

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

APRIL 26

16

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on April 26, 2016 at 8:00 a.m. with the following person present:

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

CHIEF FISCAL OFFICER: Gregory S. Johnson

GUEST: Tammy Boggs, Steve Flint, Michael Jameson, Ron Chasteen, JP Campbell, Jennifer Niehaus, Steve Arrasmith, and Larry Sims

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.

Department Reports:

Fire/EMS: Steve Flint, Fire Chief, updated the board on the status of the Medical Director's contract stating that the state EMS board has the contract and is in review. Chief Flint also told the trustees that he had to order a new CO pulse ox cable for the first out squads Lifepack 15. Mr. Jones moved to accept the purchase with Mr. Sams seconding the motion. All voiced a "YEA" vote and the motion passed.

Mike Jameson, Asst. Chief, reported that the township had received letters of excellent care regarding several squad runs to Atrium Medical Center. EMS personnel Mason, Ryerson, Hill, Lynch, Holtel, Elleman, and Johnson were recognized in the letter for care they performed during the mentioned runs. The trustees thanked our fire and ems personnel for their service and congratulated these crews for their outstanding performance.

Asst. Chief Jameson also made the trustees aware that barring any last minute issues he would be traveling this next week to Texas for the fire training related to the storage tanks out off of St. Rt. 122 and Hart Road.

JP Campbell, EMS Captain, informed the board that the township recently received the continuing education site license from the state EMS board to allow the township to teach its own EMS continuing education courses.

Road and Bridge: Ron Chasteen, Road Supervisor, informed the board of recent department activity including the inception of mowing season. Mr. Chasteen also stated the park restrooms have been opened and that the park beds along with all fire stations have been mulched and edged.

Mr. Chasteen informed the trustees that the problem pipe at twin oaks is being removed. Mrs. Boggs and Mr. Chasteen updated the trustees on the guardrail request at the sharp curve on Keever Rd. and found that the property owner was indifferent to placing the guardrail and discussion was held regarding whether to move forward with the placement. The trustees have asked Mr. Chasteen to contact the Warren County Engineers Office for permission for the guardrail. The cost for the guardrail was set at approximately \$350.00 and will have to be maintained by the township if placed.

Mr. Chasteen informed the board that he would be receiving a work release with restrictions for a past seasonal township employee that he would like to consider rehiring seasonally. The board held a discussion and decided to post for 2 seasonal positions for the road dept. at a rate of \$12.50-\$13.50 an hour depending on experience and licensure. Mr. Sams made a motion seconded by Mr. Jones for the job posting. All present voiced a "YEA" vote and the motion passed.

Lastly, Mr. Chasteen informed the board that the cost to blacktop the Turtlecreek Subdivision and Kirby Rd. was going to be \$292,000.00 not including chip seal.

Administration:

Mrs. Boggs informed the trustees that the township had received the first service payment from the Flying J and that disbursements have been made to Lebanon Schools along with the Warren County Career Center per the agreement. Mrs. Boggs also noted that it was caught while preparing the payment that the amount paid to the Warren County Career Center was less than per the TIF agreement due to ORC regulations on the max amount allowable to be given for this cause.

Mrs. Boggs and Mr. Chasteen informed the board that they had met with a deacon from the Westside Church of Christ regarding their plans for a playground and shelter on the leased property adjacent to the Administration building. The church is asking to build a wooden shelter with Asphalt shingles and a concrete footing for the post. Mr. Jones made a motion to allow construction and was seconded by Mr. Sams. All present voiced a "YEA" vote and the motion was passed.

Mrs. Boggs informed the trustees that there is a zoning meeting for May 10th at 6:30 p.m. regarding 120 units being added to the Shaker Run Golf Course. The trustees have no objections.

Mrs. Boggs informed the board that a resolution would be needed to transfer the wire transfer permissions to Mr. Johnson. Mr. Sams made a motion seconded by Mr. Jones to allow the transfer of permissions to Mr. Johnson. All present voiced a "YEA" vote and the motion passed with resolution **16-04-10** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the trustees that we needed to update the public records responsibilities regarding financial information from Mrs. Boggs to Mr. Johnson. Mr. Sams made a motion seconded by Mr. Jones to appoint Mr. Johnson responsible for all financial related public records request and Mrs. Niehaus responsible for all other request related to the township. All present voiced a "YEA" vote and the motion passed with resolution **16-04-11** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the trustees that she had spoken to the prosecuting attorney's office and that per the ORC she is only allowed to incur obligations on behalf of the board up to \$2,500.00. Mr. Sams made a motion to allow Mrs. Boggs to incur obligations up to \$2,500.00 on behalf of the board seconded by Mr. Jones. All present voiced a "YEA" vote and the motion passed with resolution **16-04-12** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the trustees that during the recent completion of payroll it was discovered that Bradley Edrington had been paid out 1 hour of vacation buyout on each payroll since the middle of January and that we would need to make a vacation hour's adjustment to his leave bank for vacation. Mr. Jones made a motion seconded by Mr. Sams to accept the adjustment for 6 hours to the vacation bank to employee Edrington. All present voiced a "YEA" vote and the motion passed with resolution **16-04-13** (a copy of the resolution will be included in the minutes).

Trustees Reports:

Mr. Sams stated that he would like to go into executive session at the end of normal business to discuss the purchase of land pursuant to ORC 121.22(G)(2).

General Reports:

Correspondence:

IN:

- Letter from WC Engineer's office regarding bid for annual road work
- Email from Jeremy Bosdell regarding playground for the church
- Letter from Volunteer Energy regarding discount rate
- Email from WC Engineer's regarding hauling permits
- Email regarding the 20th Annual Prayer Breakfast on May 5, 2016
- Email newsletter from WC Historical Society
- Letter on performance update on OPEC
- Notice of Road closures for US 22 and Ireland Road
- WC Rural Zoning regarding rezoning of Shaker Run Golf Course PUD add 120 Units
- WC Rezoning text amendments for Telecommunications

OUT:

- Letter to WC Rural Zoning regarding zoning variance for Howard/Moore
- Letter to Mr. Larry Hollingshead regarding donation
- Letter to Duke Energy regarding misapplied payment

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 25904 through 25974 (copy to follow) and Voucher 50-2016.

The Fiscal Office reported the following income from: Warren County Auditor ,M. Nolan - \$18,959.74, City of Lebanon- \$2,769.91 (1st Quarter 2-16 Income Tax From JEDD), Anthem – \$96.58 (Life Squad Services),Middletown Workers Union - \$83.55 (Life Squad Services), Medicount Management - \$175.00 (Life Squad Services), Humana - \$1,027.12 (Life Squad Service), Physicians Mutual - \$83.94 (Life Squad Services),Comp Management - \$572.61 (Life Squad Service), Otterbein Homes - \$257.34 (Life Squad Service), WEBTPA - \$95.85 (Life Squad Service), Lebanon Citizens National Bank - \$1,264.92 (Various Interest Receipts), Damon and Glenda Campbell - \$90.00 (CPR Course Fees).

Visitor Concerns

Honorable Sheriff Larry Sims presented the board with his 2015 annual report from the sheriff's office and thanked the board for their support. A copy of the sheriff office's 2015 annual report was presented to the board of trustees.

Mr. Steve Arrasmith presented the board with his 2015 annual report from the Warren County Drug Task Force and thanked the board for their support. A copy of the drug task force's 2015 annual report was presented to the board of trustees.

Mr. Sams made a motion seconded by Mr. Jones to enter into executive session to discuss the purchase of public land pursuant to ORC 121.22(G)(2) and Mr. VanDeGrift added to discuss the discipline of Fire/EMS personnel pursuant to ORC 121.22(G)(1). Upon roll call to enter executive session, Mr. Sams "YEA", Mr. Jones "YEA", Mr. VanDeGrift "YEA". All voiced a "YEA" vote and the motion passed to enter into executive session at 9:13 a.m.

There being no further discussion to be held in executive session, Mr. Sams made a motion seconded by Mr. Jones to enter out off executive session to the regular scheduled meeting of the township board of trustees. Upon roll call to exit executive session, Mr. Sams "YEA", Mr. Jones "YEA", Mr. VanDeGrift "YEA". All present voiced a "YEA" vote and the motion was passed.

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

The next regular meeting is scheduled for May 9th, 2016 at 7:00 P.M.

Signed: _____ President

Attest: _____ Chief Fiscal Officer

RESOLUTION 16-04-10

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES
WARREN COUNTY, OHIO

Resolution Number: 16-04-10 Date of Resolution: April 26, 2016

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, Resolution 13-11-02, authorized the Fiscal Officer to issue funds to StarOhio and StarPlus by way of wire transfers; and,

WHEREAS, the new Fiscal Officer effective April 1, 2016 is Gregory S. Johnson,

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

Mr. Jim VanDeGrift	“YEA”
Mr. Daniel F. Jones	“YEA”
Mr. Jonathan D. Sams	“YEA”

Resolution adopted this 26th day of April, 2016.
TURTLECREEK TOWNSHIP
BOARD OF TRUSTEES

Attest: Gregory S. Johnson, Chief Fiscal Officer

RESOLUTION 16-04-11

TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO

APPOINT JENNIFER NIEHAUS AND GREGORY S. JOHNSON AS “PUBLIC RECORDS
DESIGNEES’ FOR ALL TURTLECREEK TOWNSHIP ELECTED OFFICIALS

WHEREAS, the Ohio General Assembly passed House Bill 9, requiring all public agencies to adopt a written Public Records Policy; and

WHEREAS, Turtlecreek Township adopted a Public Records Policy, effective October 29, 2007; and

