

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

FEBRUARY 13

23

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on February 13, 2023 at 7:00 P.M. with the following persons present:

TRUSTEES: Dan Jones and Jonathan Sams (Jim VanDeGrift was absent)

FISCAL OFFICER: Amanda Childers

GUEST: Tammy Boggs, Mike Jameson, Brian Elleman, Brad Edrington, Jon Paul Campbell, Kenny Hickey, Mark Ferriell, Rhonda and Doug Koenig.

The meeting opened with Mr. Jones leading the Pledge of Allegiance.

The minutes of the meeting held on January 31, 2023 were tabled until the next meeting.

The Fiscal Officer notified the Trustees that the financial reports for the previous month were available for their review. By motion of Mr. Sams and seconded by Mr. Jones the following reports were approved. Cash Summary by Fund (month to date and year to date), Fund Status Report, and Bank Reconciliation for the previous month.

Doug Koenig from the Warren County Airport informed the Board that he is looking for a resource for snow removal on the airport runways but needs quicker response than he has been able to find and was asking for suggestions.

The Annual Records Commission meeting of the Board of Turtlecreek Township Trustees was held at 7:42 p.m. during the regular meeting. A motion was made by Mr. Sams and seconded by Mr. Jones to destroy records per the records retention policy. All present voiced a "YEA" vote and the motion passed. A listing of records to be destroyed will be included in the minutes. Mr. Sams made a motion, seconded by Mr. Jones to adjourn out of the Annual Records Commission meeting and return to the open meeting at 7:43 p.m.

Department Reports:

Fire/EMS:

Michael Jameson, Fire Chief, informed the Board that the ambulance being purchased with resolution 23-01-16 has an increase in pricing for the power cot/loading system in the amount of \$7,514.00. This brings the total for the EMS Squad to \$389,012.00. Mr. Sams made a motion, seconded by Mr. Jones to approve the additional cost of \$7,514.00 to include the power cot/loading system. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-02-10**. (A copy of the resolution will be included in the minutes.)

Chief Jameson requested approval to send Alexander Guard to Firefighter Level II at the Warren County Career Center. The cost of the class is \$1,210.00. Mr. Guard will be required to sign a Fire Fighter/EMS contract with a commitment of 2 years of service for the township paying for the school. Mr. Sams made a motion, seconded by Mr. Jones to approve the Resolution as stated above. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-02-01**. (A copy of the resolution will be included in the minutes.)

Chief Jameson informed the Board that the E-One Fire truck is ready for inspection in Florida. The inspection will happen before it is set for delivery as part of the contract. Chief Jameson, Kenny Hickey, Jon Paul Campbell and Frank Tone will comprise the inspection team. Vogelpohl will pay for the travel expenses. Once inspected and approved the Firetruck will be delivered to Vogelpohl for some final fittings and then delivered to the Fire Department at the end of March or beginning of April.

Chief Jameson informed the Board that there is an available position for Volunteer Firefighter II and that both he and the Assistant Fire Chief have recommended Kenneth Hickey to fill the position effective February 13, 2023 at the rate of \$20.00 per run. Mr. Jones made a motion, seconded by Mr. Sams to approve the resolution as stated above. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-02-02**. (A copy of the resolution will be included in the minutes.)

Chief Jameson requested approval for 12 Paramedics to take a refresher training course through Premier Health at a cost of \$200.00 per person for a total of \$2,400.00. The Employees approved for the training are Jameson, Elleman, Campbell, Foley, Guard, Kinman, Traver, Beltran, Gray, Gerdeman, Grant and Guerra. Mr. Sams made a motion, seconded by Mr. Jones to approve the Paramedic refresher training as stated above. All present voiced a "YEA" vote

and the motion was passed with **Resolution 23-02-03**. (A copy of the resolution will be included in the minutes.)

Chief Jameson informed the Board that he received the resignation of Fire Volunteer Kenneth Bunting effective February 10, 2023. Mr. Bunting served the Township for 25 years. Mr. Sams made a motion, seconded by Mr. Jones to approve the resignation of Mr. Bunting effective February 10, 2023. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-02-04**. (A copy of the resolution will be included in the minutes.)

Road and Bridge:

Kenny Hickey, Road/Maintenance Supervisor, requested approval to purchase salt spreaders for 2 trucks. The salt spreaders will electronically measure and meter out the salt which will have significant cost savings. Mr. Hickey recommended the bid from KE Rose Company which came in at \$13,382.50 including installation. Mr. Sams made a motion, seconded by Mr. Jones to approve the purchase of salt spreaders, as stated above. All present voiced a "YEA" vote and the motion was passed.

