



**Hanover Township Board of Trustees  
October 25, 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.

**Appointment:** The Fiscal officer was absent. A motion was made by Mr. Buddo, seconded by Mr. Miller to appoint Bruce E. Henry, Township Administrator as Acting Clerk for this meeting. All three Trustees voted yes.

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

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the September 13th 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:** Zeb Acuff, Director of Planning for MetroParks of Butler County, was present and made a presentation to the Board and audience regarding proposed initial plans for the development of Davidson Woods in Hanover Township. Mr. Acuff had some handouts discussing the scope of the proposed project. He also announced two meetings seeking public input scheduled for Saturday October 28th 10:00AM to Noon at the Twin Run Golf Course on Eaton Road and Thursday November 2nd from 6:30PM to 8:30PM at the Hanover Township Community Center.

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

**Administration Reports**

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

**Butler County Sheriff's Office**

**District #6**

**Hanover Township Contract Cars**  
**Monthly Report for September 2023**

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls:157		1296
• Felony Reports: 02		30
• Misdemeanor Reports: 03		49
• Non-Injury Crash: 05		22
• Injury Crash: 02		25
<b>Total Reports: 12.....</b>		<b>99</b>
• Assists/Back Up: 12		205
• Felony Arrests: 01		06
• Misdemeanor Arrests: 03		10
• OMVI Arrests: 00		00
<b>Total Arrests: 04 .....</b>		<b>15</b>
• Traffic Stops: 11		89
• Moving Citations: 06		50
• Warning Citations: 06		46
• Civil Papers Served: 0		03
• Business Alarms: 0		13
• Residential Alarms:07		40
• Special Details: 08		94
• COPS Times: 2,800 ( <i>Min.</i> )		34,800 Min.
• Vacation Checks: 14		79

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

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

**Hanover Township Fire Department**  
**Monthly Report for September 2023- Phil Clark Fire Chief**  
**(Presented in October 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:	52	458
• Motor Vehicle Accidents:	05	55
• Fire Runs:	09	119
• Fire Inspections:	00	04
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	<b>63 Runs/Operations ( Fire/EMS Runs)</b>	

**Total Year 2023: 632 Runs/Operations**

(September 2022: 100 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**  
**(October 25, 2023)**

Millville Cemetery Operations Report September 1 through September 30, 2023

<b>6 Graves sold to Township residents (@ \$1,400)-----</b>	<b>8,400.00</b>
<b>0 Graves sold to nonresidents (@ \$1200)-----</b>	<b>0.00</b>
<b>0 Old resident graves-----</b>	<b>0.00</b>
<b>7 Full Interments-----</b>	<b>11,400.00</b>
<b>0 Baby interments-----</b>	<b>0.00</b>
<b>1 Cremations-----</b>	<b>1,100.00</b>
<b>Foundation and Marker installation fees-----</b>	<b>3,672.00</b>
<b>Grave Transfer-----</b>	<b>0.00</b>
<b>Donations-----</b>	<b>0.00</b>
<b>Total: -----</b>	<b>-\$24,572.00</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. Dug holes, installed 6 x 6 posts, and moved Community Center sign.
2. Performed dirt work at culvert we repaired on Krucker Road.
3. Pressure washed black mold off the Memorial, the sidewalks, the shelter pads, and picnic tables.
4. Trimmed bushes at the Memorial.
5. Worked on replacing rotten wood on the Gazebo.
6. Removed the Community Center planter and hauled it away.
7. Installed a new LED light on the flag in the Park.
8. Picked up and returned light towers, set up and put everything away for the Cruise In/Wine Tasting event.
9. Worked on equipment.
10. Removed climbing unit, welded, painted and reinstalled at the Park playground.

