resolution No. 05-22 (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 2022. Upon roll call, all three Trustees voted yes.

Resolution No. 06-22 (Blanket Certificates): *Be it Resolved:*

Moved by Mr. Johnson, seconded by Mr. Buddo, to allow the Fiscal Officer to open blanket certificates at \$5000.00 each to provide for ongoing Township expenditures in 2022. Upon roll call, all three Trustees voted yes.

Resolution No. 7-22 (Purchase Orders): *Be it Resolved:*

Moved by Mr. Buddo, seconded by Mr. Johnson to allow the Fiscal Officer to open Purchase Orders for Township expenditures in 2022. Upon roll call, all three Trustees voted yes.

Resolution No. 8-22 (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. 9-22 (Super Purchase Orders) Authorize the Fiscal Officer to establish super large Purchase Orders for ongoing accumulated and/ or large expenditures up to \$35,000.00 for Fiscal Year 2022. Moved by Mr. Johnson, seconded by Mr. Buddo to allow the Fiscal Officer to open Super/Large Purchase Orders for Township expenditures in 2022. Upon roll call, all three Trustees voted yes.

Resolution No. 10-22 (Records Commission Committee): *Be it Resolved:*

Moved by Mr. Buddo, seconded by Mr. Johnson, 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. 11-22 (Mutual Aid Agreement with Milford Township): *Be it Resolved:*

Moved by Mr. Johnson, seconded by Mr. Miller, to approve a mutual aid agreement with Milford Township and authorize payment in 2022 to Milford Township totaling \$400.00. Upon roll call, all three Trustees voted yes.

Resolution No. 12-22 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. 12-22 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 12-22

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, 2022 through December 31, 2022; 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 19th day of January 2022.

Board of Trustees

Vote

Attest:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

Resolution No. 13-22 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. 13-22 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 12-22

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, 2022 through December 31, 2022; 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 19th day of January 2022.

Board of Trustees

Vote

Attest:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

Mr. Henry and Mr. Sullivan discussed the budget and appropriations for 2022 which included a summary of the various fund accounts and detailed proposed line item expenditures. There some questions from the Board regarding the funds. Mr. Buddo made a motion to approve Resolution No. 14-22 and attachments which was seconded by Mr. Johnson. After further discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 14-22

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 2022 and Approving 2022 Final 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, 2022; and,

Whereas, The Fiscal Officer is certifying to the County Budget Commission the 2022 Estimated Resources for Hanover Township totaling \$6,430,466.63 to be used as the basis for establishing Permanent Appropriations which includes American Relief Act Funds,

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 2022 totaling \$6,430,466.63 is hereby approved (Reference

ORC 5705.36) as reflected in the attachment herewith labeled "Attachment Resolution No. 14-22" for submission to the County Budget Commission.

Section II. That the Fiscal Officer is authorized to establish 2022 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 19th day of January 2022.

Board of Trustees

Vote

Attest:

Larry Miller

Jeff Buddo

Douglas L. Johnson

Gregory L. Sullivan

Fiscal Officer/ Clerk

**Hanover Township
Final Budget with Detail Appropriations Fund Summary
January 19, 2022**

General Fund.....	\$1,841,547.36
Motor Vehicle License Tax Fund.....	\$34,470.26
Gasoline Tax Fund.....	\$342,477.42
Road and Bridge Fund.....	\$650,244.46
Cemetery Fund.....	\$360,706.90
Road District Fund.....	\$226,497.61
Permissive Motor Vehicle License Fund.....	\$361,489.90
American Relief Plan Fund.....	\$896,773.80
Fire/EMS Fund.....	\$1,581,124.00
Report Total for 2022.....	<u>\$6,430,466.63</u>

Mr. Henry and Mr. Gardner introduced the proposed 2022 road program as contracted through the Butler County Engineer's Office. The amount is lower than in past years as grants related to the local work are pending. Savings to be had may be applied to other road and road staff areas of need. Mr. Buddo made a motion to approve Resolution No. 15-22 and attachment which was seconded by Mr. Johnson. After further discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 15-22

Approving the 2022 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 2022 Paving, Repair and Retrace Program with estimates provided by the County Engineer and new advice/information presented by the BCEO in 2021; and

Whereas, an attachment has been prepared labeled "Attachment-Resolution No. 15-22 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. 15-22 is hereby approved authorizing the participation of Hanover Township in the 2022 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 in December 2021.

Section II. That the roads and estimates approved by the township (Totaling \$70,449.00) are set forth in the attachment labeled "Attachment Resolution No. 15-22 as well as authorize cooperation with the Butler County Engineer's Office in implementing the Gene Avenue culvert project funded through Community Development Block Grant Funds.

