



**Hanover Township Board of Trustees
March 8, 2023 Meeting Minutes**

Call to Order: Board President Jeff Buddo was excused for out of town travel. Douglas L. Johnson, Vice President, called the meeting to order at 6:00 PM. Mr. Johnson led the opening ceremonies and gave the opening invocation.

Roll Call: Fiscal Officer Greg Sullivan took a roll call with Messer's Johnson 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 February 1, 2023 Regular Meeting minutes and approve warrants for release/distribution as well as approval of reports. Upon roll call, Mr. Miller and Mr. Johnson 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 February 2023:

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls:166		320
• Felony Reports: 04		07
• Misdemeanor Reports: 02		05
• Non-Injury Crash: 02		06
• Injury Crash: 05		11

Total Reports: 13.....19

- Assists/Back Up: 23 52
- Felony Arrests: 01 02
- Misdemeanor Arrests: 00 03
- OMVI Arrests: 00 00

Total Arrests: 0104

- Traffic Stops: 06 25
- Moving Citations: 06 12
- Warning Citations: 00 15
- Civil Papers Served: 1 00
- Business Alarms: 0 02
- Residential Alarms: 4 05
- Special Details: 11 11
- COPS Times: 5,200 (*Min.*) 5200 Min.
- Vacation Checks: 27 39

Reporting for Deputy Tanner and Deputy Mayer.

Prepared by BEH.

Fire/EMS: Chief Clark presented the following written report for the month of February 2023:

Hanover Township Fire Department
Monthly Report for February 2023- Phil Clark Fire Chief
(Presented in March 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:	45	93
• Motor Vehicle Accidents:	05	13
• Fire Runs:	17	26
• Fire Inspections:	00	04
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	67 Runs/Operations (Fire/EMS Runs)	

Total Year 2023: 132 Runs/Operations

(February 2022: 79 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	



SUPERINTENDENT'S REPORTS
(March 8, 2023)

Millville Cemetery Operations Report January 1 through January 31, 2023

0 Graves sold to Township residents (@ \$900)-----	0.00
0 Graves sold to nonresidents (@ \$1200)-----	0.00
0 Old resident graves-----	0.00
7 Full Interments-----	8,400.00
0 Baby interments-----	0.00
1 Cremations-----	800.00
Foundation and Marker installation fees-----	1,876.00
Grave Transfer-----	0.00
Donations-----	0.00

Total: -----\$11,076.00

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. Repaired potholes.
2. Performed a road check after windstorm on January 20 and picked up tree limbs.
3. Picked up one deer carcass on Morman Road and one on Hogue Road.
4. Rented a aluminum and made the missing piece on the rear of the firehouse.
5. Worked with the generator installers moving item upstairs and everything out of the garage.
6. Replaced the plow blades on all the plows.
7. Performed ice and snow control on January 22 and 25.
8. Worked on the yearly storm water report.
9. Cleaned all trucks after snow events.
10. Performed maintenance on equipment.
11. Performed monthly truck, park, and stormwater inspections.

Administrator's Report (Financials and Personnel Issues)

Administrator January-February Summary Report
(March 8, 2023)

- **Community Center Parking Lot:** As of the end of February, no final plan has been submitted yet; conversations have been ongoing with design` personnel from BCEO. The Township has a Community Development Block Grant of \$124,000.00 to offset the final construction costs. No bid date announced.
- **American Relief Fund Act: ARPA) Ongoing:** Worked with the Butler County Engineer's office regarding follow up issues associated with using County and Township 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. Working on revising pay plan classification systems and rates of pay.
- **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-** During the first week of March 2023, two architectural firms will be visiting the Township, expressing an interest in our projects. (McGill, Smith & Punshon and Luminant Companies)

- **Building and Zoning:** There are 4-5 properties that have both zoning violations and possible violations of Township nuisance provisions. We understand the County has hired a new zoning inspector and complaints have been called in. No response yet.
- **Open Burning:** 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.
- **Park Committee:** No meetings or activities were scheduled in January-February 2023.
- **Safety and Storm Water Management Training Session:** Training on certain safety issues and storm water management was held in late January.
- **State Reporting Requirements:** The Township Administrator completed and filed state reports to SERB and Workers Comp.
- **Township Classification and Pay Plans:** Worked on updating the Township Classification Plan and corresponding Pay Plan. Prepared resolution approving the Classification Plan for the Board of Trustees.
- **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 November/December 2022:

Fire Department/ Hire Subject to Conditions

Hire: Daniel K. Thompson 5101 Winton Road Fairfield, Ohio 45014 as an EMT-B on call at a rate of \$18.54 per hour and on station work at the rate of \$15.45 per hour subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

Continuing to process new applicants for the fire service.

Cemetery

No updates

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
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

Of Note- Budget Information

Cash Balance as of January 31, 2022: \$5,559,160.92 (Includes ARP funds)
Cash Balance as of February 28, 2023: \$3,475,575.97 (Includes ARP funds)

- 1) Total Expenditures all funds for January: \$453,159.68 / Revenue: \$97,474.13
Total Expenditures all funds for February: \$176,297.03/ Revenue: \$92,649.13
- 2) Total General Fund cash on hand January 31: \$1,183,095.67 (33.24%) of Total funds
Total General Fund Cash on hand February 28: \$1,159,176.82 (33.35%) of Total funds
- 3) Total Fire/EMS Fund cash on hand January 31 : \$673,388.40 (18.92%) of Total funds
Total Fire/EMS Fund cash on hand February 28: \$615,770.01 (17.72%) of Total funds

4) *Monthly Revenue and Expenditure Reports by fund for this month of 2023 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.