11. Cut grass on all Township properties.
12. Performed monthly truck, park, and stormwater inspections.

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

#### Administrator **September** Summary Report (October 25, 2023)

- **Community Center Parking Lot:** During September the Township Administrator met with County Engineer's officials to review the final proposed Community Center parking lot project. Final plans were completed. Bidding took place and an agreement for the project was reached with an award made to Rack & Ballauer Excavating Company, Inc. for \$202,622.00. Proposed construction to take place in October 2023.
- **American Relief Fund Act: ARPA) Ongoing:** Received notification from the Board of Commissioners about the proposed allocation of ARPA Funds for Township projects that serve the underserved population. Awaiting final instructions and follow up.
- **Fiscal Operations- Ongoing:** Continued monthly analysis of the financial condition of the Township and working in planning of projects identified by the Board for implementation. Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly Board meeting. Prepared Trustee packets and reports.
- **Township Project Architect: Ongoing-** During the month of the September 2023, the Township Administrator met with the Luminaut architects to review project details and steps needed to get the park restroom project moving ahead for bidding. Estimated bidding to take place in early October.
- **Township Meetings:** Prepared materials and held meetings with the Park Committee to plan for the Cruise In-Wine Tasting- Concerts scheduled for September 30, 2023. Worked on details for the event and staffed the event. Executed all contracts related thereto as well as obtaining the F-2 State Alcohol Permit.
- **Township Pay Plan Requests:** Worked extensively on suggested changes to the Township Pay Plan proposed by the Fire Department. Met with Fire Department Officers.
- **Building and Zoning:** Continued to forward information to the County Zoning Office regarding various properties on Old Oxford, Morman, Millville Oxford, Stillwell Beckett and Woodbine Roads. Seeking information follow up.
- **Open Burning: Ongoing-** Despite the change in weather, open burning continues to be a problem in some areas. The Administration fielded a number of phone calls related to complaints and questions regarding the law. Information is being distributed to the public.
- **Sponsors for Special Events:** The Township Administrator and Park Committee members have been working to develop sponsors/contributions for Haunted Harvest and Veterans Day.



- **Pay Plan Changes:** Continued work on Pay Plan changes, employee rates of pay and Personnel Action forms related to Resolution No. 36-24. Met with Chief Clark and Deputy Chief Stitsinger about rates and changes. Followed up with the Fiscal officer.
- **Nuisances and General Complaints:** Fielded several calls and visited various properties to ascertain if the property condition violated debris, Junk Vehicle or dilapidated structure statutes under Township law. Working on properties on Old Oxford, Faairy Drive, Millville Oxford and Reily Millville.

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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**

*September-October:* Worked on clarifying and implementing Fire Department Pay Plan changes and preparing Personnel Action Forms related thereto.

***Fire Department/ Hire Subject to Conditions***

Nothing to Report.

**Cemetery**

No updates.

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**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: \$2,327,780.90 (Excludes CARES Funding; If included balance is \$2,859,129.29
- Nov- Cash Balance: \$2,446,861.80 (Excludes CARES Funding; If included balance is \$2,728,043.24
- Dec- Cash Balance: \$2,436,152.18 (Includes \$35,374.23 CARES Revenue)

Fiscal Year 2021

Jan- Cash Balance: \$2,327,500.47  
Feb- Cash Balance: \$2,555,744.03  
Mar- Cash Balance: \$2,326,232.58  
Apr- Cash Balance: \$2,936,429.83  
May- Cash Balance: \$2,865,179.70  
June- Cash Balance: \$2,814,391.86  
July- Cash Balance: \$3,162,801.28  
Aug- Cash Balance: \$3,018,684.99  
Sept- Cash Balance: \$3,529,740.57  
Oct- Cash Balance: \$3,487,179.01  
Nov- Cash Balance: \$3,355,784.52  
Dec- Cash Balance: \$3,269,634.31

Fiscal Year 2022

Jan- Cash Balance: \$3,106,359.45  
Feb- Cash Balance: \$3,061,133.65  
Mar- Cash Balance: \$3,780,417.05  
Apr- Cash Balance: \$3,703,934.16  
May- Cash Balance: \$3,643,272.43  
June- Cash Balance: \$3,498,499.98  
July- Cash Balance: \$3,866,009.07  
Aug- Cash Balance: \$3,903,052.77  
Sept- Cash Balance: \$4,264,684.95  
Oct- Cash Balance: \$4,201,970.71  
Nov- Cash Balance: \$4,092,018.29  
Dec- Cash Balance: \$4,039,299.87

