

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

NOVEMBER 14

16

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on November 14th, 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: Ron Chasteen, Tammy Boggs, Paula Shaffer, Michael Shaffer, Steve Flint, and Mike Jameson

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

The minutes of the previous meeting on 10/25/2016 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.

The monthly financial status reports for information entered through October 31st were given to 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 present were in favor and the reports were accepted.

Department Reports:

Fire/EMS:

Steve Flint, Fire Chief, requested an executive session before the conclusion of the meeting to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of township Fire, EMS, and Road personnel pursuant to ORC 121.22(G)(1).

Mike James, Asst. Chief, informed the board he had received pricing for pump testing of the Fire engines and that Finley Fire came back the cheapest at \$825.00. Mr. Sams made a motion, seconded by Mr. Jones to approve for the testing by Finley Fire at a cost of \$825.00. All present voiced a "YEA" vote and the motion passed with Resolution **16-11-03** (a copy of the resolution will be included in the minutes).

Road and Bridge:

Ron Chasteen, Road Supervisor, informed the board that the department had been fixing thermal cracks in the Township Administration parking lot and that the Street sweeping company had completed one round of street sweeping. Mr. VanDeGrift would like to view some of the areas this next week with Mr. Chasteen.

Administration:

Tammy Boggs, Township Administrator, informed the board that JP Campbell was coming up on his 15 year service anniversary and that per the Personnel Policy and Procedure Manual he was due an increase in vacation accrual of 40 hours and a change to his accrual rate of 6.16 hours per pay period. Mr. Sams made a motion, seconded by Mr. Jones to accept the additional accrual of 40 hours and change to the vacation accruals to 6.16 hours per pay period effective 11/26/2016 per the Personnel Policy and Procedure Manual. All present voiced a "YEA" vote and the motion passed with Resolution **16-11-04** (a copy of the resolution will be included in the minutes).

Mrs. Boggs also requested the authority of Chief Flint and herself to allow for the deviation of the Holiday pay guidelines of the Personnel Policy and Procedure Manual to allow for better staffing during the Christmas 2016 holidays. Mr. Sams made a motion, seconded by Mr. Jones to allow authority to deviate from section 6.01 of the Personnel Policy and Procedure Manual by allowing Full-Time EMS employees to receive 2.5 times their normal rate of pay for hours incurred on 12/23/2016 through 12/26/2016. All present voiced a "YEA" vote and the motion passed with Resolution **16-11-07** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the board that the text amendments to the zoning code of the 123 JEDD had been continued to the end of the month to allow residents to be notified with a simpler understanding of the proposed language due to the legal nature of the requirements.

Mrs. Boggs informed the board that she, Mike Jameson, and Steve Flint attended a meeting regarding the proposed St Rte 741 and Greentree Road Sports Complex and that they are expecting 200+ cars per hour traffic in the complex. Mrs. Boggs shared concerns of the Township having to accept roads for public maintenance in the complex and the lighting issues surrounding nearby residents on Greentree Road and the Charleston Woods Subdivision.

Mrs. Boggs asked the board if they were interested in approving another contribution to the Warren County Small Business Center as done in the past. Mr. Sams requested Mrs. Boggs have a member of the center come in to the next Trustees meeting and educate the board on what it is that they do. Mr. Sams made a motion, seconded by Mr. Jones to approve for a \$500.00 donation to the Small Business Development Center of Warren County. All present voiced a "YEA" vote and the motion passed with resolution **16-11-11** (a copy of the resolution will be included in the minutes). While on the subject of donations Mr. Jones asked about the annual donation the board normally approves for the Lebanon Food Pantry. Mr. Sams made a motion, seconded by Mr. Jones to approve for a \$500.00 donation to the Lebanon Food Pantry. All present voiced a "YEA" vote and the motion passed with Resolution **16-11-05** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the board she would like to use \$12,802.20 from the General fund, capital outlays, to purchase crack sealing with Miller Mason Paving. Mr. Sams made a motion, seconded by Mr. Jones to approve for the purchase of the crack sealant. All present voiced a "YEA" vote and the motion passed with Resolution **16-11-01** (a copy of the resolution will be included in the minutes). As well Mrs. Boggs requested the remaining funds of the Racino relocation for infrastructure be used to purchase additional road products from John R Jurgensen Company in the amount of \$5,864.63. Mr. Sams made a motion, seconded by Mr. Jones to approve for the purchase. All present voiced a "YEA" vote and the motion passed with Resolution **16-11-06** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the board that Warren County Engineer Neil Tunison was requesting that Warren County Townships pass a resolution authorizing the County Engineers office to be responsible for issuing permits for right of way construction taking place in the township. Mr. Sams made a motion, seconded by Mr. Jones to approve for County Engineers office to be responsible for issuing permits for right of way construction taking place in the township. All present voiced a "YEA" vote and the motion passed with Resolution **16-11-08** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the board she would like to replace 2 of the EMS reporting computers (Toughbooks) this year at a cost of \$9,356.94. Mr. Sams made a motion, seconded by Mr. Jones to approve for the purchase of 2 Toughbook style computers at an approximate cost of \$9,356.94. All present voiced a "YEA" vote and the motion passed with Resolution **16-11-02** (a copy of the resolution will be included in the minutes).