Mr. Hickey requested approval to purchase pipes for the roads that will be resurfaced this year. Mr. Hickey will obtain quotes from 3 vendors and was authorized up to \$1,900.00 with delivery. Mr. Sams made a motion, seconded by Mr. Jones to approve the purchase of roadway pipes for the road resurfacing project up to \$1,950.00. All present voiced a "YEA" vote and the motion was passed.

Mr. Hickey informed the Board that the VBox on the tandem truck will need to either be rebuilt or replaced sometime in the future.

Mr. Hickey ask the Board for their guidance on snowplow call outs since he is new to plowing our roads. Mr. Sams stated that the road crew should go out when Warren County goes out or if we see a need. Mr. Sams requested that we continue the discussion until the March meeting.

Mr. Hickey informed the Board that he recently had problems with the backhoe starting but was able to repair an electrical issue. Chief Jameson and he replaced hydraulic hoses for \$446.09 and noticed that the cylinders need to be rebuilt soon. The seal kits run \$132.00 each and the bushings will need replacement as well.

Mr. Hickey brought up the Emmons Road Culvert where he is seeing some erosion to the culvert and roadway. The road department will make repairs hoping to last for 3-5 years. Mr. Hickey met with Dominic Brigano from the Warren County Engineers Office who discussed current status, possible repairs and future replacement. To replace the culvert in 3 to 5 years if contracted out would be approximately \$57,061.00; while in house replacement would run approximately \$20,786.32.

Administration:

Tammy Boggs, Township Administrator, said she received a suggestion from the Prosecutor's office on future land vacations and asked if the Trustees would like to adopt a policy establishing the process for an abutting owner or owners to request that the Township Board petition the Board of County Commissioners to vacate a road and/or road right of way. The Trustees will discuss this at a future meeting.

Mrs. Boggs informed the Board that it will soon be time to finalize the appointments to Regional Planning Commission for the monthly and quarterly meetings. The Board continued the discussion until a future meeting.

Mrs. Boggs informed the Board that the contribution made to the Warren County Drug Task Force was approved for \$14,559.00 with Resolution 22-12-22. The invoice received February 6, 2023 had the current census population as 16,294 residents making the total owed \$16,294.00. Mr. Sams made a motion, seconded by Mr. Jones to approve the amended resolution adding \$1,735.00 for a total of \$16,294.00 to be paid to the Greater Warren County Drug Task Force for the 2023 contribution. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-02-05**. (A copy of the resolution will be included in the minutes.)

Mrs. Boggs requested ratification for expenditures authorized by Township Administrator or Township Officer or Employee authorized by Township Administrator in the cumulative amount of \$696.66. The purchases are \$71.03 from Broadway Barrel House, \$75.00 from Sedgwick, \$8.66

from The Home Depot, \$85.78 from Sam's Club, \$260.40 from Grainger, \$8.38 from Ace Hardware and \$187.31 from Amazon. Mr. Sams made a motion, seconded by Mr. Jones to subsequently approve the expenditures in the cumulative amount of \$696.66. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-02-06**. (A copy of the Resolution is included in the minutes.)

Mrs. Boggs informed the Board that the City of Monroe will be holding meetings regarding their comprehensive update to the City of Monroe Planning and Zoning Code. Mr. Sams stated that he will attend.

Mrs. Boggs informed the Board that a letter was received from the Warren County Engineer's office regarding acceptance for public maintenance of Cedar Trace Section IV. Mr. Sams made a motion, seconded by Mr. Jones to approve acceptance for public maintenance of Cedar Trace Section IV. All present voiced a "YEA" vote and the motion was passed.

