



**Hanover Township Board of Trustees
April 13, 2022 Meeting Minutes**

Call to Order: Board President Larry Miller called the meeting to order at 6:00 PM. Mr. Miller led the opening ceremonies and gave the opening invocation.

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

Approval of Meeting Minutes: Motion made by Mr. Buddo, seconded by Mr. Johnson, to approve the March 9, 2022 Regular Meeting minutes as well as March 11, 2022 and March 29, 2022 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: None

Citizen Participation: No one wished to address the Board.

Administration Reports

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

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 102		492
• Felony Reports: 00		03
• Misdemeanor Reports: 10		35
• Non-Injury Crash: 09		15
• Injury Crash: 01		08

Total Reports: 20.....61

- Assists/Back Up: 05 36
- Felony Arrests: 00 01
- Misdemeanor Arrests: 02 10
- OMVI Arrests: 00 00

Total Arrests: 0211

- Traffic Stops: 08 27
- Moving Citations: 06 24
- Warning Citations: 04 08
- Civil Papers Served: 0 00
- Business Alarms: 0 04
- Residential Alarms: 2 07
- Special Details: 14 22
- COPS Times: 2,400 (*Min.*) 30,000 Min
- Vacation Checks: 05 21

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 March 2022:

Hanover Township Fire Department
Monthly Report for March 2022- Phil Clark Fire Chief
(Presented in April 2022)

Run and detail activity for the Fire and EMS operations are reflected in the following numbers:

	<u>Month</u>	<u>YTD</u>
• Emergency Medical Operations/Squad Runs:	66	219
• Motor Vehicle Accidents:	06	22
• Fire Runs:	14	41
• Fire Inspections:	03	03
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	89 Runs/Operations (Fire/EMS Runs)	

Total Year 2022: 281 Runs/Operations

(March 2021: 74 Runs/Operations)

Total for 2021	1075	
Total for 2020	870	
Total for 2019	879	
Total for 2018	777	
Total for 2017	689	
Total for 2016	705	
Total for 2015	733	
Total for 2014	809	5 year average (2017-2021): 858
Total for 2013	750	Run Increase Since 2007: 358
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 March 2022:

SUPERINTENDENT'S REPORTS
(April 13, 2022)

Millville Cemetery Operations Report March 1 through March 31, 2022

10 Grave sold to Township residents (@ \$900) -----	9,000.00
0 Graves sold to nonresidents (@ \$1200) -----	0.00
0 Old resident graves -----	0.00
5 Full Interments -----	6,000.00
0 Baby interments -----	0.00
4 Cremations -----	2,600.00
Foundation and Marker installation fees -----	4,356.80
Grave Transfer -----	0.00
Donations -----	0.00
Total: -----	\$21,956.80

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. pick up and removed flowers from stones
4. did maintenance on mowers

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

1. Picked up a deer carcass on US 27 and one on Morman Road.
2. Repaired a smashed driveway pipe on Shank.
3. Cleaned catch basin grates.
4. Fixed ruts on Vizedom, Darrtown, Hussey and Krucker.
5. Cleared an obstruction in a culvert pipe on Isabella Lane.
6. Repaired potholes.
7. Picked up a TV and tires dumped at Vizedom and 130.
8. Removed a tire stuck in front of a culvert pipe on Leonard.
9. Hauled scrap to the scrap yard.
10. Chipped up brush behind building.
11. Picked up a car hood on Vizedom Road.
12. Worked on replacing a tilt arm and a pivot arm on front of backhoe.
13. Received salt order and pushed it into salt bin.
14. Installed one side of the climbing net at the playground.
15. Removed and welded a climbing pole at the playground.
16. Lowered and installed new "No Pets Allowed" signs.
17. 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 March Summary Report
(April 11, 2022)

- **2022 Road Program:** Worked with the Butler County Engineer's office to follow up on road program bid price increases and reported the Township's position. At this point, we are proceeding ahead with our stated program.
- **Insurance Matters:** Followed with Mrs. Perkins on insurance filings related to Mr. Perkins and met with her twice to go over matters.
- **Computers:** Worked on removing malware problems with office computers and all are working properly.
- **Newsletter:** Began outlining possible articles for a spring newsletter to reach residents in May or early June. Sent preliminary subject areas to the Board.
- **American Relief Fund Act:** Ongoing: Continued to research and monitor US Treasury updates to this Act to ascertain what projects can be funded .Received an opinion from the County Prosecutor regarding use of these funds for road projects. This use can create several potential problems. The Township did not intend to use these funds for road projects. Still awaiting word from the County regarding Township's request for County ARF funds.