Section III. That this Resolution and attachment are to be delivered to the Butler County Engineer's Office prior to February 1, 2022.

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 19th day of January 2022.

Board of Trustees

Vote

Attest:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

Mr. Henry and Chief Clark discussed the necessity of designating a Fire Prevention Officer each year as per Ohio Revised Code Section 505.38 (B). In the past Chief Clark has held the designation and Mr. Henry recommends to proceed once again with this designation. Mr. Miller made a motion to approve Resolution No. 16-22 which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 16-22
Designating a Fire Prevention Officer for Hanover Township as per Ohio Revised Code
Section 505.38 (B) for Calendar Year 2022**

Whereas, Ohio Revised Code Title V provides for the appointment of Fire Fighting personnel, qualifications and such other elements necessary to operate a fire department; and,

Whereas, Section 505.38 (B) requires the annual appointment of a Fire Prevention Officer with many duties similar to those provided by a Fire Chief; and,

Whereas, it is practicable and operationally effective to designate the Fire Chief as the Fire Prevention Officer as provided for in Section 505.38 (B) of the Ohio revised Code; and

Now therefore be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That pursuant to Ohio Revised Code Section 505.38 (B), Hanover Township Fire Chief Phil Clark is hereby designated as the Fire Prevention Officer for Hanover Township for Calendar Year 2022.

Section II. That Fire Chief may designate additional personnel to serve as Deputy Fire Prevention Officers and must submit these designations to the Township Administrator in advance. The Township Administrator shall keep the Board apprised of such designations.

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 19th day of January 2022

Board of Trustees

Vote

Attest:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

Mr. Henry and Mr. Sullivan explained that the first quarter of every year, the Township operates on carry over funds from the prior year. To help fiscal operations along, each year the Fiscal Officer requests an advance transfer of funds from the proposed settlement of funds through the County Auditor. Mr. Buddo made a motion to approve Resolution No. 17-22 which was seconded Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 17-22

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. 17-22 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 19th day of January 2022.

Board of Trustees

Vote

Attest:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

The next item of business concerned something that has been under discussion for some time in regard to amending the Millville Cemetery Regulations, Policies and fees. The Cemetery Sexton studied other cemeteries in the region and suggested that Hanover Township's fees needed to be adjusted to help make up for some of the revenue deficits and to keep the Township's fees in the middle of the pack so to speak. Mr. Henry prepared revisions accordingly to be voted upon by the Board. After reviewing the highlighted changes, Mr. Buddo made a motion to approve Resolution No. 18-22 and attachments which was seconded by Mr. Johnson. After some discussion, Mr. Sullivan called the roll with all three Trustees voting yes. New regulations are to be distributed as the new rates become effective February 28, 2022.

Resolution No. 18-22

Approving Amendments to the Cemetery Regulations, Policies, and Fees for the Millville Cemetery and Reenacting the Cemetery Regulations in their Entirety as Set Forth in the Attachment Labeled "Resolution No. 18-22 Millville Cemetery Rules and Regulations"

Whereas, the Cemetery Sexton and Township Administrator have been reviewing fee structures and questions that have arisen about cemetery issues as well as recommendations from the Ohio Cemetery Association; and

Whereas, the Township Administrator and Cemetery Sexton have completed a revised set of rules and regulations, recommending same to the Board of Trustees for approval; and

Whereas, the Board of Trustees wishes to promote efficient cemetery operations consistent with applicable provisional standards and requirements,

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 approve Resolution No.18-22 approving amendments to the regulations, policies, and fee structure and Reenact the Cemetery Regulations in their entirety to be effective February 28, 2022 as set forth in the attachment hereto labeled "Attachment to Resolution No. 18-22 Millville Cemetery Rules and Regulations".

Section II. That the Cemetery Sexton and Township Administrator are hereby authorized to implement the amended rules and regulations as set forth through this resolution.

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 19th day of January 2022.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller

Jeff Buddo

Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

Road Mileage Certification which is certified every year. No changes for 2022. Mr. Buddo made a motion to approve Resolution No. 19-22 and attachment which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 18-22

Pursuant to Ohio Revised Code Section 4501.04 Approve Road Mileage and Certify to ODOT the Road Mileage Certification Form as Required for 2022

Whereas, the Township road mileage has changed very little since January 2013; and

Whereas, pursuant to Ohio Revised Code Section 4501.04, Hanover Township must certify the current road mileage reflecting any changes to ODOT by April 1, 2022,

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

Section I. That Hanover Township hereby certifies 35.985 of road miles and authorizes the signing of the Mileage Certification Form (attached) to be submitted to the Butler County Engineer and Ohio Department of Transportation by April 1, 2022. This number is the same as in 2021 with no changes.

