



**Hanover Township Board of Trustees  
August 16, 2023 Meeting Minutes**

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

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

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the July 12th regular meeting minutes as well as Special Meeting Minutes for July 13th and July 17th, and approve warrants for release/distribution as well as approval of reports. Upon roll call, Mr. Miller, Mr. Johnson and Mr. Buddo voted yes to approve all.

**Guest Presentation:** Jessie's Walk Presentation: Susan Lister of 6717 Red Pine Drive Liberty Township, Ohio 45044 led a presentation by members of the Sullivan Family in presenting a check and donations for the Hanover Township Fire Department from a memorial walk/tribute to Jessie Sullivan on August 5, 2023 during which \$3,811.00 was raised.

**Citizen Participation:** No one wished to address the Board.

**Administration Reports**

**Law Enforcement:** Deputy TANNER gave the following report for the month of July 2023:

**Butler County Sheriff's Office**  
**District #6**  
**Hanover Township Contract Cars**  
**Monthly Report for July 2023**

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls:108		977
• Felony Reports: 02		23

- Misdemeanor Reports: 07 29
- Non-Injury Crash: 02 15
- Injury Crash: 02 20

**Total Reports: 13.....75**

- Assists/Back Up: 17 169
- Felony Arrests: 00 05
- Misdemeanor Arrests: 02 07
- OMVI Arrests: 00 00

**Total Arrests: 02 .....11**

- Traffic Stops: 11 70
- Moving Citations: 07 37
- Warning Citations: 05 38
- Civil Papers Served: 0 02
- Business Alarms: 6 11
- Residential Alarms:01 28
- Special Details: 14 73
- COPS Times: 5,200 (*Min.*) 26,800 Min.
- Vacation Checks: 07 71

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Reporting for Deputy Tanner and Deputy Mayer.

**Note:** Both deputies took vacation time off during the month.

Prepared by BEH.

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**Fire/EMS:** Chief Clark was absent and Mr. Henry presented the following written report for the month of July 2023:

**Hanover Township Fire Department**  
**Monthly Report for July 2023- Phil Clark Fire Chief**  
**(Presented in August 2023)**

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:	50	361
• Motor Vehicle Accidents:	07	48
• Fire Runs:	17	101
• Fire Inspections:	00	04
• Knox Box Details	00	00

- Other 00 00
- Total for the month: **74 Runs/Operations ( Fire/EMS Runs)**

**Total Year 2023: 513 Runs/Operations**

(July 2022: 87 Runs/Operations)

Total for 2022	1010	
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	

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**SUPERINTENDENT'S REPORTS  
(August 16, 2023)**

Millville Cemetery Operations Report July 1 through July 31, 2023

3 Graves sold to Township residents (@ \$1,400)-----	4,200.00
0 Graves sold to nonresidents (@ \$1400)-----	0.00
0 Old resident graves-----	0.00

<b>4 Full Interments-----</b>	<b>5,600.00</b>
<b>0 Baby interments-----</b>	<b>0.00</b>
<b>0 Cremations-----</b>	<b>0.00</b>
<b>Foundation and Marker installation fees-----</b>	<b>2,310.00</b>
<b>Grave Transfer-----</b>	<b>0.00</b>
<b>Donations-----</b>	<b>0.00</b>
<b>Total: -----</b>	<b>\$12,110.00</b>

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. pick up and removed flowers from stones
4. cut grass four times
5. fixed lawnmower
6. picked up dead coyote
7. installed Veterans marker

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

1. Performed the second round of roadside mowing, including cutting back all the honeysuckle, trees, and brush.
  2. Picked up seven tires on Vizedom Road and one on Leonard Avenue.
  3. Hauled 15 loads of dirt to Martha Lane.
  4. Replaced a "No Outlet" sign on Washburn.
  5. Pulled out dead bushes and planted grass plants at the Gazebo.
  6. Performed a road check on 7/29 after a storm and picked up limbs on multiple roads.
  7. Picked up two dead trees that fell on Decamp Road.
  8. Cut grass and trimmed on all Township properties three times.
  9. Cut brush back on State route intersections including Hogue, Stillwell-Beckett, Jessie, Woodbridge, Vizedom, Stephenson and Fairy Drive.
  10. Worked with Overhead Door working on a door opener at the Firehouse.
  11. Performed monthly truck, park, and stormwater inspections.
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*Administrator's Report (Financials and Personnel Issues)*