Mrs. Boggs presented the board with a request for comment by the Warren County Planning Commission regarding Pod O of Shaker Run Subdivision. The trustees have no comments or concerns at this time. The Warren County Planning Commission also is requesting comments on Timberwood Estates Section 3 re-plat of Lots 7A, 9A, and 10A. The trustees have no comments or concerns at this time. This information will be sent to the Warren County Planning Commission.

Mrs. Boggs also presented a request by Warren County Rural Zoning for a conditional use permit for a homeowner on Liberty Keuter applying to build a guest suite above a garage. The trustees have no comments or concerns at this time. Notification of this will be sent to Warren County Rural Zoning Department.

Mrs. Boggs reminded the board that there would be a guest speaker on November 21st from 5:30pm to 8:30pm speaking on Personnel Evaluations in the meeting room if anyone would like to come.

Fiscal Officer Reports:

Mr. Johnson reminded the board that they typically prepare breakfast for the Township employees on Christmas Eve and then have the second monthly Trustees meeting following breakfast. This year this would fall on 12/23/2016. Mr. Jones made a motion, seconded by Mr. Sams to move the second monthly Trustees meeting to 8:30am on 12/23/2016 following preparation of breakfast for all Township employees.

Mr. Johnson informed the board that he had attended a recent training regarding the BWC and the new premium payment options as well as the payroll true-up in 2017. Mr. Johnson requested authorization to pay electronically all Ohio Bureau of Workers Compensation payments moving forward to obtain a 1% premium refund by "going green" for the BWC. Mr. Jones made a motion, seconded by Mr. Sams to allow for the electronic transfer of funds for all payments of BWC premiums. All present voiced a "YEA" vote and the motion passed with resolution **16-11-09** (a copy of the resolution will be included in the minutes). Aside from the Going Green premium

rebate, the township can also take advantage of a 2% premium rebate by paying the entire 2017 years premiums by 1/3/2017. Mr. Jones made a motion, seconded by Mr. Sams to approve for the estimated 2017 premiums for Workers Comp be made payable in one lump sum by Jan. 3rd 2017. All present voiced a "YEA" vote and the motion passed with resolution **16-11-10** (a copy of the resolution will be included in the minutes).

General Reports:

1. CORRESPONDENCE:

IN:

- Resolution from WC Commissioners regarding continue public hearing for text Amendments.
- Letter from Henry Schein regarding medical device recalls
- Letter from Ohio Department of Public Safety for new version of EMSIRS
- Email from City of Lebanon regarding high weeds on property on Columbus Ave
- Letter from Sedgwick regarding incident
- Letter from City of Lebanon with 3rd quarter income tax
- Letter to Ohio Department of Job and Family Services regarding the ERIC Reporting system.
- Letter from Sunrise Cooperative of name change from Trupointe
- Email from Greg Johnson regarding OhioCheckbook
- Plan from WC Regional Planning regarding Shaker Run Pod O Revised Subdivision plan
- Plan for Timberwood Estates Section 3 replat of lots
- WC Regional Planning regarding a conditional use for Liberty Keuter

OUT:

- Letter to DHS for new primary contact person
- Letter to Ms. Colston for donation to EMS department
- Letter to Mrs. Buffenbarger for donation to EMS department

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 26931 through 27001 (copy to follow) and Vouchers 117-2016, 121 through 123-2016.

