



**Hanover Township Board of Trustees  
January 24, 2024 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:** Mr. Greg Sullivan, Fiscal officer/Clerk took a roll call with Messer's Miller and Buddo present. Mr. Johnson excused absence. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner, BCSO Deputy Tanner and Phil Clark, Fire Chief.

**Reorganization of the Board of Trustees – Election of Board Officers**

**Resolution No. 01-23: (Adjourn Sine & Die) *Be it resolved:***

Mr. Buddo made a **motion** that the Board adjourn Sine & Die with a second by Mr. Johnson. Upon roll call, Mr. Buddo: yes, Mr. Johnson: yes, and Mr. Miller: yes. ***The meeting was turned over to the Fiscal Officer, Gregory L. Sullivan.*** The Fiscal Officer called for nominations for Officers of the Board. Nominations were made as follows:

**Resolution No. 02-23: (Open Nominations for President) *Be it Resolved:***

Mr. Larry Miller nominated Mr. Johnson for President, seconded by Mr. Buddo. Nominations for President were closed by the Fiscal Officer. A **motion** by Mr. Miller, seconded by Mr. Buddo, to elect/appoint Mr. Douglas L. Johnson Board President. Mr. Johnson, Mr. Buddo and Mr. Miller voted yes. Mr. Johnson was elected Board President.

**Resolution No. 03-23 (Open Nominations for Vice President) *Be it Resolved:***

Mr. Johnson nominated Mr. Miller for Vice President, seconded by Mr. Buddo. Nominations were closed by the Fiscal Officer. A **motion** by Mr. Johnson, seconded by Mr. Buddo to elect/appoint Mr. Larry Miller Board Vice President. Upon roll call, all members voted yes. Mr. Miller was elected Vice President of the Board.

**Resolution No. 04-23 (Out of Sine & Die) *Be it Resolved:***

Mr. Johnson made a **motion** with Mr. Buddo seconding for the Board to move out of Sine &

Die and resume the regular meeting with Mr. Johnson presiding. Upon roll call, Mr. Johnson, Mr. Buddo, and Mr. Miller voted yes.

At this point Mr. Johnson assumed the duties of running the meeting.

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Buddo, to approve the December 6, 2024 regular meeting minutes and approve warrants for release/distribution as well as approval of reports. Upon roll call Mr. Miller and Mr. Buddo voted yes to approve all.

**Guest Presentation:** No guest presentations.

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

**Administration Reports**

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

**Butler County Sheriff's Office**

**Butler County Sheriff's Office**

**District #18**

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

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls:166		1718
• Felony Reports: 03		37
• Misdemeanor Reports: 08		76
• Non-Injury Crash: 05		40
• Injury Crash: 04		33
<b>Total Reports: 20.....</b>		<b>159</b>
• Assists/Back Up: 20		266
• Felony Arrests: 00		06
• Misdemeanor Arrests: 02		15
• OMVI Arrests: 00		00
<b>Total Arrests: 02 .....</b>		<b>20</b>
• Traffic Stops: 11		125

- Moving Citations: 15 84
- Warning Citations: 05 62
- Civil Papers Served: 0 03
- Business Alarms: 1 15
- Residential Alarms:05 58
- Special Details: 20 149
- COPS Times: 5,200 (*Min.*) 48,000 Min.
- Vacation Checks: 13 92

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

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**Hanover Township Fire Department**  
**Monthly Report for December 2023- 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:	48	628
• Motor Vehicle Accidents:	11	77
• Fire Runs:	15	157
• Fire Inspections:	00	04
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	<b>74 Runs/Operations ( Fire/EMS Runs)</b>	

**Total Year 2023: 867 Runs/Operations**

(December 2022: 94 Runs/Operations)

<b>Total for 2022</b>	<b>1010</b>	
<b>Total for 2021</b>	<b>1075</b>	
<b>Total for 2020</b>	<b>870</b>	
<b>Total for 2019</b>	<b>879</b>	
<b>Total for 2018</b>	<b>777</b>	
<b>Total for 2017</b>	<b>689</b>	
<b>Total for 2016</b>	<b>705</b>	
<b>Total for 2015</b>	<b>733</b>	