Administrator **July** Summary Report  
(August 16, 2023)

- **Community Center Parking Lot:** During July the Township Administrator met with County Engineer's officials to review the proposed Community Center parking lot project. Final plans are being drawn up with anticipated bidding to occur in August. As of this writing, construction scheduled to take place in September. All Community Center events were cancelled for September.
- **American Relief Fund Act: ARPA) Ongoing:** Confirmation received that through the County Engineer's Office in 2024, \$262,077.00 will be set aside for Hanover Township's Road Program for paving. This amount was reflected in the recommended Road Program for the Township for 2024.

- **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.
- **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 Architect: Ongoing-** During the month of July 2023, the Township Administrator met with the Luminaut architects to review project preliminary details and steps needed to get the projects moving ahead for the park restroom and Road Department building. Final review will take place in August and September.
- **Township Meetings:** The Township Administrator prepared special information for Board meetings scheduled for July 12th, July 14th and July 17th.
- **Township Pay Plan Requests:** Worked extensively on suggested changes to the Township Pay Plan proposed by the Fire Department.
- **Building and Zoning: Still Pending from past contact:** Contacted the County Zoning Officer regarding a number of properties on Boyle Road, Stillwell Beckett and Morman Road. Awaiting final disposition and clarification for the Township. Forwarded camper complaints in the front yard to the Zoning Officer in early June.
- **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. An article outlining the regulations has been prepared for the next newsletter.
- **Wine Tasting - Cruise In - Concerts:** This event is scheduled for September 30, 2023. Planning is underway. Meetings will be held with the Park Committee to follow up on key elements of the event.
- **Election Questions:** Provided Secretary of State information sheets to residents asking questions about State Issue #1.

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- **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 June/July:*

*Fire Department/ Hire Subject to Conditions*

Nothing to Report.

**Cemetery**

No updates/ Seeking Seasonal Help.

**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: \$3,7 03,934.16  
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**

## Of Note- Budget Information

1) **Total Expenditures all funds for July:** \$133,767.90 / **Revenue:** \$846,686.89

2) **Total General Fund cash on hand July 31:** \$1,258,847.15 (34.25%) of Total funds

3) **Total Fire/EMS Fund cash on hand July 31 :** \$727,694.90 (19.80%) of Total funds

**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

**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.

## Old Business

### Nuisance Update July - August 2023

1) County Zoning Office was sent 7 properties for review, 6 of which involved campers in the front yard. The final one was for junk vehicles.

Streets involved included Old Oxford, Boyle, Millville Oxford and Isabella. As of this date, no official report sent to the Township

2) 3999 Stillwell Beckett: Received request from the Prosecutor's Office to allow more time for the responsible parties to address the situation before filing a court action. The matter is being discussed with the Land Bank for site demolition if a court declaration is needed.

3) Merle and Vanda: Orders were written by the Township for excessive vegetation and junk vehicle. The responsible party has responded and indicated the issues will be addressed within 30 days.

4) Fairy Drive and Millville Avenue: Township orders were sent. No response as of this writing.

5) Other nuisances being worked on include Woodbine (Dumping), Lanes Mill (debris and trash), Old Oxford (Junk Vehicles and weeds), Millville Avenue (Excessive vegetation and weeds).

#### **Other Old Business**

Mr. Henry presented information and drawings for the plans to replace the Park Restroom and additions to the Road Department. The Park Restroom Project is preliminary scheduled to have design-build specs bid out in early October with an award date at the end of October. Luminaut officials will attend the next Board meeting to review the projects.