December 2022/April 2023: Once received from various sources, a review of projects and how they will be financed should be prioritized

Old Business

Pending Projects: Mr. Henry reported on the Gene Avenue Culvert project scheduled to begin in March 6th. The road is scheduled to reopen April 28, 2023. The W.C. Stang Company was awarded the contract for \$246,852.00 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. BCEO Notes and detour information was presented to the Board.

Mr. Henry then reported on the 2023 Road Program bid through BCEO totaling \$448,115.97 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 was 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. 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. An explanation letter and a question/answer sheet will be sent to residents as per the requirements of the Public Utilities Commission of Ohio.

Architectural Services: The Township Administrator has set appointments with McGill, Smith & Punshon and Luminant to discuss rendering services for various township projects related to the road department and park. It is anticipated that proposals will be available for review at the next Board meeting.

Equipment Financing: Mr. Henry presented a summary report regarding lease purchase agreements and a financing for equipment in the Fire Department and Road Department.

New Business:

Ref: Road Department purchase of sealant

Motion: That the Board hereby approves contracting with and purchasing crack sealant from D.J.L. Material & supply, Inc. for road work in Hanover Township for quantities and pricing listed in the attachment for a total amount not to exceed \$6,514.00 and authorize the Township Road Superintendent to execute any necessary documents related thereto.

Moved by: Mr. Miller, seconded by: Mr. Johnson.

After discussion, Mr. Sullivan called the roll with the vote as follows: Mr. Miller and Mr. Johnson voted yes.

Jessie Sullivan Memorials for Fire/EMS Operations:

Motion: That the Board hereby accepts donations from (See List containing 15 donors totaling \$945.00) in remembrance of Jessie Sullivan for use in the Hanover Township Fire Department.

Moved by: Mr. Johnson, seconded by: Mr. Miller.

After discussion, Mr. Sullivan called the roll with the vote as follows: Mr. Miller and Mr. Johnson voted yes.

Cemetery Rules and Price Change:

Mr. Henry briefly discussed some of the potential changes recommended including having the same fees for residents and non residents. The changes will be presented at the next Board meeting.

Four Mile Creek Road Petition:

Resolution No. 21-23

Pursuant to Ohio Revised Code Section 5553.045 Approve Petitioning the Butler County Board of County Commissioners to Vacate a Portion of Four Mile Creek Road in Hanover Township

Whereas, a portion of Four Mile Creek Road in Hanover Township has been unusable for a number of years and has been gated to prevent traffic on this portion of road; and

Whereas, Hanover Township has consulted with the Butler County Engineer's Office and St. Clair Township regarding this matter and such a vacation does not result in harm to any property owner,

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

Section I. That Hanover Township hereby petitions and requests the Board of Commissioners of Butler County Ohio to vacate the unused portion of Four Mile Creek Road from the existing guardrail/ gated fence to the St. Clair Township border as depicted in the attached diagram.

Section II. That the Butler County Engineer's Office be notified of this request and verify distances/ location for accurately vacating the road right of way.

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 March 2023.

Board of Trustees

Jeff Buddo
Douglas L. Johnson
Larry Miller

Vote

Attest:

Gregory L. Sullivan
Fiscal Officer/ Clerk

Mr. Miller made a motion to approve Resolution No. 21-23 which was seconded by Mr. Johnson. It was noted this action is recommended by the Butler County Engineer's Office. After discussion, Mr. Sullivan called the roll with the vote as follows: Mr. Miller and Mr. Johnson voted yes.

Nuisance Properties: Mr. Henry presented photos and information concerning 428 Morman Road, 1910 Millville Avenue and 1052 Boyle Road. Mr. Henry presented a Notice of Zoning Violation from Uche Adigwe, County Zoning Inspector regarding removing junk vehicles. (Copy given to the Board). The Board agreed that the photos clearly showed that there are problems with each of the reviewed properties. The Township Administrator is requested to follow up on the nuisance issues and report back to the Board.

Community Development Block Grant Survey:

The Community Development Department has prepared a survey for input associated with their 2023 Action Plan. A copy is in the Board packet to be completed by March 24th. The Board suggested the Administration complete the survey.

Butler County Township Association and General Health District Meeting The meeting is set for 6:00PM tomorrow with dinner at 6:30PM catered by Texas Roadhouse in the Hanover Township Community Center.

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 February 2023**
- 2. **OTA Legislative Update**
- 3. **Medicount Management Report for January 2023**
- 4. **Article: Internet Access for the County**
- 5. **Updated Phone List**
- 6. **Zoning Appeals Board Member Needed/Notice**
- 7. **Other**

Mr. Henry explained that there was no other public business to come before the Board.

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

March 8, 2023 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Jeff Buddo
Jeff Buddo, President: _____

Douglas L. Johnson
Douglas L. Johnson, Vice President _____

Larry Miller
Larry Miller, Trustee: _____

Date: 4/12/2023

Greg Sullivan
Verified by: Greg Sullivan, Fiscal Officer: _____