



Hanover Township Board of Trustees

July 16, 2025 Meeting Minutes

Call to Order: Board President Jeff Buddo called the regular Board meeting to order at 6:00 PM. Mr. Buddo led the opening ceremonies and Mr. Johnson 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 Sheriff Damon Mayer, 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 June 18, 2025 regular meeting minutes and approve warrants for release/distribution as well as approval of all administration reports. Upon roll call by Mr. Sullivan, Mr. Miller, Mr. Johnson and Mr. Buddo voted yes to approve all.

Guest Presentation: There were no guest presentations.

Citizen Participation: Mr. Joe Schlechtinger of 472 Charlberth Drive addressed the Board expressing concern about confusing signs delineating Boyle Road and Wencella drive. There is a Wencella Drive with an arrow pointing in the direction of that street but according to original data records referred to by Deputy Tanner, Wencella does continue on what appears to be a portion of Boyle Road. After other information was shared, Mr. Schlechtinger seemed satisfied with the explanations and that he learned something new about the location.

Administration Reports

Law Enforcement:

Butler County Sheriff's Office

District #18

Hanover Township Contract Cars

Monthly Report for June 2025

Activity Area

Month Totals*

YTD

- Dispatched Calls:139
- Felony Reports: 04

657
13

- Misdemeanor Reports: 09 37
- Non-Injury Crash: 03 18
- Injury Crash: 05 17

Total Reports: 21.....84

- Assists/Back Up: 26 127
- Felony Arrests: 01 04
- Misdemeanor Arrests: 14 17
- OMVI Arrests: 00 00

Total Arrests: 1521

- Traffic Stops: 10 49
- Moving Citations: 09 30
- Warning Citations: 04 18
- Civil Papers Served: 0 01
- Business Alarms: 2 12
- Residential Alarms: 09 31
- Special Details: 19 70
- COPS Times: 5,200 (*Min.*) 28,800 Min.
- Vacation Checks: 06 83

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

.....

Hanover Township Fire Department
Monthly Report for ~~June 2025~~- 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:	45	319
• Motor Vehicle Accidents:	05	47
• Fire Runs:	22	84
• Fire Inspections:	00	00
• Knox Box Details	00	00

- Other 00 00
- Total for the month: 72 Runs/Operations
(Fire/EMS Runs)

Total Year 2025: 453 Runs/Operations

(June 2024: 67 Runs/Operations)

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	

SUPERINTENDENT'S REPORTS



(July 16, 2025)

Millville Cemetery Operations Report June 1 through June 30, 2025

6 Graves sold to Township residents (@ \$1,400)-----	8,400.00
5 Full Interments-----	7,000.00
0 Baby interments-----	0.00
3 Cremations-----	2,400.00
Foundation and Marker installation fees-----	960.00
Grave Transfer-----	0.00
Donations-----	100.00
Total: -----	\$18,860.00

Other Cemetery activities:

1. fixed graves
2. cleaned office and garage
3. picked up and removed flowers from stones
4. cut grass and weed eaten four times
5. picked up trees from storms

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

1. Picked up a load of garbage dumped on Woodbine Road.
2. Removed downed limbs from the Park.
3. Pushed over a dead tree on Nichols Road.
4. Replaced an object off road sign on Nichols Road.
5. Finished first round of roadside mowing.
6. Repaired a catch basin and filled in a sinkhole on Karriwood Drive.
7. Worked on GovDeals equipment.
8. Picked up a refrigerator, drums and car tires dumped on Decamp.
9. Hauled off a tree that fell from Metro Parks onto Hogue Road.
10. Re-glued loose stone on top of the Hanover School Memorial.
11. Plowed gravel off roads after heavy rain storms.
12. Cut grass on all Township properties four times.
13. Sprayed for weed control.
14. Checked roads after storms.
15. Got Park ready for Kids Fest, including picking up and returning hay wagon and supplies.
16. Performed monthly truck, park, and stormwater inspections.

Administrator June Summary Report
(July 2025)

- **Park Restroom Project:** Continued follow up with the contractor and Luminaut Architects regarding items final items that need to be addressed. Received the final Certificate of Occupancy from the County in June.
- **Park Committee:** Prepared mailing regarding 2025 events and met with the Park Committee planning upcoming events. Continued to work on sponsorships for Kids Fest. Kids Fest was held on June 28th.

- **Nuisances and Zoning Issues: Ongoing-** Sent zoning problems to the County- 3 properties. Sent letters regarding nuisances on 4 properties.
- **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. Prepared economic data, cost projections for operations and potential fire levy amounts.
- **Road Department Dump Truck:** Financing worked out with Keystone Bank for the dump truck. Five year pay back with payments in arrears (June 2026).
- **Personnel:** Followed up on personnel issues presented and reviewed related documents. Conducted 1 short background for the Fire Department. Prepared final Personnel Action forms for Fire Department promotions which were forwarded to the Fiscal Officer.
- **Gov Deals Phase III.** Completed. Some left over items not sold will be subject to discarding in the trash.
- **Website:** Updates were completed. Minutes were sent for the website archives. Arrangements were made for the Fire Department to load items on the Township website.
- **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 has been made available to the public. Information was also published in the recent newsletter. Efforts are continuing to keep residents advised.
- **Newsletter:** Setting a goal to prepare another newsletter for late September of mid October. Suggestions for articles should be submitted in July/August.
- **Nuisances and General Complaints:** Spent time following up on letters/phone calls made by the township to clear up nuisances on properties located on Hamilton Richmond Road, Bevington Lane, Shady Lane as well as notifying County Zoning of issues not under the Township's jurisdiction.

- **Drainage Issues:** With the heavy rain falls and winds, the Road Department and Administration has fielded several calls/complaints. Many of the issues were clearly private property problems over which the Township has no authority. Hanover Park remains wet in several areas.

Personnel Actions and Other Items of Note

May- June 2025:

Fire Department:

Hire: Caleb Anglin 2502 Jackson Road Hamilton, Ohio 45011 as an Fire Fighter/ 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.

Personnel Actions and Other Items of Note

Cemetery- None

Road Department- Nothing New.

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: \$2,290,353.1

July- Cash Balance: \$2,185,119.72

Aug- Cash Balance: \$2,281,130.53

Sept- Cash Balance: \$2,578,948.20

Oct- Cash Balance: \$2,32,780.90 (Excludes CARES Funding; If included balance is \$2,859,129.29

Nov- Cash Balance: \$2,446,861.80 (Excludes CARES Funding; If included balance is \$2,728,043.24

Dec- Cash Balance: \$2,436,152.18 (Includes \$35,374.23 CARES Revenue)

Fiscal Year 2021

Jan- Cash Balance: \$2,327,500.47

Feb- Cash Balance: \$2,555,744.03

Mar- Cash Balance: \$2,326,232.58

Apr- Cash Balance: \$2,936,429.83

May- Cash Balance: \$2,865,179.70

June- Cash Balance: \$2,814,391.86

July- Cash Balance: \$3,162,801.28

Aug- Cash Balance: \$3,018,684.99

Sept- Cash Balance: \$3,529,740.57

Oct- Cash Balance: \$3,487,179.01

Nov- Cash Balance: \$3,355,784.52

Dec- Cash Balance: \$3,269,634.31

Fiscal Year 2022

Jan- Cash Balance: \$3,106,359.45

Feb- Cash Balance: \$3,061,133.65

Mar- Cash Balance: \$3,780,417.05

Apr- Cash Balance: \$3,703,934.16

May- Cash Balance: \$3,643,272.43

June- Cash Balance: \$3,498,499.98

July- Cash Balance: \$3,866,009.07

Aug- Cash Balance: \$3,903,052.77

Sept- Cash Balance: \$4,264,684.95

Oct- Cash Balance: \$4,201,970.71

Nov- Cash Balance: \$4,092,018.29

Dec- Cash Balance: \$4,039,299.87

Fiscal Year 2023

January Cash Balance: \$3,559,160.92
February Cash Balance: \$3,475,575.97
March Cash Balance: \$3,496,580.72
April Cash Balance: \$4,121,487.83
May Cash Balance: \$3,861,490.93
June Cash Balance: \$3,739,555.00
July Cash Balance: \$3,675,692.32
August Cash Balance: \$3,496,048.90
September Cash Balance: \$4,067,959.69
October Cash Balance: \$3,996,729.39
November Cash Balance: \$3,722,684.18
December Cash Balance: \$3,673,455.14

Fiscal Year 2024

Jan- Cash Balance: \$3,483,832.60
Feb- Cash Balance: \$3,459,266.38
Mar- Cash Balance: \$4,241,433.98
Apr- Cash Balance: \$4,075,635.16
May- Cash Balance: \$3,968,743.91
June- Cash Balance: \$3,838,123.51
July- Cash Balance: \$3,939,306.18
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
April Cash Balance: \$4,461,364.96
May Cash Balance: \$4,389,043.10
June Cash Balance: \$4,301,659.86

Of Note- Budget Information

- 1) Total Expenditures all funds for June 30: \$200,238.17 / Revenue: \$485,384.68
- 2) Total General Fund cash on hand June 30: \$1,772,882.32 (41.2%) of Total funds
- 3) Total Fire/EMS Fund cash on hand June 30 : \$370,185.36 (8.61%) 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.

April through June 2025: Develop information for fire levy decision ballot issue. Need to examine equipment and building needs for the Road Department and Cemetery.

July-August 2025: Continue to set priorities by the Board related to fire operations, road department and cemetery operations and discerning physical plant items to be addressed.

.....

Old Business

Hanover Memorial Park Restroom Project

The restroom structure is complete. The final County Inspection took place Tuesday 6/17 and the structure was passed. The Occupancy Permit from Butler County was issued 4 days later. The budget for this project was set aside using Federal Grant funds required to be used for this project. The restroom was opened second week of July.

There are a few punch list items to be followed up by the contractor. Through another vendor automated security locking system is being investigated.

The contractor is planning on taking out the old restroom as soon as weather permits and concreting the area vacated by the structure. A formal dedication needs to be decided. The Dedication Plaque is being prepared.

Update : Zoning and Nuisance Issues July 16, 2025

The Township continues to provide updates to the County Prosecutor reference 428 Morman regarding zoning order and compliance. The Civil Lawsuit adjudicated in favor of the County. The site is to be cleaned up. This process should start before the end of July.

The Township sent to the County Zoning Office complaints regarding two properties on either end of Stahlheber Road and one on Hamilton Richmond Road. No word back as of July 16, 2025.

On another zoning matter, a complaint was forwarded to our attention regarding 2115 Bevington Lane regarding the parking of a semi tractor in a residential driveway. The owner was not responsive and the matter has been forwarded to the County Prosecutor's Office by Butler County Zoning.

Nuisance letters and discussions are ongoing reference Millville Avenue location, 2130 Hamilton Richmond (separate from property from zoning issue), and 889 Shady Road. Following up on a complaint on Bevington Lane as well. Letter was sent. It appears now that the Bevington Lane issue has been resolved in response to the Township.

Mr. Miller asked about the Shady Nook property. Mr. Henry explained the process to be followed and the county Prosecutor should be contacted before the Township takes action due to the different legal considerations.

Chief Clark- Other:

Fire Chief Phil Clark mentioned the upcoming truck show scheduled for July 19, 2025. Due to possible adverse weather and condition of the park, alternate dates being looked at were August 2nd and August 19th. Gazebo use will have to be checked.

be set up following normal official procedures. As the Fire Department sets up and manages the event, all Township rules must be followed. The Administrator is instructed to send an email to the Chief regarding these items.

.....

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

New Business:

Motion to Accept donation of \$100.00 to Millville Cemetery from Pat and Mary Massarelli 1425 Alexandra Drive Hamilton, Ohio 45013 in honor of Nicoli and Wanda Massarelli for keeping their gravesite neat and clean.
Moved by: Larry Miller, seconded by: Mr. Johnson to accept the donation as noted and deposit it into the Cemetery Fund.
After discussion, the Fiscal Officer called the roll. The vote was: all three Trustees voted yes.

Resolution No. 34-25

Approving the 2026 Road Resurfacing and Retrace Program for Hanover Township to be Submitted to the Butler County Engineer's Office for Estimates of Cost

Whereas, Hanover Township works with the County Engineer’s Office annually to cooperate with the county in the paving/road program; and

Whereas, the Township Trustees desire to participate in the 2026 Paving, Repair and Retrace Program with the County Engineer's Office with said proposed Township Program to be submitted to the County Engineer's Office by August 1, 2025; and

Whereas, an attachment has been prepared labeled “Attachment-Resolution No. 34-25 which reflects the roads, special projects and related road projects approved by the Board of Trustees for a determination of cost estimates;

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

Section I. Resolution No. 34-25 and attachment are hereby approved authorizing the participation of Hanover Township in the 2026 Resurfacing and Repair Program through the Butler County Engineer’s Office, taking advantage of economies of scale, to be based upon the estimates provided by the Butler County Engineer's Office later this year and available Township funds. Further, the suggested paving work on Amarillo Drive will be submitted as a Community Development Block Grant request.

