



Hanover Township Butler County, Ohio

Board of Township Trustees Special Meeting
January 28, 2022
(1:30PM))

Larry Miller, President of the Board, called the meeting to order at approximately 1:30PM. Gregory L. Sullivan, Fiscal Officer, took roll call with Mr. Buddo, Mr. Miller and Mr. Johnson present. Also present was Bruce E. Henry, Township Administrator. The agenda approved for the meeting was as follows:

Board of Township Trustee Special Meeting Agenda

- 1. Call to Order: Larry Miller, Presiding
- 2. Roll Call: Township Fiscal Officer/Clerk- Gregory L. Sullivan
- 3. Overview American Relief Fund Act- Non Entitlement Townships
- 4. Legislation: Resolution No. 20-22 American Relief Fund Declaration- Revenue Loss
- 5. Possible Projects, Equipment and Personnel Items for Consideration: American Relief Fund Act
- 6. Resolution No. 21-22 Adopt Amended Township Pay Plan for all Township Classifications (Includes Fire Department, Road and Cemetery Departments and Seasonal/part time workers)
- 7. Other
- 8. Adjournment

Reminder: Next Regular Board Meeting is set for Wednesday February 23, 2022

Mr. Henry provided a summary report update regarding allowable expenditures under the American Relief Fund Act issued January 6, 2022 by the US Treasury Department with subsequent follow up questions and answers. In essence, Non Entitlement jurisdictions such as Hanover Township that receive less than \$10 million Dollars in funding would be subject to less stringent guidelines allowing funds to be used for Government Services after a resolution is passed declaring such use. The Board reviewed the report and asked questions about the guidelines.

In response to the new guidelines and to assist the Township for deciding future use and allocations under the act, an enabling resolution was introduced.

Resolution No. 20-22

Designating Funds Received through the American Rescue Plan Act of 2021 (Coronavirus State and Local Relief Fund) As a Standard Allowance under the Act (Less than \$10 Million Dollars) Allowing funds to be used for Government Services

WHEREAS, the Ohio General Assembly approved HB 168 signed into law by the Ohio Governor approving American Relief Act Funding to non entitlement units of local government and has established a process for distributing funds provided by this act through the OMB; and,

WHEREAS, Hanover Township is a non entitlement government and applied for and received the allocation of \$896,733.82 set aside for the Township through Ohio law, OMB and US Treasury Guidelines: and,

NOW THEREFORE, be it resolved that the Board of Trustees of Hanover Township affirms that all funds received from the American Relief Fund Act of 2021 shall be designated a Standard Allowance (as opposed to Revenue Reduction Formula) as authorized by US Treasury Final Guidelines issued on January 7, 2022 and that such standard allowance permits the of funds for a wide variety of government services expended **only** to cover costs of the Township consistent with the requirements of said act and final regulatory guidelines issued by the State of Ohio and United States Treasury. including but not limited to the following: listed under Section (1).

FURTHERMORE,

- (1) That the Township shall use said funds for government services which include but are not limited to maintenance or pay-go funding building of infrastructure (including roads), modernization of cyber security hardware and software), protection of critical infrastructure, health services, environmental remediation,, school educational services, and the provision of law enforcement, fire and other public safety services.
- (2) That the Township's small workforce were deemed essential workers providing essential services to the public with no at home or off site work available and said workforce worked through the Pandemic months in 2020 and 2021.
- (3) That the Township Administrator has been authorized to administer said funds as authorized by the Board of Trustees.
- (4) That the Fiscal Officer shall provide for the accurate tracking of revenue and expenditures as required by the State and has been designated as the contact official for fiscal administration and required follow up reporting.
- (5) That the Fiscal Officer shall provide any information related to any payments received under the State Law and the overall act to the Director of the Ohio Office of Budget and Management as requested.

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 28th day of January 2022.

