



**Hanover Township Board of Trustees  
May 10, 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; Fire Chief Phil Clark, Road Superintendent Scot Gardner and BCSO Deputy Tanner.

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the April 12, 2023 Regular Meeting minutes 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:** None

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

**Administration Reports**

**Law Enforcement:** Deputy Tanner gave the following report for the month of April 2023:

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

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls:122		586
• Felony Reports: 05		16
• Misdemeanor Reports: 05		14
• Non-Injury Crash: 02		10

- Injury Crash: 04 16

**Total Reports: 14.....44**

- Assists/Back Up: 23 100
- Felony Arrests: 01 04
- Misdemeanor Arrests: 01 04
- OMVI Arrests: 00 00

**Total Arrests: 02 .....07**

- Traffic Stops: 08 39
- Moving Citations: 07 24
- Warning Citations: 02 19
- Civil Papers Served: 0 02
- Business Alarms: 0 03
- Residential Alarms: 4 14
- Special Details: 13 33
- COPS Times: 2,800 (*Min.*) 13,200 Min.
- Vacation Checks: 02 56

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Reporting for Deputy Tanner and Deputy Mayer. Note: Deputy Tanner was on detailed training for two weeks. Other deputies were assigned to Hanover Township on a daily basis.

Prepared by BEH.

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

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

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

- Emergency Medical Operations/Squad Runs: 47 201
- Motor Vehicle Accidents: 08 24
- Fire Runs: 17 57
- Fire Inspections: 00 04
- Knox Box Details 00 00
- Other 00 00

- Total for the month:

**75 Runs/Operations  
( Fire/EMS Runs)**

**Total Year 2023: 285 Runs/Operations**

(Apr 2022: 65 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  
(May 10, 2023)**

Millville Cemetery Operations Report April 1 through April 30, 2023

4 Graves sold to Township residents (@ \$900)-----	3,600.00
1 Graves sold to nonresidents (@ \$1200)-----	1,200.00
0 Old resident graves-----	0.00
5 Full Interments-----	6,300.00
0 Baby interments-----	0.00

<b>1 Cremations-----</b>	<b>800.00</b>
<b>Foundation and Marker installation fees-----</b>	<b>880.00</b>
<b>Grave Transfer-----</b>	<b>0.00</b>
<b>Donations-----</b>	<b>0.00</b>
<b>Total: -----</b>	<b>-\$12,780.00</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

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

1. Called in to cut up a downed tree on Sir Martin.
2. Called in to cut up a downed tree on Nichols Road.
3. Cut up a tree on Darrtown Road.
4. Cleaned up tree limbs after windstorm.
5. Replaced a guardrail post on Cochran Road.
6. Repaired potholes.
7. Chipped up the brush we picked up from the windstorms.
8. Replaced a curve sign on Darrtown Road.
9. Picked up a dumped freezer on Decamp Road.
10. Repaired a catch basin on Round Hill Drive.
11. Repaired a catch basin on Sir Edward Drive.
12. Removed two stumps and did dirt work in Millville Reily Cemetery.
13. Removed two dead trees and did dirt work on the Walking Path.
14. Restriped the Park/Walking Path parking lot and the Firehouse parking lot.
15. Picked up litter from around recycling dumpsters.
16. Cut grass on all Township properties four times.
17. Performed monthly truck, park, and stormwater inspections.

***Administrator's Report (Financials and Personnel Issues)***

**Administrator April Summary Report  
(May 10, 2023)**

- **Community Center Parking Lot:** As of the end of April, 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:** Continuing work with the Butler County Prosecutor's Office regarding legal issues associated with the expenditure of APRA Funds as questions arise regarding use in Township operations.

- **Fiscal Operations- Ongoing:** Continued monthly analysis of the financial condition of the Township and working in planning of projects identified by the Board for possible implementation.
- **Board, Financial Reports and Payroll Reports (ongoing):** Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly Board meeting. Prepared Trustee packets and reports.
- **Township Project Engineer and/or Architect: Ongoing-** During the month of April 2023, two architectural firms whose representatives had visited the Township, expressing an interest in assisting with various Township projects. McGill, Smith & Punshon and Luminant Companies submitted proposals. The Township Administrator followed up with the companies asking additional questions and clarifications for consideration by the Board of Trustees.
- **Building and Zoning:** Contacted the Chief Building Official and Zoning Officer regarding a number of properties on Boyle Road, Stillwell Beckett and Morman Road. Awaiting final disposition and clarification for the Township. Examining camper complaints in the front yard to be forwarded to the Zoning Officer.
- **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. An article outlining the regulations will be published in the next newsletter.
- **Park Committee:** Meetings and follow up mailings with the Pak Committee as planning for Kids Fest and other township events is underway.
- **Storm Water Management and Drainage Issues:** During the excessive rainfall during the continuing through April, the administration and Roadhas fielded a number of calls associated with flooding. The older subdivisions are more likely to experience problems as the current retention/detention standards were not in place for developers.
- **Electric Aggregation:** Continued follow up with residents explaining how the program works and actions that the Township took. Provided information flyers to the public. Confusion still exists among some residents.
- **Healthy Communities Coalition Event:** The Township Administrator has been working with Angie Clausen and the Coalition for Healthy Communities to sponsor a health walk in Hanover Park in May. Details are being worked out.
- **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: James R. Oaks 2471 Greensprings Court Cincinnati, Ohio 45231 as a Fire Fighter/ EMT at the rate of \$16.22 per hour on station and \$19.47 per hour call in status subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

