



**Hanover Township Board of Trustees
November 9, 2022 Meeting Minutes**

Call to Order Regular Board Meeting: Board President Larry Miller called the regular 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 Chase Stewart.

Approval of Meeting Minutes: Motion made by Mr. Buddo, seconded by Mr. Johnson, to approve the October 19 Regular Meeting minutes and approve warrants for release/distribution as well as approval of reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation: No guest speakers

Citizen Participation: None

Administration Reports

Law Enforcement: Deputy Stewart gave the following report for the month of November 2022:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 149		1454
• Felony Reports: 03		12
• Misdemeanor Reports: 10		89
• Non-Injury Crash: 01		41
• Injury Crash: 02		24
Total Reports: 08.....		140

- Assists/Back Up: 08 65
- Felony Arrests: 00 02
- Misdemeanor Arrests: 05 16
- OMVI Arrests: 00 00

Total Arrests: 0220

- Traffic Stops: 04 72
- Moving Citations: 02 53
- Warning Citations: 03 32
- Civil Papers Served: 0 00
- Business Alarms: 1 09
- Residential Alarms: 8 30
- Special Details: 02 39
- COPS Times: 4,386 (*Min.*) 48,786 Min
- Vacation Checks: 07 31

Reporting for Deputy Tanner and Deputy Chase. Deputy Mayer is still on injury leave.

Prepared by BEH.

Fire/EMS: Chief Clark presented the following written report for the month of September 2022:

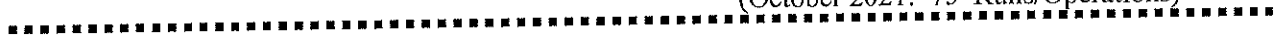
Hanover Township Fire Department
Monthly Report for November 2022- Phil Clark Fire Chief
(Presented in December 2022)

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:	69	692
• Motor Vehicle Accidents:	06	74
• Fire Runs:	14	134
• Fire Inspections:	01	04
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	90 Runs/Operations (Fire/EMS Runs)	

Total Year 2022: 815 Runs/Operations

(October 2021: 75 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	<i>5 year average (2017-2021): 858</i>
Total for 2013	750	<i>Run Increase Since 2007: 358</i>
Total for 2012	693	
Total for 2011	719	
Total for 2010	748	
Total for 2009	676	
Total for 2008:	669	
Total for 2007	717	

SUPERINTENDENT'S REPORTS
(November 9, 2022)

Millville Cemetery Operations Report October 1 through October 31, 2022

1 Graves sold to Township residents (@ \$900)-----	900.00
0 Graves sold to nonresidents (@ \$1200)-----	0.00
0 Old resident graves-----	0.00
2 Full Interments-----	2,600.00
1 Baby interments-----	500.00
2 Cremations-----	1,900.00
Foundation and Marker installation fees-----	2,016.00
Grave Transfer-----	0.00
Donations-----	0.00
Total: -----	\$7,916.00

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. pick up and removed flowers from stones
4. built, set, and poured 25 foundations

5. cut grass two times and weed eat once

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

1. Repaired the street name signs at Columbus and Fatima.
2. Repaired piping at Columbus Drive at Morman Road.
3. Replaced a No Parking sign on Merle Court.
4. Repaired some berm on Vizedom Road.
5. Performed fall cleaning of the Road Department, including hauling our scrap tires and metal.
6. Worked on equipment.
7. Hauled 30 loads of dirt from the Cemetery to Martha Lane.
8. Hauled two loads of topsoil to the Cemetery.
9. Installed a new ceiling fan at the Firehouse.
10. Cut up a tree that fell in the ditch on Cochran Road.
11. Got out and put away items for Haunted Harvest.
12. Performed monthly truck, park, and stormwater inspections.

Administrator's Report (Financials and Personnel Issues)

Mr. Henry presented the following report to the Board:

**Administrator October Summary Report
(November 2022)**

- **Center Parking Lot:** Met again with BCEO Engineer's regarding design and layout of the drainage improvements and paving for the Community Center Parking lot. Project to be bid this fall and constructed in the next construction season. No final plan has been submitted yet.
- **American Relief Fund Act: ARPA) Ongoing:** Worked with the County Prosecutor to prepare proper Township resolutions for the expenditure of local ARPA 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.
- **Township Project Engineer and/or Architect: Ongoing-** Going through list of recommendations for the hiring of a professional architect and/or engineer to assist with key township projects. Following up on leads developed in October.
- **Building and Zoning:** Nothing new to report for October. Board of County Commissioners to consider recommended zoning code changes sometime in November.