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**  
**(January 24, 2024)**

Millville Cemetery Operations Report December 1 through December 31, 2023

7 Graves sold to Township residents (@ \$1,400)-----	9,800.00
0 Graves sold to nonresidents (@ \$1200)-----	0.00
0 Old resident graves-----	0.00
6 Full Interments-----	10,000.00
0 Baby interments-----	0.00
3 Cremations-----	2,700.00
Foundation and Marker installation fees-----	3,198.00
Grave Transfer-----	0.00
Donations-----	0.00
<b>Total: -----</b>	<b>\$25,698.00</b>

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. pick up and removed flowers from stones
4. turned headstone around

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

1. Picked up a deer carcass on Hogue Road.
2. Took down a tree that fell in the phone lines on Stahlheber Road.
3. Cleaned leaves out of catch basins in Laurel Estates.

4. Replaced two edge of road markers on Vizedom Road and one on Darrtown Road.
5. Worked with Southwest Water Association on water leak in Laurel Estates.
6. Put new metal on Firehouse that was blown off by wind.
7. Painted new lines in the Firehouse to line up trucks backing in.
8. Put gravel in our salt truck turnarounds.
9. Worked on two manhole covers on Queen Mary and one on Columbus Drive.
10. Got rid of the used motor oil in the Firehouse.
11. Plowed gravel off Stahlheber Road twice that came from a new house being built.
12. Performed monthly truck, park, and stormwater inspections.

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**Administrator December Summary Report**  
**(January 2024)**

- **Community Center Parking Lot:** Final review and walk through took place in November.  
 The Administrator pointed out some concerns regarding drainage and the grassy area in the right of way. Some follow up was completed correcting certain minor parking lot issues.
- **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. Hanover Township has registered and projects need to be developed and submitted to the County. Discussions have occurred with the Fiscal Officer and County representatives. Grant requests will be submitted by the end of December or early January 2024. Spent a great deal of time developing projects as per the direction of the Board.
- **Park Restroom Project:** Reviewing specs with the Architect and looking ahead to a new bid date since no bids were received and a new solicitation will need to be developed.
- **Community Development Block Grants:** Based upon the project ratings approved by the Board of Trustees, the Township Administrator met with various contractors to development estimates for grant preparation. Work was completed on three applications with said grants submitted on November 3rd as required. Went to a follow up meeting with County grant officials to discuss the Township's applications. No word from the County as to status in December.
- **Fire Department Grants: Ongoing:** Worked with Lt. Baden on grants for the Fire Department.
- **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.

- **Recognition of Volunteers and Employees:** The Board of Trustees decided to provide a holiday greeting and gift cards to thank volunteers and employees for their service in 2023. The greeting and gift cards were handled by the Township Administrator in behalf of the Board of Trustees.
- **Healthy Community Coalition (Talawanda School District):** Continued discussions with the Coalition regarding Township events and potential service programs to serve the residents.
- **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.
- **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. All orders will be sent in January 2024.

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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

*December 2023- January 2024:*

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

Hire Toby D. Howell 1361 Peregrine Way Hamilton, Ohio 45013 as a Firefighter/EMT-P on station and on call call at a rate of \$23.00 per hour subject to final review of qualifications and subject to the successful completion of the background check by the Township Administrator.



Hire: Taylor C. Vargo as an EMT-B at a rate of \$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.

Hire: Brandon A. Durrrough 4283 Claude Court Oxford, Ohio 45056 as an EMT-B at a rate of \$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.

Hire: Colson Bryan 6264 Morning Sun Road Oxford, Ohio 45056 as a Firefighter/ EMT-B at a rate of \$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.

Hire: Branten Courtney as a Trainee at a rate of \$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.

Hire: San Hanson 3711 Oxford Trenton Road Oxford, Ohio 45056 as a Trainee at a rate of \$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.

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

**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**

#### **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: \$3,162,801.28  
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

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

### Of Note- Budget Information

- 1) Total Expenditures all funds for December 31:: \$345,198.96 / Revenue: \$476,198.96
- 2) Total General Fund cash on hand December 31: \$1,381,025.42 (37.59%) of Total funds
- 3) Total Fire/EMS Fund cash on hand December 31: \$668,710.79 (18.20%) 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. 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.

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**Old Business**

Mr. Henry presented again the approved revised schedule of Board Meetings and Special Events for 2024. Members of the Board concurred that the schedule is fine and remains the same as approved earlier.

**New Business**

The following resolutions are introduced each year to set the stage for Township operations in the new year.

**Resolution No. 05-24 (EMA Representative): *Be it Resolved:***

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the appointment of \_\_\_\_\_ to the Butler County Emergency Management Agency Advisory Council for calendar year 2024. Upon roll call, all three Trustees voted \_\_\_\_\_.

**Resolution No. 06-24 (Blanket Certificates): *Be it Resolved:***

Moved by Mr. \_\_\_\_\_, seconded by Mr. \_\_\_\_\_ to allow the Fiscal Officer to open blanket certificates at \$5000.00 each to provide for ongoing township expenditures in 2024. Upon roll call, all three Trustees voted \_\_\_\_\_.

**Resolution No. 07-24 (Purchase Orders): *Be it Resolved:***

Moved by Mr. Miller, seconded by Mr. Buddo to allow the Fiscal Officer to open Purchase Orders for Township expenditures in 2024. Upon roll call, all three Trustees voted yes.

**Resolution No. 08-24 (Transfer of Funds and Balances): *Be it Resolved:***

Moved by Mr. Buddo, seconded by Miller to authorize the Fiscal Officer to transfer funds among line items within major Funds, not affecting total fund balances, to make required expenditures within proper accounting requirements. Upon roll call, all three Trustees voted Yes.

**Resolution No. 9-24 (Super Purchase Orders)** Authorize the Fiscal Officer to establish super large Purchase Orders for ongoing accumulated and/ or large expenditures up to \$35,000.00 for Fiscal Year 2024. Moved by Mr. Miller, seconded by Mr. Buddo to allow the Fiscal Officer to

open Super/Large Purchase Orders for Township expenditures in 2024. Upon roll call, all three Trustees voted yes.

**Resolution No. 10-24 (Records Commission Committee): *Be it Resolved:***

Moved by Mr. Miller, seconded by Mr. Buddo to establish a Records Commission Committee consisting of the Fiscal Officer (Gregory L. Sullivan) and the Board President. Upon roll call, all three Trustees voted Yes.

**Resolution No. 11-24 (Mutual Aid Milford Township): *Be it Resolved:***

Moved by Mr. Miller, seconded by Mr. Buddo to approve a mutual aid agreement with Milford Township and authorize payment in 2024 to Milford Township totaling \$400.00. Upon roll call, all three Trustees voted yes.

**Moved by** Mr. Buddo, seconded by Mr. Miller to approve Resolution No. 12-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 12-24**

**Complying With ORC Sections 146.03 and 146.04 in Regard to the Volunteer Fire Fighter's Dependent Fund Board Elections and Certification of Form**

*Whereas*, Hanover Township has maintained a Fire Department consisting of volunteer fire fighters as defined under Ohio law; and

*Whereas*, annually a Volunteer Fire Fighter Board must be duly elected and certified to the State Fire Marshal, whose members serve a one year term commencing January 1, 2024 through December 31, 2024; and

*Whereas*, the Board consists of five members: two selected by the Board of Trustees, two selected by the Fire Department and one selected by the other four; and

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

***Section I.*** That the Board of Trustees elects Douglas L. Johnson and Gregory L. Sullivan.

***Section II.*** That the Fire Department has elected Pat Miller and Jennifer Goble.

***Section III.*** Recognize that the four previously selected members elect Bruce E. Henry to serve as the fifth board member.

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 24th day of January 2024.

**Board of Trustees**

**Vote**

**Attest:**

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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

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

**Moved by** Mr. Buddo, seconded by Mr. Miller to approve Resolution No. 13-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 13-24**

**Authorizing Hanover Township’s Continued Annual Participation in the State of Ohio Cooperative Purchasing Program (Ohio Revised Code 125.04)**

*Whereas*, Ohio’s Cooperative Purchasing Act (AM. Sub. H.B. No. 100 Eff. March 6,1986) provides the opportunity for local governmental jurisdictions to participate to participate in contracts distributed by the State of Ohio (DAS) for the purchase of supplies, services, equipment and certain materials; and

*Whereas*, Hanover Township has been an active participant in the program in achieving tax dollar savings and efficiencies and wishes to continue participation; and

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

**Section I.** That Hanover Township requests participation in state contracts in which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Ohio Revised Code Section 124.04.

**Section II.** That Hanover Township, through its designated officials, is hereby authorized to participate and agrees to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing, prescribes including payment of reasonable contract participation fees. Further, Hanover Township does hereby agree not to misuse such contracts or make disclosures related thereto for the purpose of avoiding the requirements of Section 125.04 of the Ohio Revised Code.

**Section III.** That the Fiscal Officer is hereby authorized to make payments to vendors directly as the result of purchasing any items in the aforementioned state contracts and to pay the State of Ohio the participation fee.

**Section IV.** That the Fiscal Officer and Township Administrator are hereby authorized to execute any documents related to the participation in the Cooperative Purchasing Program as specified.

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 24th day of January 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, seconded by Mr. Miller to approve Resolution No. 14-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 14-24**

**Accepting The Amounts, Rates and Projections of Revenue and Expenditures as Determined By The County Budget Commission and Fiscal Officer through The Amended Official Certificate of Estimated Resources for 2024 and Approving 2024 Final Fund Appropriations**

*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 Estimated Resources for Hanover Township totaling \$6,169,072.27 to be used as the basis for establishing Permanent Appropriations which includes American Relief Act Funds,

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

**Section I.** That the Amended Official Certificate of Resources for Hanover Township as prepared by the Fiscal Officer for Fiscal Year 2024 totaling \$6,168,072.27 is hereby approved (Reference ORC 5705.36) as reflected in the attachment herewith labeled “Attachment Resolution No. 14-24” for submission to the County Budget Commission.

**Section II.** That the Fiscal Officer is authorized to establish 2024 final appropriations by fund and establish budgets based upon said projections of fund balances and anticipated revenues totaling \$6,169,072.27.

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 24th day of January 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, seconded by Mr. Buddo to approve Resolution No. 15-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 15-24**

**Authorizing the Publication for Solicitation of Competitive Design-Build Proposals for Construction of the Hanover Township Park Restroom**

*Whereas*, the Township has been conferring with the County Prosecutor's Office regarding utilizing a "Design-Build" performance Specs for the construction of a new Park Restroom consistent with past legal opinions for park construction; and

*Whereas*, the Township has retained the services of Luminaut Architects to develop "Design-Build" performance specs for seeking competitive proposals to construct a new park restroom; and

*Whereas*, the Township requires the advertizing of said design information and asks Luminaut Architects to assist in alerting potential bidders;

*Whereas*, the Board of Trustees wishes to move the proposed construction ahead as soon as possible,

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

**Section I.** That Board authorizes the Township Administrator and Luminaut Architects to proceed as required to solicit competitive proposals.

**Section II.** That the Township Administrator is hereby to carry out all necessary steps to get the proposed project underway in consultation with Luminaut Architects.

**Section III.** That the Board of Trustees acted upon this matter in an open public meeting on the 24th day of January 2024 and in accordance with applicable statutory requirements.

**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, seconded by Mr. Buddo to approve Resolution No. 16-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 16-24**  
**Designating a Fire Prevention Officer for Hanover Township as per Ohio Revised Code**  
**Section 505.38 (B) for Calendar Year 2024**

*Whereas*, Ohio Revised Code Title V provides for the appointment of Fire Fighting personnel, qualifications and such other elements necessary to operate a fire department; and,

*Whereas*, Section 505.38 (B) requires the annual appointment of a Fire Prevention Officer with many duties similar to those provided by a Fire Chief; and,

*Whereas*, it is practicable and operationally effective to designate the Fire Chief as the Fire Prevention Officer as provided for in Section 505.38 (B) of the Ohio revised Code; and

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

*Section I.* That pursuant to Ohio Revised Code Section 505.38 (B), Hanover Township Fire Chief Phil Clark is hereby designated as the Fire Prevention Officer for Hanover Township for Calendar Year 2024.

*Section II.* That Fire Chief may designate additional personnel to serve as Deputy Fire Prevention Officers and must submit these designations to the Township Administrator in advance with said documentation to be on file.

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 24<sup>th</sup> day of January 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, seconded by Mr. Miller to approve Resolution No. 17-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 17-24**

**Requesting the County Auditor to Provide An Advance of Funds to Hanover Township**

*Whereas*, the Fiscal Officer has reviewed fund balances and has determined a need to request an advance of tax fund settlement payments in accordance with ORC requirements; and

*Whereas*, the Board of Trustees concurs that such an advance is appropriate and necessary;

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

***Section I.*** Resolution No. 17-24 is hereby approved requesting an advance of settlement tax funds due to Hanover Township prior to receipt of the final first half settlement from the Butler County Auditor.

***Section II.*** That the Fiscal Officer is authorized to proceed with said request in accordance with ORC requirements.

***Section III.*** That this Resolution is to be delivered to the Butler County Auditor’s Office as soon as practicable..

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 24th day of January 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, seconded by Mr. Buddo to approve Resolution No. 18-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 18-24**

**Pursuant to Ohio Revised Code Section 4501.04 Approve Road Mileage and Certify to ODOT the Road Mileage Certification Form as Required for 2024**

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

*Whereas*, pursuant to Ohio Revised Code Section 4501.04, Hanover Township must certify the current road mileage reflecting any changes to ODOT by April 1, 2024,

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

***Section I.*** That Hanover Township hereby certifies 35.620 of road miles and authorizes the signing of the Mileage Certification Form to be submitted to the Butler County Engineer and Ohio Department of Transportation before April 1, 2024 or earlier. This number is within .007 miles of the 2022-2023 figure.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 24th day of January 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, seconded by Mr. Buddo to approve Resolution No. 19-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 19-24**

**Approving Purchase Order and Subsequent Expenditures Provided Under the “Then and Now” Process as Recommended by the Fiscal Officer**

*Whereas*, the Fiscal Officer reported on recent “Then and Now” activity and in particular actions associated with payments; and

*Whereas*, the Fiscal Officer recommends that payment associated therewith be authorized through a “Then and Now” Purchase Order (for large amounts) officially approved by the Board and payments made accordingly; and

*Whereas*, the Board of Trustees concurs with the recommendation of the Fiscal Officer,

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

***Section I.*** That to promote sound and efficient fiscal operations for the Township, the following items are hereby approved:

**A) PO Number 4-2024 Luminaut; Architectural Services Amount \$12,151.56**

***Section II.*** That the Fiscal Officer is authorized to take all necessary steps to process said expenditures and provide payment accordingly.

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 24th day of January 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, seconded by Mr. Buddo to approve Resolution No. 20-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 20-24**

**Regarding Participation with The Butler County Board of County Commissioners for the Use of ARPA Funds (\$150,000.00) Authorizing a Subrecipient Agreement with Butler County as Requested**

**WHEREAS**, the Board of Commissioners of Butler County, Ohio received federal funds pursuant to the American Rescue Plan Act of 2021 (“ARPA”) and has allocated part of those funds for townships up to \$150,000.00; and

**WHEREAS**, the Board of Trustees of Hanover Township is a “political subdivision” having authority to participate and receive ARPA funds for projects that qualify under the federal regulations; and

**WHEREAS**, after much discussion based upon the information put out by the Board of County Commissioners, the Board of Trustees of Hanover Township has submitted three projects for the referenced ARPA funding; and

**WHEREAS**, the Board of County Commissioners of Butler County has requested the approval and signing of a Subrecipient Agreement for the expenditures associated with the \$150,000.00 proposed allocation; and