Board of Trustees

Vote

Attest:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

Mr. Buddo made a **motion** to approve Resolution No. 20-22 which was seconded by Mr. Johnson. Board discussion continued as to next steps and what projects can be considered. Mr. Henry stated that he had prepared a report outlining projects, equipment and personnel considerations that may be considered under the new guidelines which will be presented later in the meeting. Mr. Sullivan called for a roll call vote and all three Trustees voted yes.

The next item for discussion and review was a report prepared by Mr. Henry that outlined possible projects, equipment purchases and premium pay for essential employees for consideration under the American Relief Fund Act allocation to the Township. Also in the report, budgetary projections were made for all the departments

covering all estimated revenues and expenditures for 2022. Mr. Henry went through the report providing explanations for each section of the document as well as answering questions from the Trustees. Part of the report was a key discussion regarding the declaration that all full time workers and Fire Department employees were considered essential workers during the Pandemic Period. Mr. Henry presented a chart for the departments based upon salary and hours worked by each individual determining the commitment made to the Township in response to the allowance provided under Resolution No. 20-22. The Board concurred with the chart categories and authorized the Township Administrator to proceed but report to the Board final allocations.

Resolution No. 21-22

Amend and Approve Changes to the Hanover Township Pay Plan Associated with All Township Operations

Whereas, The Township Administration has been evaluating the hiring needs of the all the departments as well as the need to retain qualified personnel and update the classification plan/pay plan framework; and

Whereas, there is a need to make adjustments associated with all classifications within the Township system to expand classification categories, offer more flexible pay ranges and rates, update minimum wage requirements, and clarify language to reflect current conditions;

Whereas, to facilitate the quality presentation of services to the public by a well qualified work force, amendments and adjustments are deemed to necessary to the existing Township Classification and Pay Plan; and

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

Section I. That the attached Township Classification and Pay Plan is hereby adopted as it pertains to all operations in the Township.(Two Attachments)

Section II. That the Fiscal Officer and Township Administrator are authorized to take the necessary steps to set up and implement the Township Classification and Pay Plan adopted herewith.

The foregoing resolution was adopted in an open special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 28th day of January.

Board of Trustees

Vote

Attest and Authenticate:

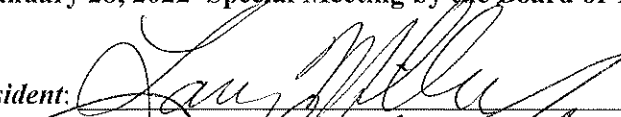
Larry Miller
Jeff Buddo
Douglas L. Johnson

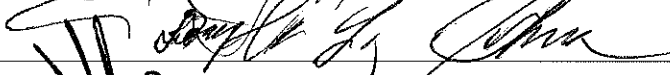
Gregory L. Sullivan
Fiscal Officer/Clerk

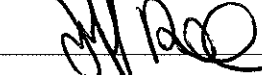
Mr. Henry asked the Board regarding schedule conflicts for Board meetings in February. After discussion, the Board stated there would be no meeting in February and to move February's meeting to March 9, 2022 with the possibility of a follow up meeting on March 30, 2022. Mr. Henry will revised the overall posted meeting schedule and make changes to the Township website.

There being no further business for the Board, Mr. Buddo made a motion to adjourn the meeting; Mr. Miller seconded the motion. Upon roll call by the Fiscal Officer all three Trustees voted yes.

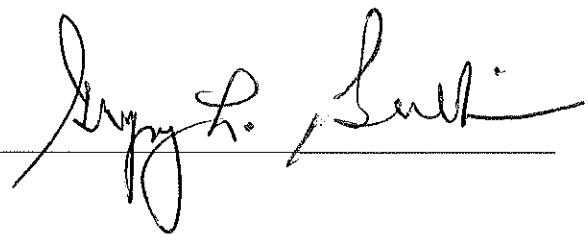
Minutes Approved for January 28, 2022 Special Meeting by the Board of Trustees as Witnessed by their Signatures:

↪ Douglas L. Johnson, President:  _____

↪ Larry Miller, Trustee:  _____

Jeff Buddo, Trustee:  _____

Date: 3-9-2022

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