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 19th day of January 2022.

Board of Trustees

Vote

Attest:

Larry Miller

Jeff Buddo

Douglas L. Johnson

Gregory L. Sullivan

Fiscal Officer/ Clerk

New Business Motion Minimum Wage

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, 2022 Ohio set forth a higher minimum wage of \$9.30 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 \$9.30.

Motion by Mr. Johnson seconded by Mr. Buddo to amend all Hanover Township Classification and Pay Plans to adjust the minimum wage to \$9.30 and authorize the Township Administrator to adjust the plans accordingly with an effective date of January 1, 2022. Upon a roll call vote, the vote was all three Trustees voted yes.

Other New Business

The Administration is recommending that Angie Clausen 2675 Stahlheber Road Hamilton, Ohio 45013 be appointed by the Board of Trustees to represent Hanover Township to the Coalition of Healthy Communities Talawanda School District comprised of the City of Oxford, Hanover Township, Milford Township, Oxford Township, Reily Township and the Talawanda School District.

Motion: Moved by Mr. Buddo, seconded by Mr. Johnson to approve the appointment of Angie Clausen as referenced above to the Coalition of Health Communities representing Hanover Township. After discussion, Mr. Sullivan called for a roll call vote with the vote as follows: all three Trustees voted yes.

Medicount Management: Possible Fee adjustments:

Mr. Henry and Chief Clark discussed some possible adjustment to fees for EMS services charged against insurance. A chart was presented showing where Hanover Township falls compared to other jurisdictions. Chief Clark stated that a representative from Medicount Management would attend the next board meeting and explain the possible fee adjustments.

COVID 19 and Related Protocols for Hanover Township.

Mr. Henry presented a handout showing the new protocols to be followed as recommended by the CDC. The operating divisions of the Township have a copy and are following the protocols.

Request from Ross Township:

Mr. Henry presented an email and attached proposed legislative changes for creating special financing districts that do not require County approval. This mater may be discussed in Columbus during the Ohio Township Association conference at the end of the month. The Board briefly discussed the matter and took no action.

Donation by Rice Auto Body:

Mr. Henry stated the Jim Rice and his wife from Rice Auto Body contributed \$500.00 to be used for the 2022 special events. Mr. Buddo made a motion to accept said donation to be used for special events which seconded by Mr. Miller. The Board expressed appreciation for the donation the Rice's generosity for supporting Hanover Township. Mr. Sullivan then called the roll with all three Trustees voting yes.

Need for a Special Meeting to Discuss American Relief Fund Act Considerations:

Mr. Henry will be checking with Board members as when the above referenced meeting can be held.

OTA Conference in Columbus January 26th through January 29th:

Mr. Henry handed out packets to the officials attended the OTA conference which included registrations, accommodations and tax exempt forms. Mr. Miller thanked Mr. Henry for putting together information for the Trustees and Fiscal Officer.

Miscellaneous Correspondence:

Also under Other New Business, Mr. Henry asked the Trustees to note miscellaneous correspondence and general information in their meeting packets which included

1. **Butler County Building Permit Report for December 2021**
2. **OTA Legislative Update**
3. **Medicount Management Report For November 2022**
4. **Other**

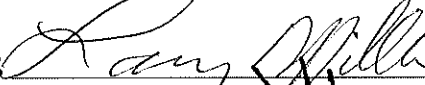
There was some discussion regarding the next regular meeting in February due to possible schedule conflicts. Mr. Henry will follow up with Board matters to discuss their schedules for February and report back to the Board for any official action.

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

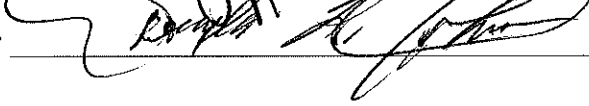
Motion to Adjourn: Mr. Johnson moved, seconded by Mr. Miller, to adjourn the Board of Trustees meeting. Upon roll call, all three Trustees voted yes.



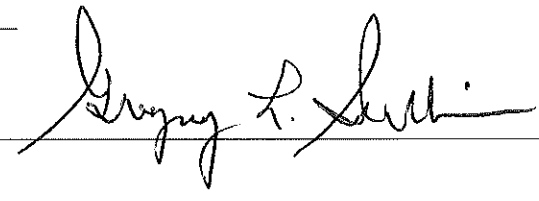
Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Larry Miller, President:  _____

Jeff Buddo, Vice President _____

Douglas L. Johnson, Trustee:  _____

Date: 3-9-2022

Verified by: Greg Sullivan, Fiscal Officer:  _____