



**Hanover Township Board of Trustees  
March 17, 2021 Meeting Minutes**

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

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

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Buddo, to approve the February 24, 2021 Regular Meeting minutes and March 8, 2021 Special 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:** Fire Chief Clark read the following report for the month of February 2021:

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

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<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls: 295		592
• Felony Reports: 02		06
• Misdemeanor Reports: 17		35
• Non-Injury Crash: 04		13
• Injury Crash: 01		01

**Total Reports: 17.....50**

- Assists/Back Up: 22 66
- Felony Arrests: 02 02
- Misdemeanor Arrests: 05 42
- OMVI Arrests: 01 01

**Total Arrests: 08 .....12**

- Traffic Stops: 19 31
- Moving Citations: 17 31
- Warning Citations: 04 06
- Civil Papers Served: 0 00
- Business Alarms: 5 06
- Residential Alarms: 14 17
- Special Details: 13 37
- COPS Times: 5,600 (*Min.*) 10,800 Min
- Vacation Checks: 52 82

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Reporting for Deputies Mayer and Tanner. Prepared by BEH.

*Fire/EMS:* Chief Clark presented the following written report for the month of January 2021:

**Hanover Township Fire Department**  
**Monthly Report for February 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:	62	120
• Motor Vehicle Accidents:	04	05
• Fire Runs:	08	18
• Fire Inspections:	00	00
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	<b>74 Runs/Operations ( Fire/EMS Runs)</b>	

**Total Year 2021: 143 Runs/Operations**

(February 2020: 80 Runs/Operations)

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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	

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**Road/Cemetery:** Mr. Henry presented the following report for the month of February 2021 on behalf of Scot Gardner:

**SUPERINTENDENT'S REPORTS  
(March 17, 2021)**

**Millville Cemetery Operations Report February 1 through February 28, 2021**

2 Graves sold to Township residents (@ \$710)-----	\$1,420.00
2 Graves sold to nonresidents (@ \$995)-----	\$1,990.00
0 Old resident graves-----	\$ 0.00
4 Full Interments-----	\$ 4,000.00
0 Baby Interments-----	\$ 0.00
1 Cremations-----	\$ 400.00
Foundation and Marker installation fees-----	\$3,574.40
0 Grave Transfer-----	\$ 0.00
Donations-----	\$ 0.00
<b>Total: -----</b>	<b>\$ 11,384.40</b>

**Other Cemetery activities:**

1. Fixed graves
2. Cleaned the office and garage
3. Picked up and removed flowers from stones
4. Put mailbox back up
5. Put sod back down in front from plow truck

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

1. Performed ice and snow control on February 1,2,3,4,7,8,9,10, 11, 15, 16 and 18.
2. Cleaned trucks and snow equipment after snow events.

3. Removed front seats and had them re-covered and replaced front tires on Cemetery truck.
4. Changed snowplow blades.
5. Worked on backhoe, removing exhaust manifold and muffler.
6. Cleared snow in front catch basins to prevent flooding.
7. Performed monthly truck, park, and storm water inspections.

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

Mr. Henry presented the following report to the Board:

(March 2021)

- **Personnel and Health Insurance Issues:** Continued work and research with the Prosecutor's Office and Frost, Brown & Todd law firm examining personnel questions and new health care coverage issues. Prepared summary reports for the Board of Trustees.
- **Fire Department Replacement Radios Insurance:** Worked with OTARMA and Motorola to prepare specific certificate of coverage as part of the original financing agreement.
- **COVID-19 Issues:** Continued working on cleanliness of facilities and insuring that supplies are available for rental facilities.
- **Personnel/Scheduling Issues:** Processing an FMLA use/form regarding an employee extended leave. Provided information regarding cancer and disability policies.
- **Background Reviews and Evaluations:** Processed 3 employment backgrounds and scheduled testing for each. Conditional employment letters were prepared and sent to the potential employees.
- **Unemployment Compensation Issues:** Following up on a claim that apparently is not the Township's responsibility.
- **OTARMA Insurance Park and Facility Safety Inspection:** Had telephone conversations with OTARMA Safety inspector answering questions about operations and scheduled an onsite visit for April 15, 2021.
- **Duke Energy:** Held phone discussions and a Zoom meeting to discuss electric distribution points and issues related to Hanover Township along US 27. Follow up will occur and future briefings will be held. No specifics to present to the Board at this time.
- **Right of Way Issues:** Answered citizen questions related to Township Right of Way issues. Researched ORC for any updates regarding right of way use and obstructions. Provided current information to the Road Superintendent.

- **Fiscal Operations: Ongoing-** We are continuing the process of reviewing all funds and awaiting settlement revenue from the County. We also examined the salary questions associated with keeping a 3rd person on station at the Fire Department.
- **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.
- **Ohio Bureau of Workers Compensation-** Followed up a medical claim to insure all steps are followed and the Township's interest are protected.
- **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 2020 construction season. **(Placed on hold due to economic issues COVID-19 related)**
- **Gene Avenue Culvert:** Ongoing- The Gene Avenue culvert project is still a priority and needs to be addressed in the near future. A Community Development Block grant application was submitted for this project and if funded, may be completed in 2021. No update for February from the County about awarding this project.
- **Wencella Drive Drainage Issues: Ongoing/No change-** The problem exists outside the right of way. (Still trying to figure out how to deal with the private property and R/W issues and financing- **still pending- no change.**

### Personnel Actions and Other Items of Note

*Personnel actions and appointment of new personnel underway for February:*

*Fire Department:*

**Hire subject to conditions: None**

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

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 six months of 2021.

**Of Note- Budget Information February 2021**

**Cash Balance as of February 28, 2021:** \$2,255,744.03 (Includes CARES Act Revenue of \$3,547.97).

- 1) **Total Expenditures all funds for February 2021:** \$136,051.72 / **Revenue:** \$73,797.33
- 2) **Total General Fund cash on hand February 28, 2021:** \$844,874.64 (37.46%) of Total funds
- 3) **Total Fire/EMS Fund cash on hand February 28 2021:** \$603,956.90 (26.77%) of Total funds
- 4) ***Monthly Revenue and Expenditure Reports by fund for February 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:**

**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.

## **Old Business March 17, 2021**

### **Holiday Light Recycling Program**

Hanover Township working with the Hanover Township Park Committee started a Holiday Light Recycling Program in 2019. The Program was continued in 2020. From December 3, 2020 through January 15, 2021, residents were encouraged to help recycle old lights and strings by dropping them off in identified containers located in Hanover Park by the



**Rumpke Recycling Dumpsters. In 2019 proceeds for one barrel totaled \$12.00. In 2020 5 barrels were filled with recycle income of \$42.00 The program will operate for 5 weeks. Proceeds from the recycled materials are used to support will support park programs.**

## **Revised Meeting Schedule**

### **REVISED SCHEDULE**



**Hanover Township Butler County, Ohio**

### **2021 Board of Trustees Regular Meeting Schedule And Special Events**

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

- January 20: *Organizational Meeting/ 3rd Wednesday*
- February 24: 4th Wednesday
- March 17: 3rd Wednesday
- April 14:
- May 12:
- June 9:
- July 14:
- August 18: 3rd Wednesday
- September 8:
- October 20: 3rd Wednesday
- November 10:
- December 8:

### **Special Events:**

1. ***June 26th Saturday Kids Fest: 1:00PM To 4:30PM/ TBD***
2. ***August 28th Saturday: Concert-Cruise In-Wine Tasting: 4:00PM to 10:00PM/ TBD***

3. **October 24th Sunday:** Hanover Haunted Harvest 4:30PM to 6:30PM/ TBD
4. **October 31st Sunday:** Halloween Trick or Treat Activities 6:00PM to 8:00PM
5. **November 11th Thursday:** Veterans Day Ceremony 11:00AM/Luncheon Follows/ TBD

### **Covid-19 Summary Report**

Mr. Henry presented a report and newspaper article discussing the Covid-19 Relief legislation. At this point, Townships are not specifically approved or mentioned in the legislation. OTA is seeking an amendment or interpretation that includes Townships.

### **New Business**

Mr. Henry presented information regarding a former Hanover Township resident who served in the military in World War II and is turning 100 today. Background information was presented to the Board. To honor Mr. Campbell, the following resolution was passed. Mr. Buddo made a motion to approve Resolution No. 24-21 which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.



