



**Hanover Township Board of Trustees
February 1, 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, Buddo, and Miller present. Other officials present: Bruce E. Henry, Township Administrator; Fire Chief Phil Clark and BCSO Deputy Tanner.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the January 18, 2023 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: None

Citizen Participation: No one wished to address the Board.

Administration Reports

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

Butler County Sheriff’s Office
District #6
Hanover Township Contract Cars
Monthly Report for January 2023

Activity Area **Month Totals*** **YTD**

NO reports available due to early date of the Board Meeting.

Reporting for Deputy Tanner and Deputy Mayer.

Prepared by BEH.

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

Hanover Township Fire Department
Monthly Report for *January 2023*- Phil Clark Fire Chief
(Presented in January 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:	48	48
• Motor Vehicle Accidents:	08	08
• Fire Runs:	09	09
• Fire Inspections:	00	04
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	65 Runs/Operations (Fire/EMS Runs)	

Total Year 2023: 65 Runs/Operations

(January 2022: 69 Runs/Operations)

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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	

Road/Cemetery: No Reports available due to early date of the meeting.

SUPERINTENDENT'S REPORTS

Administrator's Report (Financials and Personnel Issues)

NO administration report available due to early date of the Board meeting.

Old Business

Pending Projects: Mr. Henry reported on the Gene Avenue Culvert project scheduled to begin in March. The W.C. Stang Company was awarded the contract for \$26,852.00 of which \$71,000.0 will be paid by a Community Development Block Grant. The balance of \$175,852.00 will be paid by Township funds.

Mr. Henry then reported on the 2023 Road Program bid through BCEO totaling \$48,115.97 awarded to the Jurgenson Company. \$267,000.00 will come from County ARPA Funds and the balance from Township road funds.

Mr. Henry next explained that BCEO wants the 2024 Paving requests submitted by August 1, 2023.

Electric Aggregation:

Hanover Township has been approved to provide electrical services to qualified residents as authorized by the Ohio Public Utilities Commission through Certificate #17-1132E (1) and authorized contracts with Dynegy Energy Services, LLC. in 2017 through Resolution No. 20-17 and subsequent amendments. The Township Administration is working with Energy Alliance to seek the best bid and contract for electrical services as the market is constantly changing. Bidding is underway and rates will vary over the next few weeks. It is important when the rates reach their best level that the Township has the flexibility to lock in the rates, authorizing the Township Administrator to execute contracts for the best rate. Dynegy is the current supplier and the Township has a great rate which expires in April.

New Contract and Resolution 18-23 approved by the Board and Reviewed by legal counsel. As bidding continued, Energy Alliance and Hanover Township continued discussions with Dynegy- the current electrical supplier. At the time it appeared the best rate might be .0774. However, during the week of January 23rd there was discussions with Dynegy which resulted in the Company offering an amendment to the originally approved agreement (Res. No. 20-17) resulting in a formal agreement of January 30th of .0699 per kilo watt hour, below the .0774 originally anticipated. As authorized, the Township Administrator signed the amendment with Dynegy locking in the rate for two years which means no disturbance to existing customers in the Township.

New Business:

Ref: Approving Payment of 2023 EMA Assessment

By state statute the Emergency Management Agency of Counties may execute agreements with political subdivisions which includes a per capita assessment fee (.39) based upon census information with said fees applied to operational costs. The Assessment for 2022 for Hanover Township is \$3,093.09. for 7,931 population; the per capita rate of .39 has not increased over the last ten years. A motion is needed to authorize payment of said assessment for 2023.

Motion: Moved by Mr. Miller, seconded by Mr. Johnson to approve the per capita assessment to the County EMA of \$3,093.09 as per invoice.

After discussion, a roll call vote was taken by the Fiscal officer with the following result: all three Trustees voted yes.

Pay Plan: Mr. Henry explained the need to amend and adjust the previously approved Pay Plan to allow for extended ranges of pay authorization and to anticipate the raises that may be granted by the Board for 2023. In addition, new minimum wage provisions needed to be incorporated. Resolution No. 19-23 establishes the amended framework to make any necessary adjustments.

Motion: Mr. Buddo made a motion to approve Resolution No.19-23 which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 19-23

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

Whereas, The Township Administration has been evaluating the hiring needs of the all the departments as well as the need to retain qualified personnel and update the classification plan/pay plan framework; and

Whereas, there is a need to make adjustments associated with all classifications within the Township system to expand classification categories, offer more flexible pay ranges and rates, update minimum wage requirements, 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 attached Township Classification and Pay Plan is hereby adopted as it pertains to all operations in the Township.(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 except those items specifically requiring Board of Trustee approval.

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 1st day of February 2023.

