



**Hanover Township Board of Trustees  
July 14, 2021 Meeting Minutes**

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

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

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Johnson, to approve the June 9, 2021 Regular Meeting minutes and Special Meeting minutes June 21, 2021 as well as approve warrants for release/distribution as well as approval of all reports. Upon roll call all three Trustees voted yes to approve all.

**Guest Presentation:** State Representative Thomas Hall made a presentation to the Board covering various state issues including Personal Protection Act, American Relief Fund Act and Voting Act issues.

**Citizen Participation:** None

**Administration Reports:**

**Law Enforcement:** Deputy Tanner read the following report for the month of June 2021:

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

| <b><u>Activity Area</u></b> | <b><u>Month Totals*</u></b> | <b><u>YTD</u></b> |
|-----------------------------|-----------------------------|-------------------|
| • Dispatched Calls: 277     |                             | 1529              |
| • Felony Reports: 04        |                             | 18                |
| • Misdemeanor Reports: 09   |                             | 85                |

- Non-Injury Crash: 04 43
- Injury Crash: 04 09

**Total Reports: 21.....150**

- Assists/Back Up: 43 194
- Felony Arrests: 00 03
- Misdemeanor Arrests: 02 55
- OMVI Arrests: 00 01

**Total Arrests: 02 .....26**

- Traffic Stops: 15 99
- Moving Citations: 11 74
- Warning Citations: 06 29
- Civil Papers Served: 0 00
- Business Alarms: 0 09
- Residential Alarms: 09 41
- Special Details: 23 102
- COPS Times: 5,200 (*Min.*) 31,600 Min
- Vacation Checks: 18 119

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

\*\*\*\*\*

**Hanover Township Fire Department**  
**Monthly Report for June 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: | 67   | 389        |
| • Motor Vehicle Accidents:                 | 06   | 28         |
| • Fire Runs:                               | 18   | 72         |
| • Fire Inspections:                        | 02   | 44         |
| • Knox Box Details                         | 00   | 00         |
| • Other                                    | 00   | 00         |
| • Total for the month:                     | <b>91 Runs/Operations<br/>( Fire/EMS Runs)</b> |            |

**Total Year 2021: 531 Runs/Operations**

(June 2020: 66 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 | 5 year average (2016-2020): 784 |
| Total for 2013  | 750 | Run Increase Since 2006: 374    |
| Total for 2012  | 693 |                                 |
| Total for 2011  | 719 |                                 |
| Total for 2010  | 748 |                                 |
| Total for 2009  | 676 |                                 |
| Total for 2008: | 669 |                                 |

Total for 2007: 717

\*\*\*\*\*

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

**SUPERINTENDENT'S REPORTS  
(July 14, 2021)**

Millville Cemetery Operations Report June 1 through June 30, 2021

|   |          |
|---|----------|
| 4 Grave sold to Township residents (@ \$710)----- | 2,840.00 |
| 3 Graves sold to nonresidents (@ \$995)-----      | 2,985.00 |
| 0 Old resident graves-----                        | 0.00     |
| 5 Full Interments-----                            | 5,000.00 |
| 0 Baby interments-----                            | 0.00     |
| 3 Cremations-----                                 | 1,875.00 |
| Foundation and Marker installation fees-----      | 2,089.60 |
| Grave Transfer-----                               | 0.00     |
| Donations-----                                    | 100.00   |

**Total: ----- \$14,889.60**

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. pick up and removed flowers from stones
4. cut grass 4 times and weed eat 2 times
5. built, set and poured 16 foundations
6. trimmed bushes out front