### 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: \$2,290,353.31  
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**

### Of Note- Budget Information

Cash Balance as of April 30, 2023: \$4,121,487.83 (Includes ARP funds)

- 1) Total Expenditures all funds for April: \$211,035.95 / Revenue: \$272,539.35
- 2) Total General Fund cash on hand April 30: \$1,336,321.68 (32.42%) of Total funds
- 3) Total Fire/EMS Fund cash on hand April 30 : \$874,892.71 (21.23%) 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**

**Zoning and Nuisance Update: Still In Progress:** Mr. Henry reported on 428 Morman Road, 900 Morman Road and 950 Boyle Road based upon information received from the County Zoning Office who has jurisdiction on matters related to these properties. The Township has written Nuisance Violations and orders for 1052 Boyle Road and 3999 Stillwell Beckett Road. Photos were provided to the Board. 1052 Boyle Road has been resolved. Stillwell Beckett is still pending.

**Gene Avenue Culvert Project:** Mr. Henry reported on the Gene Avenue Culvert is finished and we are awaiting the final invoice. 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.

**Road Program 2024:** Mr. Henry then reported on the 2024 Road Program process through BCEO. It appears the Township must submit earlier than usual. Awaiting final notification to submit by August 1, 2023.



**New Business:**

**Ref:** Regulating Parking and Right of Way Matters

Mr. Henry presented information regarding the proposed new Parking Regulations and Right of Way Matters which was preliminarily reviewed by the Board last July. The regulations were forwarded to the County prosecutor for review. The County Prosecutor has signed off the final draft and is ready for approval by the Board through Resolution No.26-23. Mr. Johnson made a motion to approve Resolution No. 26-23 which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Ref:** Motion Kids Fest Expenses

This the 15th year for holding Kids Fest (2020 skipped due to the pandemic) which serves approximately 300+ kids for the various activities. The Township spends between \$2000.00 and \$5,000.00 each year for the kid's games, advertising, port-o-lets, music, food, booths and displays. This amount is generally offset by sponsorships and in-kind contributions. The Park Committee members are in the process of seeking sponsorships. For 2023, staff is requesting a motion to approve expenses for Kids Fest 2023 at an amount not to exceed \$5,000.00. It is hoped this amount will be significantly reduced by sponsorships.

A motion was made by Mr. Miller seconded by Mr. Johnson to approve expenses for the 2023 Kids Fest event at an amount not to exceed \$5,000.00. After discussion, a roll call vote was taken with all three Trustees voting yes.

Mr. Henry requested a Special Meeting of the Board to interview architects for Township Projects. After discussion, a consensus was reached to meet May 19th t8:30AM; media to be notified.

**Ref:** Accept and Deposit Check Travelers Insurance 1360 Round Hill Drive

Pursuant to authorization provided by Resolution No. 25-23 adopted April 12, 2023, Hanover Township accepts a check from Travelers Insurance Company in the amount of \$68, 940.00 for the demolition and clearing of a burned out structure located at 1360 Round Hill Drive and deposits in special trust fund 2902.

Moved by: Mr. Johnson, seconded by: Mr. Miller.  
Upon roll call, the vote was: all three Trustees voted yes.

**Ref:** Fire Department Repairs

Pursuant to the prior estimate and information, the fire department mold mitigation plan is moving ahead.

**Ref:** Newsletter

The articles are in progress and draft copy was presented in the Board's packet.. Once completed and set in the Publisher Format, the final proof will be sent to Quality Publishing. Residents should receive the newsletter no later than June 19th.

**Ref:** Health Care Coverage

Mr. Henry explained that he had working with the Township's broker to explore other options. Alternative options for legal review were sent to the Prosecutor's Office. The Township has received proposals from 4 other organizations including Anthem. At a special meeting this matter will be reviewed in greater detail.

**Ref:** Architectural Services

Mr. Henry stated that the Board will need a special meeting to interview architects and proposals for assisting the Township with several projects. It is important to complete this task and eventually approve a contract for services.

Next Regular Township Board meeting is set for June 14, 2023.

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

1. **Butler County Building Permit Report for April 2023**
2. **OTA Legislative Update**
3. **Medicount Management Report for March 2023**
4. **Summary Outline: Ohio Open Burning Regulations**
5. **Coalition Celebration Invitation June 5, 2023**
6. **Article: Combating the Confusion (ARPA)**
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, Mr. Johnson and Mr. Buddo voted yes.

**May 10, 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: \_\_\_\_\_

6-14-2023

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