

## TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

SEPTEMBER 12

16

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on September 12, 2016 at 7:00 p.m. with the following person present:

TRUSTEES: Jim VanDeGrift, Jonathan Sams, and Daniel Jones

CHIEF FISCAL OFFICER: Gregory S. Johnson

GUEST: Steve Flint, Tammy Boggs, Mike Jameson, Richard Nash, Michael Shaffer, and Gabe Drake.

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

The minutes of the previous meeting on 8/30/2016 were received by the Trustees prior to the meeting for review. Since there were no additions or corrections, Mr. Sams moved for acceptance, seconded by Mr. Jones. All were in favor and the minutes were approved as written.

The monthly financial status reports for information entered through August 31st were given to the Trustees prior to the meeting for review. Since there were no additions or corrections, Mr. Sams moved for acceptance, seconded by Mr. Jones. All present were in favor and the reports were accepted.

Department Reports:

### **Fire/EMS:**

Steve Flint, Fire Chief, informed the board that there have been two new volunteers who have joined the department effective 9/6/2016 running fire only at this time, Mr. Kayne Collins and Mr. Mark Klewer.

Chief Flint also informed the board that we would like to use the Lobe Grant this year to purchase new AED's for the suburban's and one of the Engines as well as provide updates to the EMS Lifepack 15. Total cost for the purchases will be \$16,781.37. No motions were presented at this time.

### **Road and Bridge:**

None

### **Administration:**

Tammy Boggs, Township Administrator, informed the board that the health insurance premiums for next year came back lower than expected at 12.4% increase with an option to make a lump sum payment and only see a 6.2% increase. The option for the lump sum would save approximately \$6,340.56 annually. Mr. Jones made a motion, seconded by Mr. Sams to accept the lump sum assessment of debt recovery. All present voiced a "YEA" vote and the motion passed.

Mrs. Boggs also informed the board that she held a discussion with the prosecutor's office and the townships insurance carrier regarding personal use of the building and that both advised that there is risk involved. The trustees made no motion on the matter at this time.

Mrs. Boggs and Mr. Johnson informed the board that the township had been contacted from OPERS regarding monthly payments being sent electronically and advised that we should begin utilizing that form of payment. Mr. Jones made a motion, seconded by Mr. Sams to allow for the electronic transfer of the monthly OPERS payment as initiated by the Fiscal Officers office. All present voiced a "YEA" vote and the motion passed with resolution **16-09-01** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the trustees that one of our volunteer firefighters, Matt Angel, had requested permission to apply for a grant on the townships behalf to Walmart for smoke detectors. Mr. Sams made a motion to allow for the grant application, seconded by Mr. Jones. All present voiced a "YEA" vote and the motion passed.

Mrs. Boggs informed the board that she had approved for the purchase of a new dryer at a cost of \$584.00 for the back bunk rooms due the inoperability of the current dryer.

Mrs. Boggs held a discussion with the trustees regarding the aggregation process and how they would like to proceed. Mrs. Boggs suggested scheduling times for the aggregate companies to come into the building and present their product to the board.

Mrs. Boggs informed the board that she would like to begin placing electronic equipment on a service and replacement pattern of every four years to maintain the townships electronic record keeping and data pulling methodology safely with the latest security features as recommended by Tom Ferris. Mr. Jones made a motion, seconded by Mr. Sams to approve for the purchase of 3 computers each at a cost of \$549.99 to begin the replacement process. All present voiced a "YEA" vote and the motion passed with resolution **16-09-02** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the board that she had received the snow plow contract back from Shaker Run subdivision and that moving forward they will begin plowing their streets themselves and that the township will no longer be responsible.

Mrs. Boggs informed the trustee that she had approved for the purchase and installation of an additional wi-fi access point at a cost of approximately \$654.00.

Mrs. Boggs informed the board that the renewal of the liability policy for the townships building and vehicle were due at a cost of \$45,996.00 with a credit of \$3,270.34 for capital distribution. Mr. Jones made a motion, seconded by Mr. Sams to approve the renewal of the insurance policy. All present voiced a "YEA" vote and the motion passed with resolution **16-09-03** (a copy of the resolution will be included in the minutes). In addition, a cyber breach policy could be purchased for \$478.00. The trustees declined to bring a motion to purchase additional coverage.

Mrs. Boggs informed the board that the Warren County Regional Planning commission sent section four phase C and section five phase B final plats for review by the board. The trustees have no comments or concerns at this time.

Mrs. Boggs informed the board she would be attending a meeting regarding text amendments to the truck terminal language with the Warren County Rural Zoning Commission on 9/14/2016 at 6:30 p.m.

**Fiscal Officer Reports:**

Mr. Johnson informed the board that while completing the bank reconciliation for August an error was made in effort to rectify a bank error regarding the amount of a check cashed being different than as tendered. A comment has been placed on the bank reconciliation describing in detail the entry error for record purposes.

