



**Hanover Township Board of Trustees  
August 21, 2024 Meeting Minutes**

**Call to Order:** Board President Douglas L. Johnson called the regular Board meeting to order at 6:00 PM. Mr. Johnson led the opening ceremonies and gave the opening invocation.

**Roll Call:** Mr. Greg Sullivan, Fiscal Officer/Clerk took a roll call with Messer's Miller, Buddo and Johnson present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner, Phil Clark, Fire Chief and BCSO Deputy Tanner (entered the meeting later).

**Approval of Meeting Minutes:** Motion made by Mr. Buddo, seconded by Mr. Miller, to approve the July 17, 2024 regular meeting minutes and approve warrants for release/distribution as well as approval of reports. Upon roll call Mr. Miller, Mr. Buddo and Mr. Johnson voted yes to approve all.

**Guest Presentation:** None scheduled or requested.

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

**Administration Reports**

**Law Enforcement:** Deputy Tanner gave the following report for the month of July 2024:

**Butler County Sheriff's Office**  
**District #18**  
**Hanover Township Contract Cars**  
**Monthly Report for July 2024**

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls:77		894
• Felony Reports: 02		12
• Misdemeanor Reports: 03		45
• Non-Injury Crash: 00		24
• Injury Crash: 03		20
<b>Total Reports: 07.....</b>		<b>90</b>

- Assists/Back Up: 15 184
- Felony Arrests: 00 00
- Misdemeanor Arrests: 00 10
- OMVI Arrests: 00 01

**Total Arrests: 00 .....11**

- Traffic Stops: 135 61
- Moving Citations: 04 56
- Warning Citations: 12 25
- Civil Papers Served: 0 02
- Business Alarms: 0 06
- Residential Alarms: 01 32
- Special Details: 09 91
- COPS Times: 3,800 (*Min.*) 27,800 Min.
- Vacation Checks: 00 59

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

**\*\*Should be noted that training and vacations led to lower stats for the month**

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**Hanover Township Fire Department**  
**Monthly Report for July 17, 2024- Phil Clark Fire Chief**

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	372
• Motor Vehicle Accidents:	03	54
• Fire Runs:	10	86
• Fire Inspections:	00	00
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	<b>65 Runs/Operations ( Fire/EMS Runs)</b>	

**Total Year 2024: 522 Runs/Operations**

(July 2023: 74 Runs/Operations)

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Total for 2023	867	
Total for 2022	1010	5 year average (2019-2023)
Total for 2021	1075	940 Runs/Operations
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	5 year average (2017-2021): 858
Total for 2013	750	Run Increase Since 2007: 358
Total for 2012	693	
Total for 2011	719	
Total for 2010	748	
Total for 2009	676	
Total for 2008:	669	
Total for 2007	717	

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**SUPERINTENDENT'S REPORTS**  
**(August 2024)**

Millville Cemetery Operations Report July 1 through July 31, 2024

4 Graves sold to Township residents (@ \$1,400)-----	5,600.00
0 Old resident graves-----	0.00
4 Full Interments-----	5,600.00
0 Baby interments-----	0.00
2 Cremations-----	1,600.00
Foundation and Marker installation fees-----	1,632.00
Grave Transfer-----	0.00
Donations-----	100.00

**Total: ----- 14,532.00**

Other Cemetery activities:

1. Fixed graves
2. Cleaned office and garage
3. Picked up and removed flowers from stones.
4. Mowed grass four times

5. Weed eat four times
6. Set three markers

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

1. Cut back intersection at Hogue and 177 for site obstruction.
2. Pressure washed cemetery signs and sealed the 6 x 6 posts.
3. Cut up a fallen tree on Salman Road off Stillwell Road.
4. Rented a lift and installed the flagpole in the base and installed and wired an LED light on end of Community Center for the flag.
5. Formed up and poured a concrete slab for a bench for the Walking Path.
6. Finished the second round of roadside mowing.
7. Fixed potholes.
8. Cut behind guardrail at 177 and Woodridge for sight obstruction.
9. Put back up "Road Ends" sign on Four Mile Creek Road.
10. Replaced two missing objects off road signs on Huston Road.
11. Called in on July 27 to pick up a large pile of garbage on Hogue Road.
12. Cleaned catch basin on Gardner Road hill and on Hogue Road.
13. Repaired gang plank on pirate ship in Park playground.
14. Edged all the sidewalks at the Park.
15. Mowed and trimmed all Township properties four times.
16. Performed monthly truck, park, and stormwater inspections.

