



**Hanover Township Board of Trustees  
March 19, 2025 Meeting Minutes**

**Call to Order:** Board President Jeff Buddo was absent. Larry Miller, Board Vice President called the regular Board meeting to order at 6:05 PM. Mr. Miller led the opening ceremonies and gave the opening invocation.

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

Miller Board Vice President. Upon roll call, all members voted Yes. Mr. Miller was elected Vice president

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the February 19, 2025 regular meeting minutes and approve warrants for release/distribution as well as approval of all administration reports. Upon roll call Mr. Miller, and Mr. Johnson voted yes to approve all.

**Guest Presentation:** There no guest presentations.

**Citizen Participation:** Mr. David Crouch discussed the problem with the black Mat application on Nichols Road. He presented documentation regarding the deterioration of the surface at different locations. Although the Township pays for the work, the contract was handled through the Butler County Engineer's Office. Inspections were provided by that office. The documents and issue was provided to the Road Superintendent. Mr. Crouch thanked the Board for listening.

Mr. Cody Hooker presented concerns about the decorations in the Millville Avenue right of way next to his home.

**Administration Reports**

***Law Enforcement:***

**Butler County Sheriff's Office**

**District #18**  
**Hanover Township Contract Cars**  
**Monthly Report for February 2025**

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls:122		255
• Felony Reports: 02		03
• Misdemeanor Reports: 05		14
• Non-Injury Crash: 09		11
• Injury Crash: 05		10
<b>Total Reports: 21.....</b>		<b>38</b>
• Assists/Back Up: 18		41
• Felony Arrests: 00		01
• Misdemeanor Arrests: 01		03
• OMVI Arrests: 00		00
<b>Total Arrests: 01 .....</b>		<b>04</b>
• Traffic Stops: 17		23
• Moving Citations: 09		15
• Warning Citations: 06		07
• Civil Papers Served: 0		00
• Business Alarms: 2		04
• Residential Alarms:06		14
• Special Details: 09		18
• COPS Times: 5,200 ( <i>Min.</i> )		10,400 Min.
• Vacation Checks: 13		56

\*\*\*\*\*

Reporting for Deputy Tanner and Deputy Mayer.  
Prepared by BEH.

\*\*\*\*\*

**Hanover Township Fire Department**  
**Monthly Report for February 2025- Phil Clark Fire Chief**

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

	<b><u>Month</u></b>	<b><u>YTD</u></b>
• Emergency Medical Operations/Squad Runs:	49	100
• Motor Vehicle Accidents:	07	18
• Fire Runs:	11	24
• Fire Inspections:	00	00
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	<b>67 Runs/Operations ( Fire/EMS Runs)</b>	

**Total Year 2025: 145 Runs/Operations**

(February 2024: 62 Runs/Operations)

Total for 2024	903	
Total for 2023	867	
Total for 2022	1010	5 year average (2020-2024)
Total for 2021	1075	945 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 (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

\*\*\*\*\*

## SUPERINTENDENT'S REPORTS (March 19, 2025)

Millville Cemetery Operations Report February 1 through February 28, 2025

9 Graves sold to Township residents (@ \$1,400)-----	12,600.00
5 Full Interments-----	7,200.00
0 Baby interments-----	0.00
3 Cremations-----	3,300.00
Foundation and Marker installation fees-----	1,104.00
Grave Transfer-----	0.00
Donations-----	0.00

**Total:** ----- \$24,204.00

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. pick up and removed flowers from stones

## Road, Streets and Park (Scot Gardner)

1. Cleaned out in front of a culvert pipe on Leonard Avenue.
2. Performed ice and snow control on February 12-15, 16-17, and 19-20.
3. Repaired potholes on Roundhill Drive, Cochran Road, Woodbine Road and Stahlhaber.
4. Cleaned trucks after snow events.
5. Worked on equipment.
6. Checked for downed limbs after high winds.
7. Performed monthly truck, park, and stormwater inspections.



Administrator **February 2025** Summary Report  
(March 2025)

