



**Hanover Township Board of Trustees  
April 16, 2025 Meeting Minutes**

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

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

**Approval of Meeting Minutes:** Motion made by Mr. Johnson, seconded by Mr. Miller, to approve the March 19, 2025 regular meeting minutes and approve warrants for release/distribution as well as approval of all administration reports. Upon roll call Mr. Miller, Mr. Johnson and Mr. Buddo voted yes to approve all.

**Guest Presentation:** There were no guest presentations.

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

**Administration Reports**

***Law Enforcement:***

**Butler County Sheriff's Office**

**District #18**

**Hanover Township Contract Cars  
Monthly Report for March 2025**

| <b><u>Activity Area</u></b>   | <b><u>Month Totals*</u></b> | <b><u>YTD</u></b> |
|-------------------------------|-----------------------------|-------------------|
| • Dispatched Calls:87         |                             | 342               |
| • Felony Reports: 01          |                             | 04                |
| • Misdemeanor Reports: 04     |                             | 18                |
| • Non-Injury Crash: 03        |                             | 14                |
| • Injury Crash: 00            |                             | 10                |
| <b>Total Reports: 08.....</b> |                             | <b>46</b>         |

- Assists/Back Up: 18 59
- Felony Arrests: 00 01
- Misdemeanor Arrests: 00 03
- OMVI Arrests: 00 00

**Total Arrests: 00 .....04**

- Traffic Stops: 06 29
- Moving Citations: 02 17
- Warning Citations: 04 11
- Civil Papers Served: 0 00
- Business Alarms: 2 06
- Residential Alarms:04 18
- Special Details: 11 29
- COPS Times: 5,200 (*Min.*) 15,600 Min.
- Vacation Checks: 09 65

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

Note: Vacation and Training details resulted in lower stats.

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**Hanover Township Fire Department**  
**Monthly Report for March 2025- 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: | 53   | 153   |
| • Motor Vehicle Accidents:                 | 10   | 28  |
| • Fire Runs:                               | 17   | 41  |
| • Fire Inspections:                        | 00   | 00  |
| • Knox Box Details                         | 00   | 00  |
| • Other                                    | 00   | 00  |
| • Total for the month:                     | <b>80 Runs/Operations<br/>( Fire/EMS Runs)</b> |   |

**Total Year 2025: 225 Runs/Operations**

(March 2024: 78 Runs/Operations)

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|                 |      |                                 |
|-----------------|------|---------------------------------|
| Total for 2024  | 903  |                                 |
| Total for 2023  | 867  |                                 |
| Total for 2022  | 1010 | 5 year average (2020-2024)      |
| Total for 2021  | 1075 | 945 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 (April 16, 2025)

Millville Cemetery Operations Report March 1 through March 31, 2025

|  |           |
|--|-----------|
| 7 Graves sold to Township residents (@ \$1,400)----- | 9,800.00  |
| 9 Full Interments-----                               | 13,000.00 |
| 0 Baby interments-----                               | 0.00      |
| 2 Cremations-----                                    | 2,400.00  |
| Foundation and Marker installation fees-----         | 5,130.00  |
| Grave Transfer-----                                  | 0.00      |
| Donations-----                                       | 0.00      |

**Total: ----- \$30,330.00**

Other Cemetery activities:

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

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

1. Worked on potholes.
2. Went to Valley Asphalt and picked up a load of cold patch.
3. Installed a 25 MPH sign and a Children Playing sign on Wencella Drive.
4. Picked up a deer carcass on Morman.
5. Flushed out trucks and brine pumping station.
6. Replaced the cutting deck and did a full service on the Cemetery zero turn.
7. Replaced a School Bus Stop Ahead sign on Stahlheber.
8. Removed six Stop Ahead signs on Hussey, Decamp and Darrtown Roads.
9. Picked up a tire and a box of garbage at the roundabout.
10. Ordered 300 tons of salt and got it placed in the salt barn.
11. Placed brick pavers in the Memorial.
12. Worked on equipment.
13. Performed monthly truck, park, and stormwater inspections.



Administrator **March** Summary Report  
(April 2025)

- **Park Restroom Project:** Followed up with the contractor and Luminant Architects regarding colors for the project, update on electrical and water connections. Also prepared design for the dedication plaque. Helped set up new schedule and punch list meeting.
- **Facility Rentals:** Continued follow up on rentals and possible changes to procedures.
- **Nuisances and Zoning Issues:** Met with attorneys with the County Prosecutor's Office regarding steps for handling various complaints. Explored ways that County Zoning and the Township could work together. Discussed possible court filings/actions regarding certain zoning issues
- **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.

- **Road Department Dump Truck:** Followed up with Western Star on ordering of the truck and worked on the financing package for payment plan.
- **Personnel:** Reviewed applications, set up background investigations, sent Conditional Appointment Letters, and prepared Personnel Action forms for the Fiscal Officer.
- **Hanover Reserve:** Met with Melanie Barnes regarding future plans for the site. Also discussed Township events for May 8th and November 11th. Attended March 18, 2025 Board of Zoning Appeals meeting.
- **Ohio Township Association:** Reviewed information related to Townships and passed onto Trustees.
- **Electric Aggregation and Constellation Contract:** Fielded several calls and met with two residents to explain the changes and the Township's role/responsibility.
- **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. Met with a property owner on Hamilton Richmond Road to review the regulations.
- **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. Provided information to the County Zoning and County Prosecutor's office.

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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 2025 construction season. Will be meeting with the County Engineer's Office to discuss.

### **Personnel Actions and Other Items of Note**

***February- March 2025:***

#### ***Fire Department***

Three candidates are in the review/background process as presented last month's report.

#### ***Cemetery***

**Hire Part Time Seasonal:** Nelson Skelton 4 Glencross Avenue Hamilton, Ohio 45013 as a seasonal public Works Worker at a rate of \$15.00 per hour subject to final background check.

***Road Department***

Promote Sam Smith to Public Works Worker III with special training as a Licensed by Ohio as a Pesticide Applicator having successfully passed the required state examination at a new hourly rate of \$24.00 and is in accordance with adopted Pay Plan.

***4) Monthly Revenue and Expenditure Reports by fund for this month of 2025 are attached to this report. See charts of expenditures and revenues.***

**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  
July- Cash Balance: \$3,162,801.28  
Aug- Cash Balance: \$3,018,684.99  
Sept- Cash Balance: \$3,529,740.57  
Oct- Cash Balance: \$3,487,179.01  
Nov- Cash Balance: \$3,355,784.52  
Dec- Cash Balance: \$3,269,634.31

**Fiscal Year 2022**

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

**Fiscal Year 2023**

**January Cash Balance: \$3,559,160.92**

**Fiscal Year 2024**

**Jan- Cash Balance: \$3,483,832.60**

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

Feb- Cash Balance: \$3,459,266.38  
Mar- Cash Balance: \$4,241,433.98  
Apr- Cash Balance: \$4,075,635.16  
May- Cash Balance: \$3,968,743.91  
June- Cash Balance: \$3,838,123.51  
July- Cash Balance: \$3,939,306.18  
Aug - Cash Balance: \$4,836,347.62  
Sept- Cash Balance \$4,399,868.62  
Oct- Cash Balance: \$4,390,868.62  
Nov- Cash Balance: \$3,984,735.41  
Dec- Cash Balance: \$3,799,408.75

#### Fiscal Year 2025

January Cash Balance: \$3,858,401.73  
February Cash Balance: \$3,696,211.51  
March Cash Balance: \$3,650,367.59

#### Of Note- Budget Information

- 1) Total Expenditures all funds for March 31:: \$177,117.28 / **Revenue:** \$206,062.25
- 2) Total General Fund cash on hand March 31: \$1,524,751.38 (41.77%) of Total funds
- 3) Total Fire/EMS Fund cash on hand March 31 : \$270,943.10(7.42%) of Total funds

#### 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 2023:** Finalizing work drawings on the Park Restroom and Road Department projects. Trustees to review overall finances and Fire Department future financing.

**October/November 2023:** 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 through 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.

**November 2024 through March 2025:** Planning for large expenditures and future direction including consideration of Fire Tax Levy issues and major expenditures for the Road Department.

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## **Old Business**

### **Hanover Memorial Park Restroom Project**

Work is continuing on all aspects of the Park Restroom Project. The water tap was installed and waiting on final electric meter set. Walk through and punch list review will take place in late March or early April. Completion date is set for the week of April 7th. Final work on the sewer system was being worked on in March with weather permitting.

## **Zoning Issues**

No update from Zoning except that implementation of the Court Order started on 870 Woodbine thanks to the work of the County Prosecutor's Office.

Other properties that may require follow up under Township related statutes including the following (after consultation with the County Prosecutor's Office): two properties on Cochran Road, 428 Morman Road, 1052 Boyle, 889 Shady Lane, and Laredo. Will try friendly approach to limit financial exposure.

Mr. Henry presented a copy from the Prosecuting Attorney's Office of the lawsuit filed to clean up 428 Morman Road.

Mr. Buddo reported that the Zoning Appeals Board approve the request of Hanover Reserve regarding the construction of 6 cabins.

## **Road Closures Posted by the Butler County Engineer's Office:**

Stahlheber Road 500 feet east of Morman Road for replacement of two culverts.

## **Other Old Business:**

Chief Clark mentioned the truck show scheduled for July 19th in Hanover Park. He stated that there were 800 entries. Mr. Henry stated tha a copy of the promotional flyer was in their packet.

Captain Paul Smith was recognized by the Board President. Captain Smith wondered why no meeting had been scheduled with the Fire Command Officers regarding reorganization of officers and making of new Lieutenants positions. The matter was explained. Captain Smith wanted the Board to set a date now. The Board indicated the schedules of three trustees, Fiscal Officer and Township Administrator had to be considered as well as for the top four command officers; a date would have to be proposed soon and communicated to the command officers.

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Mr. Henry gave a brief explanation of resolutions and motions before the Board of Trustees to be voted on.

## **New Business:**

### **Resolution No. 26-25**

**Recognizing Arnold (Arnie) E. Babb for his Outstanding Service, Performance and Dedication to the Hanover Township Fire Department Emergency Service Operations**

**Whereas, Hanover Township is blessed to have many individuals who provide outstanding service and professional commitment to serving residents of the Township; and**

**Whereas, Arnold E. Babb has served the Hanover Township Fire and Emergency Medical Service Operation since December 2008 in the capacity of Fire Fighter/ EMT-B; and**

Whereas, Mr. Babb has made himself available for response at critical times throughout the years: and

Whereas, Mr. Babb has demonstrated exceptional dedication and performance in pursuing his responsibilities and he will be missed as he is retiring from service to the department; and

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

Section I. That on behalf of the Hanover Township Fire Department and Township Administration Officials, expresses its gratitude and appreciation to Arnie Babb for his service to the Township.

Section II. That the Board of Trustees, Fiscal Officer, Township Administrator, Fire Department and staff will miss the outstanding dedication, professionalism and commitment to the Township. Further, the Board wishes Mr. Babb the best in his future endeavors.

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 16<sup>th</sup> day of April 2025.

Board of Trustees

Vote

Attest:

Jeff Buddo

Larry Miller

Douglas L. Johnson

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

The Fire Chief informed the Board that Mr. Babb was out of town and could not attend. Therefore Mr. Miller made a **motion** to table the resolution until the next regular Board meeting in May which was seconded by Mr. Buddo. Upon roll call all three Trustees voted yes.

**Motion:** Hanover Township is hosting the dinner and meeting for the May 2025 Butler County Township Association function to be held at Hanover Reserve. Hanover Township has the responsibility of arranging for the dinner and beverages to serve the members of the Township Association. It is necessary to approve expenses for the event not to exceed \$3000.00 which may be offset by sponsorships and authorize the Township Administrator to make the necessary arrangements as identified above.

Mr. Johnson made a motion to approve the expenses as set forth above which was seconded by Mr. Miller. After discussion, a roll call vote was taken with all three Trustees voting yes.

**Kids Fest Motion:** This the 17th 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. Volunteers are in the process of seeking sponsorships. For 2025, staff is requesting a motion to approve expenses for Kids Fest 2025 at an amount not to exceed \$7,000.00. It is hoped this amount will be significantly reduced by sponsorships.

A motion was made by Mr. Miller, seconded by Mr. Johnson to approve expenses for the 2025 Kids Fest event at an amount not to exceed \$7,000.00. After discussion, a roll call vote was taken with all three Trustees voting yes.

Kids Fest Date: June 28 1:00PM to 4:30PM

**Motion/ Supplement to Resolution No. 25-25** reference Snow Plow Dump Truck purchase. Final financing documents have been received and reviewed by the Fiscal Officer and Township Administrator submitted by Daimler Truck Financial Services USA LLC for the purchase and delivery of a 2025 Western Star Plow Truck for \$238,420.00 at an interest rate of 5.361% payable over 5 years commencing with the first payment due April 18, 2026 and ending April 18, 2030 in accordance with Exhibit A-1 Installment Payment Schedule which also includes prepayment pricing if exercised by the Township and authorizing the Fiscal officer and Township Administrator to execute documents related hereto as set forth in Resolution No. 25-25. Motion made by: Mr. Miller, seconded by: Mr. Johnson. After further discussion, Mr. Sullivan called the roll with the vote being: all three Trustees voted yes.

**Motion:** Hanover Township, through the Road Superintendent has been reviewing culvert problems/issues with the Butler County Engineer's Office. Evaluations of culverts has shown there may be as many as 60 culverts needing replacement or reworking. Three have been selected by the Township to seek the assistance from BCEO. Scott Bressler submitted the following force account costs for three culverts:

1) Woodbine Road #2675: Labor and Materials \$17,124.83

2) Stahlheber Road #2114: Labor and Materials \$18,645.52

3) Cochran Road #11976: Labor and Materials \$16,838.01

Total all three culverts: \$52,608.36

Moved by: Mr. Miller, seconded by: Mr. Johnson to approve the foregoing.

After discussion, Mr. Sullivan called the roll with the vote being: all three Trustees voted yes.

#### **Newsletter:**

Mr. Henry reviewed the potential topics for the newsletter to be published soon. We are hoping the final proof will be approved sent out soon.

#### **Special Work Session Issues/Discussions:**

Mr. Henry had presented last month the key areas for discussion and possible decisions cutting across all operations. The proposed new Fire Levy is of pressing importance.

Other:

Mr. Johnson asked for a motion to approve the purchase of a \$50.00 gift card for the Butler County Township Association golf outing benefitting scholarships for youth. Mr. Miller made a motion to approve which was seconded by Mr. Johnson

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

1. Butler County Building Permit Reports
2. Butler County Letter: First Audit Results ARPA Funds
3. Newspaper Article: Fire levy Franklin
4. Newspaper Article: Bill proposing changes to Tax Levies
5. Flyer Free Air Day: Healthy Communities Coalition
6. Flyer Medication Disposal Day: Healthy Communities Coalition
7. Flyer: Truck Show Hanover Township Fire Department

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**April 16, 2025 Minutes**

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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 April 16, 2025 which was seconded by Mr. Johnson. Mr. Sullivan called the roll with Trustees Miller, Johnson and Buddo voting yes with the meeting ending at 7:00PM.

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April 16, 2025 Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Jeff Buddo, President:

Larry Miller, Vice President

Douglas L. Johnson Trustee:

Date:

5/21/25

Verified by: Gregory L. Sullivan, Fiscal Office:

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