#### **New Business:**

The Ohio Township Risk Management Authority has presented renewal coverage for General Liability (Legal) and Coverage Extensions, Property Insurance and Coverage Extensions, Public Officials Wrongful Acts and Coverage Extensions, Vehicle Insurance Coverage and Umbrella Liability as well as Coverage Extensions for new Fire Equipment and Road Department Equipment as well as a rebate to be determined (mailed separately) for the new contract period resulting in a total cost for the new policy period of 34,952.00 which includes an additional one million dollars in liability coverage up to four million dollars to take effect September 2, 2023. After discussion and further explanation, Mr. Miller made a motion to approve the referenced renewal through Resolution No. 34-23 which was seconded by Mr. Johnson. Mr. Sullivan called the roll with all three Trustees voting yes.

#### **Resolution No. 34-23**

**Approving Property, Vehicle and Liability Insurance Renewals Through a Contract With the Ohio Township Risk Management Authority for Policy Year September 2, 2023 through September 1, 2024**



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

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

*Whereas*, the Ohio Township Risk Management Authority has presented renewal coverage for General Liability (Legal) and Coverage Extensions, Property Insurance and Coverage Extensions, Public Officials Wrongful Acts and Coverage Extensions, Vehicle Insurance Coverage and Umbrella Liability as well as Coverage Extensions for new Fire Equipment and Road Department Equipment as well as a rebate to be determined (mailed separately) for the new contract period resulting in a total cost for the new policy period of \$34,952.00 which includes an additional one million dollars in liability coverage up to four million dollars; and

*Whereas*, the OTARMA renewal proposal is the most cost efficient coverage given the Township's circumstances, past experience and the rate has been relatively level the last few years but has increased by \$2,435.00 this renewal period due to new valuation of buildings and equipment,

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

***Section I.*** Resolution No. 34-23 is hereby approved authorizing the renewal of the property, vehicle, and liability insurance coverage for the period commencing September 2, 2023 through September 1, 2024 with the Ohio Township Risk Management Authority as represented locally by Lovins Insurance Agency for a cost not to exceed \$34,952.00 (with anticipated rebates/credits to be received at a later date) as outlined in an attachment herewith labeled "Attachment Resolution No.34-223".

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

The foregoing resolution was adopted in a special public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 16<sup>th</sup> day of August 2023.

***Board of Trustees***

***Vote***

***Attest:***

Jeff Buddo  
Douglas L. Johnson  
Larry Miller

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

Every year the Board of Trustees authorizes the Township Administrator to file grants with the Butler Rural Electric Cooperative for the Community Connection grants. Discretion is given to the Administrator what projects and discretion to file or not file.

Mr. Johnson made a motion to approve Resolution No. 35-23 which was seconded by Mr. Buddo. After review and discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 35-23**

**Authorizing the Filing of August 2023 Applications for the Butler Rural Community Connections Grant Program**

Whereas, the Township Administrator has reviewed the requirements for the August 2023 Community Connections Grant program sponsored by the Butler Rural Electric Cooperative; and,

Whereas, the Township has established priorities to serve the residents of the Township the cost of which exceeds available revenues especially in the areas of Fire/EMS Operations, Road Department functions, Community Center Operations and Cemetery functions; and,

Whereas, the Board of Trustees rates basic services such as those items that relate to serving the emergency needs of the public as a high priority and recognize the need for the continued development of the Hanover Township Memorial Park, Community Center and programming that serves the overall best interests of Township residents; and,

Whereas, the projects submitted for Community Connections Funding have no assigned funding source but the Township will continue to focus on key priorities,

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

**Section I.** That Board authorizes up to two applications to be submitted at the Township Administrator’s discretion to the Butler Rural Cooperative Community Connections Program by the end of August 2023.

**Section II.** That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit up to two applications referenced herein that address Township priorities.

**Section III.** That the Board of Trustees acted upon this matter in an open public meeting on August 16, 2023 and in accordance with applicable statutory requirements.

