



**Hanover Township Board of Trustees  
October 16, 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.

**Approval of Meeting Minutes:** Motion made by Mr. Miller, seconded by Mr. Buddo, to approve the September 18, 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 August 2024:

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

| <b><u>Activity Area</u></b>   | <b><u>Month Totals*</u></b> | <b><u>YTD</u></b> |
|-------------------------------|-----------------------------|-------------------|
| • Dispatched Calls:152        |                             | 1192              |
| • Felony Reports: 04          |                             | 19                |
| • Misdemeanor Reports: 07     |                             | 56                |
| • Non-Injury Crash: 05        |                             | 38                |
| • Injury Crash: 00            |                             | 21                |
| <b>Total Reports: 16.....</b> |                             | <b>123</b>        |

- Assists/Back Up: 40 250
- Felony Arrests: 00 00
- Misdemeanor Arrests: 00 12
- OMVI Arrests: 00 01

**Total Arrests: 00 .....17**

- Traffic Stops: 17 92
- Moving Citations: 04 65
- Warning Citations: 11 45
- Civil Papers Served: 0 02
- Business Alarms: 2 09
- Residential Alarms:06 53
- Special Details: 09 109
- COPS Times: 4,800 (*Min.*) 35,920 Min.
- Vacation Checks: 00 59

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

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**Hanover Township Fire Department**  
**Monthly Report for September 2024- Phil Clark Fire Chief**

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

|  | <u><span style="color: red;">Month</span></u>  | <u><span style="color: red;">YTD</span></u> |
|--|--|---|
| • Emergency Medical Operations/Squad Runs: | 47   | 476   |
| • Motor Vehicle Accidents:                 | 05   | 68  |
| • Fire Runs:                               | 25   | 118   |
| • Fire Inspections:                        | 00   | 00  |
| • Knox Box Details                         | 00   | 00  |
| • Other                                    | 00   | 00  |
| • Total for the month:                     | <b>77 Runs/Operations<br/>( Fire/EMS Runs)</b> |   |

**Total Year 2024: 672 Runs/Operations**

(September 2023: 63 Runs/Operations

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 (October 2024)

Millville Cemetery Operations Report September 1 through September 30, 2024

|  |                  |
|--|------------------|
| 3 Graves sold (@ \$1,400)-----               | 4,200.00         |
| 3 Full Interments-----                       | 4,200.00         |
| 0 Baby interments-----                       | 0.00             |
| 1 Cremations-----                            | 1,600.00         |
| Foundation and Marker installation fees----- | 3,288.00         |
| Grave Transfer-----                          | 0.00             |
| Donations-----                               | 0.00             |
| <b>Total: -----</b>                          | <b>13,288.00</b> |

#### 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

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

1. Replaced board and gang plank ropes on the pirate ship in the Playground area.
2. Pushed over two rotten trees and picked up fallen limbs on Decamp.
3. Removed a dead tree on Hussey.
4. Picked up a dead tree that fell on Stillwell off Salman.
5. Put up a ran over edge of road marker on Vizedom Road.
6. Picked up a deer carcass on Woodridge.
7. Hand cut the ditch on 27 and Fairy for sight obstruction.
8. Dug out the center of the cul-de-sac and repaired where blacktop was disintegrating on Amarillo Drive.
9. Installed a 50-amp box and ground fault breaker at the Walking Trail service panel.
10. Worked with Overhead Door on the front Firehouse doors.
11. Hauled 20 loads of dirt from the Cemetery to Marthy Lane.
12. Removed a tree and stump by the restroom project.
13. Cut up a tree that fell on Leonard Avenue and Krucker Road.
14. Performed a road check after wind storm and removed downed limbs off roads.
15. Cut up and removed tree limbs from roads.
16. Removed a truckload of sticks from the Park.
17. Removed what we could and painted over graffiti on the Playground equipment.
18. Performed monthly truck, park, and stormwater inspections.



Administrator **October** Summary Report  
(October, 2024)

- **Park Restroom Project:** Followed up with legal counsel regarding the AIA contract with John P. Tumlin & Sons for construction of the Park Restroom project. Several additions were made to the original contract before the Township signed the document for delivery to the contractor. Also began reviewing other alternatives that may be more cost effective and more durable for the exterior of the proposed new park restroom. Held pre construction meeting with the contractor and architects. Work to start in early October.
- **County Land Bank:** The offer by the Land Bank for Shady Nook expired with no progress. The Land Bank followed up with the County Building and Zoning department but was informed there was no assistance they could provide.
- **Fire Department: Ongoing:** Working on several backgrounds for possible Fire Department employees. Continuing coordination with Lt. Baden regarding grant

opportunities for the department. Secured grants through Ohio BWC and State EMS Department.