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

1. Repaired potholes and the end of a driveway on Fairy Drive.
2. Replaced four guardrail posts on Four Mile.

3. Cut up a downed tree on Nichols and one on Four Mile.
4. Replaced the street name signs and posts at Salvatore Place and Regina Drive.
5. Trimmed a tree on Columbus and Regina.
6. Repaired a sunken spot on Caroldon Street.
7. Planted flowers at the Veterans flag and the Community Center sign.
8. Cut grass behind the guardrail at 177 and Woodridge Drive.
9. Pushed over a pile of cement dumped on the dead end of Darrtown Road.
10. Performed a road check on June 19 and removed downed limbs after a storm.
11. Called in on June 20 to cut up a tree that fell on Darrtown Road.
12. Replaced street name sign brackets on Regina and Isabella Lane.
13. Got down all the stuff for Kids Fest.
14. Cut behind the stop posts on Leonard Avenue.
15. Cut grass on all Township properties and trimmed four times.
16. 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 June Summary Report**  
(July 2021)

- **OTARMA Insurance Park and Facility Safety Inspection:** As was briefly discussed during the last Board meeting, the Township received the final inspection report in May. There are few items to make corrections related to updating driver's policies, Road Department signage and 3 pieces of park equipment. The Township provided a response, addressing items identified on July 1, 2021.
- **Fire Levy Information:** Mr. Henry forwarded the Auditor's Certification motion and Resolution to Proceed to the Butler County Board of Elections. Waiting for final Board of Elections approval and certify ballot language.
- **Health Insurance Issues:** Received and analyzed health insurance proposals from three major carriers. Sought the advice of the Township Broker, Gretchen Floyd. Prepared recommendations and contract documents. Presented said material to the Board of Trustees.
- **Fire Station Bond Issue/ Possible Refinance:** As a follow up to last month's report to the board, Mr. Henry has submitted documents to Bond Counsel and Hilltop Securities to proceed with refinancing the current fire station bond issue. Bid proposals were solicited for refinancing. An Award resolution was prepared and a new low interest rate of 1.78% was received. Next steps are proceeding to finish the refinancing process.
- **Park Committee:** Held meetings with the Committee to prepare for the kids Fest event to be held June 26, 2021.

- **Kids Fest:** The event was held on June 26, 2021. Almost 300 kids participated as well as parents. The event was considered a major success. Sponsorships and donations offset most of the costs of the event.
- **Fiscal Operations: Ongoing-** We are continuing the process of reviewing all funds and determining fiscal strength of the Township for 2021 as well as the recent official report filed by Moody's.
- **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:** Continued monitoring information from the State and Ohio Township Association in regard to the inclusion of Townships in the funding package of the American Relief Fund Act.
- **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.

### **Personnel Actions and Other Items of Note**

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 limited in types of assignments that are appropriate. 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:**

Mr. Daniel Lantz 2831 Inverness Place Cincinnati, Ohio 45209 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. Background successfully completed.

Mrs. Susan Y. Luttrell 1804 Laredo Drive Hamilton, Ohio 45013 as an EMT-P at \$17.00 per hour 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:**

Cody Marlow is resigning effective July 16, 2021 from the Cemetery operation. Brent Dunn resigned some weeks ago as a seasonal cemetery worker.

**Seasonal Help: NONE.**

**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 first nine months of 2021.

**Of Note- Budget Information June 30, 2021**

**Cash Balance as of June 30, 2021: \$2,814,391.86**

- 1) Total Expenditures all funds for June 2021: \$143,488.17 / Revenue: \$336,525.81**
- 2) Total General Fund cash on hand June 30, 2021: \$1,012,127.45 (35.96%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand June 30, 2021: \$709,000.82 (25.19%) of Total funds**

**4) *Monthly Revenue and Expenditure Reports by fund for June 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: \$2,290,635.31   |
| 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 |

**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.

## **Old Business July 14, 2021**

As discussed in the June meeting and presented again in July, the Township must approve a Tax Budget to present to the County Budget Commission. The annual tax budget process which requires the Township to submit an estimated budget for the upcoming year to the County by July 15, has been prepared by the Fiscal Officer for 2022. The budget to be submitted is only an estimate and not the final budget for the 2022 fiscal year. The final operating budget is presented and approved the first quarter of each year. For 2022, the estimated tax budget is set at \$4,520,730.31.