*Board of Trustees*

*Vote*

*Attest:*

Jeff Buddo  
Douglas L. Johnson  
Larry Miller

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

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**Wine Tasting-Cruise In- Concerts September 30, 2023**

**Background:** The Hanover Township special event entitled "Cool Cars, Fine Wine and Good Music" is scheduled for September 30, 2023 in Hanover Park. The Park Committee will be working on logistical details and seeking sponsorships and donations. These donations will be received up to the day of the event. However, the Township Administrator has to make arrangements for the event for supplies and support services (not to exceed \$9,500) which will be partially offset by sponsorship funds as well as authorizing the Township Administrator to apply for an F-2 Alcohol Permit through the State of Ohio/

**Motion:** Mr. Miller made a motion to authorize the Township Administrator to enter into agreements and authorize expenditures for Coldiron Events, Rumpke, GNC Printing, Magnet Signs, TNT Trophies, SAMS, Meijer, Wal Mart, music groups and Prestige Glassware subject to

availability of funds not to exceed \$9,500.00. Mr. Johnson seconded the motion. After discussion, a roll call vote was taken by Mr. Sullivan and the vote was all three Trustees voted yes.

**Community Center Parking Lot Project Update**

Background: Hanover Township works with the County Engineer’s Office (BCEO) annually to cooperate with the county in the paving/road program and other special projects to achieve cost savings. Hanover Township was awarded a Community Development Block Grant of \$124,000.00 for the Community Center Parking Lot Project in 2022. The original estimate (BCEO) of \$137,000.00 was set but in July 2023 a new estimate was set at \$193,948.20 with bidding to take place August 2, 2023 and construction to take place in September 2023. The Township must update and agree to pay the extra costs above the grant amount. Therefore, Mr. Miller made a **motion** to approve Resolution No. 36-23 regarding the Community Center Parking Lot Project which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 36-23**

**Approving the Butler County Engineer's Office Estimate for the Community Center Parking Lot Project and Pledging Funds to Complete the Project**

*Whereas*, Hanover Township works with the County Engineer’s Office (BCEO) annually to cooperate with the county in the paving/road program and other special projects to achieve cost savings; and

*Whereas*, Hanover Township was awarded a Community Development Block Grant of \$124,000.00 for the Community Center Parking Lot Project in 2022; and

*Whereas*, the original estimate (BCEO) of \$137,000.00 was set in July 2023 at \$193,948.20 with bidding to take place August 2, 2023 and construction to take place in September 2023

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

*Section I.* Resolution No. 36-23 is hereby approved amending Resolution No. 32-23 and authorizing the Community Center Parking Lot Project as presented by BCEO to proceed and committing Hanover Township funds to cover the costs above the grant award to a level of \$206,925..00.

*Section II.* That a copy of this Resolution is to be delivered to the Butler County Engineer’s Office and Butler County Community Development Department.

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 16th day of August.

**Board of Trustees**

**Vote**

**Attest:**

Jeff Buddo  
Douglas L. Johnson  
Larry Miller

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

## **Cemetery- Indigent Burial**

Pursuant to the ORC and Township provisions, a request has been received by Avance Funeral Home for the cremation and burial of William F. Reckers who passed away on July 19, 2023 with a residence located at Golden Years Nursing Home 2436 Old Oxford Road in Hanover Township. The Township provisions state:

**Pursuant to provision set forth in the Ohio Revised Code Sections 9.15, 1713.34 and 5101.521 Hanover Township has established guidelines and procedures for a determination of indigent burials and for the handling of such matters.**