The Fiscal Office reported the following income from:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
10/26/16	10/31/16	931-2016	CINMINATI BELL	1000-303-0000	\$445.10	3RD QUARTER 2016 FRANCHISE FEES (DIRECT DEPOSIT)
					\$445.10	
10/27/16	10/31/16	933-2016	CITY OF MONROE	1000-591-0008	\$19,723.68	3RD QUARTER 2016 JEDD INCOME TAX PAYMENT DIRECT DEPOSIT
					\$19,723.68	
11/3/16	11/3/16	939-2016	CITY OF LEBANON	1000-591-0007	\$1,715.00	3RD QUARTER LEBANON TURLTECREEK JEDD INCOME TAX PAYMENT
					\$1,715.00	
10/17/16	10/31/16	936-2016	FFCB1	1000-701-0000	\$1,750.00	INTEREST RECEIPT 10/17/2016
10/26/16	11/7/16	940-2016	FFCB 5	1000-701-0000	\$229.17	ACCRUED INTEREST PRIOR TO SALE 10/26/2016
10/3/16	10/31/16	934-2016	LCBNMONEYF	1000-701-0000	\$29.74	DIVIDEND RECEIPT 10/3/2016
10/3/16	10/31/16	935-2016	LCBNMONEYF	1000-701-0000	\$3.71	DIVIDEND RECEIPT 10/3/2016
10/31/16	10/31/16	860-2016	STAR PLUS	1000-701-0000	\$1,872.12	OCTOBER 2016 INTEREST
10/31/16	10/31/16	861-2016	STAROHIO	1000-701-0000	\$2,955.20	OCTOBER 2016 INTEREST
10/31/16	11/7/16	941-2016	PRIMARY	1000-701-0000	\$35.58	OCTOBER 2016 INTEREST
					\$6,875.52	
10/27/16	10/31/16	859-2016	KEEVER CREEK LLC	1000-892-0000	\$114.40	ESTATES OF KEEVER CREEK LIGHTING DISTRICT PUBLIC NOTICE FEE
					\$114.40	
10/14/16	10/31/16	924-2016	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$930.44	HB64 LOCAL GOVT OCTOBER 2016 (DIRECT DEPOSIT)
10/14/16	10/31/16	925-2016	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$4,654.85	LOCAL GOVT OCTOBER 2016 (DIRECT DEPOSIT)
10/21/16	10/31/16	926-2016	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$1,739.25	NEW \$5 PERMISSIVE AUTO SEPTEMBER 2016 (DIRECT DEPOSIT)
10/21/16	10/31/16	927-2016	WARREN COUNTY AUDITOR, MATT NOLAN	2011-536-0000	\$1,934.67	MOTOR VEHICLE LICENSE TAX OCTOBER 2016 (DIRECT DEPOSIT)
10/21/16	10/31/16	928-2016	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$2,547.51	CENTS PER GALLON OCTOBER 2016 (DIRECT DEPOSIT)
10/21/16	10/31/16	929-2016	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$7,536.75	OLD \$5 PERMISSIVE AUTO SEPTEMBER 2016 (DIRECT DEPOSIT)
10/28/16	10/31/16	930-2016	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$8,044.12	GAS EXCISE TAX OCTOBER 2016 (DIRECT DEPOSIT)
					\$27,387.59	
10/3/16	10/31/16	862-2016	UNITED HEALTHCARE	2191-299-0000	\$388.84	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/3/16	10/31/16	863-2016	ANTHEM	2191-299-0000	\$633.50	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/4/16	10/31/16	864-2016	ANTHEM BCBS	2191-299-0000	\$73.78	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/4/16	10/31/16	865-2016	HUMANA	2191-299-0000	\$80.07	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/4/16	10/31/16	866-2016	UNITED HEALTHCARE	2191-299-0000	\$389.55	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/4/16	10/31/16	867-2016	UMR	2191-299-0000	\$1,041.46	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/5/16	10/31/16	868-2016	CARESOURCE	2191-299-0000	\$227.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/5/16	10/31/16	869-2016	AETNA	2191-299-0000	\$423.56	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/5/16	10/31/16	870-2016	CGS	2191-299-0000	\$799.29	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/6/16	10/31/16	871-2016	AETNA	2191-299-0000	\$439.44	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/6/16	10/31/16	872-2016	AARP	2191-299-0000	\$706.32	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/6/16	10/31/16	873-2016	GOLDEN RULE INSURANCE	2191-299-0000	\$869.38	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/6/16	10/31/16	874-2016	UNITED HEALTHCARE	2191-299-0000	\$1,127.92	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/6/16	10/31/16	875-2016	CGS	2191-299-0000	\$1,778.88	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/11/16	10/31/16	876-2016	ANTHEM BCBS	2191-299-0000	\$62.67	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/11/16	10/31/16	877-2016	COMMUNITY INSURANCE	2191-299-0000	\$96.58	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/11/16	10/31/16	878-2016	MEDICAL MUTUAL	2191-299-0000	\$383.98	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/11/16	10/31/16	879-2016	ANTHEM	2191-299-0000	\$407.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/12/16	10/31/16	880-2016	UNITED HEALTHCARE	2191-299-0000	\$221.89	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/12/16	10/31/16	881-2016	AETNA	2191-299-0000	\$1,383.56	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/13/16	10/31/16	882-2016	COMMUNITY INSURANCE	2191-299-0000	\$449.09	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/13/16	10/31/16	883-2016	AETNA	2191-299-0000	\$451.94	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/13/16	10/31/16	884-2016	ANTHEM	2191-299-0000	\$622.14	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/13/16	10/31/16	885-2016	UNITED HEALTHCARE	2191-299-0000	\$803.42	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/14/16	10/31/16	886-2016	MOLINA HEALTHCARE	2191-299-0000	\$93.81	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/14/16	10/31/16	887-2016	STATE OF OHIO MEDICAID	2191-299-0000	\$179.66	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/14/16	10/31/16	888-2016	CGS	2191-299-0000	\$4,180.44	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/17/16	10/31/16	889-2016	UNITED HEALTHCARE	2191-299-0000	\$219.05	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/19/16	10/31/16	890-2016	CARESOURCE	2191-299-0000	\$382.86	LIFE SQUAD SERVICES (DIRECT DEPOSIT)