**Hanover Township Butler County, Ohio**

### **Resolution No. 24-21**

#### **Recognizing Fred Campbell for his Military Service During World War II**

**Whereas,** Hanover Township is blessed to have many individuals who provide outstanding service and professional commitment in serving the interests of the community and nation, especially in the military service of the United States; and

**Whereas,** Mr. Campbell and his wife Helen resided Hanover Township for many years but now resides at the Westover Retirement Community; and

**Whereas,** Mr. Campbell served in the United States Army in the 68th Medical Regiment in World War II as an ambulance driver, having served at the Beaches of Normandy, Battle of the Bulge and locations in France; and

**Whereas,** Mr. Campbell will be celebrating his 100th birthday on March 17th and it is appropriate to salute Mr. Campbell for his military service, his civic involvement with the Mt. Conigle Millville United Methodist Church and his attainment of many wise years.

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

**Section I.** That on behalf of Hanover Township and all officials thereof, expresses its gratitude and appreciation for Mr. Fred Campbell's military service to the United States and his civic participation.

**Section II.** That on behalf of all officials of Hanover Township that sincere birthday wishes are forwarded to Mr. Campbell for the celebration of his 100th birthday on March 17, 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 17<sup>th</sup> day of March 2021.

***Board of Trustees***

\_\_\_\_\_  
**Douglas L. Johnson**

\_\_\_\_\_  
**Larry Miller**

\_\_\_\_\_  
**Jeff Buddo**

**Attest:** Gregory L. Sullivan, Fiscal Officer/Clerk: \_\_\_\_\_

Mr. Johnson agreed to deliver the Resolution and recognition gift to Mr. Campbell who resides at Westover Retirement center in Hamilton.

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Mr. Henry presented the road mileage certification form which has to be approved by the Township and Forwarded to the County Engineer's Office. The road mileage has not changed since last year.

**Resolution No. 25-21**

**Pursuant to Ohio Revised Code Section 4501.04 Approve Road Mileage and Certify to ODOT the Road Mileage Certification Form as Required for 2021**

*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, 2020,

***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, 2021. This number is the same as in 2020 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 17th day of March 2021.

***Board of Trustees***

***Vote***

***Attest:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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

After discussion, Mr. Buddo made a motion to approve Resolution No. 25-21 which was seconded by Mr. Miller. Mr. Sullivan called the roll with all three Trustees voting yes.

**Board of Elections Notice:**

Mr. Henry presented an email message from the Board of Elections stating that there would be no special Election held on May 4, 2021.

**Other:**

Mr. Henry presented a report outlining the steps necessary to place a renewal levy on the November ballot.

**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.**

**Note for 2021: To be safe with the filing of the Fire Levy Renewal in 2021, the issue should be filed with the Board of Elections no later than July 30, 2021.**

### **Indigent Burial:**

Mr. Henry received a late request for an indigent burial reimbursement for Linda Appleby 2613 Oxford Millville Road Hamilton, Ohio 45013. All proper forms were presented by the Ogle and Paul Young Funeral Home. Therefore Mr. Henry recommends in accordance with the Hanover Township Cemetery Regulations that the funeral home be reimbursed for \$800.00. Mr. Buddo made a motion to approve \$800.00 payment to the Ogle and Paul Young Funeral Home which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

### **EMS Grant Reimbursement**

Chief Clark and Mr. Henry presented background on the EMS Grant reimbursement awarded by the State in the amount of \$3,341.33 for EMS supplies and small equipment. For audit purposes, Mr. Miller made a motion to accept the check in the amount of \$3,341.33 for deposit into the Fire/EMS Fund which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

### **Health Benefit Information:**

Mr. Henry presented a final report regarding health care issues to the Board. No further action necessary.

### **Miscellaneous Correspondence:**

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

- 1. Butler County Building Permit Report for February 2021**
- 2. OTA Legislative Update**
- 3. Medicount Management Report- January 2021**
- 4. Community Development Department: Home Assistance Programs & Rent/Utility Help**
- 5. Liquor Permit License Fees for Dollar General Carryout**

**Motion to Adjourn:**

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

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

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

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

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

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