- 1. When the body of a deceased person is found in Hanover Township and such person was not an inmate of a correctional, benevolent or charitable institution of the State of Ohio, and the body is not claimed by any person for private internment or cremation at the person's own expense, or delivered for the purpose of medical, surgical or dissection studies (ORC 1713.34), it shall be handled as follows:**
  - a) If the person was a legal resident of the Township and there is no known next of kin, the deceased shall be buried at the expense of the Township based upon the determination of the legal residence of the deceased.**
  - b) If the deceased has assets on account with a nursing home or similar facility, the Township shall make a claim to said facility for reimbursement of its costs.**
  - c) Hanover Township shall provide a grave or cremation area, a grave marker and the opening/closing costs for the burial of the remains.**
  - d) Indigent deceased veterans shall be provided for under the provisions of 5901.25 of the Ohio Revised Code. The Veterans Service Commission of Butler County shall be contacted to make the proper arrangements.**
  - e) The remains of the deceased shall be buried in an area designated by the Cemetery Sexton in Millville Cemetery.**
- 2. The Hanover Township Indigent Burial Program is not a supplemental program. Funeral Home personnel shall not be entitled to any funds except for the amount of \$800.00 for each indigent service which includes cremation but not any visitation or formal service.**
  - a) Funeral homes shall make an attempt to ascertain if the deceased is a veteran and be aware of the provisions of Ohio Revised Code 5901.25. The Funeral home shall notify the Township if the deceased is determined to be a veteran.**
- 3. In accordance with Section 5101.521 of the Ohio Revised Code, Hanover Township will cooperate with an indigent person who claims the body of a loved one. The Township will consider the preferences and sensibilities of the claimant within appropriate financial limitations. The Township's responsibility to provide for cremation, internment and a plaque.**

**Motion:** The proper paperwork has been submitted by Brown-Dawson-Flick Funeral Home for William F. Reckers stating that the services for Mr. Recker are covered under the Township's Indigent Burial Policy. A motion is requested to approve payment of \$800.00 to the Avance Funeral Home. **Motion:** Mr. Johnson moved to approve payment of \$800.00 to the Brown-Dawson-Flick Funeral Home for the indigent burial of William F. Reckers, a resident of Hanover Township, based upon the documentation submitted, with said action consistent with state law and Township Policy. Mr. Buddo seconded the motion. After discussion, the Fiscal Officer took a roll vote and recorded as follows: all three Trustees voted yes.

### **Cemetery- Burial Plot Sell Back**

Gary R. Sweet 1200 Stephanie Drive Unit #4 Hamilton, Ohio 45013 wishes to sell back to Hanover Township four cemetery plots in Millville Cemetery located in Section G Lot #1, graves 1,2,5 and 6 valued at the time for \$200.00 total (Ray & Eunice Sweet). A written request to sell back the lots for \$200.00 minus the Township's \$25.00 transfer fee has been presented with the proper documentation. **Motion:** Moved by Mr. Buddo, seconded by Mr. Miller to approve the aforementioned buy back of Graves for a net total of \$175.00. Documentation on file).

After discussion Mr. Sullivan called the roll with all three Trustees voting yes.

### **Meeting Schedule for October and November**

Mr. Henry discussed issues affecting the Board of Trustees regular meeting schedule for October and November. Due to various factors including the Parking Lot construction schedule change and activities scheduled for October and November, I am requesting the meeting dates be changed to the following:

#### **1) For October: Change to Wednesday October 25th**

Parking lot construction should be finished and we can inspect the work before the contractor pulls out. In addition, if the Park Restroom is bid out early October, a late month meeting will allow for a review and final decision by the Board. Also, it allows the Township to work around some scheduling conflicts.

#### **2) For November: Change to Wednesday November 15th**

The general election will be held on Tuesday November 7th. Based upon past experience, there will be work to be done to clean the facility and get it ready for the Veterans Day luncheon. Friday November 10th is the recognized day off for the Saturday holiday. I am requesting time to clean the room and have our crew set up the tables before the Friday holiday. They will have to work a while on Saturday but if we handle it the way recommended, we can save time and money.

Mr. Buddo made a motion to change the October Board meeting to October 25th and the November Board meeting to November 15th, which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.



## Proposed Board Meeting Schedule for 2024

Mr. Buddo requested the Board consider changing the regular Board meetings to the third Wednesday each month in calendar year 2024. This change would eliminate potential Community Center conflicts with other civic groups who use the room on the same dates. It also allows for easier attendance since that week does not conflict with other official meetings. Each Trustee commented upon the request and their appeared to be no scheduling conflicts by changing the meeting date for 2024.