General Reports:

CORRESPONDENCE:

IN:

Letter from City of Monroe regarding comprehensive update to the City of Monroe Planning and Zoning Code
Email from Mr. Dahlhoff requesting a letter regarding time of service and leave balances
Email from Ms. Lynch requesting a letter regarding time of service and leave balances
Email from Mr. Kasik regarding equipment being parked in the cul-de-sac on Nixon Camp
Letter from Ohio Department of Taxation regarding pari-mutuel wagering payment
Email from Mr. Swallen regarding CPR classes
Email from Ohio Open the Books regarding public records request
Email from Ms. Chapek regarding RFQ on Station 31
Email from Mr. Trovillo regarding Western Water

OUT:

Letter to Miami Township Fire Chief regarding service and leave balances for Ms. Lynch
Letter to Miami Township Fire Chief regarding service and leave balances for Mr. Dahlhoff
Email to Mr. Kasik regarding equipment being parked in the cul-de-sac on Nixon Camp
Liquor license permit returned to Ohio Division of Liquor Control
Letter to Warren County Telecom regarding list of equipment transferred from the township to the county
Email to Mr. Swallen regarding CPR classes
Email to Ohio Open the Books regarding public records request
Email to Ms. Chapek regarding RFQ on Station 31
Email to Mr. Trovillo regarding Western Water

Fiscal Officer Reports:

Amanda Childers, Fiscal Officer, requested authorization to advance funds from the General Fund to Several Lighting Districts in the amount of \$400.00 to the following funds: New England Way (2406 \$100.00), Twin Oaks (2409 \$100.00), Tilton Green (2415 \$100.00), Liberty Heights (2425 \$50.00) and Buckeye Fields (2426 \$50.00). The Advances will cover needed expenses until the first payment from Warren County is received in 2023. Mr. Sams made a motion, seconded by Mr. Jones to approve the advance of funds as stated above. All present voiced a "YEA" vote and the motion passed with **Resolution 23-02-07**. (A copy of the resolution is included in the minutes.)

Mrs. Childers notified the Trustees that a line item transfer was needed from within the EMS/Fire Fund for the purchase of a new Squad. Mr. Sams made a motion, seconded by Mr. Jones to transfer \$380,000.00 from 2193-930-930-0000 (Contingencies) to Account 2193-760-740-0000 (Machinery, Equipment and Furniture). All present voiced a “YEA” vote and the motion passed with **Resolution 23-02-08**. (A copy of the resolution will be included in the minutes).

Amanda Childers, Fiscal Officer, requested approval for reimbursement of expenses for the Ohio Township Association Conference for mileage and two nights of hotel and parking fees. The total amount requested for reimbursement is \$433.27. Mr. Sams made a motion, seconded by Mr. Jones to approve the reimbursement to Mrs. Childers in the amount of \$433.27. All present voiced a “YEA” vote and the motion was passed.

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 34542 through 34600 (copy to follow) and Vouchers 100-2023 through 144-2023.