- **Drainage Concerns:** Ongoing- Fielded numerous questions regarding yard drainage issues and catch basin concerns. Provided suggestions for improving yard drainage.
- **Park Committee:** Held meetings with the Park Committee to plan Haunted Harvest (Oct. 30th) and Veterans Day Ceremony and luncheon.
- **Veterans Day Ceremony and Luncheon:** Veterans Ceremony program is set. Hanover ladies Industrial Band Club will provide the luncheon. Sponsors were developed. Preliminary design for Veterans Day poster was completed.
- **Haunted Harvest:** The event was held on Sunday October 30th. Despite light showers throughout the event, it is estimated that 261 kids participated. The highest number of pumpkins compared to prior years were presented for judging.
- **Tax Levy Inquiries:** Answered questions through phone calls and walk ins regarding the operational levy tax renewal.
- **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 2022-2023 construction season. ARF Act funding pending for some of these catch basins.
- **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 October-November 2022:

Fire Department/ Hire Subject to Conditions

No updates available.

Cemetery

No updates

Fiscal Year 2019

Jan-	Cash Balance: \$1,285,186.49
Feb-	Cash Balance: \$1,284,662.00
Mar-	Cash Balance: \$1,282,053.24
Apr-	Cash Balance: \$1,876,385.79
May-	Cash Balance: \$1,863,302.50
June-	Cash Balance: \$1,689,602.11

July- Cash Balance: \$1,627,758.24
 Aug- Cash Balance: \$1,641,391.20
 Sept- Cash Balance: \$2,153,934.83
 Oct- Cash Balance: \$1,962,350.93
 Nov- Cash Balance: \$1,861,470.50
 Dec- Cash Balance: \$1,764,761.24

Fiscal Year 2020

Jan- Cash Balance: \$1,665,256.35
 Feb- Cash Balance: \$1,672,757.34
 Mar- Cash Balance: \$2,308,393.51
 Apr- Cash Balance: \$2,230,590.13
 May- Cash Balance: \$2,192,706.20
 June- Cash Balance: \$2,290,635.31
 July- Cash Balance: \$2,185,119.72
 Aug- Cash Balance: \$2,281,130.53
 Sept- Cash Balance: \$2,578,948.20
 Oct- Cash Balance: \$2,32,780.90 (Excludes CARES Funding; If included balance is \$2,859,129.29)
 Nov- Cash Balance: \$2,446,861.80 (Excludes CARES Funding; If included balance is \$2,728,043.24)
 Dec- Cash Balance: \$2,436,152.18 (Includes \$35,374.23 CARES Revenue)

Fiscal Year 2021

Jan- Cash Balance: \$2,327,500.47
 Feb- Cash Balance: \$2,555,744.03
 Mar- Cash Balance: \$2,326,232.58
 Apr- Cash Balance: \$2,936,429.83
 May- Cash Balance: \$2,865,179.70
 June- Cash Balance: \$2,814,391.86
 July- Cash Balance: \$3,162,801.28
 Aug- Cash Balance: \$3,018,684.99
 Sept- Cash Balance: \$3,529,740.57
 Oct- Cash Balance: \$3,487,179.01
 Nov- Cash Balance: \$3,355,784.52
 Dec- Cash Balance: \$3,269,634.31

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
 May- Cash Balance: \$3,643,272.43
 June- Cash Balance: \$3,498,499.98
 July- Cash Balance: \$3,866,009.07
 Aug- Cash Balance: \$3,903,052.77
 Sept- Cash Balance: \$4,264,684.95

Of Note- Budget Information

Cash Balance as of October 31, 2022: \$4,201,970.71 (Includes ARP funds)

- 1) Total Expenditures all funds for October: \$304,240.01 / Revenue: \$666,077.42
- 2) Total General Fund cash on hand October 31: \$1,230,722.21 (29.30%) of Total funds
- 3) Total Fire/EMS Fund cash on hand October 31 : \$898,289.83 (21.38%) of Total funds

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

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.