- **Park Restroom Project:** Worked on Duke electric tap and South West Water District tap and fees. Pressed utilities to get taps completed. Weekly discussions with the Architect to keep project progressing. Held a construction inspection and update with the contractor and architects.
- **Facility Rental Documents::** Reviewed and updated rental documents for use of township facilities. Prepared copies for distribution to the public.
- **Nuisances and Zoning Issues:** Met with attorneys with the County Prosecutor's Office regarding steps for handling various complaints. Explored ways that County Zoning and the Township could work together.
- **Fiscal Operations- Ongoing:** Continued monthly analysis of the financial condition of the Township and working in planning of projects identified by the Board for implementation.  
Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly Board meeting. Prepared Trustee packets and reports.
- **Road Department Equipment: :** Worked with the local Western Star dealership regarding the purchase of dump truck . Met with Scot Gardner on the options needed and explored financing options.
- **Personnel:** Reviewed applications, set up background investigations, sent Conditional Appointment Letters, and prepared Personnel Action forms for the Fiscal Officer.
- **Hanover Reserve:** Met with Melanie Barnes regarding future plans for the site. Also discussed Township events for May 8th and November 11th.
- **Ohio Township Association:** Reviewed information related to Townships and passed onto Trustees.
- **Open Burning: Ongoing-** Despite the change in weather, open burning continues to be a problem in some areas. The Administration fielded a number of phone calls related to complaints and questions regarding the law. Information is being distributed to the public.
- **Nuisances and General Complaints:** Fielded several calls and visited various properties to ascertain if the property condition violated debris, Junk Vehicle or dilapidated structure statutes under Township law. Provided information to the County Zoning and County Prosecutor's office.

\*\*\*\*\*



- **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 2025 construction season. Will be meeting with the County Engineer's Office to discuss.

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

***February- March 2025:***

### ***Fire Department/ Staff Increases/Hiring***

**Hire:** Braden Imhoff 922 Millville Oxford Road Hamilton, Ohio 45013 as a Firefighter at a rate of \$17.00 per hour call in subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

**Hire:** Adam Sackenheim 6362 Greenbriar Drive Fairfield, Ohio 45014 as Firefighter/ EMT at a rate of \$18.00 per hour on station subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

**Hire:** Carson Collins 2240 Morrow Trail Hamilton, Ohio 45013 as Firefighter/ EMT at a rate of \$18.00 per hour on station subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

**Staff Increases:** In accordance with Resolution No. 36-23 approved Fire Department Pay Plan and recommendations from the Department, 15 employees received pay increases based on longevity. List is on file.

### **Cemetery**

**Hire:** Elijah Allen 736 Hogue Road Hamilton, Ohio 45013 as a part time Public Works Worker at \$19.75 per hour effective the week of March 10, 2025.

***4) Monthly Revenue and Expenditure Reports by fund for this month of 2025 are attached to this report. See charts of expenditures and revenues.***

## **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: \$2,2906,35.31**

**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  
Oct- Cash Balance: \$4,201,970.71  
Nov- Cash Balance: \$4,092,018.29  
Dec- Cash Balance: \$4,039,299.87

**Fiscal Year 2023**

January Cash Balance: \$3,559,160.92  
February Cash Balance: \$3,475,575.97  
March Cash Balance: \$3,496,580.72  
April Cash Balance: \$4,121,487.83  
May Cash Balance: \$3,861,490.93  
June Cash Balance: \$3,739,555.00  
July Cash Balance: \$3,675,692.32  
August Cash Balance: \$3,496,048.90  
September Cash Balance: \$4,067,959.69  
October Cash Balance: \$3,996,729.39  
November Cash Balance: \$3,722,684.18  
December Cash Balance: \$3,673,455.14

**Fiscal Year 2024**

Jan- Cash Balance: \$3,483,832.60  
Feb- Cash Balance: \$3,459,266.38  
Mar- Cash Balance: \$4,241,433.98  
Apr- Cash Balance: \$4,075,635.16  
May- Cash Balance: \$3,968,743.91  
June- Cash Balance: \$3,838,123.51  
July- Cash Balance: \$3,939,306.18  
Aug - Cash Balance: \$4,836,347.62  
Sept- Cash Balance: \$4,399,868.62  
Oct- Cash Balance: \$4,390,868.62  
Nov- Cash Balance: \$3,984,735.41  
Dec- Cash Balance: \$3,799,408.75

**Fiscal Year 2025**

January Cash Balance: \$3,858,401.73  
February Cash Balance: \$3,696,211.51

**Of Note- Budget Information**

- 1) Total Expenditures all funds for February 28: \$198,869.57 / Revenue: \$281,857.30
- 2) Total General Fund cash on hand February 28: \$1,555,435.17 (42.16%) of Total funds
- 3) Total Fire/EMS Fund cash on hand February : \$312,166.84 (8.45%) of Total funds

## **General Notes and Observations**

**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.

**December 2022/April 2023:** Once received from various sources, a review of projects and how they will be financed should be prioritized. Payment for the Gene Avenue Culvert Project will be due.

**May/June 2023:** Restroom project a priority and must work with architects to get the project started. Also examining budgets to address road projects and Fire Department issues.

**July/August 2023:** Finalizing work drawings on the Park Restroom and Road Department projects. Trustees to review overall finances and Fire Department future financing.

**October/November 2023:** Working on implementing Park Restroom Project, Community Center Parking Lot Construction Project and Road Department Improvements. Developing information for additional County ARPA funds allocation.

**December 2023:** Examining Impact of increased costs associated with all operations and possible strategies to address these issues.