**Motion:** Mr. Buddo presented a motion to change the Board of Trustees meeting dates in calendar year 2024 to the third Wednesday of each month at 6:00PM in the Community Center. After additional follow up discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

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### Other:

Mr. Johnson referenced a newspaper article that provided a story that indicated several neighboring fire departments received flexible grant funding which could be used to retain personnel. Mr. Johnson was disappointed that Hanover Township was not on the list and wanted to know what happened. Since the Fire Chief was absent during this Board meeting, answers would have to wait until the Chief was available.

Mr. Henry briefly reviewed items under **Miscellaneous Correspondence** which was included in the Board packets.

1. **Butler County Building Permit Report for July 2023**
2. **OTA Legislative Update**
3. **Medicount Management Report for June 2023**
4. **Article: Fire Department Grants**
5. **Article: Property Tax Hikes**
6. **Other**

Mr. Henry explained that an Executive Session was needed to cover salary and personnel issues. Mr. Miller made a **motion** to adjourn the public portion of the Board meeting and to move into Executive Session to discuss salary and personnel issues, which was seconded by Mr. Johnson. Mr. Sullivan called the roll with all three Trustees voting yes.

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### Reconvene to Public Session

Mr. Buddo made a **motion** to reconvene the Board into the public portion regular Board meeting which was seconded by Mr. Miller. Mr. Sullivan called the roll with all three Trustees voting yes.

As a follow up to meetings with Fire Department Officers, Resolution No. 36-23 was introduced amending the Township Pay Plan associated with Fire Department Operations. Mr. Henry provided explanations of the various changes and implementation schedule. Follow up questions were presented by Board members and the Fiscal Officer. The changes would get a final review and then personnel action forms would have to be generated to implement the changes.

**Resolution No. 37-23**

**Amend and Approve Changes to the Hanover Township Pay Plan Associated with All Township Operations**

*Whereas*, The Board of Trustees and Township Administration have been evaluating the hiring and retention needs of the all the departments especially the Fire Department as well as the need to retain qualified personnel to respond to public requests; and

*Whereas*, the Board and Administration has held several meetings with Fire Department Officers to discuss pay scales, retention issues, scheduling problems and flat revenue streams for fire department operations as the Township seeks to provide the best service to the community within current budget constraints; and

*Whereas*, there is a need to make adjustments associated with all classifications within the current approved Pay Plan and clarify language to reflect current conditions;

*Whereas*, to facilitate the quality presentation of services to the public by a well qualified work force, amendments and adjustments are deemed to necessary to the existing Township Classification and Pay Plan; and

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

***Section I.*** That the Township Pay Plan is hereby amended to reflect the changes as recommended by the Fire Department to attract and retain personnel as outlined in the attachment (Two Attachments) .

***Section II.*** That the Fiscal Officer and Township Administrator are authorized to take the necessary steps to set up and implement the Township Classification and Pay Plan adopted herewith to be effective October 1, 2023.

The foregoing resolution was adopted in an open special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 16<sup>th</sup> day of August 2023

***Board of Trustees***

***Vote***

***Attest:***

Jeff Buddo  
Douglas L. Johnson  
Larry Miller

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

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

(Attachments on file)

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HANOVER TOWNSHIP FIRE DEPARTMENT PAY SCALE  
**ATTACHMENT Resolution No. 37-23**