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
10/20/16	10/31/16	891-2016	STATE OF OHIO MEDICAID	2191-299-0000	\$272.88	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/20/16	10/31/16	892-2016	ANTHEM	2191-299-0000	\$296.74	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/20/16	10/31/16	893-2016	AETNA	2191-299-0000	\$451.94	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/20/16	10/31/16	894-2016	UNITED HEALTHCARE	2191-299-0000	\$672.98	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/20/16	10/31/16	895-2016	CGS	2191-299-0000	\$748.11	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/21/16	10/31/16	896-2016	CGS	2191-299-0000	\$417.75	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/21/16	10/31/16	897-2016	AARP	2191-299-0000	\$445.54	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/21/16	10/31/16	898-2016	AETNA	2191-299-0000	\$830.59	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/24/16	10/31/16	899-2016	ANTHEM	2191-299-0000	\$79.64	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/24/16	10/31/16	900-2016	COMMUNITY INSURANCE	2191-299-0000	\$92.38	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/24/16	10/31/16	901-2016	UNITED HEALTHCARE	2191-299-0000	\$143.13	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/24/16	10/31/16	902-2016	CGS	2191-299-0000	\$360.42	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/24/16	10/31/16	903-2016	HUMANA	2191-299-0000	\$403.68	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/24/16	10/31/16	904-2016	ANTHEM	2191-299-0000	\$438.30	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/25/16	10/25/16	853-2016	PHYSICIANS MUTUAL	2191-299-0000	\$92.09	LIFE SQUAD SERVICES
10/25/16	10/31/16	905-2016	HHP	2191-299-0000	\$159.36	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/25/16	10/31/16	906-2016	ANTHEM BCBS	2191-299-0000	\$224.46	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/25/16	10/31/16	907-2016	HUMANA	2191-102-0000	\$473.11	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/26/16	10/31/16	908-2016	CARESOURCE	2191-299-0000	\$277.88	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/26/16	10/31/16	909-2016	CGS	2191-299-0000	\$360.98	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/26/16	10/31/16	910-2016	AETNA	2191-299-0000	\$864.02	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/27/16	10/30/16	856-2016	J. ALEXANDER	2191-299-0000	\$265.00	LIFE SQUAD SERVICES
10/27/16	10/30/16	857-2016	D. WILLIAMS	2191-299-0000	\$50.00	LIFE SQUAD SERVICES
10/27/16	10/31/16	911-2016	AETNA	2191-299-0000	\$78.34	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/27/16	10/31/16	912-2016	MOLINA HEALTHCARE	2191-299-0000	\$179.96	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/27/16	10/31/16	913-2016	STATE OF OHIO MEDICAID	2191-299-0000	\$203.26	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/27/16	10/31/16	914-2016	UNITED HEALTHCARE	2191-299-0000	\$218.05	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/27/16	10/31/16	915-2016	ANTHEM	2191-299-0000	\$414.66	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/27/16	10/31/16	916-2016	UNITED HEALTHCARE	2191-299-0000	\$882.29	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/28/16	10/31/16	917-2016	UHC COMMUNITY	2191-299-0000	\$94.69	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/28/16	10/31/16	918-2016	COMMUNITY INSURANCE	2191-299-0000	\$357.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/28/16	10/31/16	919-2016	CGS	2191-299-0000	\$423.42	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/28/16	10/30/16	858-2016	MEDICOUNT MANAGEMENT	2191-299-0000	\$782.43	SEPTEMBER 2016 LIFE SQUAD BILLING PAYMENTS
10/31/16	10/31/16	920-2016	UNITED HEALTHCARE	2191-299-0000	\$361.56	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/31/16	10/31/16	921-2016	ANTHEM	2191-299-0000	\$392.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/31/16	10/31/16	922-2016	AETNA	2191-299-0000	\$475.80	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/31/16	10/31/16	923-2016	CGS	2191-299-0000	\$2,576.71	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/1/16	11/1/16	937-2016	USAA	2191-299-0000	\$657.21	LIFE SQUAD SERVICES
					\$35,636.04	
10/24/16	10/25/16	855-2016	AFLAC	1000-892-0000	\$28.37	PREMIUM REFUND FOR JENNIFER NIEHAUS
					\$28.37	
11/1/16	11/1/16	938-2016	TAMMY BOGGS	2192-892-0000	\$22.00	SWEATSHIRT PURCHASE
					\$22.00	

