



**Hanover Township Board of Trustees  
May 15, 2024 Meeting Minutes**

**Call to Order:** Board President Douglas L. Johnson called the 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, BCSO Deputy Tanner and Phil Clark, Fire Chief.

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Buddo, to approve the April 26th Special Meeting Minutes and April 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

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

**Administration Reports**

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

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

<b><u>Activity Area</u></b>	<b><u>Month Totals*</u></b>	<b><u>YTD</u></b>
• Dispatched Calls:110		539
• Felony Reports: 05		08
• Misdemeanor Reports: 04		32
• Non-Injury Crash: 05		17
• Injury Crash: 05		13

**Total Reports: 15.....58**

- Assists/Back Up: 26 115
- Felony Arrests: 00 00
- Misdemeanor Arrests: 01 06
- OMVI Arrests: 01 01

**Total Arrests: 01 .....05**

- Traffic Stops: 09 24
- Moving Citations: 07 31
- Warning Citations: 01 04
- Civil Papers Served: 0 01
- Business Alarms: 3 05
- Residential Alarms:03 20
- Special Details: 08 49
- COPS Times: 2,800 (*Min.*) 18,400 Min.
- Vacation Checks: 00 49

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

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**Hanover Township Fire Department**  
**Monthly Report for April 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:	43	215
• Motor Vehicle Accidents:	13	36
• Fire Runs:	10	49
• Fire Inspections:	00	00
• Knox Box Details	00	00
• Other	00	00
• Total for the month:	<b>66 Runs/Operations ( Fire/EMS Runs)</b>	

**Total Year 2024: 310 Runs/Operations**

(April 2023: 75 Runs/Operations)

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 (May, 2024)

Millville Cemetery Operations Report April 1 through April 30, 2024

6 Graves sold to Township residents (@ \$1,400)-----	8,400.00
0 Graves sold to nonresidents (@ \$1200)-----	0.00
0 Old resident graves-----	0.00
2 Full Interments-----	2,800.00
0 Baby interments-----	0.00
0 Cremations-----	0.00
Foundation and Marker installation fees-----	6,822.00
Grave Transfer-----	0.00
Donations-----	0.00

**Total: ----- 18,022.00**

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. pick up and removed flowers from stones
4. mowed grass four times
5. weed eat once

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

1. Replaced stop sign posts at Salman Road at Stahlheber.
2. Removed and welded one of the little digger arms at the playground.
3. Repaired potholes.
4. Got parts to repair merry-go-round and remade metal brackets to hold guard in place.
5. Replaced a chain link in the climbing stepper in the playground.
6. Replaced a leg on the mini picnic table at the big shelter.
7. Replaced Santa Maria street sign.
8. Removed and put up new 25 MPH sign on Santa Maria Place.
9. Moved speed wagon to Columbus Drive South.
10. Picked up car parts on Salman Road and Stahlheber Road.
11. Cut up a tree that fell on Decamp Road.
12. Serviced lawnmowers.
13. Hauled off a dead tree on Morman Road.
14. Cut grass and trimmed on all Township properties three times.
15. Performed monthly truck, park, and stormwater inspections.

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Administrator **April** Summary Report  
(May 15, 2024)

- **American Relief Fund Act: ARPA) Ongoing- Board of Commissioners Allocation):**  
Continued working with the County Administration on follow up documents for the \$150,000.00 approved allocation for the Hanover Memorial Park Restroom replacement and upgrades to sanitary. Final resolution and Subgrant Agreement was approved by the Board and submitted to the Country Administrator. Waiting for final approval from the county and forwarding of \$150,000.00 allocation under ARPA.
- **Park Restroom Project:** New bid notice and new specs were published with bids to be received April 22, 2024. A special meeting will be set up in April to consider bids.
  - 1) Legal ad was placed in the Journal News.
  - 2) Notice to Bidders published on the Township Website
  - 3) Design-Build Specs were published and accessible on the Township Website
  - 4) The Township notified three contractors of the project and the website information..

- **Community Development Block Grants:** All three projects submitted were not approved- census tract issues changed eliminating the projects from contention. Block Grant Audit for Gene Avenue and Parking Lot Projects set for April 18, 2024 at 3:00PM
- **Fire Department Grants: Ongoing:** Working with Lt. Baden on additional grants beyond those accepted by the Board of Trustees for the Fire Department. New grants have been submitted, awaiting final word for equipment request.
- **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.
- **Reviewing Pay Plan and Salary Points:** Prepared revised and updated Township Pay Plan to reflect recent changes made by the Board. Prepared legislation related thereto.
- **Electric Aggregation Issues:** Continued fielding calls and explaining electric aggregation and Dynegy rates.
- **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.
- **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. 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 May-June after consulting with the Board. Spent a great deal of time dealing with drainage complaints; the Road Superintendent did so as well.