## **Resolution No. 29-21**

### **Approving the Tax Budget for Hanover Township for Fiscal Year 2022 and Authorizing the Submission of the Budget to the County Auditor and Budget Commission**

*Whereas*, the Fiscal Officer prepared the Fiscal Year 2022 Tax Budget, the main components of which were summarily reviewed during public meetings held on June 9 2021 and July 14, 2021 with a Public Hearing held June 9, 2021 at 5:45 PM as published; and,

*Whereas*, revenue and expenditure projections were based upon analysis of the last few years and adjusted for special circumstances identified in the current fiscal year (such as COVID-19, economic factors, grants, debt retirement, property valuations and other reimbursements); and

*Whereas*, the actual 2022 budget and appropriations will not be adopted until the first quarter of 2022; and

*Whereas*, Ohio Revised Code requirements mandate the submission of the 2022 Tax Budget to the County Auditor by July 15, 2021,

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

***Section I.*** That the 2022 Tax Budget( totaling \$4,520,730.35 including Debt Service of \$138,990.00), as attached and presented by the Fiscal Officer, is hereby adopted and authorized for submission to the Butler County Auditor in accordance with requirements of the Ohio Revised Code. The Fiscal Officer is hereby requested to deliver said Tax Budget to the County Auditor as soon as practicable but no later than July 15, 2021.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 14th day of July 2021.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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

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

Mr. Miller made a motion to approve Resolution No. 29-21 which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Miller and Johnson voting yes.

**Old Business: Motion to Amend Resolution No.15-21 2021 Road Program**

**Ref: Base Repair Work- Karriwood Drive; Add \$18,436.00 over last amended amount.**

In January 20, 2021 the Board approved the contract estimates prepared by the Butler County Engineer's Office. Estimates were Paving: \$34,176.34; Black Mat: \$81,829. Actual Paving: \$51,467.26; Black Mat: \$66,640.00. Total package estimate plus retrace was \$119,831.84; current actual cost is \$121,831.00 or net difference of \$2,101.92. A formal amendment was approved by the Board in April. Late May, BCEO advised the Township that the Retrace portion added \$411.04 to the approved amount of \$3,826.50 totaling \$4,237.54. BCEO was advised to proceed but it was necessary to formally amend again Resolution No. 15-21 to reflect the new total adding this change. This week, the Township was shown base failure needing repair well beyond the original estimate. The top surface has been stripped but the project has stopped until this change is approved. An additional \$18,436.00 must be added to complete the work. The new net total will be \$140,267.00. Therefore, Resolution No. 15-21 must be amended again to reflect the new total for the 2021 Road Program through BCEO set at \$140, 267.00.

A motion was made by Mr. Miller, seconded by Mr. Johnson to amend Resolution No. 15-21, Section II to reflect a total cost of \$140,267.00 for paving, black mat, base repair and retrace as well as to authorize the work to be done. After discussion, Mr. Sullivan called the roll with Trustees Miller and Johnson voting yes.

**Hanover Township**  
**LTGO Firehouse Improvement Refunding Bonds, Series 2021**

**Hanover Township, Ohio** – Hanover Township, with assistance from Hilltop Securities Inc. and Bond Counsel Frost, Brown & Todd refinanced its outstanding Series 2009 bonds to take advantage of favorable bond market conditions. The \$1,365,051 refinancing will save the Township more than \$220,000 in gross debt service over the life of the bonds. The Township was paying 4.60% on the Series 2009 Bonds, and will now be paying a 1.78% interest rate on the refunding bonds.

The Township Administrator, Bruce Henry; Fiscal Officer, Gregory Sullivan; and the Board of Trustees strive to take advantage of every opportunity to minimize the Township's debt service. The Township's decision to capitalize on favorable bond market conditions provided a great opportunity to save money for the community.