**January-February 2024:** Evaluating Fund Balances and estimated 2024 Revenue and Expenditures to ascertain which needed projects can move ahead. Need a strategy session with the Board of Trustees.

**March through May 2024:** There is a need to hold a strategy session regarding future costs of Fire/EMS Operations as the Township looks to the future to keep operations effective in light of inflationary conditions. Also need to examine performance objectives for various operations. Need to examine methods to retain experienced quality personnel.

**June through July 2024:** Value Engineering associated with the Park Restroom needs to be completed and preparation of new design-build specs for bidding in July. Work with the County Land Bank to secure funds to help eliminate nuisances.

**August through October 2024:** Park restroom Project Construction. Examine operational costs and make decisions regarding future levies.

**November through December 2024:** Dealing with equipment breakdowns and strategy for replacing key equipment. Must determine close out funds available and estimated 2025 revenue.

\*\*\*\*\*

## **Old Business**

### **Hanover Memorial Park Restroom Project**

Work is continuing on all aspects of the Park Restroom Project. The water tap was installed and waiting on final electric meter set. Walk through and punch list review will take place in late March or early April. Completion date is set for the week of April 7th. Final work on the sewer system was being worked on in March with weather permitting.

### **Zoning Issues**

No update from Zoning except that implementation of the Court Order started on 870 Woodbine thanks to the work of the County Prosecutor's Office.

Other properties that may require follow up under Township related statutes including the following (after consultation with the County Prosecutor's Office): two properties on Cochran Road, 428 Morman Road, 1052 Boyle, 889 Shady Lane, and Laredo. Will try friendly approach to limit financial exposure.

### **Electric Aggregation and Power Supply**

The Hanover Township Board of Trustees voted to place electric aggregation on the November 8<sup>th</sup> 2016 election. Hanover Township voters approved the measure which allowed Hanover Township to become an electric aggregator as licensed through the Public Utilities Commission of Ohio. Hanover Township was approved to provide electrical services aggregation to qualified residents as authorized by the Public Utilities Commission of Ohio through Certificate #17-1132E (1).

Electric aggregation is the process by which the Township would negotiate a bulk price on the electric commodity for its residents who purchase their electric from Duke Energy. Individual consumers would then decide if they wanted to opt-out of the Township negotiated price and

continue to provide for their own electric supply. Duke Energy would continue to carry, service, and bill for the electric supply.

Residents of Hanover Township who purchase their electric from Butler Rural Electric Cooperative already enjoy a similar group-purchasing benefit and are not be affected.

This program is under the direction of PUCO and is provided by the Township. The Township does not receive any fee or compensation for this service. Residents participation is completely voluntary. Residents will be given the choice to opt-out of the program if they do not wish to participate. The current electrical supply is provided by Constellation for a 13 month period. (Dynergy contract expires in April). The price is 8.411 cents per KWH.

Energy Alliance serves as a consultant to the Township and any questions can be answered by calling 513-745-2424.

**Metro Parks Grant Award- Park Equipment  
July 2024**

Mr. Henry,

Congratulations! Hanover Township has been selected to receive a Community Grant in the amount of \$5,000.00 for the purchase and implementation of playground equipment.

We are thrilled to partner with Hanover Township on this project that will benefit the local community.

Congratulations again and thank you for being a valued partner of MetroParks!

Best,

D. Chadwick Smith  
Deputy Director  
MetroParks of Butler County

**Update 2025:** The Township has until July 2025 to use this grant. It appears we will be spending in the range of \$10,000 to \$12,000 for a piece of equipment that fits the park and serves younger children. We were waiting for the restroom project to be finished.

\*\*\*\*\*

Mr. Henry gave a brief explanation of resolutions and motions before the Board of Trustees voted upon each item.

**New Business:**

## Resolution No. 25-25

### **Authorizing the Financing for the Purchase of a New 2025 Single Axle Dump Truck with Snow Plow Attachments through the State of Ohio Purchase Program (HFYDA Freightliner Cincinnati Ohio) Through Daimler Truck Financial Services USA LLC**

*Whereas*, Resolution No. 24-25 authorized the purchase of a 2025 Single Axle Dump Truck Western Star 47X with L9 Cummins Engine and snow plow attachments as reviewed with the Board to be purchased through FYDA Freightliner Cincinnati, Inc. for Western Star 47X Cummins Engine L9 dump truck with snow plow attachments for \$238,420.00 under a State of Ohio purchase agreement satisfying all Ohio bidding requirements (pursuant to Ohio Revised Code Section 124.04); and,

*Whereas*, the Fiscal Officer and Township Administrator have been exploring finance options for this purchase and have determined working with Daimler Truck Financial Services USA LLC is the best method and rate for the aforementioned acquisition on a Lease-Purchase basis; and,

*Whereas*, A five year term with a rate of 5.361% appears to be the best rate available for such a purchase,

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

***Section I.*** That approval is hereby granted to finance said acquisition and payment on a Lease Purchase agreement basis with Daimler Truck Financial (Mercedes-Benz Services, LLC) with terms of five years at 5.361%. (Total amount is \$238,400.00)

***Section II.*** That the Fiscal Officer and Township Administrator are authorized to execute all documents and commitments related hereto after review by the Butler County Prosecutor'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 8th day of May 2019.

#### ***Board of Trustees***

#### ***Vote***

#### ***Attest and Authenticate:***

Larry Miller  
Jeff Buddo  
Douglas L. Johnson

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

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

#### **Liquor Permit Notification**

Notification received that Happy Hour House LLC has applied for a D-1 and D-2 license. There are no objections raised and the Fiscal Officer can sign the form indicating the Township does not want a hearing on the matter.

#### **Special Work Session Issues**

- 1) Consideration and discussion for a Fire/EMS Levy for the November 2025 election. Projections have been made regarding Fire/EMS expenditures for 5 to 7 years out. Current millage rate is 3.50 with funding ending in 2025. Current cash position in the Fire/EMS Fund is the lowest it has been for several years. Current property valuation is listed as \$324,654,730.00.
- 2) Consideration and discussion of equipment needs, availability of funds and purchase sequencing related to the Road, Cemetery and Fire Department operations.
- 3) Building and Grounds issues related to the Road Department facility, Fire Department Parking Lot, Cemetery, Park and Community Center.
- 4) Township planning and strategies for the future.
- 5) Raises and retention issues for staff.

**Motion:** After a presentation by Scot Gardner and Bruce Henry, Mr. Miller made a motion to amend Resolution No. 46-24 regarding the 2025 Road Program through the County Engineer's Office concerning the price increase related to the Claude Court work caused by the increase deterioration of the proposed area for repair for a new cost of \$22,800.00, which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Johnson and Miller voting yes.

**Motion:** Hanover Township received a reimbursement grant award from metro Parks totaling \$5,000.00 for playground equipment in July of 2024. The plan was to wait until the Park Restroom project was finished before ordering and installing. The Township works with DWA Recreation and Game Time for playground equipment. After study and review with help from Dennis Phillips from the Park Committee, a proposal was developed to install Harmonic Chimes, Beat Club and Ganza Panel for use by younger children for a cost of \$13,848.00 which will be reduced by the \$5000.00 grant. The equipment fits within the Park Plan and space. Based upon the foregoing, Mr. Miller made a motion to approve the purchase as per the proposal from GameTime/DWA Recreation for \$13,848.00 which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Johnson and Miller voting yes.

**Motion:** Mr. Henry presented information about security measures that had been discussed when the planning for the Park Restroom Project started. The need was identified to provide camera surveillance of the facility and surrounding area. Also discussed was addressing the blind spots surrounding the Community Center. The Township has worked with Robinson Communication Services successfully in the past. A drawing and proposal was prepared by Robinson Communication Services addressing the needs of the Township for a total estimate of \$11,490.00. Based upon the foregoing, Mr. Miller made a motion to approve the proposal and authorize the Township Administrator to proceed for a cost of \$11,490.00 which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Miller and Johnson voting yes.

**Other:**

Fire Chief Phil Clark stated the department had been working with a local truck club to plan a truck show for July 19th with a rain date of August 2nd to be held in Hanover Park by the

Gazebo. Questions were asked by the Board. The Chief stated that any proceeds from the event would go to the Fire Department as the key sponsor. Mr. Henry will check to see if the dates mentioned are available for the Gazebo. Mr. Miller made a motion to approve the use of the park area for the event which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with Trustees Johnson and Miller voting yes.

Chief Clark also discussed recognition for Arne Babb who has served the Fire Department since December 2008. The Board indicated that a special resolution would be prepared for the next meeting.

\*\*\*\*\*

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

1. Butler County Building Permit Reports
2. OTA Information
3. Medicount Management Report
4. Article: Short Term Lease Legislation
5. Article: Ross Township Fire Levy Issues
6. Open Burning Pamphlet for Reference
7. Other

\*\*\*\*\*

**March 19, 2025 Minutes**

\*\*\*\*\*

There being no further public business for the Board to take up, Mr. Miller **moved** to adjourn the Board meeting of March 19, 2025 which was seconded by Mr. Johnson. Mr. Sullivan called the roll with Trustees Miller, Johnson and Buddo voting yes with the meeting ending at 6:53PM.

\*\*\*\*\*

\*\*\*\*\*

March 19, 2025 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Jeff Buddo, President: 

Larry Miller, Vice President: 

Douglas L. Johnson Trustee: 

Date: 4/16/25

Verified by: Gregory L. Sullivan, Fiscal Office: 

\*\*\*\*\*