Qualifications	Start	One year	Three Year	Max 5 year	Monthly	Holiday x 1.5
Trainee	\$ 15.00	\$ 15.00				
Firefighter	\$ 17.00	\$ 18.00	\$ 19.00	\$ 20.00		
EMT-Basic	\$ 17.00	\$ 18.00	\$ 19.00	\$ 20.00		
EMT-Advanced	\$ 19.00	\$ 20.00	\$ 21.00	\$ 22.00		
EMT-Paramedic	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00		
Firefighter/EMT-B	\$ 18.00	\$ 19.00	\$ 20.00	\$ 21.00		
Firefighter/EMT-A	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00		
Firefighter/EMT-P	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00		
Lieutenant	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00	\$ 150.00	
Captain	\$ 23.00	\$ 24.00	\$ 25.00	\$ 26.00	\$ 250.00	
Deputy Chief	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00	\$ 300.00	
Chief	\$ 25.00	\$ 25.00	\$ 26.00	\$ 27.00	\$ 1,500.00	
MADISON						
ST. CLAIR						
OXFORD						
ROSS						
HOLIDAYS						
CHRISTMAS	1.5 x	1800 hrs. 12/24	till	0600 on 12/26	36 hr total	
New years	1.5 x	1800 hrs. 12/31	till	0600 on 1/02	36 hr total	
July Fourth	1.5 x				24-hr total	
Labor Day	1.5 x				24 hr total	
Thanksgiving	1.5 x				24 hr total	
Memorial Day	1.5 x				24 hr total	
PART TIME MINIMUM	Required	per month	24 hours	\$ 140.00	24 hr total	
Officer in Charge-OIC	@	regular	rate per hour		Week	
Department Training	@	regular	rate per hour		NO ESTIMATE AT THIS TIME	
Special Events						
Outside Training						
120 Firefighter	must live	in	Handover or neighboring			
Basic EMT	Must	run	one shift	per week	for 1 year	

①

②

④

163.63  
 249.72  
 1193.51

Eliminate Current Bonus Pay

ELIMINATE

NO ESTIMATE AT THIS TIME

Approved on August 16, 2023 to be effective October 1, 2023  
 The following items:  
 #1, #2, & #4 ELIMINATE OIC Payments, Eliminate Holiday Bonus Pay  
 #3 On Hold for further review

Summary Excerpts from the Township Pay Plan Approved by the Board of Trustees on  
Attachment to Resolution No. 37-23 August 16, 2023

All new pay scales effective October 1, 2023

**A. Lieutenants Monthly Stipend: \$150.00**

**B. This schedule is applied to EMS personnel assigned duty on station on a 6 to 24 hour basis as well as to call in status.**

- 1) **EMT- B:** \$17.00 to \$20.00 per hour based upon experience, training and record. (Must be documented and approved)
- 2) **EMT- A:** \$19.00 to \$22.00 per hour based upon experience, training and record. (Must be documented and approved)
- 3) **EMT- P:** \$20.00 to \$23.00 per hour based upon experience, training and record. (Must be documented and approved).
- 4) **Trainee:** \$15.00 per hour.

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- 5) **Firefighter Only:** \$17.00 to \$20.00 per hour scheduled on station or call in.
- 6) **Firefighter/ EMT-B:** \$18.00 to \$21.00 per hour scheduled on station or call in.
- 7) **Firefighter/ EMT-A:** \$20.00 to 23.00 per hour scheduled on station or call in.
- 8) **Firefighter EMT-P:** \$22.00 to \$23.50 per hour scheduled on station or call in.
- 9) **Lieutenant:** \$22.00 to \$25.00 per hour scheduled on station or call in.
- 10) **Captain:** \$23.00 to \$26.00 per hour scheduled on station or call in.
- 11) **Deputy Chief:** \$24.00 to \$26.00 per hour scheduled on station or call in.
- 12) **Chief:** \$25.00 to \$27.00 per hour scheduled on station or call in.
- 13) **Trainee:** \$15.00 per hour scheduled on station or call in.

*\*Designation of pay rate within the ranges above must have prior approval of the Township Administrator who shall report to the Board of Trustees to enter personnel decisions into the minutes of record. Any pay rate adjustments after initial appointment requires the use of the designated Personnel Action Form and shall be reviewed by the Township Administrator for consistency with Township Policies, budget constraints and Board authorized Pay Plan. All new hires and newly promoted personnel shall serve a one year probationary period as previously directed by the Board of Trustees.*

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**C. Responders to the Fire Station:** Call Response members responding from home shall be compensated for all EMS and Fire Runs based upon an hourly rate established herein within the authorized Pay Plan. Concise time sheets must reflect the time spent and must be reported to the Fiscal Officer for compensation to be paid on a biweekly basis.