- **Fiscal Operations- Ongoing:** Continued monthly analysis of the financial condition of the Township and working in planning of projects identified by the Board for possible implementation.
- **Board, Financial Reports and Payroll Reports (ongoing):** Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly Board meeting. Prepared Trustee packets and reports.
- **EMS Ambulance Order:** As a follow up to Chief Clark's comments and Board motion passed at the last Board meeting, the Administrator met with Dan Mitsch with Ohio Ambulance Sales/Life Line to go over order of a new ambulance, working to prepare final follow up documents.
- **Covid-19 Issues: Ongoing-** Continued to monitor Board of Health positions regarding COVID and its variants to determine if any adjustments are needed in Township operations.
- **Building and Zoning:** Working on a list of properties for field review with Jim Fox of the Count Zoning Department.
- **Community Development Grants:** No word received yet from the County on the three CD grant projects submitted. Starting to look into alternatives for moving ahead.
- **Personnel Issues:** Prepared background checks, hiring processing and tentative appointment of applicants to the Fire Department.
- **Drainage Concerns:** Fielded numerous questions regarding yard drainage issues and catch basin concerns.
- **Back Flow Valve Testing:** Arranged for back flow valve testing as required by law and registration with the Board of Health and Water District.
- **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 March 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

Personnel actions and appointment of new personnel underway for April/ May 2022:

Fire Department/ Hire Subject to Conditions

Elizabeth R. Schiel 113 Red Bud Drive Middletown, Ohio 45042 to work part time on station for \$15.45 per hour as an FF/EMT-B and call in status as an EMT- A at \$18.54 per hour subject to final review of qualifications and subject to the successful completion of the background check/physical and approval by the Township Administrator.

Samuel Proffitt 1733 West Elkton Road Hamilton, Ohio 45013 to work as a FF/EMT Trainee at the rate of \$9.30 per hour subject to final background review and approval by the Township Administrator.

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

Fiscal Year 2022

Jan- Cash Balance: \$3,106,359.45
Feb- Cash Balance: \$3,061,133.65
Mar- Cash Balance: \$3,780,417.05
Apr- Cash Balance: \$3,703,934.16

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

Of Note- Budget Information

Cash Balance as of April 30, 2022: \$3,703,934.16 (Includes ARP funds)

- 1) Total Expenditures all funds for April: \$158,847.62 / Revenue: \$880,944.79
- 2) Total General Fund cash on hand April 30: \$1,215,666.22 (32.82%) of Total funds
- 3) Total Fire/EMS Fund cash on hand April 30: \$908,496.30 (24.53%) of Total funds

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

Apr- Cash Balance: \$2,936,429.83
May- Cash Balance: \$2,865,179.70
June- Cash Balance: \$2,814,391.86

General Notes and Observations

June 2019: The General Fund and Fire/EMS funds are holding consistent and moderately strong. Payments for equipment will hit these funds later in the year. General Obligation Bonds/Requirements being reviewed for possible changes more favorable to the Township. Goals for major purchases approved by the Board are being completed.

August 2019: The Fire Department Fund has been impacted by equipment purchases and station repairs. With the increased cost of personnel, fund revenues and expenditures must be continuously evaluated to insure that revenues levels are sufficient to maintain at a high level the primary functions of the department. For the Road Department two major pieces of equipment will come on line for scheduled payments impacting the overall available funds.

November 2019: Looking ahead with the Fiscal Officer regarding operational budgets and future levy requirements to insure that Hanover Township remains on a sound financial basis especially in light of capital requests that will be facing the Township.