Fiscal Year 2023

**January Cash Balance: \$3,559,160.92**  
**February Cash Balance: \$3,475,575.97**  
**March Cash Balance: \$3,496,580.72**  
**April Cash Balance: \$4,121,487.83**  
**May Cash Balance: \$3,861,490.93**  
**June Cash Balance: \$3,739,555.00**  
**July Cash Balance: \$3,675,692.32**  
**August Cash Balance: \$3,496,048.90**  
**September Cash Balance: \$4,067,959.69**

Of Note- Budget Information

Of Note- Budget Information

- 1) Total Expenditures all funds for September: \$133,767.90 / Revenue: \$846,686.89
- 2) Total General Fund cash on hand September 30: \$1,501,617.77 (36.91%) of Total funds
- 3) Total Fire/EMS Fund cash on hand September 30 : \$881,285.77 (21.66%) 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.*

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

**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.

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

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

## **Old Business**

### **Nuisance Update** **July - September 2023**

- 1) Fairy Drive and Millville Avenue: Township orders were sent. No response as of this writing. Inspection on 9/12 showed no change.
- 2) 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), Millville Oxford- 3 properties excessive vegetation and noxious weeds.
- 3) Progress made on 1660 Millville Oxford Road. The Owner will cut the high grass and noxious weeds.
- 4) 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. The Junk Yard at 428 Morman Road was officially referred back to the Zoning Office for follow up.
- 5) 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. Still in progress on 9/13/23.
- 6) 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. The owner called on September 12th and seeking further direction

## **Other Old Business**

### **Hanover Park restroom Project**

Mr. Henry presented information regarding the plans to replace the Park Restroom. The Park Restroom Project was put out for public bid in this month. Bids are due by 2:00PM Friday October 27th. Notice was also posted on the Township website along with the specifications.

## Hanover Township Road Program 2024 Estimates

1. Paving Estimate: See attachment- \$298,966.01
2. Black Mat Estimate: See attachment- \$219,841.00
3. Retrace Estimate: See Attachment- \$1,214.93

**Total Estimate All Services: \$520,021.94**

**ARPA Allocation** by Board of Commissioners through the County Engineer: **\$262,077.00**

**Net Township Funds: \$257,944.94**

**Township final approval based upon these estimates is due to the County Engineer's Office  
by December 1st.**

### County ARPA Additional Allocation

The Township received a notice from Judi Boyko, Butler County Administrator in regard to an additional \$150,000.00 set aside for townships. Registration must be submitted. After that proposals will be entertained from the Townships. Ideas will be discussed within the Township in November.

**Motion:** Moved by Mr. Buddo seconded by Mr. Miller to approve Resolution No. 40-23 regarding vision insurance. No increase for the new period and has consistently been part of the overall Township's health care package. No further discussion, Mr. Henry called the roll with all three Trustees voting yes.

### **Resolution No. 40-23**

#### **Approving Renewal of the Vision Service Plan for Hanover Township as Part of the Overall Health Care Plan**

*Whereas*, it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care which includes vision care and dental services at affordable rates to maintain a competitive work force; and

*Whereas*, the Township's Broker Wichert Insurance Agency and the Township Administrator have reviewed renewal rates for vision as part of the overall Township Health Insurance Coverages, previously authorizing renewal of Delta Dental and for vision care services have determined the coverage provided through Vision Service Plan for a two year period represents the best approach for the Township as part of the overall health care plan for the Township; and

*Whereas*, for the new contract year premiums charged by Vision Service Plan during the last two year contract period were increased 2% but the current recommended contract remains at the same level for which the Township has been satisfied with the services provided,

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

**Section I.** Resolution No. 40-23 is hereby approved authorizing the renewal of the group Vision Service Plan for optical insurance at a single rate of \$9.16 monthly and family rate of \$20.74 monthly for the contract period January 1, 2024 through December 31, 2025.