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**Administrator July Summary Report**  
(August 21, 2024)

- **Park Restroom Project:** Continued working with Luminant Architects on value engineering questions to save the Township money and bring the project within budget as per the Board's approval of revised specifications. Completed and submitted to OHIO EPA the Permit To Install application. Awaiting approval. Plans and specs are being loaded onto the website. A legal notice has been prepared. Bidding will likely take place the beginning of August.

- **County Land Bank:** No update from the Land Bank regarding the purchase of Shady Nook.
- **Fire Department Grants: Ongoing:** Working with Lt. Baden on additional grants beyond those accepted by the Board of Trustees for the Fire Department. Grant award received for CSX grant o \$2500.00. Also working on several backgrounds for possible Fire Department employees.
- **Township Newsletter:** Was published and mailed to residents the week of June 24th. Received positive feedback. Gave out additional copies from the office.
- **Electric Aggregation:** Continued fielding calls and explaining electric aggregation and Dynegy rates. Some residents brought their bill in to be examined.
- **Open Burning: Ongoing-** Ongoing- open burning continues to be a problem in some areas. The Administration fielded a number of phone calls again this month related to complaints and questions regarding the law. Information continues to be made available to the public. An article was also put in the Newsletter.
- **Nuisances and General Complaints: Ongoing-** Fielded several calls and visited various properties to ascertain if the property condition violated debris, junk vehicle or dilapidated structure statutes under Township law. Currently trying to resolve with persuasion. Also coordinating to the extent possible with County Zoning. If follow up official orders are needed, action may be taken in August- September.
- **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.

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- **Road Program through BCEO:** Received some complaints that Isabella Lane has not received finished paving. The process has been held up to allow County Sanitary to determine possible problem underneath the roadway.
- **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

*July- August 2024:*

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

***The following were mentioned in last month's report and they are currently finishing up their background investigation requirements.***

***New:*** Hire: Conner Brosey 1650 Salmon Road Hamilton, Ohio 45013 as a Firefighter II/ EMT-B at \$17.00 per hour on station subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

***New:*** Hire: Jacob Dorsey 7485 Princeton Road West Chester, Ohio 45044 as a Trainee at \$15.00 per hour on station subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

***New:*** Hire: Myrissa Combs 3438 Marian Drive Hamilton, Ohio 45013 as a Firefighter/ EMT-B at \$18.00 per hour on station subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

***New:*** Hire: Gage Asher 3122 Pleasant Avenue Hamilton, Ohio 45015 as a Firefighter/ EMT-B at \$18.00 per hour on station subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

***New:*** Hire: Mikayla Murphy 208 Blue Quail Place Trenton, Ohio 45067 as a Trainee at \$15.00 per hour on station subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

### **For August (8/21/24):**

***New:*** Hire: Keri Ann Barrett as an EMT-B at \$16.00 per hour on station subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.

### **Cemetery**

Nothing new to report.

### **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  
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  
October Cash Balance: \$3,996,729.39  
November Cash Balance: \$3,722,684.18  
December Cash Balance: \$3,673,455.14

#### Fiscal Year 2024

Jan- Cash Balance: \$3,483,832.60  
Feb- Cash Balance: \$3,459,266.38  
Mar- Cash Balance: \$4,241,433.98  
Apr- Cash Balance: \$4,075,635.16  
May- Cash Balance: \$3,968,743.91  
June- Cash Balance: \$3,838,123.51  
July- Cash Balance: \$3,939,306.18

#### Of Note- Budget Information

- 1) Total Expenditures all funds for July 31: \$224,999.55 / Revenue: \$195,067.31
- 2) Total General Fund cash on hand July 31: \$1,431,141.75 (36.3%) of Total funds
- 3) Total Fire/EMS Fund cash on hand July 31: \$445,049.43 (11.30%) of Total funds
- 4) *Monthly Revenue and Expenditure Reports by fund for this month of 2024 are attached to this report. See charts of expenditures and revenues.*

#### General Notes and Observations

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. Payment for the Gene Avenue Culvert Project will be due.

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.

December 2023: Examining Impact of increased costs associated with all operations and possible strategies to address these issues.

January-February 2024: Evaluating Fund Balances and estimated 2024 Revenue and Expenditures to ascertain which needed projects can move ahead. Need a strategy session with the Board of Trustees.

March through May 2024: There is a need to hold a strategy session regarding future costs of Fire/EMS Operations as the Township looks to the future to keep operations effective in light of inflationary conditions. Also need to examine performance objectives for various operations. Need to examine methods to retain experienced quality personnel.

June-July 2024: Value Engineering associated with the Park Restroom needs to be completed and preparation of new design-build specs for bidding in July. Work with the County Land Bank to secure funds to help eliminate nuisances.

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**Old Business**

**From: Butler County Zoning**

**See attached report copy.**

***Park Restroom Bidding***

Plans have been viewed by six contractors. Questions were raised which were answered in an addendum issued. All bidding information as well as plans/specs are featured on the Township's website. Bids are to be received by 2:00PM Monday August 26th and will be opened to be evaluated. If proper bids are received and if requirements are met including budgetary elements, the Board will be asked to review and make a bid award later that week.

***OTARMA Safety Consultant Response to Hanover Township's Questions:***

Last month the safety inspector called in response to Hanover Township's questions about the one safety concern raised regarding park playground equipment. The remarks presented clarified that no identifiable risk was seen in the park. Further, when question about when the commercial standards came into play, they did not know or disclose. The position was that some of the current equipment did not meet those standards. The equipment was installed prior to these standards and is monitored regularly to insure there are no problems. No complaints have been received. have been received from park participants. Since no clear safety risk has been identified and the regular inspections that take place, the Township can replace this equipment when the need arises which is not at this time.

***Adverse Weather Siren Update***

A of the test by the county on August 7th, the siren did not work. Mobilcomm was contacted again after all the efforts made by the Township to repair said siren. In fact, a Mobilcomm supervisor stated that all repairs were made and the siren should work. The Township requested another inspection during which a transmission receiver panel was discovered to not be working. This part has been ordered and will be installed by Mobilcomm upon arrival.

**From Seth Geisler- Land Bank**

The commissioners asked me to reach out to our building and zoning team to see if there is anything we can do to condemn the property. They investigated it and unfortunately, although they agree the building does need maintenance, the building does not appear to be a danger or serious hazard. The building department does not have any pending violations and they have not received complaints about the property. You had mentioned that the inside of the building could be a danger, however, the building is secure and there no access to the property and because of this they cannot act on what the interior may be.

Let me know if there is anything else I can do to help. I'll let you know if I think of anything else. Maybe, we can revisit the purchase of the property at a later date, I do think that if the owner was in a different financial position, that they may be willing to sell.

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## New Business

**Thank You Note:** Tim Derickson and Family sent a "Thank You" note attached for the acknowledgement and flowers (privately funded) sent in regard to his mother's passing away.

## Property and Liability Insurance:

### Resolution No. 36-24

#### **Approving Property, Vehicle and Liability Insurance Renewals Through a Contract With the Ohio Township Risk Management Authority for Policy Year September 2, 2024 through September 1, 2025**

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

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

*Whereas*, the Ohio Township Risk Management Authority has presented renewal coverage for General Liability (Legal) and Coverage Extensions, Property Insurance and Coverage Extensions, Public Officials Wrongful Acts and Coverage Extensions, Vehicle Insurance Coverage and Umbrella Liability as well as Coverage Extensions for new Fire Equipment and Road Department Equipment as well as a rebate to be determined (mailed separately) for the new contract period resulting in a total cost for the new policy period of 40,687.85.00 which includes an additional one million dollars in liability coverage up to four million dollars; and

*Whereas*, the OTARMA renewal proposal is the most cost efficient coverage given the Township's circumstances, past experience and the rate has been relatively level the last few years but has increased by \$5,735.85 this renewal period due to new valuation of buildings and equipment but a separate addendum will be considered later for Kids Fest and Wine Tasting events,

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

***Section I.*** Resolution No. 36-24 is hereby approved authorizing the renewal of the property, vehicle, and liability insurance coverage for the period commencing September 2, 2024 through September 1, 2025 with the Ohio Township Risk Management Authority as represented locally by Lovins Insurance Agency for a cost not to exceed \$40,687.85 (with anticipated rebates/credits to be received at a later date) as outlined in an attachment herewith labeled "Attachment Resolution No.36-24".

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

The foregoing resolution was adopted in a special public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 21st day of August 2024.