The Fiscal Office reported the following income:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
1/31/23		108-2023	VOID			
1/31/23	2/3/23	106-2023	STAROHIO	1000-701-0000	\$11,898.19	JANUARY 2023 INTEREST
1/31/23	2/3/23	107-2023	PRIMARY	1000-701-0000	\$1.74	JANUARY 2023 INTEREST
1/31/23	2/6/23	109-2023	CD 15	1000-701-0000	\$348.94	JANUARY 2023 INTEREST
1/31/23	2/6/23	110-2023	UST 9	1000-701-0000	\$568.75	JANUARY 2023 INTEREST
1/31/23	2/6/23	111-2023	CD 9	1000-701-0000	\$327.79	JANUARY 2023 INTEREST
1/31/23	2/6/23	112-2023	UST 2	1000-701-0000	\$234.38	JANUARY 2023 INTEREST
1/31/23	2/6/23	113-2023	CD 33	1000-701-0000	\$211.48	JANUARY 2023 INTEREST
1/31/23	2/6/23	114-2023	FHLBANKS 1	1000-701-0000	\$725.00	JANUARY 2023 INTEREST
1/31/23	2/6/23	115-2023	CD 17	1000-701-0000	\$338.37	JANUARY 2023 INTEREST
1/3/23	2/6/23	116-2023	CD 14	1000-701-0000	\$325.16	JANUARY 2023 INTEREST
1/3/23	2/6/23	117-2023	CD 16	1000-701-0000	\$348.94	JANUARY 2023 INTEREST
1/3/23	2/6/23	118-2023	CD 22	1000-701-0000	\$359.52	JANUARY 2023 INTEREST
1/3/23	2/6/23	120-2023	LCNB TRUST	1000-701-0000	\$5,685.02	JANUARY 2023 INTEREST
1/3/23	2/6/23	119-2023	INVESTMENT UST 11	1000-701-0000	\$2,625.87	Gain on Investment
					\$23,999.15	
1/30/23	2/3/23	94-2023	HNB-ECHO	2191-299-0000	\$99.67	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/3/23	95-2023	HNB-ECHO	2191-299-0000	\$189.45	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/3/23	96-2023	MEDICOUNT MANAGEMENT INC	2191-299-0000	\$392.94	LIFE SQUAD SERVICES DECEMBER 2022 (DIRECT DEPOSIT)
1/30/23	2/3/23	97-2023	MEDICAL MUTUAL	2191-299-0000	\$412.62	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/3/23	98-2023	AETNA BETTER HEALTH	2191-299-0000	\$604.13	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/3/23	99-2023	ANTHEM BLUE	2191-299-0000	\$1,768.23	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/3/23	100-2023	CGS	2191-299-0000	\$2,842.02	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/31/23	2/3/23	101-2023	BANKERS LIFE	2191-299-0000	\$82.42	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/31/23	2/3/23	102-2023	HWHO	2191-299-0000	\$106.29	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/31/23	2/3/23	103-2023	UNITED BEHAVIORAL	2191-299-0000	\$136.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/31/23	2/3/23	104-2023	AETNA	2191-299-0000	\$431.33	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/31/23	2/3/23	105-2023	STATE OF OHIO	2191-299-0000	\$8,650.40	LIFE SQUAD SERVICES LCI 4TH QTR 2022(DIRECT DEPOSIT)
1/3/23	2/7/23	121-2023	TRICARE PAYMENT	2191-299-0000	\$192.83	LIFE SQUAD SERVICES
1/3/23	2/10/23	123-2023	HNB-ECHO	2191-299-0000	\$128.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/3/23	2/10/23	124-2023	ANTHEM BLUE	2191-299-0000	\$302.72	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/3/23	2/10/23	125-2023	AARP SUPPLEMENTAL	2191-299-0000	\$401.24	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/3/23	2/10/23	126-2023	CGS	2191-299-0000	\$515.87	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/4/23	2/10/23	127-2023	UNITED HEALTHCARE	2191-299-0000	\$585.05	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/4/23	2/10/23	128-2023	AETNA	2191-299-0000	\$655.47	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/4/23	2/10/23	129-2023	UMR	2191-299-0000	\$885.24	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/4/23	2/10/23	130-2023	STATE OF OHIO MEDICAID	2191-299-0000	\$191.40	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/4/23	2/10/23	131-2023	UNITED HEALTHCARE	2191-299-0000	\$285.03	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/17/23	2/10/23	132-2023	AETNA	2191-299-0000	\$455.43	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/17/23	2/10/23	133-2023	ANTHEM BLUE	2191-299-0000	\$490.24	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/17/23	2/10/23	134-2023	HUMANA	2191-299-0000	\$199.70	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/17/23	2/10/23	135-2023	HNB-ECHO	2191-299-0000	\$318.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/17/23	2/10/23	136-2023	CGS	2191-299-0000	\$405.16	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/19/23	2/10/23	137-2023	AARP SUPPLEMENTAL	2191-299-0000	\$441.69	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/19/23	2/10/23	138-2023	AETNA	2191-299-0000	\$677.39	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/19/23	2/10/23	139-2023	ANTHEM BLUE	2191-299-0000	\$682.20	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/19/23	2/10/23	140-2023	US DEPT OF TREASURY DEPT OF VA	2191-299-0000	\$884.86	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/19/23	2/10/23	141-2023	CGS	2191-299-0000	\$978.21	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/26/23	2/13/23	142-2023	BLUE CROSS BLUE SHIELD OF MASSACHUSETTS	2191-299-0000	\$94.22	LIFE SQUAD SERVICES
1/26/23	2/13/23	143-2023	AMBETTER FROM BUCKEYE HEALTH PLAN	2191-299-0000	\$1,230.00	LIFE SQUAD SERVICES
1/27/23	2/13/23	147-2023	WARREN COUNTY AUDITOR, MATT NOLAN	2191-299-0000	\$171.55	LIFE SQUAD SERVICES
1/27/23	2/13/23	148-2023	AETNA	2191-299-0000	\$170.83	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/27/23	2/13/23	149-2023	HWHO	2191-299-0000	\$282.95	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/27/23	2/13/23	150-2023	HUMANA	2191-299-0000	\$1,092.48	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/27/23	2/13/23	151-2023	CGS	2191-299-0000	\$3,664.52	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/13/23	152-2023	WASHINGTON NATIONAL	2191-299-0000	\$91.72	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/13/23	153-2023	US DEPT OF TREASURY DEPT OF VA	2191-299-0000	\$460.18	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/13/23	154-2023	AARP SUPPLEMENTAL	2191-299-0000	\$87.71	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/13/23	155-2023	CGS	2191-299-0000	\$431.87	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/13/23	156-2023	AARP SUPPLEMENTAL	2191-299-0000	\$188.66	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/23	2/13/23	157-2023	STATE OF OHIO	2191-299-0000	\$4,471.63	LIFE SQUAD SERVICES WCI 4TH QTR 2022(DIRECT DEPOSIT)
					\$37,829.55	
1/26/23	2/13/23	144-2023	M TRAVER	2191-892-0000	\$72.00	REIMBURSEMENT FOR EMS JACKETS
1/26/23	2/13/23	145-2023	L POWELL	2191-892-0000	\$72.00	REIMBURSEMENT FOR EMS JACKETS
1/26/23	2/13/23	146-2023	J PATRICK	2191-892-0000	\$72.00	REIMBURSEMENT FOR EMS JACKETS
					\$216.00	
1/3/23	2/7/23	122-2023	RIVER METALS RECYCLING LLC	2031-892-0000	\$756.87	ROAD DEPT SALE OF SCRAP METAL
					\$756.87	
1/30/23	2/13/23	158-2023	CINCINNATI BELL TELEPHONE	1000-303-0000	\$1,145.77	4TH QTR 2022 CABLE FRANCHISE FEES (DIRECT DEPOSIT)
					\$1,145.77	