Board of Trustees

Vote

Attest:

Jeff Buddo

Douglas L. Johnson

Larry Miller

Gregory L. Sullivan

Mr. Henry is seeking authorization to file up to two grant requests through he Butler Rural Electric Community Connections program by February 28th if departments submit any requests. The Township provides for this authorization every year.

Mr. Johnson made a motion to adopt Resolution No. 20-23 which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 20-23

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

Whereas, the Township Administrator has reviewed the requirements for the February 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 public safety 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 February 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 February 1, 2023 and in accordance with applicable statutory requirements.

Board of Trustees

Vote

Attest:

Jeff Buddo

Douglas L. Johnson

Larry Miller

Gregory L. Sullivan
Fiscal Officer/ Clerk

Every year the Board certifies the Township road mileage to the County Engineer who in turn reports to the State of Ohio.

Mr. Miller made a motion to approve Resolution No. 21-23 which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Resolution No. 21-23

Pursuant to Ohio Revised Code Section 4501.04 Approve Road Mileage and Certify to ODOT the Road Mileage Certification Form as Required for 2023

Whereas, the Township road mileage has changed very little since January 2013; and

Whereas, pursuant to Ohio Revised Code Section 4501.04, Hanover Township must certify the current road mileage reflecting any changes to ODOT by April 1, 2023,

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

Section I. That Hanover Township hereby certifies 35.985 of road miles and authorizes the signing of the Mileage Certification Form to be submitted to the Butler County Engineer and Ohio Department of Transportation by April 1, 2023 or earlier. This number is within .358 miles of the 2022 figure.

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 1st day of February 2023.

Board of Trustees

Vote

Attest:

Jeff Buddo

Douglas L. Johnson

Larry Miller

Gregory L. Sullivan
Fiscal Officer/ Clerk

Other: **Motion** to approve LED lighting proposal for the Fire Station as recommended by Chief Clark and to seek proposals permitting entering an agreement for the best proposal; made by Mr. Buddo, seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Miscellaneous

Also under Other New Business, Mr. Henry asked the Trustees to note miscellaneous correspondence and general information in their meeting packets which included:

1. **Butler County Building Permit Report for January 2023- Not Available Yet**
2. **OTA Legislative Update- Same as contained in the January 18, 2023 Packets**
3. **Medicount Management Report for December 2022**
4. **OTA Article: Township ARPA Funding Projects- Summary**
5. **Other**

Mr. Henry explained that there was no other public business to come before the Board. However, issues related to personnel, wages, and contracts needed to be discussed in Executive Session pursuant to ORC 121.22 .

Mr. Miller made a **motion** to adjourn the public session and enter into Executive Session pursuant to ORC 121.22 related to personnel, wages, and contracts which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Mr. Buddo made a motion to close the Executive Session and resume the public session with Mr. Johnson seconding the motion. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

Outside Legal Counsel: Mr. Henry explained that the County Prosecutor had been consulted about retaining special counsel for personnel issues and to review Township Personnel Policies. Mr. Buddo made a motion seconded by Mr. Miller authorizing the Township Administrator to seek outside legal counsel for personnel matters and retain services with Linda Woeber of the Montgomery Jonson LLP law firm of Cincinnati, Ohio. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

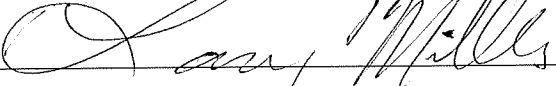
Employee Raises: Consistent with the amended Pay Plan, Mr. Miller made a motion to approve a 5% cost of living raise for all employees which was seconded by Mr. Buddo to be effective the first pay period in March 2023 and Authorize the Township Administrator and Fiscal Officer to make adjustments as necessary to comply with the Township Pay Plan and Classification system.. After much discussion, Mr. Sullivan called the roll with all three Trustees voting yes.


There being no further business to be considered by the Board, Mr. Miller moved, seconded by Mr. Johnson, to adjourn the Board of Trustees meeting. Upon roll call, all three Trustees voted yes.

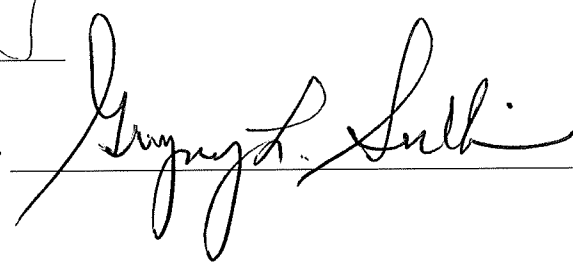
February 1, 2023 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Jeff Buddo, President: _____ (Excused Absence)

Douglas L. Johnson, Vice President  _____

Larry Miller, Trustee:  _____

Date: 3/8/2023  _____

Verified by: Greg Sullivan, Fiscal Officer:  _____