Visitor Concerns

None

Trustee Reports:

None

Mr. Jones made a motion seconded by Mr. Sams to enter into executive session to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of township Fire, EMS, and Road personnel pursuant to ORC 121.22(G)(1). Upon roll call to enter executive session, Mr. Sams “YEA”, Mr. Jones “YEA”, and Mr. VanDeGrift “YEA”. All voiced a “YEA” vote and the motion passed to enter into executive session at 7:50 p.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”, and Mr. VanDeGrift “YEA”. All present voiced a “YEA” vote and the motion was passed at 8:22 p.m.

A discussion was held with Steve Flint, Tammy Boggs, and Mike Jameson and the board of trustees regarding the need for additional full time personnel to help with EMS staffing. Chief Steve Flint requested to post for 2 additional Full Time EMS Positions. Mr. Sams made a motion, seconded by Mr. Jones to post for 2 additional Full Time EMS personnel. All present voiced a “YEA” vote and the motion passed. Mrs. Boggs also presented a schedule change request to the board moving Full Time EMS personnel to 12 and 24 hour rotating shifts. Mr. Jones made a motion, seconded by Mr. Sams to approve for the changing of Full Time EMS Personnel Shifts to a rotating 12 and 24 hour schedule in Spring of 2017. All present voiced a “YEA” vote and the motion passed.

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 November 29th, 2016 at 8:00 A.M.

Signed: _____ President

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-11-01
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

Authorizing Purchase for 2016 Chip Seal Project

BE IT RESOLVED, that the Board of Trustees of Turtlecreek Township, Warren County, Ohio intend to purchase \$12,802.20 of Chip Seal products from Miller Mason Paving and that source of the funds will be from the General Fund Capital Outlay (1000-760-790-0000).

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

Adopted this 14th day of November, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-11-02
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall purchase two (2) Toughbook computers an approximate cost of \$9,356.94. Source of the funds will be from the EMS/Fire Special Levy Fund #2193-760-740-0000 (Machinery, Equipment, and Furniture). Resolution was initiated by Mr. Sams and seconded by Mr. Jones. All voiced a "YEA" vote and the resolution passed.

Adopted this 14th day of November, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-11-03
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall provide testing for the fire pumps on the engines at the approximate cost of \$825.00. Source of the funds will be from 2192-220-323-0000. Finley Fire Equipment will provide the testing. Mr. Sams made a motion to pay for the testing by Finley Fire at the approximate cost of \$825.00. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed.

Adopted this 14th day of November, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-11-04
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

John Paul Campbell Vacation Increase Due to Years of Service

BE IT RESOLVED, that the Board of Trustees of Turtlecreek Township, Warren County, Ohio intend to follow Section 6.02 of the Personnel Policy and Procedure Manual adopted previously by the board and award John Paul Campbell an additional 40 hours accrual of vacation on 11/26/2016 and change his earning rate of vacation time to 6.16 hours per pay period effective 11/26/2016 due to his service milestone of 15 years to Turtlecreek Township.