December 2019: Examining switch over requirements for lowering Fire Dept. BWC premiums. Seeking reclassification to a better premium code.

February 2020: Received preliminary approval for reclassification of premium rating code for the Fire Department to lower payments. Awaiting final letter of approval to result in lower payments. Monitoring Fire Department staffing costs and increased payroll as the department seeks to improve response and coverage.

March/April: Due to COVID-19 circumstance several Community Center rentals were cancelled and refunds made. Revenue for facility rentals in the General Fund will take a hit in revenue generation. Gas Tax and Local Government revenues have experienced decreases due to COVID-19 issues/economics.

July/August/September: Will be evaluating revenue situation when tax settlements are received to determine what projects can be addressed in consultation with the Board of Trustees. Gas Tax and Local Government fund experienced decreases earlier but appear to be on the rebound. Cemetery revenue is increasing as well.

November 2020: Finishing up CARES Act purchases and payroll expenses to be completed or encumbered by November 20, 2020. Evaluating project list for 2021 to present to the Board.

December 2020: Evaluating final year expenditures and will be examining balances and outstanding issues as the Township moves into 2021. A number of projects are on hold due to the COVID-19 impact on revenues. In January 2021, fund balances and carry over as well as property valuation numbers will be analyzed. The Township must operate on carry over balances until tax settlements are received in April 2021.

January- March 2021: Fund balances and carry over as well as property valuation numbers will be analyzed the first quarter. The Township must operate on carry over balances until tax settlements are received in April 2021.

Also, the impact of COVID-19 on revenues and expenditures will be evaluated. Examining new COVID-19 Relief Bill for allocations to Townships.

June- July 2021: The Township should review what can be funded through the American Relief Act for Townships and develop a priority list of projects and costs. Need to schedule a work session in August and/or September to develop a project/program list.

August-September 2021: Must review and address rising costs of Fire/EMS operations and revenue that is not increasing at the same rate. Future consideration necessary to address level levy revenue.

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

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

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

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

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

Old Business

Medicount Management Presentation: No one was present from Medicount Management to discuss amending EMS Runs fee schedule. Fire Chief Clark made a presentation regarding this matter. Based upon the presentation, Mr. Miller made a **motion** which was seconded by Mr. Buddo to set the maximum fee allowable to be charged to Medicare/Medicaid for EMS calls/runs for lift assist that result in a patient's request not to transport. After discussion, Mr. Sullivan called the roll for a vote with all three Trustees voting yes.

Nuisances: Mr. Henry presented a brief report regarding properties that were to be examined by Butler County Zoning and Hanover Township in regard to Zoning and nuisance violations.

Ambulance Unit: Chief Clark brought up the order and documentation for the purchase of a new ambulance. Mr. Henry had written a Letter of Intent to purchase to get the chassis moving along. Chief Clark stated that a preliminary sales/purchase agreement needed to be executed to lock in the purchase as the manufacturing process moves along. Mr. Buddo made a **motion** to authorize the Township Administrator to review said document, make any necessary changes and sign the referenced Sales/ Purchas Agreement associated with the acquisition of a new Life Line Superliner Ambulance Ford 550, 4X4 diesel unit. Mr. Johnson seconded the motion. After discussion, Mr. Sullivan called for a roll call vote with all three Trustees voting yes.

New Business

Mr. Henry discussed recent communications with the Butler County Engineer's Office regarding estimated price increases for Hanover Township 2022 Road Projects. As such in order to proceed, original Resolution No. 15-22 regarding the 2022 Road Program has to be amended to reflect the potential increases. Questions were answered by Mr. Henry and Mr. Gardner. Mr. Buddo made a motion to approve Resolution No. 26-22 which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called for a roll call vote with all three Trustees voting yes.