**New Business**

**Motion: Community Development Project Agreement**  
**July 14, 2021**

Hanover Township received a grant award through the Community Development Block Grant process, Butler County for the Gene Avenue Culvert Project. The award was for \$71,000.00 and the Township is responsible for any balance beyond that amount. Butler County required a Project Agreement form be executed which generally defines the rights of the parties involved: Butler County and Hanover Township. As Township Administrator, Bruce E. Henry signed said form in behalf of the Township . The form had been approved by the Butler County Prosecutor's Office. For the record, a motion is needed to document said action.

Moved by Johnson, seconded by Miller to approve and recognize the Township Administrator as the designated official to sign documents related to the Gene Avenue Culvert Project as well as the previous signed Project form requested by the County.

**Motion: Accept Moody's Final Report Township Credit Rating and Financial Stability**

Mr. Henry presented to the Board the final official Moody's International rating and evaluation of Hanover Township. The credit rating remained strong and Moody's complimented the management of the Township as the financial position of the township was considered excellent given the size of the Township. Mr. Miller thanked Mr. Henry and Mr. Sullivan for their excellent work.

Motion made by Mr. Miller to accept the Moody's Report for the record which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Johnson and Miller voting yes.

## **Kids Fest**

The Hanover Township Board of Trustees, working in cooperation with the Hanover Township Park Committee, hosted the 13th annual Kids Fest Day on Saturday, June 26, 2021 at the Hanover Township Memorial Park which served 300 kids. The event opened with a Treasure Hunt for children ages 2 through 12. Special treasure hunt prizes were awarded for the various age groups as sponsored by Kelly's Bakery. At 2:15PM a pie eating contest was held for various age groups and there was a special competition for adults. Special prizes were awarded to the top pie eaters! A fitness-for-fun activity was held which included races among various age groups and adults. Prizes were sponsored by Reffitt's Garage and Towing. McGonigle United Methodist Church Youth Group provided corn hole competitions and prizes for kids. Kerusso Baptist Church provided face painting and snow cones. A Balloon Artist made animals for kids all afternoon as sponsored by Rice Auto Body. The Hanover Ladies Industrial Band Club provided a fishing pond activities for kids. The Major Event sponsor was Stony Run Enterprises sponsoring food items provided free to the public. Throughout the afternoon, equipment displays were presented by the Butler County Sheriff's Office, Hanover Township Fire/EMS, Public Works Operations. Throughout the day, hay wagon rides were available for the public.

Due to the success of the event and excellent volunteer support, the following resolution was introduced:



### **Hanover Township Butler County, Ohio**

#### **Resolution No. 32-21**

#### **Recognizing the Contributions, Sponsors and Volunteers for an Extremely Successful 2021 Kids Fest**

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

*Whereas*, Kids Fest 2021 held on June 26, 2021 was the 13th annual event and the first one after the pandemic causing cancellation of the 2020 event; and

*Whereas*, the 2021 Kids Fest was a huge success with approximately 300 kids participating along with their parents and grandparents with the Township receiving numerous compliments; and,

*Whereas*, in order to provide a safe and free event for kids a number of sponsors, contributors and volunteers stepped up to help; and,

*Whereas*, it is appropriate to express appreciation and 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, Rice Auto Body, Kelly's Bakery, Reffitt's Garage and Towing.

**Product and/ or Prize Contributions:** Terry Moran, Kerusso Baptist Church, Mcgonigle Methodist Church, Julie Prickett, Bruce E. Henry, Hanover Ladies Industrial Band and Rumpke.

**Volunteers either prior to the event or during the event:** Joe Pyfrin, Diana Ramsey, Charles Ramsey, Angie Clausen, Arlene Henry, Julie Prickett, Pat Miller, Teresa Sullivan, Terry Moran, John Baumgartner, Clay Calihan, Jeff Buddo 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 14<sup>th</sup> day of July 2021.

| <i>Board of Trustees</i> | <i>Vote</i> | <i>Attest and Authentication:</i> |
|--------------------------|-------------|-----------------------------------|
| Douglas L. Johnson       | _____       | _____                             |
| Larry Miller             | _____       | Gregory L. Sullivan               |
| Jeff Buddo               | _____       | Fiscal Officer/Clerk              |

Mr. Miller moved the adoption of Resolution No. 32-21 to thank all involved, which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Johnson and Miller voting yes.