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

Adopted this 14th day of November, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-11-05
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall make a donation to the Lebanon Food Pantry in the amount of \$500.00. Source of the funds will be from the General Fund #1000-110-591-0000 (Contributions to other Organizations). Resolution was initiated by Mr. Sams seconded by Mr. Jones. All voiced a "YEA" vote and the resolution passed.

Adopted this 14th day of November, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-11-06
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

Authorizing Purchase for 2016 Chip Seal Project

BE IT RESOLVED, that the Board of Trustees of Turtlecreek Township, Warren County, Ohio intends to purchase \$5,864.63 of road repair services from John R. Jurgensen Company and that source of the funds will be from the General Fund Capital Outlay (1000-760-790-0000).

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

Adopted this 14th day of November, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-11-07
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

2016 CHRISTMAS/NEW YEAR HOLIDAY WORKED HOURS PAY CHANGE FOR FULL TIME PERSONNEL

BE IT RESOLVED, that the Board of Trustees of Turtlecreek Township, Warren County, Ohio authorize the Township Administrator and Fire Chief authority for a deviation from Section 6.01 of the Personnel Policy and Procedure Manual by offering Full Time EMS employees a rate of pay 2.5 times their normal hourly rate for hours incurred on 12/23/2016, 12/24/2016, 12/25/2016, and 12/26/2016 in order to provide staffing for shifts on the aforementioned holidays.

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

Adopted this 14th day of November, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-11-08
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

AUTHORIZE THE WARREN COUNTY ENGINEER TO ISSUE AND ADMINISTER HIGHWAY RIGHT-OF-WAY PERMITS ON TOWNSHIP MAINTAINED ROADS OF TURTLECREEK TOWNSHIP

WHEREAS, it is the duty of a board of township trustees to oversee the use of township maintained highways that serve the public health, safety and welfare in a manner that does not adversely impact the travelling public, and maintenance of the township highway system in accordance with provisions of Chapter 5571, et seq. of the Ohio Revised Code; and

WHEREAS, no person, partnership, or corporation shall erect or obstruct within the bounds of any road or highway or culverts maintained by this Township without first obtaining the approval of this Board in accordance with section 5571.16 of the Ohio Revised Code, otherwise, this Board is empowered, based on the opinion of the County Engineer, to cause the remediation of excavation or obstruction of pavement and right-of-way in accordance with Section 5571.16 of the Ohio Revised Code; and

WHEREAS, board of township trustees, by adopting this resolution, has authorization to issue permits to install driveway culverts and for making any excavation in a township highway or highway right-of-way within the township's jurisdiction as provided in section 5571.16 of the Ohio Revised Code that supersedes the authority granted by the Board of County Commissioners; and

WHEREAS, the Warren County Engineer has the means, experience and established record system to review and issue permits, inspect construction and approve restoration within the highway right-of-way, and this Board desires to designate the County Engineer as the permitting authority for such purposes;

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

Section 1. To authorize the Warren County Engineer, as this Board's designee, to oversee the use of Township maintained highway right-of-way as provided in section 5571.16 of the Ohio Revised Code; to create and use application forms including without limitation requirements for plans, specifications and the contemplated use and requiring such indemnity agreements in favor of the Township and the public as shall be lawful and necessary, and to determine whether to issue and be the issuer of permits for all persons, partnerships and corporations prior to their using or occupying any part of a Township maintained highway right-of-way, and culvert, to charge fees as determined necessary, to approve construction as permitted, and to maintain records in accordance with the Ohio Revised Code and the County Engineer's public records retention schedule.

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.

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

Adopted this 14th day of November, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

cc: County Engineer (Neil Tunison)

**RESOLUTION 16-11-09
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 the Ohio Bureau of Workers Compensation for the payment of the annual premiums. Mr. Jones initiated the motion, seconded by Mr. Sams. All present voiced a "YEA" vote and the resolution passed.

Adopted this 14th day of November, 2016.

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-11-10
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 pay for the 2017 estimated premium in one lump sum before January 3rd, 2017 in order to receive a 2% premium rebate. Mr. Sams initiated the motion, seconded by Mr. Jones. All present voiced a "YEA" vote and the resolution passed.

Adopted this 14th day of November, 2016.

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-11-11
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall make a donation to the Warren County Small Business Development Center in the amount of \$500.00. Source of the funds will be from the General Fund #1000-110-599-0000 (Misc. Expenses). Resolution was initiated by Mr. Sams and seconded by Mr. Jones. All voiced a "YEA" vote and the resolution passed.

Adopted this 14th day of November, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer