

**TURTLECREEK TOWNSHIP BOARD OF TRUSTEES**

**ON**

**NOVEMBER 26**

**13**

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on November 26, 2013 at 8:00 a.m. with the following person present:

TRUSTEES: Jim VanDeGrift, Dan Jones and Jonathan D. Sams

CHIEF FISCAL OFFICER: Tammy Boggs

GUEST: Steve Flint, Michael Jameson, Larry Wilson, and Michael Shaffer

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

The minutes of the previous meeting were received by the Trustees prior to the meeting for review. Since there were no additions or corrections, Mr. Jones moved for acceptance, seconded by Mr. Sams. All were in favor and the minutes were approved as written.

Ms. Boggs and Ms. Niehaus discussed with the Trustees and Department heads the new retention policy. Ms. Niehaus will continue updated this information to be adopted at another time.

Ms. Boggs informed the Trustees that the township has received a bill from Bricker & Eckler LLP for services provided to the Lebanon/Turtlecreek JEDD Board of Directors in the amount of \$5,956.94. This bill is to be split between Lebanon and Turtlecreek Township at this time. The funds will be reimbursed by the JEDD District once they have collected the necessary funds to repay Lebanon and Turtlecreek Township. Mr. Sams made a motion to authorize the township to pay \$2,978.47. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-11-07**. (A copy of the resolution is included in the minutes).

Duke Energy notified the township of additional street lights for Trails of Shaker Run Phase 4. Ms. Boggs will authorize the paperwork and return to Duke Energy.

An invoice was received from the Warren County Small Business Development Center in the amount of \$500.00. Mr. Sams made a motion to pay this invoice. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed.

Ms. Boggs received information from Ohio Department of Transportation regarding a grant available for the Systematic Signage Upgrade Program. She referred this information to Mr. Wilson in the Road Department. The grant application must be submitted by January 31, 2014.

The Fiscal Officer, Ms. Boggs, administered the oath of office for Daniel Jones and Jonathan D. Sams, Trustees. Their new term will begin January 1, 2014. Mr. Jones and Mr. Sams bonds are \$10,000.00 each and have been executed.

The Trustees discussed the regular scheduled meetings for December and decided that the regular meetings for the 9<sup>th</sup> of December and the 31<sup>st</sup> of December would be cancelled and rescheduled for the 17<sup>th</sup> of December at 8:00 a.m. A notice will be placed on the website and at the administrative building.

Mr. Sams reported on the Charrette that was held at Otterbein. Otterbein is working on their 20 master plan.

Mr. Jones requested an executive session to discuss personnel. Mr. Jones informed the Trustees that the school has contacted him regarding the use of our boom mower. The Trustees authorized the use of our personnel providing some boom mowing for the school.

Mr. Shaffer reported on the quarterly meeting for regional planning. There is nothing involving Turtlecreek Township at this time.

#### Department Reports:

Fire/EMS: Steve Flint, Fire Chief and Mike Jameson, Assistant Fire Chief reported fire and EMS incident information. Chief Flint reported that the fire department received \$13,250.00 from the Loeb Grant for the year. He is requesting the purchase of a new Hurst tool. The amount of the purchase is \$19,021.24 for Finley Fire Equipment. Mr. Jones made a motion to purchase the Hurst tool. Mr. Sams seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-11-03**. (A copy of the resolution is included in the minutes). Chief Flint also requested the purchase of five (5) drug safes as discussed in the previous meeting. The cost of the drug safes are \$5,475.31 from ESSC, Inc./Medix Safe. Mr. Jones made a motion to purchase the drug safes. Mr. Sams seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-11-04**. (A copy of the resolution is included in the minutes). Chief Flint discussed with the Trustees the donation of the SCBA's that have no value to the department, to Cozumel Mexico Fire Department. The Trustees requested that we check with the Warren County prosecutor's office to verify that there are no legal issues involved.

Road and Bridge: Larry Wilson, Road Supervisor, presented his weekly department activity reports completed since the previous meeting. Ms. Boggs discussed with Mr. Wilson that the township needs to log yearly the hours on all the equipment in the Road division. If the equipment is loaned out, the hours need to be logged in and out for the period of time that the equipment is being used. Mr. Wilson reported that the driveway culvert on South Nixon Camp discussed at the last meeting has been installed. Mr. Wilson discussed the internship with the Trustees. Mr. Sams made a motion to approve the internship with the Road Department and Warren County Career Center. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed. Mr. Wilson discussed the weight limit signs that are in the township and that they need to be removed per the county. Mr. Sams made a motion to remove the weight limit signs in the township. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-11-05**. (A copy of the resolution is included in the minutes). Mr. Wilson requested that no thru signs be placed on the roads that the weight limit signs are removed from. Mr. Sams made a motion to place the no thru signs. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-11-06**. (A copy of the resolution is included in the minutes). Mr. Sams made a motion to authorize Mr. VanDeGrift to authorize the location of the no thru signs. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed. Mr. Wilson received the punch for Cedar Trace. Once this list is completed the county will notify the township.

#### Correspondence – In:

- \*Email from Carrie Smith, Cincinnati Enquirer, requesting public records request On JEDD's
- \*Email from Mary Ann Booth regarding essential Health Benefits for January 1, 2014
- \*Email from Caleb Bell regarding Lebanon/Turtlecreek JEDD
- \*Email from Duke Energy regarding severe weather
- \*Email newsletter for Mental Health Recovery Services of Warren and Clinton County
- \*Email from Jennifer Niehaus regarding burial for Tipton
- \*Email from Larry Wilson regarding final bill for water at the park
- \*Email from Karen Kiley, Berry Insurance, regarding renewal of policy
- \*Email from Caleb Bell regarding Board meeting for JEDD Board
- \*Email Robert McCarthy regarding Board meeting for JEDD
- \*Email from Ohio Insurance regarding Dental Coverage
- \*Email from Dexaweb regarding email hosting
- \*Email from Shelia Withrow, Warren County Engineer's regarding punch list for Cedar Trace
- \*Email from Karen Kiley, Berry Insurance, regarding Trustees Bonds
- \*Letter from Duke Energy Retail for electric rates
- \*Letter from Rittgers & Rittgers regarding payroll information
- \*Letter from Stine Kilburn Funeral home regarding indigent burial
- \*Letter from Butler County Common Pleas Court notice of bar date for submitting Claims
- \*Letter from Warren County Engineer's office regarding work permit on Chadwick Ct

Correspondence – Out:

- \*Letter to Bursar's Office Sinclair for spring 2014 semester
- \*Letter to Mrs. Gloria Richardson regarding cemetery lots
- \*Letter to Stine Kilburn Funeral Home regarding burial
- \*Letter to Ryerson Cleaning regarding cleaning service
- \*Email to Matthew Martin regarding racino money
- \*Email to Carrie Smith, Cincinnati Enquirer regarding public records request

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 20172 through 20236 (copy to follow) and Voucher 125-2013.

The Fiscal Office reported the following income from: Warren County Auditor, N. Nelson - \$6,890.00 (October 2013 \$5 Perm Auto Tax), \$1,830.45 (October 2013 Motor Vehicle License), \$1,590.00 (October 2013 New \$5 Perm Auto), \$2,210.89 (November 2013 Cents per Gallon), \$15,44.17 (Moving Ohio Forward Grant), \$4,431.65 (November 2013 Local Govt), Loeb Grant - \$13,250.00 (Loeb Grant), State of Ohio - \$1,000,000.00 (Racino), AFLAC - \$52.57 (Refund Campbell), Judith Gore - \$7.00 (House Number Sign), Time Warner Cable - \$24,822.53 (3<sup>rd</sup> Quarter Franchise Fees), Cincinnati Bell - \$312.71 (3<sup>rd</sup> Quarter Franchise Fees), Harlan Smith - \$100.00 (EMS Donation), Ohio Casualty - \$946.00 (Life Squad Services), L. Brandt - \$150.00 (Life Squad Services), USAA Life Insurance - \$94.40 (Life Squad Services), Dyer Garofalo - \$172.40 (Life Squad Services), TriCare - \$92.84 (Life Squad Services), Sheakley Unicomp - \$637.02 (Life Squad Services), K. Chiarini - \$30.00 (Life Squad Services), United of Omaha Life - \$88.73 (Life Squad Services), Meritain Health - \$974.00 (Life Squad Services), D. Blakley - \$62.00 (Life Squad Services), K. Bentley - \$100.00 (Life Squad Services), United States Treasurer - \$293.63 (Life Squad Services), United of Omaha Life - \$89.29 (Life Squad Services), Erie Insurance Co - \$862.00 (Life Squad Services), Middletown Works - \$193.62 (Life Squad Services), Aetna - \$104.18 (Life Squad Services), American Family - \$848.00 (Life Squad Services).

A motion was made by Mr. Sams that the Board of Trustees adjourn into executive session to discuss personnel matter pursuant to ORC 121.22 (G) (1). The motion was seconded by Mr. Jones and upon call of roll call, Mr. VanDeGrift "YEA", Mr. Jones "YEA", and Mr. Sams "YEA" the executive session was entered. By motion of Mr. Jones that the Board of Trustees adjourn 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. Sams the executive session ended. Upon call of roll, Mr. VanDeGrift "YEA", Mr. Jones "YEA" and Mr. Sams "YEA" the Board returned to regular session.

There being no further business the Trustees adjourned to meet at their next regular meeting that has been scheduled for December 17, 2013 at 8:00 a.m.

Signed: \_\_\_\_\_ President

Attest: \_\_\_\_\_ Chief Fiscal Officer

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

Resolution Number: 13-11-02

Date of Resolution: November 26, 2013

**TOPIC OF RESOLUTION: BOARD RESOLUTION ADOPTING A WIRE TRANSFER POLICY FOR FUNDS TO STAROHIO AND STARPLUS**

**RESOLUTION**

**WHEREAS**, in lieu of a manual warrant, a wire transfer for funds will be issued to StarOhio and StarPlus accounts for investment purposes; and,

**WHEREAS**, it is the desire of this Board and the Fiscal Officer to adopt this method of issuing funds; and,

**WHEREAS**, this Board at its November 26, 2013 Board meeting authorized the Fiscal Officer to issue funds to StarOhio and StarPlus by way of wire transfers; and,

**NOW THEREFORE BE IT RESOLVED**, that this Board does hereby authorize the use of wire transfers by the Fiscal Officer to StarOhio and StarPlus.

Mr. Jones moved to adopt the foregoing Resolution, being seconded by Mr. Shaffer. Upon call of the roll, the following vote resulted:

\_\_\_\_\_ "YEA"

\_\_\_\_\_ "YEA"

\_\_\_\_\_ "YEA"

Resolution adopted this 26th day of November, 2013.

**TURTLECREEK TOWNSHIP  
BOARD OF TRUSTEES**

\_\_\_\_\_  
Attest: Tammy Boggs, Fiscal Officer

**RESOLUTION 13-11-03  
TURTLECREEK TOWNSHP  
WARREN COUNTY, OHIO**

**BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall purchase a Hurst tool from Finley Fire Equipment. The cost of the Hurst tool will be approximately \$19,021.24. The source of the funds will be the Fire Fund – 2192-760-740-0000 (Machinery, Equipment and Furniture). Resolution was initiated by Mr. Jones and seconded by Mr. Sams. All voiced a “YEA” vote and the resolution passed.

Adopted this 26<sup>th</sup> day of November, 2013

Signed: \_\_\_\_\_ “YEA”

\_\_\_\_\_ “YEA”

\_\_\_\_\_ “YEA”

Attest: \_\_\_\_\_ Chief Fiscal Officer

**RESOLUTION 13-11-04  
TURTLECREEK TOWNSHP  
WARREN COUNTY, OHIO**

**BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall purchase five (5) drug safes from ESSC, Inc./MedixSafe in the amount of \$5,475.31. The source of the funds will be from the EMS Fund 2191-230-430-0000 (Small tools and Minor Equipment). Resolution was initiated by Mr. Jones and seconded by Mr. Sams. All voiced a “YEA” vote and the resolution passed.

Adopted this 26<sup>th</sup> day of November, 2013

Signed: \_\_\_\_\_ “YEA”

\_\_\_\_\_ “YEA”

\_\_\_\_\_ “YEA”

Attest: \_\_\_\_\_ Chief Fiscal Officer

**RESOLUTION 13-11-05  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**TO REMOVE WEIGHT LIMIT SIGNS FROM VARIOUS ROAD IN TURTLECREEK TOWNSHIP**

As it has been determined by the Warren County Engineer's office that there are no roads with Turtlecreek Township that have weight limits. At this time the Township Road Department will remove the existing roads immediately.

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

Adopted this 26<sup>th</sup> day of November, 2013

Signed: \_\_\_\_\_ "YEA"

\_\_\_\_\_ "YEA"

\_\_\_\_\_ "YEA"

Attest: \_\_\_\_\_ Chief Fiscal Officer

**RESOLUTION 13-11-06  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**TO ERECT NO THRU SIGNS FOR VARIOUS ROAD IN TURTLECREEK TOWNSHIP**

As it has been determined by the Warren County Engineer's office that there are no roads with Turtlecreek Township that have weight limits. The township roads that have the weight limit signs will have replacement signs erected stating NOT THRU signs as determined by the Road Department Supervisor and Mr. VanDeGrift.

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

Adopted this 26<sup>th</sup> day of November, 2013

Signed: \_\_\_\_\_ "YEA"

\_\_\_\_\_ "YEA"

\_\_\_\_\_ "YEA"

Attest: \_\_\_\_\_ Chief Fiscal Officer

**RESOLUTION 13-11-07  
TURTLECREEK TOWNSHP  
WARREN COUNTY, OHIO**

**BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall pay half of the total bill of \$5,956.94 to Bricker & Ecker LLP for legal services provided to the Lebanon/Turtlecreek JEDD Board of Directors. The township will pay \$2,978.47 to Bricker and Ecker. This amount will be repaid to Turtlecreek Township from the Lebanon/Turtlecreek JEDD District upon collection of the funds. Resolution was initiated by Mr. Sams and seconded by Mr. Jones. All voiced a "YEA" vote and the resolution passed.

Adopted this 26<sup>th</sup> day of November, 2013.

Signed: \_\_\_\_\_ "YEA"

\_\_\_\_\_ "YEA"

\_\_\_\_\_ "YEA"

Attest: \_\_\_\_\_ Chief Fiscal Officer