FURTHER, WHEREAS, one of the requirements of this law is for all elected officials, or their appointed designee, to attend three hours of training during the public officials’ term of office provided and certified by the Ohio General Attorney’s Office in order to enhance the officials’ knowledge of the duty to provide access to public records as required by Section 149.43 of the Revised Code; and

NOW, THEREFORE, BE IT RESOLVED, effective April 26, 2016, we appoint Jennifer Niehaus to serve as Turtlecreek Township’s Designee for all members of the Board of Trustees. Gregory S. Johnson, the Chief Fiscal Officer, will serve as the Turtlecreek Township’s Designee to maintain the financial records. The Board of Trustees further direct that the required training be attended on behalf of this Board. The elected officials are listed below with their individual terms:

Daniel Jones, Trustee	Current Term Ending 12/31/17
Jonathan D. Sams, Trustee	Current Term Ending 12/31/17
Jim VanDeGrift, Trustee	Current Term Ending 12/31/19
Gregory S. Johnson, Chief Fiscal Officer	Current Term Ending 03/31/20

Mr. Sams moved for the adoption of the foregoing resolution. Mr. Jones seconded the motion. All voiced a “YEA” vote and the resolution was passed.

Adopted this 26th day of April, 2016

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

RESOLUTION 16-04-12

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES
WARREN COUNTY, OHIO

Resolution Number: 16-04-12

Date of Resolution: April 26, 2016

TOPIC OF RESOLUTION: BOARD RESOLUTION AUTHORIZING 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 SO AUTHORIZE OTHER TOWNSHIP OFFICERS AND EMPLOYEES TO INCUR OBLIGATIONS ON BEHALF OF THE TOWNSHIP NOT TO EXCEED TWO THOUSAND FIVE HUNDRED DOLLARS

RESOLUTION

WHEREAS, in accordance with Section 507.11 (A), of the Ohio Revised Code, a board of township trustees may authorize, by resolution, township officers and employees to incur obligations of two thousand five hundred dollars or less on behalf of the township, or it may authorize, by resolution, the township administrator to so authorize township officers and employees; and,

WHEREAS, in accordance with Section 507.11 (A), of the Ohio Revised Code, the obligations incurred on behalf of the township by a township officer or employee, acting pursuant to such resolution shall be subsequently approved by the adoption of a formal resolution of the board of trustees; and,

WHEREAS, in accordance with Section 507.11 (B), of the Ohio Revised Code, no money belonging to the township shall be paid out, except upon an order signed by at least two township trustees, and countersigned by the Fiscal Officer; and,

WHEREAS, by this Resolution, this Board desires to authorize its Administrator to incur obligations of two thousand five hundred dollars (\$2,500.00) or less on behalf of the Township, and further empower its Administrator to so authorize other township officers and employees to incur obligations of two thousand five hundred dollars (\$2,500.00) or less on behalf of the Township.

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 authorize the Township Administrator to incur obligations of two thousand five hundred dollars or less on behalf of the Township.

Section 2. This Board does hereby empower the Township Administrator to authorize other Township officers or employees to incur obligations of two thousand five hundred dollars or less on behalf of the Township.

Section 3. Any such obligations provided for herein, by the Administrator and any authorized Township Officer or Employee, while acting pursuant to this Resolution, shall be subsequently approved by the adoption of a formal resolution of this Board at the next regularly scheduled Township Trustees' meeting after receipt by the Township Fiscal Officer of proper voucher for the obligations incurred.

Section 4. The authorization provided herein shall not be construed to authorize any Township money be paid out, except upon an order signed by at least two township trustees, and countersigned by the Fiscal Officer.

Section 5. That the Board is acting in its administrative capacity in adopting this Resolution.

Section 6. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 7. 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. VanDeGrift - "YEA"
Mr. Jones - "YEA"
Mr. VanDeGrift - "YEA"

Resolution adopted this 26th day of April, 2016.

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: Gregory Stuart Johnson
TITLE: Fiscal Officer
DATE: 04-26-2016

RESOLUTION 16-04-13

TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO

RESOLUTION AUTHORIZING THE ADJUSTMENT OF VACATION
HOURS FOR BRAD EDRINGTON

WHEREAS, Brad Edrington received one (1) hour of vacation buyout on pay periods 1-20-16 until 4-8-16 for a total of six (6) hours;

WHEREAS, Brad Edrington should not have received the vacation buyout for the six (6) hours;

WHEREAS, the adjustment to Brad Edrington's vacation leave balance will be reduced by six (6) hours with pay period 5-6-16;

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approved the reduction of vacation hours by six (6) hours to adjust for the hours paid in vacation buyout.

Mr. Jones moved to adopt the foregoing Resolution. Mr. Sams seconded the motion and upon call of the roll the following vote resulted:

Mr. VanDeGrift "YEA"
Mr. Jones "YEA"
Mr. Sams "YEA"

Resolution adopted this 26th day of April, 2016.

THE BOARD OF
TURTLECREEK TOWNSHIP TRUSTEES

Attest: _____

Chief Fiscal Officer