Other Business:

None.

Visitor Concerns:

None.

Trustee Reports:

Mr. Sams asked Mrs. Boggs to follow up with Warren County Zoning on the buffer requirements for the solar panel farm on Hamilton Road.

A motion was made by Mr. Sams that the Board of Trustees adjourns into executive session to discuss Personnel Employment and Economic development assistance matters pursuant to ORC 121.22 (G) (1) and (G) (8) at 7:44 p.m. The motion was seconded by Mr. Jones and upon call of roll call, Mr. Sams "YEA" and Mr. Jones "YEA" the executive session was entered.

By motion of Mr. Sams that the Board of Trustees adjourns out of executive session and return to the open meeting and ask the Fiscal Officer to note in the minutes that NO ACTION WAS TAKEN. The motion was seconded by Mr. Jones and the executive session ended. Upon call of roll, Mr. Sams "YEA" and Mr. Jones "YEA" the Board returned to regular session at 8:17 p.m.

There being no further business, Mr. Sams made a motion, seconded by Mr. Jones to adjourn the meeting. All present voiced a "YEA" vote and the motion passed.

The next regular meeting is scheduled for February 28, 2023 at 8:00 a.m.

Signed: _____ Chairman of the Board

Attest: _____ Fiscal Officer

**RESOLUTION 23-02-01
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**AUTHORIZING ALEXANDER GUARD TO ATTEND FIREFIGHTER LEVEL II
AT WARREN COUNTY CAREER CENTER AND SIGNING A CONTRACT
THAT TURTLECREEK TOWNSHIP WILL PAY FOR THE SCHOOL WITH A
TWO (2)-YEAR COMMITMENT FOR SERVICE AND HOURS AS DESCRIBED
BY THE CONTRACT**

WHEREAS, Alexander Guard wishes to attend Firefighter Level II school at the Warren County Career Center; and

WHEREAS, the Fire Chief and Assistant Chief of Turtlecreek Township Fire Department and Emergency Medical Service have recommended that Alexander Guard attend the Firefighter Level II school; and

WHEREAS, the cost of the class will be the approximate fee of \$1,210.00 and Alexander Guard will be required to sign a Fire Fighter/EMS contract with a commitment of two (2) years of service for the township paying for the school; and

NOW THEREFORE BE IT RESOLVED, the Turtlecreek Township Board of Trustees hereby approves Alexander Guard to attend Firefighter Level II with the township paying for the schooling. The source of the funds will be the Fire Fund (2192-220-590-0006 Other – Other Expenses Fire Training).

Mr. Sams moved for adoption of the foregoing resolution, seconded by Mr. Jones. All voiced a "YEA" vote and the resolution passed.

Adopted this 13th day of February, 2023

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-02-02
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**HIRE KENNETH HICKEY, EFFECTIVE FEBRUARY 13, 2023
AS A VOLUNTEER FIREFIGHTER LEVEL II**

WHEREAS, a position of "Volunteer Firefighter II" is available within the Turtlecreek Township Fire Department/Emergency Medical Service, and

WHEREAS, the Fire Chief and Assistant Chief of Turtlecreek Township Fire Department and Emergency Medical Service have recommended that Kenneth Hickey be hired as a Volunteer Firefighter II; and

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of Turtlecreek Township, Warren County, Ohio hereby approves the hiring of Kenneth Hickey for the position of Volunteer Firefighter II effective February 13, 2023.

Mr. Jones moved for adoption of the foregoing resolution, seconded by Mr. Sams. All voiced a "YEA" vote and the resolution passed.

Adopted this 13th day of February, 2023

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-02-03
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**AUTHORIZING MEDIC REFRESHER TRAINING
FOR PARAMEDICS**

WHEREAS, the Turtlecreek Township Fire Department and Emergency Medical Services Department has determined a need for a medic refresher training for paramedics in the department; and

WHEREAS, the medic refresher training will be offered by Premier Health; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio shall approve that paramedics on the department be authorized to participate in the training at the approximate cost of \$200.00 per person for a total cost of \$2,400.00. Employees approved for the training are Jameson, Elleman, Campbell, Foley, Guard, Kinman,

Traver, Beltran, Gray, Gerdeman, Grant, and Guerra. Source of the funds will be the EMS Fund (2191-230-599-0005 Other – Other Expenses EMS Training); and

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of Turtlecreek Township, Warren County, Ohio approves the medic refresher training for the paramedics listed above.

Mr. Sams moved for adoption of the foregoing resolution, seconded by Mr. Jones. All voiced a "YEA" vote and the resolution passed.

Adopted this 13th day February, 2023

Signed: _____ " YEA"

_____ " YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-02-04
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESIGNATION FOR KENNETH BUNTING,
VOLUNTEER FIREFIGHTER
EFFECTIVE FEBRUARY 10, 2023**

WHEREAS, the Fire Chief was notified that Kenneth Bunting resigned his position of Volunteer Firefighter with Turtlecreek Township; and

WHEREAS, the effective date of the resignation will be February 10, 2023; and

NOW THEREFORE BE IT RESOLVED, the Turtlecreek Township Board of Trustees hereby accepts the resignation of Kenneth Bunting, effective February 10, 2023.

Mr. Sams moved for adoption of the foregoing resolution, seconded by Mr. Jones. All voiced a "YEA" vote and the resolution passed.

Adopted this 13th day of February, 2023

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-02-05
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AMEND RESOLUTION 22-12-22
AUTHORIZING PAYMENT TO GREATER WARREN COUNTY
DRUG TASK FORCE FOR 2023 CONTRIBUTION**

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have received an invoice from the Greater Warren County Drug Task Force for the 2023 contribution; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio had previously passed Resolution 22-12-22 to pay 2023 contribution to the Greater Warren County Drug Task Force in the amount of \$14,559.00; and

WHEREAS, the invoice dated February 6, 2023 is in the amount of \$16,294.00, based on the current census population of the township, increased the invoice an additional \$1,735.00; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County authorize the additional amount of \$1,735.00 to be paid for a total of \$16,294.00 to the Greater Warren County Drug Task Force for the 2023 Contribution.

THEREFORE, by motion of Mr. Sams and seconded by Mr. Jones the above resolution was approved. All voiced a "YEA" vote and the resolution passed.

Adopted this 13th day February, 2023

Signed: _____ " YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**TURTLECREEK TOWNSHIP BOARD OF TRUSTEES
WARREN COUNTY, OHIO**

Resolution Number: 23-02-06
2023

Date of Resolution: February 13,

TOPIC OF RESOLUTION: BOARD RESOLUTION SUBSEQUENTLY APPROVING EXPENDITURES NOT EXCEEDING TWENTY-FIVE HUNDRED DOLLARS BY TOWNSHIP ADMINISTRATOR OR TOWNSHIP OFFICER OR EMPLOYEE AUTHORIZED BY TOWNSHIP ADMINISTRATOR

RESOLUTION

WHEREAS, this Board adopted Resolution Number 16-04-12, dated April 26, 2016, authorizing the Township Administrator to incur obligations on behalf of the Township not to exceed Two Thousand Five Hundred Dollars, and further authorizing the Township Administrator to authorize other Township Officers and Employees to incur obligations on behalf of the Township not to exceed Two Thousand Five Hundred Dollars; and,