Section II. That this Resolution and attachment are to be delivered to the Butler County Engineer’s Office prior to August 1, 2025.

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 16th day of July.

Board of Trustees

Vote

Attest:

Jeff Buddo
Larry Miller
Douglas L. Johnson

Gregory L. Sullivan
Fiscal Officer/ Clerk

2026 ROAD PROGRAM BCEO

- A) WOODBINE – PAVING-BLACKMAT
ALTERNATE - WOODBINE-BLACKMAT
REBASE-YES
- B) RE-TRACE
 - 1. STEPHENSON RD – FROM US 27 TO TOWNSHIP LINE – CENTER LINE AND EDGE LINES
 - 2. DEAD END OF DARTTOWN RD – FROM RR TRACKS TO SOUTH OF LINE TO STOP AT TRACKS AND RR INSIGNIA CENTER LINE – YES
- C) REBASE
 - 1. STAHLHEBER RD
 - 2. DECAMP RD
 - 3. COCHRAN RD
- D) CHIP SEAL
 - 1. 4-MILE CREEK RD – FROM STOP SIGN ON HUESTON RD EAST TO DEAD END – NO REBASE
- E) PAVING – CD BLOCK GRANT SUBMITAL PLANNED
 - 1. AMARILLO DR – FROM SAN ANGELO TO END AT CUL-DE-SAC
REBASE – YES
MILL – YES

Motion: Accept Board of Elections Receipt

All the required documents were filed with the County Prosecutor's Office and County Auditor regarding the new 3.5 Mills Fire Tax Levy. After this step was completed, the Township Administrator hand delivered the required ballot documents to the Board of Elections on July 1, 2025. The clerk reviewed the documents and issued a receipt indicating the issue will appear on the November election ballot.

A **motion** is needed to officially accept for the record the receipt from the Board of Elections.
Moved by: Mr. Johnson seconded by: Mr. Miller

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

Issue Consideration- Opioid Settlement Funds

From Denise Callahan- Journal News: Mike Gmoser, County Prosecutor, has issued a challenge of sorts to all county jurisdictions receiving opioid settlement funds. He is proposing you all pool your money with the county's so a bigger difference can be made to help with the drug problem. He specifically mentioned the lack of treatment beds.

Many of you still have money to allocate and he noticed that fact from my article.

I realize a decision like this would require elected official action, but I would appreciate a response giving me your general thoughts as to whether this is something you might recommend to your various boards.

Info: Hanover Township has only received \$6035.03 covering the period 2023 through June 30, 2025. The money has been placed in the Fire Department Fund for addressing purchases by EMS dealing with drug overdoses.

A motion was made by Mr. Miller which was seconded by Johnson to not participate and keep the small amount of funds for use by EMS personnel. After discussion, Mr. Sullivan called the roll with all three Trustees voting in favor of the motion.

Other: Reminder next regular Board of Trustees meeting is set for Wednesday August 20, 2025.

Mr. Henry addresses the Board and referred to the Miscellaneous Contract portion contained in the Board packets.

Miscellaneous Correspondence And General Information

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

- 1. Butler County Building Permit Reports**
- 2. OTA Legislative Information**
- 3. Newspaper Article: Property Tax Elimination Ballot Issue**
- 4. Township Association Butler County Fair Schedule**
- 5. Other**

Mr. Buddo made a motion to adjourn the public meeting of the Board and to move into Executive Session to discuss personnel issues as per Section 121.22 of the Ohio Revised Code. Mr. Miller seconded the motion. Mr. Sullivan called the roll with all three Trustees voting yes.

Mr. Miller made a motion to move out of Executive Session which was seconded by Mr. Johnson to reconvene the public session. Mr. Sullivan called the roll with all three Trustees voting yes.

The Board discussed cost living raises for all ranks in the Fire Department except those recently promoted to Lieutenant due to significant raises granted related thereto. The COLA increases would be applied to the hourly rates for response and on station duty. After discussion regarding cost of living statistics, Mr. Miller made a motion to provide a cost of living adjustment of 3% to all ranks as outlined above to be effective the current pay period. After further clarification, Mr. Sullivan called the roll with all three Trustees voting yes.

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

Douglas L. Johnson Trustee:

Date:

Verified by: Gregory L. Sullivan, Fiscal Officer:

Gregory A. Smith