### **American Relief Fund Process**

Mr. Henry explained the process to request and file an application for funding with the State of Ohio Office of Budget and Management as a non entitlement unit of government. Mr. Henry will be participating in a briefing sponsored by the Ohio Township Association presented by the law firm of Baker and Dublikar on July 29, 2021.

### **Resolution No. 33-21**

#### **Approving Application Process, Funding Request and Compliance Policy for the American Rescue Plan Act of 2021**

**WHEREAS**, the American Rescue Plan Act was signed into law by the President of the United States; and

**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 wishes to apply for the allocation of \$896,733.82 set aside for the Township through the Ohio law and OMB; 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 expended **only** to cover costs of the Township consistent with the requirements of said act and subsequent regulations issued by the State of Ohio and United States Treasury including but not limited to the following:

- (1) Assure compliance with Title VI of the Civil rights Act of 1964;
- (2) Agree to the terms and conditions of the award of funds for the Township;

- (3) The amount assigned to Hanover Township does not exceed 75% of the budget of the Township as of January 27, 2020

**FURTHERMORE,**

- (1) That the Township Administrator has been authorized to sign the application for funds and award documents related hereto as well as serve as the authorized official for the Township to sign any further necessary application documents and subsequent required forms;
- (2) 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;
- (3) 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 14th day of July 2021.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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

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

Mr. Miller moved the adoption of Resolution No. 33-21, which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Johnson and Miller voting yes. The Board expressed hope that the Township will be able to secure and spend the funds on needed projects.

Mr. Henry explained the requirements for property and liability insurance renewal A proposal was presented by the Ohio Township Risk Management Authority with a minor increase but offsetting credits makes the cost about the same as the last coverage period. Mr. Henry also recommend adding another layer of liability to Four Million dollars at a cost of \$996.00 which is included in the body of the resolution.

**Resolution No. 34-21**

**Approving Property, Vehicle and Liability Insurance Renewals Through a Contract With the Ohio Township Risk Management Authority for Policy Year September 2, 2021 through September 1, 2022**

***Whereas,*** it is in the best interest of the Township to provide insurance coverage for Township property, vehicles, and liability; and

***Whereas,*** prices were examined and updated information was filed to determine best pricing; and

***Whereas,*** the Ohio Township Risk Management Authority has presented renewal coverage for General Liability (Legal) and Coverage Extensions, Property Insurance and Coverage Extensions, Public Officials Wrongful Acts and Coverage Extensions, Vehicle Insurance Coverage and Umbrella Liability as well as Coverage Extensions for new Fire Equipment and Road Department

Equipment as well as a rebate of \$1,988.67 (to be mailed separately) for the new contract period resulting in a net cost for the new policy period of 29,416.33 which includes an additional one million dollars in liability coverage; and

*Whereas*, the OTARMA renewal proposal is the most cost efficient coverage given the Township's circumstances, past experience and the rate has been relatively level the last few years,

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

***Section I.*** Resolution No. 34-21 is hereby approved authorizing the renewal of the property, vehicle, and liability insurance coverage for the period commencing September 2, 2021 through September 1, 2022 with the Ohio Township Risk Management Authority as represented locally by Lovins Insurance Agency for a cost not to exceed \$31,404.00 (with an anticipated rebates/credits of \$1,988.67 to be received at a later date) as outlined in an attachment herewith labeled "Attachment Resolution No.34-21".

***Section II.*** The Township Administrator is hereby authorized to execute all contracts and related documents thereto on behalf of the Township.

The foregoing resolution was adopted in a special public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 14<sup>th</sup> day of July 2021.

***Board of Trustees***

***Vote***

***Attest and Authentication:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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

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

Mr. Miller moved the adoption of Resolution No. 34-21, which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Johnson and Miller voting yes. Mr. Sullivan is to send a check for the invoice amount of \$31,404.00.