- **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 sheets continue to be made available to the public.
- **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. Cases are pending for 857 Woodbine Road and 428 Morman Road.
- **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.
- **Special Events:** Working with the Park Committee on upcoming events Wine Tasting, Haunted Harvest and Veterans Day Ceremony. The Wine Tasting, Cruise In and Concerts are scheduled for Saturday October 5th from 2:00PM to 8:00PM.

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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. The update is that finished paving is to be done during the first week of October.
- **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 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: Audrey Nolan 2723 Andrew Avenue Hamilton, Ohio 45011 as an 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: Chad Ruther 7052 Ashwood Knolls Drive Hamilton, Ohio 45011 as a Firefighter 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.

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

#### **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: \$3,675,692.32  
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

July- Cash Balance: \$3,939,306.18  
Aug - Cash Balance: \$4,836,347.62  
Sept- Cash Balance 4,3999,868.62

#### Of Note- Budget Information

- 1) Total Expenditures all funds for September 30: \$523,886.26 / Revenue: \$1,046,031.76
- 2) Total General Fund cash on hand September 30: \$1,672,186.77 (38.06%) of Total funds
- 3) Total Fire/EMS Fund cash on hand September 30: \$660,125.21 (15%) 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.

**August through October 2024:** Park restroom Project Construction. Examine operational costs and make decisions regarding future levies.

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## **Old Business**

### **From: Butler County Zoning**

**See attached excel chart from October 16, 2024.**

### ***Park Restroom Bidding***

Resolution No. 37-24 was adopted approving a bid award and authoring contract documents for contracting with John P. Tumlin & Sons LTD 10848 Sand Run Road Harrison, Ohio 45030 for a base bid of \$348,400.00 and provide for implementation of Alternates 1 (\$11,500.00) and 2 (\$88,600.00) as listed with a total cost of \$448,500.00. This decision is based upon the balance available for this project as presented by the Fiscal Officer. A preconstruction meeting was held at the site. Estimated date of start of construction is the first week of October. Construction started with the sanitary line going in first.

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**New Business:**

**Motion:** Approve Haunted Harvest Expenses

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. Any candy left over is provided to the Fire Department for Halloween activities.

Moved by Mr. Buddo, seconded by Mr. 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.

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Moved by Mr. Miller seconded by Mr. Buddo to approve Resolution No. 43-24 regarding Halloween Activities. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

**Resolution No. 43-24**

**Designating 6:00 p.m. to 8:00 p.m. on Thursday October 31, 2024 as the Time Period for Halloween Trick or Treat Activities in Hanover Township**

*Whereas*, the Township promotes a safe and family-friendly environment for the community throughout the year; and

*Whereas*, the Township recognizes that Trick or Treat Halloween activities for children occur every October 31st; and

*Whereas*, the Township desires to designate a safe and reasonable time period for Trick or Treat activities for children that is consistent with time periods observed by most surrounding jurisdictions,

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

**Section I.** Resolution No. 43-24 is hereby approved designating 6:00 p.m. to 8:00 p.m. on Thursday October 31, 2024 as the time period for Halloween Trick or Treat activities for children in Hanover Township.

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 16h day of October 2024.

**Board of Trustees**

**Vote**

**Attest:**

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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

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**Motion:** Approve Veterans Day Expenses

Hanover Township sponsors an annual Veterans Day Ceremony and Luncheon on Veterans Day November 11th. In 2024 this day falls on Monday. 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. Buddo to approve the Township's sponsorship of the Veterans Day Ceremony and Veterans Luncheon and approve expenses associated therewith not to exceed \$4500.00. After discussion, a roll call vote was taken with the vote as follows: All three Trustees voted yes.

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Due to the close proximity to the November 20th Board Meeting followed by Thanksgiving week, there is likely not to be much business for the Board to consider. AS we have discussed this meeting can be cancelled. If need be later in the month, if there is "housekeeping business" that needs to be done, a special meeting can be called to handle these matters.

**Motion:** Mr. Miller moved to cancel the December 4th Board meeting which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called for a vote with the result being: all three Trustees voting yes.

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**Volunteer and Employee Recognition/Appreciation 2024:**

The Board of Trustees decides on annual basis whether or not to express appreciation for service by community volunteers and employees for the year. In order to hold such a recognition in 2024. The Board of Trustees chooses not to provide a holiday party with the costs and staff time involved to set up but instead wishes to present a Holiday Greeting with a gift card

Should the Board decide to proceed with such a recognition in 2024 as described, a motion is needed to provide for a "Thank You" holiday greeting card and gift certificate in an amount of up to \$50.00 with total Township expenses not to exceed \$4,300.00.

**Motion** made by Mr. Buddo, seconded by Mr. Miller to approve the employee and volunteer recognition program for gift cards at a cost not to exceed \$4,300.00

After discussion, the Fiscal Officer asked for a Roll Call vote with the following result: all three Trustees voted yes.

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**EMA Per Capita Assessment Increase**

The EMA Board is considering raising the per capita fee to .55 cents in 2025 and .60 cents in 2027. An explanatory letter was provided to the Board of Trustees.

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**Resolution No. 44-24**

**Authorizing the Filing of the 2024 (2025 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 2025 Community Development Block Grant Program and determined that census tract information has changed; 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 appears to serve key pockets of low to moderate income families; and

*Whereas*, key projects were discussed in Public Meetings with public input solicited on October 18, 2024, 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,

*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 does hereby authorize the Township Administrator using his discretion to submit up to three project applications for Community Development Block Grant Funding in 2025 if qualified, identifying and rating these projects as set forth in the attachment hereto labeled “Attachment to Resolution No. 44-24 CD Project Ratings.”

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

**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 1, 2024.

**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 16, 2024.

***Board of Trustees***

***Vote***

***Attest:***

Douglas L. Johnson  
Larry Miller  
Jeff Buddo

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Gregory L. Sullivan  
Fiscal Officer/ Clerk

Motion: Moved by Mr. Buddo seconded by Mr. Miller to approve Resolution No. 44-24. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

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The proposed schedule of meeting and events was present to the board for review and discussion.

**2025 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 22: *Organizational Meeting/ 4th Wednesday*
- February 19
- March 19
- April 16
- May 21
- June 18
- July 16
- August 20
- September 17
- October 15
- November 19
- December 10 Tentative-will be reviewed at later date.

**Special Events:**

1. **June 28th Saturday:** Kids Fest: 1:00PM To 4:30PM/ Hanover Township Park
2. **September XX TBD Saturday:** Community Event TBD
3. **October 26th Sunday:** Hanover Haunted Harvest 4:30PM to 6:30PM

4. **October 31st Friday:** Halloween Trick or Treat Activities 6:00PM to 8:00PM
5. **November 11th Tuesday:** Veterans Day Ceremony 11:00AM/Luncheon Follows

After review and discussion, Mr. Buddo moved to adopt the presented schedule which was seconded by Mr. Johnson. After discussion, Mr. Sullivan called the roll with all three Trustees voting yes.

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### **Electric Aggregation**

Hanover Township was approved by the voters to serve as a licensed aggregator to select electrical services to qualified residents as authorized by the Ohio Public Utilities Commission through Certificate #17-1132E (1) and authorized contracts with Dynegy Energy Services, LLC. in 2017 through Resolution No. 20-17 and subsequent amendments. Dynegy is the current energy supplier. To continue to serve as an electric aggregator, it is time to renew the license through the Public Utilities Commission of Ohio. Energy Alliance is assisting with the filing of the renewal of the license.

**Motion:** Authorize the Township Administrator to execute and sign the renewal of licensing as an electric aggregator for the Township through the Ohio Public Utilities Commission of Ohio. Mr. Miller made a motion to approve the foregoing which was seconded by Mr. Buddo. After discussion, Mr. Sullivan called the roll with the result being: all three Trustees voted yes.

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

1. **Butler County Building Permit Reports**
2. **OTA Information**
3. **Board of County Commissioners Invitation- Housing Issue**
4. **Haunted Harvest Flyer/ October 27, 2024**
5. **Other**

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Pursuant to Ohio revised Code Section 121.22, Mr. Buddo made a motion to end the public portion of the meeting and move into Executive Session to discuss personnel issues which was seconded by Mr. Miller. Mr. Sullivan called the roll with all three Trustees voting yes.

With the Executive Session complete, Mr. Johnson moved to reconvene to the public session which was seconded by Mr. Buddo. Mr. Sullivan called the roll with all three Trustees voting yes.

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There being no further public business for the Board to take up, Mr. Miller **moved** to adjourn the Board meeting of October 16, 2024 which was seconded by Mr. Miller. Mr. Sullivan called the roll with Trustees Miller, Buddo and Johnson voting yes.

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October 16, 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: \_\_\_\_\_

11/20/2024

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

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