Resolution No. 26-22

Amending Resolution No. 15-22 Regarding the 2022 Road Resurfacing and Retrace Program through the Butler County Engineer's Office

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 desired to participate in the 2022 Paving, Repair and Retrace Program with estimates provided by the County Engineer as authorized in Resolution No. 15-22 based upon estimates at the time; and

Whereas, due to inflation and supply shortages the original estimates and bids coming in are much higher than originally anticipated creating a need to amend Resolution No. 15-22; and,

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

Section I. Resolution No. 15-21 is hereby amended to allow for inflationary increases in the bidding process and approve continuation with the Township's proposed Road Program through the Butler County Engineer's Office.

Section II. That the roads and estimates approved by the township (Totaling \$119,831.00) are hereby amended to reflect a 20% increase for all contract sections, setting a new amount not to exceed \$143,798.00 for the 2022 program.

Section III. That this Resolution and attachment are to be delivered to the Butler County Engineer’s Office.

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 13th day of April 2022.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

The next topic concerned a request for authorizing a study of the Railroad crossing on Darrtown Road as requested by Zach Harris at last month's meeting. The Board reviewed the matter again and agreed to move forward. Mr. Miller made a motion to approve Resolution No. 27-22 which was seconded by Mr. Johnson to participate in the railroad crossing study. After discussion, Mr. Sullivan called for a roll call vote with all three Trustees voting yes.

Resolution No. 27-22

Authorizing the filing of the Local Highway Authority's Grade Evaluation Form with the Public Utilities Commission of Ohio for the Rail Crossing on Decamp Road

Whereas, Decamp Road business and residents have requested that Hanover Township examine and participate in a rail crossing review for the crossing on Decamp Road; and,

Whereas, Zack Harris of Decamp Road has talked with the PUCO regarding this matter and has supplied the forms necessary to start the research and possible funding for improving the rail crossing on Decamp Road; and,

Whereas, the Hanover Township Administrator has informally discussed the matter with Dennis Conrad, Reily Township Trustee, and it appears Reily Township will support the efforts of this application; and,

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

Section I. That Hanover Township supports the efforts to secure an improved rail crossing on Decamp Road and requests the official support of Reily Township.

Section II. That the Board approves the filing of the Local Highway Authority's Grade Evaluation Form with the Public Utilities Commission of Ohio.

Section III. That the Township Administrator is authorized to sign and execute all documents and applications related to this filing as referenced above.

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 13th day of April 2022.

Board of Trustees

Vote

Attest and Authentication:

Larry Miller

Jeff Buddo

Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

Grant Request Updates: There has been no word from the County regarding American Relief Fund or Community Development Block Grant Fund applications submitted by the Township.

Reference: The Township Administrator has been reviewing with the Township's insurance broker and Anthem regarding the extension of COBRA benefits under the Township Health Insurance Plan to the spouse of Darrel Perkins, Wendy Perkins. Under federal law we cannot extend the full COBRA offering as the Township is too small to qualify. However, Anthem offers a "Mini COBRA" policy through our plan which extends only through June 30, 2022. If Mrs. Perkins would choose this option, she would be billed the actual cost plus a 2% administrative fee if we would choose to add this cost on. Mrs. Perkins may opt for other insurance coverage. However, the Township Administrator requests approval of the "Mini Cobra" option and authorize Mr. Henry to execute any necessary documents related thereto.

Motion: Moved by Mr. Buddo, seconded by Mr. Mr. Mille to approve the above referenced action. After discussion, Mr. Sullivan called the roll with the vote as follows: All three Trustees voted yes.

Records: The review and sorting process has begun to shred old records no longer need in accordance with the Records Retention Schedule. Mr. Sullivan will be arranging for a document shredder company to dispose of no longer needed records.

Road Department Addition: Preliminary work has started to obtain suggested design size and cost estimates.

Miscellaneous Correspondence: Mr. Henry reviewed the following items there were included in the Board packets:

1. **Butler County Building Permit Report for March 2022**
2. **OTA Legislative Update**
3. **Medicount Management Report For February 2022**
4. **Newspaper Article: County ARF Fund Pending Decisions**
5. **Other**

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.

April 11, 2022 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Larry Miller, President: _____

Jeff Buddo, Vice President _____

Douglas L. Johnson, Trustee: _____

Date: _____

Verified by: Greg Sullivan, Fiscal Officer: _____