**Motion for "Cool Cars-Fine Wine-Good Music" Event  
August 28, 2021**

**Background:** The Hanover Township special event entitled "Cool Cars, Fine Wine and Good Music" is scheduled for August 28, 2021 in Hanover Park. The Park Committee is working on logistical details and seeking sponsorships and donations. These donations will be received up to the day of the event. However, the Township Administrator has to make arrangements for the event for supplies and support services (not to exceed \$6,500) which will be partially offset by sponsorship funds. The items listed in the motion are the same as last year.

**Motion:** Mr. Johnson made a motion to authorize the Township Administrator to enter into agreements and authorize expenditures for Coldiron Events, Rumpke, GNC Printing, Magnet Signs, TNT Trophies, SAMS, Meijer, Wal Mart, music groups and Prestige Glassware subject to availability of funds not to exceed \$6500.00. Mr. Miller seconded the motion. After discussion, a roll call vote was taken and the vote was Trustees Johnson and Miller voting yes.

**Ref: Approving Payment of 2021 EMA Assessment**

By state statute the Emergency Management Agency of Counties may execute agreements with political subdivisions which includes a per capita assessment fee (.39) based upon census information with said fees applied to operational costs. The Assessment for 2021 for Hanover Township is \$3,338.79. for 8,561; the per capita rate of .39 has not increased over the last nine years. A motion is needed to authorize payment of said assessment for 2021.

Motion: Moved by Mr. Miller, seconded by Mr. Johnson to approve the per capita assessment to the County EMA of \$3,338.79 as per invoice.

After discussion, a roll call vote was taken by the Fiscal officer with the following result Trustees Miller and Johnson voting yes.

**Motion to Change September Meeting Date**

Earlier in the year, the August Board meeting was changed to the third Wednesday August 18, 2021. The September Board meeting comes early on September 8th, two days after the Labor Day Holiday. To maintain a an equal spread between business meetings, it is recommended that the September Board meeting be changed to the third Wednesday, September 15th. The October meeting was already changed to the third Wednesday October 20, 2021. This action will help maintain a smooth succession for Board business items. Mr. Buddo was advised and he is available on that date.

Moved by Mr. Miller, seconded by Mr. Johnson to change the September Board of Trustees meeting from September 8, 2021 to September 15, 2021. After discussion, Mr. Sullivan called the roll with Trustees Miller and Johnson voting yes.

**Cemetery Donation  
July 14, 2021**

Motion to Accept donation of \$100.00 to Millville Cemetery from Pat and Mary Massarelli in honor of Nicoli and Wanda Massarelli for keeping their gravesite neat and clean.

Moved by: Miller, seconded by Mr. Johnson. Both Trustees thanked Cemetery employees for keeping the Cemetery in good condition.

After discussion, the Fiscal Officer called the roll. The vote was Trustees Miller and Johnson voting yes.

A general discussion occurred among the Board members, Fiscal Officer Sullivan and Administrator Henry regarding the tighter regulations and complexity of the American Relief Fund Act. OTA (see previous reference) has secured the services of the law firm of Baker and Dublikar to assist OTA and any township interested. The Township will continue to work with the County Prosecutor's Office but if additional expertise is needed, the Township wants to be in position to proceed with legal counsel experts regarding this legislation. Therefore, Mr. Miller made a motion to authorize work with Baker and Dublikar as deemed necessary and authorize the



Township administrator to make said arrangements to work with this law firm. The motion was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Johnson and Miller voting yes.

Mr. Henry asked the Trustees to review the items under Miscellaneous Correspondence which included the following:

1. **Butler County Building Permit Report for June 2021**
2. **OTA Legislative Update/ ARP**
3. **City of Oxford Request: Broadband Internet Access**
4. **Medicount Management May 2021 Summary Report**
5. **Other**

There being no further business to come before the Board of Trustees, Mr. Miller made a motion to adjourn which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Miller and Johnson voting yes.

\*\*\*\*\*

**July 14, 2021 minutes are approved.**

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

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

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

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

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

\*\*\*\*\*