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**L. Supervision Additional Responsibilities**

**Officer In Charge:** The Fire Chief may establish a schedule whereby designated officers and/or members of the Department shall be assigned responsibility for daily supervision of shift operations and other station responsibilities as determined to facilitate efficient operations and command management. Said assignments shall be made in advance and all members are to be notified of said designations. These assignments are to be rotated based upon a predetermined system of weekly, biweekly or monthly scheduling. These assignments are not to be confused with on station part time scheduled duty or call for runs.

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**M. Holiday Period Bonus Rate**

Members of the department assigned to station duty for EMS or Fire Service who are scheduled or called in shall be compensated at the rate of 1.5 times their hourly rate for the numbers of hours worked and documented on the following dates:

- January 1st: New Years Day
- May: Last Monday designated as Memorial Day
- July 4th: Independence Day
- September: 1st Monday designated as Labor Day
- November: 4th Thursday: Thanksgiving Day
- December 25th: Christmas Day

\*\*\*All increases are specified on Township Personnel Action Forms



**Motion to Adjourn**

There being no further business to be considered by the Board, Mr. Johnson moved, seconded by Mr. Buddo, to adjourn the Board of Trustees August 16th meeting. Upon roll call, Mr. Miller, Mr. Johnson and Mr. Buddo voted yes.

**August 16, 2023 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:**

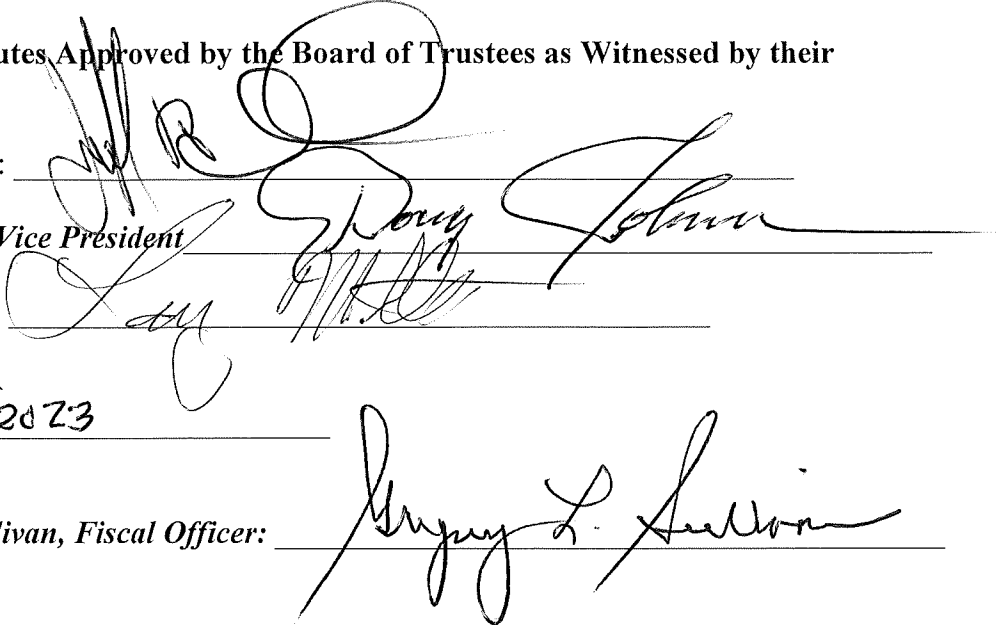
*Jeff Buddo, President:* \_\_\_\_\_

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

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

Date: 8/13/2023

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

Handwritten signatures of the Board members and Fiscal Officer. The signatures are written in black ink over horizontal lines. The signature of Jeff Buddo is at the top, followed by Douglas L. Johnson, Larry Miller, and Greg Sullivan at the bottom.