**WHEREAS**, the Board of Trustees of Hanover Township desires to enter into an agreement with the Board of Commissioners of Butler County, Ohio for qualified project(s) if approved by the Board of Commissioners; and

**WHEREAS**, the Board of Commissioners of Butler County Ohio have adopted the Butler County Uniform Guidance Policies which is in compliance with the Federal requirements pursuant to 2 C.F.R. 200 which includes internal controls (2 CFR 200.303), a procurement policy (2 CFR 200.318(a)), and standards of conduct (2 CFR 200.318(b)); and

**WHEREAS**, the Board of Trustees of Hanover Township, in order to be in compliance with the Federal requirements pursuant to 2 C.F.R. 200, including internal controls (2 CFR 200.303), a procurement policy (2 CFR 200.318(a)), and standards of conduct (2 CFR 200.318(b)), as



adopted the Butler County Uniform Guidance Policies in its entirety and in general as set forth in Resolution No.42-27; and

**WHEREAS**, the Board of Trustees reviewed the referenced Subrecipient agreement with the Fiscal Officer and Township Administrator during a Township meeting; and

**NOW THEREFORE BE IT RESOLVED:**

**RESOLVED**, that the Board of Trustees of Hanover Township and Administrative/Fiscal Officials intend to follow all requirements set forth therein in the Subrecipient Agreement (Exhibit B) to the best of everyone's knowledge and understanding; and

**RESOLVED**, that the Board of Trustees of Hanover Township authorizes the Township Fiscal Officer and/or Township Administrator to sign the referenced agreement on the basis of the description articulated above.

The foregoing resolution was adopted in an open public special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 24th day of January 2024.

***Board of Trustees***

***Vote***

***Attest:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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\_\_\_\_\_

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

**Minimum Wage**

In addition to the Federal Minimum Wage requirements, Hanover Township is subject to the minimum wage standard set by the State of Ohio. Effective January 1, 2024 Ohio set forth a higher minimum wage of \$10.45 per hour. As a result, the compensation plans for the Township Departments must be adjusted accordingly. For entry level positions in road and cemetery operations as well as for the "trainee" position in the Fire Department the new lowest rate should be set at \$10.45.

**Motion** by Mr. Buddo, seconded by Mr. Miller, to amend all Hanover Township Classification and Pay Plans to adjust the minimum wage to \$10.45 and authorize the Township Administrator to adjust the plans accordingly with an effective date of January 1, 2024 Upon a roll call vote, the vote was three Trustees voted yes.

**EMA Assessment**

By state statute the Emergency Management Agency of Counties may execute agreements with political subdivisions which includes a per capita assessment fee (.39) based upon census

information with said fees applied to operational costs. The Assessment for 2024 for Hanover Township is \$3,105.57 for 7,931 population as per the 2022 Census data. The per capita rate of .39 is multiplied times the population. A motion is needed to authorize payment of said assessment for 2024.

**Motion:** Moved by Mr. Buddo, seconded by Mr. Miller to approve the per capita assessment to the County EMA of \$3,105.57 as per invoice for 2024.

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

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

- 1. **Butler County Building Permit Report for December 2023**
- 2. **OTA Legislative Update**
- 3. **Medicount Management Report for November 2023**
- 4. **Best Buddies Gala Hanover Reserve**
- 5. **Other**

Mr. Buddo requested an Executive Session to discuss personnel matters.


**Motion:** Moved by Mr. Miller adjourn the public session and move into Executive Session to discuss personnel issues. Mr. Buddo seconded the motion. Mr. Sullivan called the roll with all three Trustees voting yes.

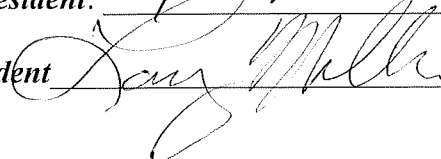
Executive Session ended. **Moved** by Mr. Buddo to reconvene to the public session of the meeting. which was seconded by Mr. Miller. Mr. Sullivan called the roll with all three Trustees voting yes.

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

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**January 24, 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: 2/21/2024

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