Mr. Johnson also informed the board of his receipt of petition to place a lighting district in the additional phases of the Estates of Keever Creek subdivision. The board will need to host a public comment section at its October 10<sup>th</sup> meeting and this will need published in the Pulse Journal. Mr. Sams made a motion, seconded by Mr. Jones to accept the petition and place for public hearing at the October 10<sup>th</sup> regularly scheduled meeting. All present voiced a "YEA" vote and the motion passed. Duke energy has also submitted request for additional lights in the Shaker Run community. Mr. Sams made a motion, seconded by Mr. Jones to accept the request for additional lights in the Shaker Run subdivision. All present voiced a "YEA" vote and the motion passed.

**General Reports:**

1. CORRESPONDENCE:

- IN:
- Email from OTARMA regarding insurance
- Email newsletter from Warren County Mental Health
- Letter from AquAeTer regarding historical preservation on property at 1688 N. St Rt 48
- Email from Mason City regarding zoning concerns at Shadow Lake
- Email from Sheakley regarding Workers' Compensation
- Resolution from WC Commissioners regarding approval of site plan and conditions for Butler Warren Road
- Email from WC Mental Health regarding attending a meeting
- Email from OPERS for future planning
- Letter regarding zoning concerns at Shadow Lake
- WC Engineer's provided additional addresses for Estates of Keever Creek
- Ohio Department of Transportation for 2016 Ohio LTAP Survey
- Letter from Duke Energy transmission line enhancement projects
- Email from Mr. Sams regarding Union Village
- WC Office of Grants Administration regarding Block Grants
- Email from Smart Signs regarding zoning requirements
- WC Rural Zoning Commission regarding text amendments to zoning
- WC Regional Planning Shaker Run Section Five Phase B Final Plat
- WC Regional Planning Shaker Run Section Four Phase C Final Plat

**OUT:**

- Email to Mr. Case regarding mowing on Keever Road
- Letter to AquAeTer regarding historical property
- Email to Frankenfries regarding use of the park
- Email to Mr. Hill regarding zoning requirements for signs

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 26622 through 26706 (copy to follow) and Vouchers 96-2016 and 101-2016.

The Fiscal Office reported the following income from:

Humana - \$187.51 (Lifesquad Services), State of Ohio Medicaid - \$98.66 (Lifesquad Services), United Healthcare - \$845.00 (Lifesquad Services), CGS - \$5,415.42 (Lifesquad Services), Middletown Works Union - \$855.04 (Lifesquad Services), Cigna - \$544.71 (Lifesquad Services), Anthem BCBS - \$369.69 (Lifesquad Services), Caresource - \$499.97 (Lifesquad Services), StarOhio - \$ 2,350.61 (August 2016 Interest), StarPlus - \$1,870.85 (August 2016 Interest), LCNB Primary Interest - \$18.94 (August 2016 Interest), Robert Buffenbarger - \$150.00 (EMS Donation), Robin Brewer - \$25.00 (EMS Donation), WC Auditor Matt Nolan - \$7,940.59 (Gas Excise Tax August), WC Auditor Matt Nolan - \$277.78 (Manufactured Homes 2<sup>nd</sup> Half Settlement), WC Auditor Matt Nolan - \$1,157.74 (2<sup>nd</sup> Half Manufactured Homes Like Real Settlement).

**Visitor Concerns**

Resident Richard Nash informed the board that he would like information and/or assistance on removing an ash tree on Nixon Camp Rd. that could potentially strike his home if it fell. Mr. VanDeGrift explained that the township would cover no more than as required if the tree were in the public right away and that the Road Department would be happy to come view the tree and suggest alternatives to getting in down and removed.

**Trustee Reports:**

Mr. Sams informed the board that he had sent a letter to Jill with Otterbein regarding a few items with the storm water system and the reserve fund to be held by the NCA. At this point no response has been received.

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

The next regular meeting is scheduled for September 27th, 2016 at 8:00 A.M.

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

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

**RESOLUTION 16-09-01  
TURTLECREEK TOWNSHP  
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the Fiscal Officer of the township may electronically submit payments to OPERS for the payment of the monthly employer and employee contributions. Mr. Jones initiated the motion, seconded by Mr. Sams. All present voiced a "YEA" vote and the resolution passed.

Adopted this 12th day of September, 2016.

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

**RESOLUTION 16-09-02  
TURTLECREEK TOWNSHP  
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall purchase three (3) desktop computers at a cost of \$549 each. Source of the funds will be from the EMS Fund and Fire Fund each from Small tools and Minor Equipment line item. Resolution was initiated by Mr. Jones and seconded by Mr. Sams. All voiced a "YEA" vote and the resolution passed.

Adopted this 12th day of September, 2016.

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

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

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

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

**RESOLUTION 16-09-03  
TURTLECREEK TOWNSHP  
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall renew the property and liability insurance with OTARMA Insurance at an approximate cost of \$45,996.00. Source of the funds will be from the General Fund, Road Department, EMS Fund and Fire Fund. (Other- Insurance and Bonding). Resolution was initiated by Mr. Jones and seconded by Mr. Sams. All voiced a "YEA" vote and the resolution passed.

Adopted this 12th day of September, 2016.

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

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

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

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