***Board of Trustees***

***Vote***

***Attest:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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

Moved by Mr. Buddo which was seconded by Mr. Miller to approve the renewal contract and authorize payment by approving Resolution No. 36-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

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**Speed Study Morman Road**

**Resolution No. 37-24**

**Requesting Traffic Speed Study for Morman Road to be Submitted to the Butler County Engineer's Office**

*Whereas*, During the last two years there have been a number of new driveways and residences constructed on Morman Road from Stillwell Beckett Road to Millville Avenue,

*Whereas*, residents have complained about the increased truck traffic and speeds along Morman Road creating a safety hazard, and

*Whereas*, this issue and the concerns related thereto were discussed at length during the July 17, 2024 Board of Trustees meeting;

*Whereas*, the Board asked the Township Administrator to forward these concerns and request a speed study on Morman Road,

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

***Section I.*** Resolution No. 37-24 is hereby approved, officially requesting the Butler County Engineer take the appropriate steps to provide for a traffic speed study along Morman Road.

***Section II.*** That this Resolution is to be delivered to the Butler County Engineer's Office after its enactment by the Board.

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 21st day of August 2024.

***Board of Trustees***

***Vote***

***Attest:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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Gregory L. Sullivan  
Fiscal Officer/ Clerk

Moved by Mr. Miller which was seconded by Mr. Buddo to formally approve the request to the Butler County Engineer's requesting the Butler County Engineer take the appropriate steps to provide for a traffic speed study along Morman Road by approving Resolution No. 37-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

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**Other; Recommended Additional Insurance Riders for Special Events OTARMA))**

Received earlier this week was a recommendation to consider special event additional coverages for use of inflatables and for any events serving alcohol. The cost is \$200.00 for the inflatables and \$750.00 for the Four Million Dollars liquor liability insurance. Mr. Henry recommends this coverage as it offers additional layers of protection for the Township. Mr. Buddo stated this was a good idea and made a motion to approve the additional costs for the coverage which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

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**Other**

Mr. Johnson completed the staff on the final work regarding the lighting of the Flagpole and Community Sign (The new location and flagpole issue had to be implemented due to the new parking lot layout).

Mr. Sullivan stated that the second half tax settlement had been received from the County Auditor's Office.

Chief Clark stated the Fire Station ambulance door broken pane had been repaired. The Chief also indicated the Open House was coming up and details would be forwarded.

Mr. Henry stated that the Restroom Bid Opening would take place on August 26, 2024 and a Special Board meeting will be held later that week to review the bids and make a bid award if appropriate.

Mr. Henry drew the Board's attention to the **Miscellaneous Correspondence** included in their Board Packet:

- 1. **Butler County Building Permit Reports**
- 2. **Medicount Management Report**
- 3. **Farm Bureau Invitation**
- 4. **Other**

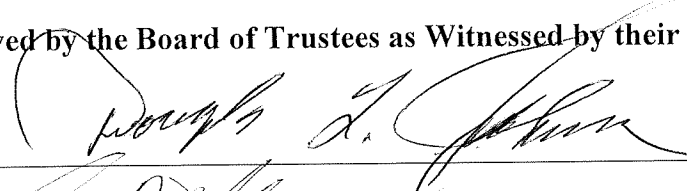
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There being no further public business for the Board to take up, Mr. Johnson **moved** to adjourn the Board meeting which was seconded by Mr. Buddo. Mr. Sullivan called the roll with Trustees Miller, Buddo and Johnson voting yes.

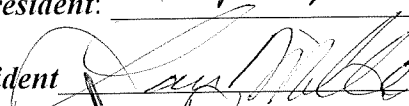
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**August 21, 2024 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:**

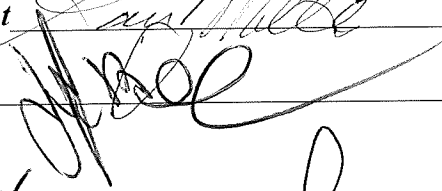
*Douglas L. Johnson, President:*



*Larry Miller, Vice President*



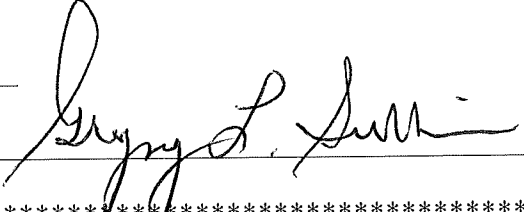
*Jeff Buddo, Trustee:*



**Date:**

9/18/2024

*Verified by: Greg Sullivan, Fiscal Officer:*



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