**Section II.** The Township Administrator is hereby authorized to execute contract documents in behalf of the Township and the Fiscal Officer is authorized to make premium payments as part of these contracts.

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 25th day of October 2023

**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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**Motion:** Moved by Mr. Johnson seconded by Mr. Buddo to approve Resolution No. 41-23 regarding Delta Dental renewal insurance. No increase for the new period and has consistently been part of the overall Township's health care package. No further discussion, Mr. Henry called the roll with all three Trustees voting yes.

**Resolution No. 41-23**

**Approving Renewal of the Delta Dental Plan for Hanover Township as Part of the Overall Health Care Plan**

**Whereas,** it is in the best interest of the Township to provide employee group health insurance that offers satisfactory health care which includes vision care and dental services at affordable rates to maintain a competitive work force; and

**Whereas,** the Township’s Broker Wichert Insurance Agency and the Township Administrator have reviewed renewal rates for basic dental services as part of the overall Township Health Insurance Coverages, previously authorizing renewal of these services, have determined the coverage provided through Delta Dental for a one year period represents the best approach for the Township as part of the overall health care plan for the Township; and

**Whereas,** for the new contract year premiums charged by Delta Dental during the last one year contract period were not increased and the current recommended contract remains at the same level for which the Township has been satisfied with the services provided,

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

**Section I.** Resolution No. 41-23 is hereby approved authorizing the renewal of the group Vision Service Plan for optical insurance at a single rate of \$27.14 monthly and family rate of \$84.57 monthly for the contract period December 1, 2023 through November 30, 2024..

**Section II.** The Township Administrator is hereby authorized to execute contract documents in behalf of the Township and the Fiscal Officer is authorized to make premium payments as part of these contracts.

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 25th day of October 2023

**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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**Community Development Projects:** Mr. Henry presented ideas solicited from the public, Park Committee and others regarding possible Community Development grant requests. The list reviewed is as follows:

**Suggested Ideas for Community Development Block Grant Funds**  
**Citizen Input, Park Committee and Administration Suggestions**  
**September-October 2023**

**General Projects Various Locations**

1. *Extend Water/Electric Utilities (safety issue) to other parts of the Park- High Priority from the Park Committee. (Est. \$45,700.00)*
2. Drainage Improvements Park ball field/parking lot areas; no current estimates
3. Seek funding to install adverse weather sirens for placement in the Park Area & Alamo Heights, estimated \$30,000.00.
4. Add playground equipment: 2-3 pieces at \$15,000.00
5. Expand Veterans Memorial to include Flag Stanchions for all services
6. Upgrade/Reconstruct Community Center Restrooms and Kitchen: \$50,000.00.

**Existing Park Area**

1. Add more picnic tables and grills throughout the site
2. Upgrade existing ball field; reorient the back stop area and replace with new.
3. Construct a Nature Preserve area in the rear area of walking path section.
4. Build a sizable community fire ring not too far away from the gazebo area
5. Add a small fountain/sculpture piece near the gazebo area or cascading fountain design.
6. Provide electric to all shelters and add security lighting for extended park use.
7. Add new, smaller shelters at appropriate locations.
8. Add basketball area to existing park.
9. Outdoor Fountain Spray Fun Area for kids.
10. ***Construct Sand Volley Ball Court. Recommended by the Park Committee***
11. ***Construct an area for Frizbee Golf. Recommended by the Park Committee***

**Citizen Input:** Based upon input received and Park Committee and Land Use Committee meetings over time. Ranking of projects and formal approval by the Board of Trustees will take place during the October 25, 2023 meeting.

The Board discussed priorities based upon their understanding of the CD Guidelines. The matter will be discussed next with a resolution identifying priorities.

**Motion:** Moved by Mr. Buddo seconded by Mr. Miller to approve Resolution No. 41-23 regarding authority to submit three projects for consideration by CD Officials and approve the priority ratings as attached. After further discussion, Mr. Henry called the roll with all three Trustees voting yes.

### **Resolution No. 42-23**

#### **Authorizing the Filing of the 2023 (2024 Allocation) Application(s) for Community Development Block Grant Funding and Prioritizing of Projects for Hanover Township**

*Whereas*, the Board of Trustees and Township Administration have reviewed the requirements for the 2024 Community Development Block Grant Program; and

*Whereas*, the Township has several key projects that merit consideration under the Community Development Block Grant Program as suggested by citizens and the Administration which will serve key pockets of low to moderate income families; and

*Whereas*, key projects were discussed in two Public Meetings with public input solicited on September 13, 2023 and October 25, 2023, and recommendations were received from the Township Ad Hoc Park Committee through discussions over the past four years; and,

*Whereas*, all the projects discussed have been placed on a list for continued consideration and guidance to the Township and are reflected in the attachment herewith: and,

*Whereas*, the Board of Trustees rate several of these projects as a high priority based upon resident input this year, input received from a 2012 Citizen Survey conducted by Miami University and input from the Hanover Township park Committee.

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

**Section I.** That the Township after considering citizen input as well as recommendations from the Park Committee do hereby authorize three project applications for Community Development Block Grant Funding in 2023-2024 identifying and rating these projects as set forth in the attachment hereto labeled "Attachment to Resolution No. 43-23 CD Project Ratings."

**Section II.** That the Board will commit in kind services and/or direct cash contribution of 10% or more for each of the three projects submitted.

**Section III.** That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit said project applications to the Butler County Community Development Department by November 3, 2023.

**Section IV.** That the Board of Trustees acted upon this matter in an open public session and is a reflection of the action taken on October 25, 2023.

*Board of Trustees*

*Vote*

*Attest and Authentication:*



Jeff Buddo  
Douglas L. Johnson  
Larry Miller

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Gregory L. Sullivan  
Fiscal Officer/Clerk

**Attachment Resolution No. 42-23 CD Project Rankings  
Community Development Block Grant Requests  
November 2023**

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**Utility Safety Improvements Project  
Hanover Township Memorial Park  
Priority Ranking:1**

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**Township Memorial Park General Utility and Safety Improvements  
Description and Budget  
Priority Ranking #1**

For some time there have been needs indentified for additional water/electric utility access and safety measures to enhance park operations at the Hanover Township Memorial Park. This project includes security lighting for the north parking lot (built in 2008 with CD funds), lighting and electric for shelters #1 and #2 which are adjacent to the children’s playground area and lighting on walkways adjacent to the children’s playground area, lighting for the parking lot/gazebo area and rear of the children’s playground and extension of water service to the Walking Path area providing for a drinking fountain as well as a tap for general water supply to maintain the area and assist with water needed for minimal fire fighting capabilities. The water utility extension is crucial for supporting special events, providing a water source to help with maintaining the park's vegetation and to provide a small water source in the event of a small fire. Residents from all neighborhood areas in eastern Hanover Township and west Hamilton City use this area.

**General Park Utility and Safety Improvements  
Funding requested for CD Grant: \$60,000.00**

**(Township match would pay for some site work and ground restoration/seeding up to \$6,000.00)**

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**Priority Ranking #2/Playground Equipment  
Hanover Township Memorial Park  
Description and Budget**

Hanover Township Memorial Park serves residents from the surrounding areas, particularly those children who do not have neighborhood play areas, especially in

eastern Hanover Township and western Hamilton. The playground serves primary children ages 2 through 14 and except for extremely harsh weather is used year round. Major events are held in this park in June and October aimed at kids under age 14 to have a safe place to assemble and have fun. Currently the Township has no money to upgrade nor add new equipment. The money would be used to replace older equipment and purchase new and safe playground equipment to satisfy the interest of the children who use the facility. It is estimated that costs including installation would range from \$25,000.00 to \$45,000.00. Community Development Block Grant funds have been used in the past for park upgrades.

Playground Equipment Improvements  
Funding Request for CD Grant: \$45,000.00  
Local Cash Provided: \$5,000.00

\*\*\*\*\*

**Hanover Township Community Center Improvements  
Priority Ranking #3  
Description and Budget**

The Hanover Township Community Center, located across the street from the Township Park, hosts numerous civic functions, private parties and special classes for the community. On average the facility is used for at least 13 events per month. The facility can seat up to 110 people for a dinner or more for a presentation or training. The facility was used by the State Auditor for required Public Records training for southwestern Ohio officials. In addition, the Community Center is used by the Board of Elections for election voting. The Center serves over 100 veterans for the annual Veterans Day luncheon. The facility is used by local residents throughout the year for birthdays, holiday parties and special activities. Again we see many residents from the east side of Hanover Township and west side of Hamilton using the facility. The project calls for the replacement of old worn out floor tiles, upgrade the walls and fixtures of the restrooms and complete upgrade of the kitchen area including wall coverings, floor tile replacement, and cabinet refurbishing and electrical socket upgrades to meet current safety standards.

Funding Requested for CD Grant: \$60,00.00  
Local Cash Provided: \$6,000.00

\*\*\*\*\*

**\* Figures will be updated as proposals are submitted. The current listed figures are outdated and used only for illustrative purposes.**

\*\*\*\*\*

**Recommended by the Fiscal Officer:** Mr. Henry explained Resolution No. 43-23 and attachment regarding documents that must be submitted to the County Auditor.

**Motion:** Moved by Mr. Miller seconded by Mr. Buddo to approve Resolution No. 43-23 regarding figures to submit to the County Auditor as recommended by the Fiscal Officer. After further discussion, Mr. Henry called the roll with all three Trustees voting yes.

**Resolution No. 43-23**

**Accepting The Amounts and Rates as Determined By The County Budget Commission and Authorizing the Necessary tax Levies**

*Whereas*, the Board of Trustees and Administration have been evaluating Hanover Township’s finances and reviewed the proposed tax rates and levies based upon information from the County Budget Commission; and

*Whereas*, the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) had previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2024; and,

Whereas, The Fiscal Officer is certifying to the County Budget Commission the 2024 Amounts Rates and Tax Levy Information based upon this resolution,

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

Section I. That the Board approves The Amounts and Rates as Determined By The County Budget Commission and Authorizing the Necessary Tax Levies as reflected in the attachment hereto.

**Section II.** That the Fiscal Officer is authorized to take al necessary steps and delivery of documents as required under the Ohio Revised Code.

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 25th day of October 2023.

***Board of Trustees***

***Vote***

***Attest:***

Jeff Buddo  
Douglas L. Johnson  
Larry Miller

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

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

\*\*\*\*\*

**Purchase Brine Mix:** Hanover Township annually enters into various agreements with the Butler County Engineer's Office for a number of services including purchase of certain materials such as road brine/ beet juice. The Township was quoted a lower price for the next winter season.

**Motion:** Moved by Mr. Johnson seconded by Mr. Buddo to approve Resolution No. 44-23 regarding purchasing a brine mix through the Butler County Engineer's Office as recommended by the Road Superintendent. After further discussion, Mr. Henry called the roll with all three Trustees voting yes.

**Resolution No. 44-23  
Authorizing Contract with Butler County Engineer’s Office for AMP/Brine Mix**

*Whereas*, Hanover Township annually enters into various agreements with the Butler County Engineer's Office for a number of services including purchase of certain materials such as road brine/ beet juice;

*Whereas* the Butler County Engineer’s Office meets all applicable State and local requirements through its bid process for road related services and materials; and

*Whereas*, in order to save money and expedite the bidding process, it benefits the Township to enter into an agreement with the Butler County Engineer's Office for road AMP/Brine Mix (\$.33 per gallon delivered- less than last year) to assist with Hanover Township's treatment of roadways in the 2023-2024 winter season,

*Now therefore be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio*

**Section I.** That the Board of Trustees of Hanover Township authorize entering into an agreement to participate with the Butler County Engineer's Office for the purchasing of road AMP/Brine Mix at \$.33 per gallon delivered for the 2023-2024 winter season.

**Section II.** That the Township Administrator and Road Superintendent are hereby authorized to file and sign all documents associated therewith including the forwarding of the estimated brine/beet juice needed as prepared by the Road Superintendent.

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 25<sup>th</sup> day of October 2023.

*Board of Trustees*

*Vote*

*Attest and Authentication:*

Jeff Buddo  
Douglas L. Johnson  
Larry Miller

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

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

\*\*\*\*\*

**Haunted Harvest:** For several years Hanover Township has sponsored "Hanover Haunted Harvest" for kids as recommended by the Park Committee in order to provide a safe place to "trick or treat" with community involvement serving up to 350 kids. Sponsorships are sought each year and in kind product has been provided. However, in case expenses would exceed donations, a motion is in order to approve the expenses not to exceed \$2,000.00. **Motion:** Moved by Mr. Buddo seconded by Miller to approve the Township's sponsorship of the Haunted Harvest and approve expenses associated therewith not to exceed \$2000.00. After discussion, a roll call vote was taken with the vote as follows: all three Trustees voted yes.

**Veterans Day:** Hanover Township sponsors an annual Veterans Day Ceremony and Luncheon on Veterans Day November 11th. In 2023 this day falls on Saturday. Although there will be several private contributions made to support the event, there may be items not totally covered. Therefore a **motion** is in order. Moved by Mr. Miller seconded by Mr. Johnson to approve the Township's sponsorship of the Veterans Day Ceremony and Veterans Luncheon and approve expenses associated therewith not to exceed \$4,500.00. After discussion, a roll call vote was taken with the vote as follows: all three Trustees voted yes.

**Meeting Schedule for 2024:** A revised Board meeting schedule and special events schedule was presented to the Board by Mr. Henry. This schedule reflects all requests and changes forwarded to Mr. Henry to date. Moved by Mr. Johnson and seconded by Mr. Miller to approve the 2024 Board

and Special Schedules. After further discussion, Mr. Henry called the roll with all three Trustees voting yes.

**2024 Board of Trustees Regular Meeting Schedule  
And Special Events**

*(Meeting times are at 6:00 PM on the third Wednesday of each month unless changed due to schedule conflicts or unless otherwise publicized or posted. Refer to schedule below)*

- January 24: *Organizational Meeting/ 4th Wednesday*
- February 21:
- March 20
- April 17
- May 15
- June 19
- July 17
- August 21:
- September 18
- October 16
- November 20
- December 11

**Special Events:**

1. **June 29th** Saturday Kids Fest: 1:00PM To 4:30PM/ Hanover Township Park
2. **October 5th** Saturday: Concert-Cruise In-Wine Tasting: 2:00PM to 8:00PM/ TBD
3. **October 27th** Sunday: Hanover Haunted Harvest 4:30PM to 6:30PM
4. **October 31st** Thursday: Halloween Trick or Treat Activities 6:00PM to 8:00PM
5. **November 11th** Monday: Veterans Day Ceremony 11:00AM/Luncheon Follows

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**Reminder:** November Board meeting will be held on November 15th.

Other: Deputy Tanner presented a request from Captain Bucheit of the BCSO stating the BCSO had received complaints about the road striping. Mr. Henry stated he would pass the information to ODOT and Jerguson- this not a Township project.

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**Miscellaneous Correspondence:**

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

- 1. Butler County Building Permit Report for August 2023
- 2. OTA Legislative Update
- 3. Medicount Management Report for July 2023
- 4. Article: Property Valuation Issues Butler County/ Tax Hikes
- 5. Chart: ODOT Repair and Paving Project Old Oxford Road
- 6. Other

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**Motion to Adjourn**

There being no further business to be considered by the Board, Mr. Miller moved, seconded by Mr. Johnson to adjourn the Board of Trustees October 25th meeting. Upon roll call, Mr. Miller, Mr. Johnson and Mr. Buddo voted yes.

**October 25, 2023 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:**

*Jeff Buddo, President:* \_\_\_\_\_  
*Douglas L. Johnson, Vice President:* \_\_\_\_\_  
*Larry Miller, Trustee:* Excused Absence

Date: 11/15/2023

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