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- **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

*April - May 2024:*

*Fire Department/ Hire Subject to Conditions*

*Two reviews are pending as approved last month.*



**New:** Hire: Tre Daniels 84 Bayberry Lane Monroe, Ohio 45050 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.

### **Cemetery**

**Hire** Brandon Hinkle 1025 Hunt Road Hamilton, Ohio 45013 as a Public Works Worker Helper, seasonal part time at \$12.25 per hour.

**Hire** Mikhail Scribner 1294 Old Oxford Road Hamilton, Ohio 45013 as a Public Works Helper, seasonal part time at 11.50 per hour.

### **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: \$2,2906,35.31**  
**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 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**

### **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: \$3,7 03,934.16**  
**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 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**

**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 April 30: \$231,383.97 / Revenue: \$355,505.77
- 2) Total General Fund cash on hand April 30: \$1,505,013.57 (36.93%) of Total funds
- 3) Total Fire/EMS Fund cash on hand April 30: \$737,923.57 (18.17%) 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.

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## **Old Business**

### **ARPA Funding Update**

- **Through BCEO for Road Paving: \$262,077.00**
- **Direct from Board of Commissioners: \$150,000.00 Park Restroom Project**

All paperwork necessary for the Board of Commissioners has been completed and forwarded to Judi Boyko, County Administrator.

### **County Zoning Update:**

Please find the updates below for each complaint on file.

**948 Morman-** This property has a CAUV permit. The case has been closed.

**1535 Morman-** Barn no house. Error on departments end. This has been closed.

**2263 Old oxford rd.-** Orders have been issued for the sign and retail business. The health department has been notified as well. The Ohio Department of agriculture has stated they licensed this facility on March 26, 2024, they are licensed as a custom facility under Hamilton Livestock.



**857 Woodbine-** Trailers on property- This has been forwarded to the prosecutor who has filed suit on 11/30/23. A status hearing was had on 4/4 and are in the process of filing a motion for default judgment.

**428 Morman-** Trash, fence, and vehicles. Orders have been issued, and I have received confirmation the letter was received. They are working on cleaning the area and have been notified no extensions will be given.

**3999 Stillwell Beckett:** Currently being handled by the County Prosecutor's Office . Our legal counsel is negotiating with opposing counsel to work out sale details and tear down.

### **New Business**

**Kids Fest Motion:** This the 16th year for holding Kids Fest (2020 skipped due to the pandemic) which serves approximately 300 kids for the various activities. The Township spends between \$2000.00 and \$6,000.00 each year for the kid's games, advertising, port-o-lets, music, food, booths and displays. This amount is generally offset by sponsorships and in-kind contributions. The Park Committee members are in the process of seeking sponsorships. For 2024, staff is requesting a motion to approve expenses for Kids Fest 2024 at an amount not to exceed \$6,000.00. It is hoped this amount will be significantly reduced by sponsorships.

A motion was made by Mr. Buddo seconded by Mr. Miller to approve expenses for the 2024 Kids Fest event at an amount not to exceed \$6,000.00. After discussion, a roll call vote was taken with all three Trustees voting yes.

Kids Fest Date: June 29th 1:00PM to 4:30PM

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**Motion:** Pursuant to the consensus of the Board of Trustees reached in the April 26, 2024 Special Meeting with Luminaut Arcitects and the Township Administrator, Mr. Henry signed the proposal from Luminaut for the value engineering and exploring sanitary alternatives as discussed. To keep the project moving, Mr. Henry signed the proposal based upon hourly rates. Motion: Approve the proposal for additional hourly work as signed by the Township Administrator. Moved by: Mr. Miller seconded by: Mr. Buddo. After discussion, Mr. Sullivan called the roll with the vote being: all three Trustees voted yes.

**Motion:** Once revised specs for the design- build process are reviewed and complete for the Hanover Park Restroom Project as prepared by Luminaut Architects, authorize the Township Administrator to publish a new public bid notice including listing on the Township Website as well as contacting possible interested contractors.

Moved by: Mr. Buddo seconded by: Mr. Miller. After discussion, Mr. Sullivan called the roll with the vote being: all three Trustees voted yes.

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**OTARMA:** Mr. Henry discussed the visit by OTARMA representatives to review building and equipment values as covered under the Township's Insurance Plan.

**Metro Parks:** Mr. Henry reviewed information from Metro parks of Butler County regarding a small grant program available to local governments for playground equipment and related equipment. Mr. Henry explained that a grant request on behalf of Hanover Township is being prepared to be submitted at the end of the month for an amount up to \$5,000.00 along with stating some matching funds are available. Mr. Buddo made a motion authorizing the Administrator to file said grant request which was seconded by Mr. Miller. After discussion, Mr. Sullivan called the roll with Trustees Miller, Buddo and Johnson voting yes.

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**Under other:** Mr. Henry reviewed the items in the packet under Miscellaneous Correspondence.

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

1. Butler County Building Permit Reports
2. OTA Legislative Update- March 2024
3. Medicount Management Report
4. Sedgwick Managed Care (BWC) Report
5. Other

There being no further public business for the Board to take up, Mr. Miller **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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**May 15, 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: \_\_\_\_\_

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

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