WHEREAS, pursuant to section 507.11 (A) of the Ohio Revised Code, and Section 3 of the aforementioned Resolution, the obligations incurred by the Township Administrator on behalf of the Township, or that the Township Administrator authorizes a Township Officer or Employee to incur, shall be subsequently approved by adoption of formal resolution of this Board at the next regularly scheduled Board meeting after receipt by the Township Fiscal Officer of proper voucher for the obligation or obligations incurred; and,

WHEREAS, this Board has been notified by the Township Fiscal Officer she is in receipt of a proper voucher or vouchers for obligations incurred by the Township Administrator or authorized Township Officer or Employees, a copy or copies of which are attached hereto.

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, at least a majority of all Trustees casting a vote concur as follows:

Section 1. This Board does hereby subsequently approve the obligations incurred by the Township Administrator or Township Officer or Employees on behalf of the Township, a copy or copies of the vouchers of which are attached hereto.

Section 2. That the Board is acting in its administrative capacity in adopting this Resolution.

Section 3. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 4. That it is found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Mr. Sams moved adoption of the foregoing Resolution, being seconded by Mr. Jones. Upon call of the roll, the following vote resulted:

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 13th day of February, 2023.

CERTIFICATION:

The undersigned does hereby certify that the foregoing is a true and accurate copy of the above Resolution adopted on the aforementioned date by the Board of Township Trustees.

SIGNATURE: _____

NAME: Amanda K. Childers

TITLE: Fiscal Officer

DATE: _____

**RESOLUTION 23-02-07
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

A RESOLUTION AUTHORIZING AN ADVANCE FROM THE GENERAL FUND (1000) TO LIGHTING DISTRICTS NEW ENGLAND WAY (2406 \$100.00), TWIN OAKS (2409 \$100.00), TILTON GREEN (2415 \$100.00), LIBERTY HEIGHTS (2425 \$50.00) and BUCKEYE FIELDS (2426 \$50.00).

WHEREAS, the Turtlecreek Township Board of Trustees has determined that it is necessary to transfer funds from the General Fund to cover necessary expenses in lighting districts until the first payment is received from Warren County in 2023; and,

NOW THEREFORE, BE IT RESOLVED by the Turtlecreek Township Board of Trustees that the Fiscal Officer is authorized to transfer \$400.00 from the General Fund into the following Funds: New England Way (2406 \$100.00), Twin Oaks (2409 \$100.00), Tilton Green (2415 \$100.00), Liberty Heights (2425 \$50.00) and Buckeye Fields (2426 \$50.00).

BE IT FURTHER RESOLVED that the New England Way (2406), Twin Oaks (2409), Tilton Green (2415), Liberty Heights (2425) and Buckeye Fields (2426) Lighting District Funds were previously established.

Mr. Sams moved to adopt the foregoing resolution. Mr. Jones seconded the motion. All voiced a "YEA" vote and the resolution was passed.

Adopted this 13th day of February, 2023.

Signed: _____ "YEA"
_____ "YEA"
Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-02-08
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT REOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall transfer within the EMS/FIRE Fund from Account 2193-930-930-0000 (Contingencies) to Account 2193-760-740-0000 (Machinery Equipment and Furniture) an amount of \$380,000.00 for needed expenses. Mr. Sams moved for adoption of the foregoing resolution. The motion was seconded by Mr. Jones. All voiced a "YEA" vote and the resolution passed.

Adopted this 13th day of February, 2023

Signed: _____ "YEA"
_____ "YEA"
Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-02-09
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

RESOLUTION TO AUTHORIZE REIMBURSEMENT FOR OHIO TOWNSHIP ASSOCIATION CONFERENCE FOR AMANDA K. CHILDERS

WHEREAS, it is the intent of the Turtlecreek Township Board of Trustees to authorize reimbursement of cost incurred at the Ohio Township Association Conference in the amount of \$433.27 to Mrs. Childers.

WHEREAS, the township has a resolution authorizing the cost of expenses incurred during a conference for elected officials be paid for by the township;

THEREFORE, by motion of Mr. Sams and seconded by Mr. Jones the above resolution was approved. All voiced a "YEA" vote and the resolution passed.

Adopted this 13th day of February, 2023.

Signed: _____ " YEA"

_____ " YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-02-10
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the EMS department has approved the purchase of a new EMS squad with Resolution 23-01-16 in the amount of \$381,498.00; and

WHEREAS, the cost of the new EMS squad has an increase in pricing for the power cot/loading system in the amount of \$7,514.00 for a new purchase price of \$389,012.00 and the source of the funds will be the EMS/Fire Fund 2193 (2193-760-740-0000 Machinery, Equipment and Furniture and 2193-930-930-0000 - Contingencies); and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the increase of pricing in the amount of \$7,514.00 for a total purchase price of the EMS squad of \$389,012.00.

Resolution was initiated by Mr. Sams and seconded by Mr. Jones. All voiced a "YEA" vote and the motion was passed.

Adopted this 13th day of February, 2023

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 23-02-11
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the Turtlecreek Township Road Department has a need to purchase two (2) hydraulic spreader control systems for the dump trucks for snow plowing from KE Rose Company; and

WHEREAS, the cost of the two (2) hydraulic spreader control systems will be \$13,382.50; and

WHEREAS, the source of the funds will be the Road Fund 2031 (2031-760-740-0000 Machinery, Equipment and Furniture); and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the purchase of two (2) hydraulic spreader control systems from KE Rose Company in the amount of \$13,382.50.

Resolution was initiated by Mr. Sams and seconded by Mr. Jones. All voiced a “YEA” vote and the motion was passed.

Adopted this 13th day of February, 2023

Signed: _____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

SHRED LIST FOR 2023 DISCARD

Year(s)	Description of Record	Retention
<u>Required</u>		
2007	Road & Bridge Activity Reports	2 years
Multiple Years	Copies of receipts & inventories	None (copies)
Multiple Years	EMS & Fire Training Materials	Until
<u>Superseded</u>		
10/2005 - 8/2008	Magazine Article CEU Training Materials	7 years
10/2008 - 12/2011	Magazine Article CEU Training Materials	7 years
1/2012 – 5/2014	Magazine Article CEU Training Materials	7 years
1992 – 2007	Fire Training Records & Materials	7 years
2007 – 2011	Medicount Billing Records	7 years
2013 - 2015	Medicount Billing Records	7 years
2006	Bid Proposals Successful & Unsuccessful	15 years
2005	Contracts & Purchased Bid Items	15 years
2016	Statements, Vouchers & Receipts	5 years
2016	Bi-Weekly Payroll Reports	5 years
2016	Correspondence In & Out	5 years
2016	Public Records Requests	2 years
2016	Firefighter Dependence Fund	5 years
2016	WC Auditor Property Tax Settlement Sheet	5 years
2016	Trustee’s Reports	5 years
2016	Health, Life, & Public Official Insurance	5 years
2016	OTARMA Documents	5 years
2016	Inventory Appraisals	5 years
2014	W2’s & 1099 Forms	7 years
2015 – 2016	Audit Reports	5 years
2016	Auditor Reports	5 years
2016	Gas Tax Refunds	5 years
2016	Employee Leave Forms	5 years

2016	Bank Statements	5 years
2016	BS & Purchase Orders	5 years
2016	Employee Time Sheets	5 years
2016	Monthly / Quarterly Accounting Reports	5 years
2015 – 2016	Investment Statements	5 years
2017	Correspondence In & Out	5 years
2017	OTARMA Documents	5 years
2017	Public Officer's Insurance	5 years
2017	Principal Agreement	5 years
2017	WC Auditor Tax Settlement Sheet	5 years
2015	W-2's & 1099 Forms	7 years
2017	Employee Timesheets	5 years
2017	Employee Leave Forms	5 years
2017	Biweekly Payroll Records	5 years
2017	Statements, Vouchers, & Receipts	5 years
2017	Gas Tax Refund	5 years
2017	Bank Statements	5 years
2017	BC's & Purchase Orders	5 years
2017	Monthly & Quarterly Accounting Reports	5 years
2017	Firefighters Dependent Fund	5 years
2017	Public Records Requests	2 years
2020	Fuel Sheets	2 years
2019	Fuel Sheets	2 years
2013	6 tape backup drives from old server	7 years
12 Old Hard Drives		
Serial #'s		
KGHZX4WP	WXT0EB9MYJ57	68DUC3BZT QDD3GS7G W3P3KKMN
58PDTEPCT	WCC2E4YU4R6J	WMAM9A336262 WMAM9A480138
9QM5QTRF	W3TNWX4M	WCC2E4YU4JSV

End of Minutes.