June to September 2022: Finalize Township project priorities to be funded through ARF Act. Determine means for funding the Gene Avenue Project and begin planning for Community Center Parking lot.

October to November 2022: Need to finalize 2023 Road Program and use of county and local ARPA funds.

Old Business

New Ambulance Order:

1) The new unit is to be coming off the assembly portion from the factory on December 6th. Follow up will occur to determine what additional items may be needed from the Fire Department.

2) Total cost due upon arrival and acceptance: \$270,511.00

Veterans Day Ceremony:

Everything has been confirmed for the Veterans Day Ceremony including the serving of the luncheon by members of the Hanover Ladies Industrial Band Club. Lt. Colonel Eric Cring is the Keynote speaker. The ceremony starts at 11:00AM.

New Business

Mr. Henry and Mr. Sullivan explained the need to pass a Temporary Appropriation measure to supply funds for the Township to operate during the first quarter of 2023 until the first settlement of funds is received from the County.

RESOLUTION NO. 47-22

Approving Temporary Appropriations for Fiscal Year 2023 for Hanover Township Butler County, Ohio

Whereas, the Board of Trustees, Fiscal Officer and Administration have been reviewing the necessary operating fiscal requirements for the first quarter of 2023; and

Whereas, there is a need to set temporary funding of activities for all Township Operations until a final appropriation can be prepared and approved during the first quarter of 2023; and

Whereas, the Fiscal Officer has prepared said temporary appropriations for all services and set forth the first quarter 2021 anticipated revenues and expenditures in the attached document entitled: **Attachment Resolution No. 47-22 Temporary Appropriations 2023.**

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

Section I. That to promote efficient and sound fiscal operations for the Township, the Board hereby adopts a Temporary Appropriation for 2023 totaling \$1,698,150.00 as reflected in the attachment hereto entitled: **Attachment Resolution No. 47-22 Temporary Appropriations 2023.**

Section II. That the Fiscal Officer is authorized to process expenditures in accordance with the approved Temporary Appropriation Document for 2023.

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 9th day of November 2023.

Board of Trustees

Vote

Attest:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

Mr. Johnson made a **motion** to approve Resolution No. 47-22 and attachment which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

First Financial Bank

Mr. Sullivan and Mr. Henry explained recent difficulties associated with use of charge cards issued through First Financial Bank. It was discovered that old information was on file from years ago and did not accurately reflect current operations needs. Therefore, Resolution No. 48-22 updates and clarifies information necessary for First Financial Bank accounts.

Resolution No. 48-22

Updating and Authorizing Account Access and Related Information for First Financial Bank

Whereas, periodically the Township must update and provide current account access authorizations; and,

Whereas, there is a need to update charging/borrowing limits on issued VISA cards whose information is over 15 years old; and,

Whereas, the Fiscal Officer and Township Administrator have been discussing this issue with First Financial Bank (depository for Township Funds) and recommend changes as outlined herein; and,

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

Section I. Resolution No. 48-22 is hereby approved authorizing Fiscal Officer Gregory L. Sullivan for accessing and managing Hanover Township's VISA charge card accounts and Bruce E. Henry Township Administrator as the alternate accessing officer.

Section II. The Township's overall credit limit for all charge cards shall not exceed \$40,000.00

Section III. The following individuals card limits are set as follows: Bruce E. Henry- \$15,000.00; Gregory L. Sullivan- \$15,000.00; Scot Gardner- \$10,000.00; Phil Clark- \$10,000.00; current EMS and Fire Cards remain the same.

Section IV. Gregory L. Sullivan and Bruce E. Henry are authorized to approve and sign all documents related hereto with First Financial Bank.

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 9th day of November 2022

<i>Board of Trustees</i>	<i>Vote</i>	<i>Attest:</i>
Larry Miller	_____	_____
Jeff Buddo	_____	Gregory L. Sullivan
Douglas L. Johnson	_____	Fiscal Officer/ C

Mr. Buddo made a **motion** to approve Resolution No. 48-22 which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Volunteer and Employee Recognition/Appreciation 2022:

The Board of Trustees decides on annual basis whether or not to express appreciation for service by community volunteers and employees for the year. In order to hold such a recognition in 2022, the Board has to decided to proceed but not to set up an in person program in light of COVID-19 issues and Flu issues.

Should the Board decide to proceed with such a recognition in 2022, a motion is needed to provide for a "Thank You" holiday greeting card and gift certificate in a minimum amount of \$25.00 to \$50.00 with total Township expenses not to exceed \$3,500.00.

Motion made by Mr. Buddo seconded by Johnson to approve the employee and volunteer recognition program for gift cards at a cost not to exceed \$3500.00

After discussion, the Fiscal Officer asked for a Roll Call vote with the following result: all three Trustees voted yes.

Resolution No. 49-22

Approving Purchase Order and Subsequent Expenditures Provided Under the "Then and Now" Process as Recommended by the Fiscal Officer

Whereas, the Fiscal Officer reported on recent "Then and Now" activity and in particular actions associated with payments; and

Whereas, the Fiscal Officer recommends that payment associated therewith be authorized through a “Then and Now” Purchase Order (amounts over \$3,000.00) officially approved by the Board and payments made accordingly; and

Whereas, the Board of Trustees concurs with the recommendation of the Fiscal Officer,

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

Section I. That to promote sound and efficient fiscal operations for the Township, the following items are hereby approved:

PO Number 102-2022

A) \$9,613.98 First Financial Bank; Payment Credit Card Balance

Section II. That the Fiscal Officer is authorized to take all necessary steps to process said expenditures and provide payment accordingly.

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 9th day of November 2022.

Board of Trustees

Vote

Attest:

Larry Miller
Jeff Buddo
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

Mr. Buddo made a **motion** to approve Resolution No. 49-22 which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Holiday Light Recycling Program

Hanover Township working with the Hanover Township Park Committee is continuing the holiday light recycling Program started last 2019. From December 7, 2022 through January 13, 2023, residents are encouraged to help recycle old lights and strings by dropping them off in identified containers located in Hanover Park by the Rumpke Recycling Dumpsters 1880 Morman Road. Proceeds from the recycled materials will support park programs. Questions may be directed to 896-9059.

Reminder: Hanover Township Records Commission meeting is scheduled for December 7, 2022 at 5:45PM. The Fiscal Officer and Board President are required to attend.

Alcohol Permit

The Township received a notice from the Ohio Division of Liquor Control regarding a change in ownership for the IGA Express and Beer Cave at 18 Millville Road (C-1 and C-2 Permits). The

new owner of record is to be AFM 29108 Inc. No objections were raised and it is not necessary to request a hearing.

Reminder: Next Board of Trustees meeting has been moved to December 7, 2022.

Other:

Mr. Miller made a **motion** to accept a memorial contribution in memory of Stephen Miller made to the Fire Department from Glenn and Andrea Rehkamp which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Miscellaneous Correspondence:

Items Included in this section for review by the Board of Trustees:

1. **Butler County Building Permit Report for October, 2022**
2. **OTA Legislative Update November 4, 2022**
3. **OTA Article: Constitutional Carry Information**
4. **Workplace Discrimination is Illegal Bulletin: US EEOC**
5. **Veterans Day Ceremony Outline**
6. **Preliminary 2023 Schedule**
7. **Other**

There was no further business to come before the Board on November 9, 2022. However, there are personnel issues related to salaries, performance and contract issues to be discussed in Executive Session.

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

Then Mr. Buddo made a **motion** to move into executive session which was seconded by Mr. Johnson. Mr. Sullivan called the roll with all three Trustees voting yes.

Mr. Buddo made a **motion** to move out of Executive Session and reconvene the public meeting which was seconded by Mr. Johnson. Mr. Sullivan called the roll with all three Trustees voting yes.

There being no further public business or action by the Board, Mr. Buddo moved to adjourn the Board of Trustees meeting which was seconded by Mr. Johnson. Mr. Sullivan called the roll with all three Trustees voting yes.

November 9, 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:

12/7/2022

Verified by: Greg Sullivan, Fiscal Officer:

