

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

JANUARY 31

17

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on January 31, 2017 at 8:00 a.m. with the following person present:

TRUSTEES: Jim VanDeGrift, Dan Jones, and Jonathan Sams
CHIEF FISCAL OFFICER: Gregory S. Johnson
GUEST: Steve Flint, Tammy Boggs, Doug Miller, Ron Chasteen, Jennifer Niehaus, Mark Bishop, Daniel Deters, and Larry Buchanan

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

Copies of the minutes from the January 9, 2017 meeting were given to the board for review prior to the meeting. Mr. VanDeGrift made a motion, seconded by Mr. Jones to accept the minutes as written. All present voiced a "YEA" vote and the motion passed.

Mr. Sams arrived for the meeting at 8:03 a.m.

Department Reports:

Fire/EMS:

Steve Flint, Fire Chief, informed the board that he would like to send 3 people to an upcoming swift water training course at a cost of \$680 per person. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve to send 3 people to the course. All present voiced a "YEA" vote and the motion passed with resolution **17-01-14** (a copy of the resolution will be included in the minutes).

Chief Flint also informed the board that he would like to purchase a TV for station 31 and that he would be looking to purchase from Best Buy. Mr. Sams made a motion, seconded by Mr. Jones to approve the purchase of the TV. Mrs. Boggs will approve the final selection with Chief Flint. All present voiced a "YEA" vote and the motion passed.

Lastly, Chief Flint informed the board that the Township had received a certificate of appreciation from the Ohio State Patrol for usage of the Township Administration building for training.

Mike Jameson, Asst. Chief, informed the board that he had researched above ground fuel tanks and the approximate cost of a 550 gallon tank would be \$5,000.00.

Chief Jameson also informed the board he would like to purchase 3 new pulse ox sensors for the LifePack 15's as well as a pack of 10 pediatric pulse ox sensors. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the purchase of the sensors from Boundtree Medical at a cost of \$2,190.42. All present voiced a "YEA" vote and the motion passed with resolution **17-01-10** (a copy of the resolution will be included in the minutes).

Road and Bridge: Ron Chasteen, Road Supervisor, informed the board that he had received a few quotes for installing electric to the back pole barn. Connor Electric quoted the lowest at \$2,975.00. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve for the addition of electric to the back pole barn at the Administration building by Connor Electric at a cost of \$2,975.00. All present voiced a "YEA" vote and the motion passed with resolution **17-01-15** (a copy of the resolution will be included in the minutes).

Mr. Chasteen and Mrs. Boggs informed the board that they would like to see the following roads completed for the 2017 roadwork season: Tilton Green, West Side of Kirby Rd., Timbercreek I, Waynesville Rd. (between Wilmington Rd. and St. Route 123). Mr. Sams made a motion, seconded by Mr. VanDeGrift to accept the above roads for roadwork completion in 2017 and asked a letter stating such be sent to the county Engineer's office. All present voiced a "YEA" vote and the motion passed.

Lastly Mr. Chasteen presented the board with a sample of a Jacket he would like for the Township to purchase for the Road Dept. employees. Mr. Sams made a motion, seconded by Mr. Jones to approve for the purchase of 5 jackets from Cintas at a cost of \$137.00 apiece as a token of appreciation for the Road Dept. employees for their hard work for the Township. All present voiced a "YEA" vote and the motion passed with resolution **17-01-16** (a copy of the resolution will be included in the minutes).

Administration:

Tammy Boggs, Township Administrator, informed the board that the ORC allows for Townships to approve prior year service from other Townships as a service credit toward the anniversary date

for vacation accrual. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve for the prior year service credit to employees hired by the Township for having served other Ohio Townships. All present voiced a "YEA" vote and the motion passed.

Mrs. Boggs informed the board that we would be invoicing Union Village Development Co. for legal cost from Bricker and Eckler in the amount of \$110,000.00 and that we would need to create purchase orders for \$150,000.00 for Bricker and Eckler. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve for the purchase orders and payments of legal fees. All present voiced a "YEA" vote and the motion passed with resolution **17-01-12** (a copy of the resolution will be included in the minutes). Additionally, a purchase order will need to be completed for \$10,000.00 for Donnellon, Donnellon, and Miller for additional legal fees related to the Union Village Development. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve for the purchase orders and payments of legal fees. All present voiced a "YEA" vote and the motion passed with resolution **17-01-13** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the board that Kayne Collins, previously hired for volunteer fire is now running EMS for the Township as well. Mr. Sams made a motion, seconded by Mr. VanDeGrift to allow Kayne to run volunteer EMS for the Township as well.

Mrs. Boggs informed the board that John Seckel had obtained his CDL license and per his hire on resolution would need a pay increase effective 1-21-2017 of \$1.00 per hour. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the pay increase of John Seckel for \$1.00 per hour effective 1-21-2017 per resolution **16-10-01**. All present voiced a "YEA" vote and the motion passed with resolution **17-01-11** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the board that the Public Officials Insurance was due for renewal and that Mr. Jones would need to sign for the quote.

Mrs. Boggs informed the board that the annual meeting for the Warren County Convention and Visitors Bureau would be at Miami Valley Gaming on March 10th from 8 a.m. to 10 a.m. The Trustees, Fiscal Officer, and Administrator will attend the meeting.

Mrs. Boggs informed the board that the annual certification for highway mileage for the Township came in at 62.535 miles. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve the mileage certification. All present voiced a "YEA" vote and the motion passed.

A copy of the proposed quarterly newsletter was given to the Trustees to review prior to the meeting. There were no comments or concerns by the Trustees at this time. Mr. Sams made a motion, seconded by Mr. Jones to approve the newsletter for posting. All present voiced a "YEA" vote and the motion passed.

Mrs. Boggs informed the board that a letter regarding case 2017-1 for text amendments for zoning was received by the regional planning commission for comments or concerns by the board of Trustees. Mr. Sams asked to include a statement of comments that affected property owners including those adjoining are notified of changes and given a chance to provide input. A letter stating such will be sent to the commission.

Lastly, Mr. Boggs informed the board that she is requesting several changes to the Township's Personnel Policy Manual. The changes being made are in regards to: changing Holiday pay to 1.5 times regular rate of pay if working on date of holiday for all Full Time personnel and moving Full Time EMS personnel to work the holidays if their regularly scheduled day. All full time EMS employees will receive a check for 84 hours of pay in November for the yearly holiday allotments; changes probation to one year of service; changes volunteer guidelines; addition of social media policy; change computation of overtime hours worked to include usage of vacation, sick, and personal time as part of a regular 40 hour work week, all hours on an employee's timecard beyond 40 hours each week will now be paid as overtime. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the changes to the Personnel Policy. All present voiced a "YEA" vote and the motion passed with resolution **17-01-18** (a copy of the resolution will be included in the minutes).

Fiscal Officer Reports:

Mr. Johnson informed the board that he would like to begin printing one copy of the monthly reports for the Trustees to review to save paper instead of each receiving a copy. The copy would be placed in the Trustees office for review. There were no comments or concerns at this time from the Trustees.

General Reports:

1. CORRESPONDENCE:

IN:

- Resolution from WC Commissioners regarding public hearing for bond requirement
- Letter from WC Recorder regarding filing of zoning resolutions
- Letter from WC Small Business Alliance regarding renewal of membership
- Letter from OCMA regarding local government
- Letter from Ohio Insurance Services regarding ACA Small Employer reporting
- Letter from CareWorks regarding upcoming dates
- Email from WC Department of Emergency Services regarding public meeting to be held On January 31, 2017 to cover County's Disaster Recovery Plan
- Letter from J&N regarding merger with Arrowhead
- Letter from Spectra Energy regarding information on their natural gas pipeline facilities
- Letter from WC Engineer's regarding 2017 Annual Resurfacing
- Letter from Senour-Flaherty regarding renewal of Public Official's Insurance
- Email for 2017 Annual Partner Meeting for WCCVB at Miami Valley Gaming March 10th

OUT:

- Letter to R & W Heating thanking them for their donation
- Letter to WC Engineer's Office regarding equipment inventory
- Letter to WC Office of Economic Development regarding CAPP funds
- Letter to Federal Reserve Bank regarding release of collateral funds
- Letter to Otterbein Homes regarding district TIF's
- Letter to Otterbein Lebanon LLC regarding district TIF's

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 27296 through 27463 (copy to follow) and Vouchers 10-2017, 11-2017, 15-2017, and 16-2017.

The Fiscal Office reported the following income from:

Post Date	Batch Number	Receipt Number	Source	Account Code	Total Receipt	Purpose
1/24/17	16-17	16-2017	FISHER HOMES	2031-892-0000	\$840.00	2015-2016 SNOWPLOW CHARGES
					\$840.00	
1/24/17	18-17	18-2017	WARREN COUNTY AUDITOR, MATT NOLAN	2031-599-0000	\$2,963.00	2016 STREET SWEEPING
					\$2,963.00	
1/17/17	6-17	6-2017	WESTSIDE CHURCH OF CHRIST	1000-892-0000	\$1,200.00	2017 LEASE ON FOLEY LAND
					\$1,200.00	
1/17/17	7-17	7-2017	OHIO BUREAU OF WORKERS COMPENSATION	1000-892-0000	\$707.80	EMPLOYER PREMIUM REFUND
					\$707.80	
1/24/17	17-17	17-2017	WILLIAM STEVENS	2041-804-0000	\$1,120.00	SALE OF CEMETERY LOTS SECTION 45 LOTS 4,5,9,10
1/19/17	11-17	11-2017	STINE KILBURN FUNERAL HOME	2041-302-0000	\$450.00	GRAVE OPEN/CLOSE HARLAN SMITH
1/17/17	5-17	5-2017	LINDA BRANDIN	2031-892-0000	\$10.00	GREEN ADDRESS SIGN
1/25/17	19-17	19-2017	STEVE & MARLENE SCHLATER	2031-892-0000	\$10.00	GREEN ADDRESS SIGN
					\$1,590.00	
1/10/17	4-17	4-2017	AMERICAN NATIONAL LIFE INSURANCE	2191-299-0000	\$79.49	LIFESQUAD SERVICES
1/9/17	2-17	2-2017	D. WILLIAMS	2191-299-0000	\$50.00	LIFESQUAD SERVICE
1/9/17	3-17	3-2017	K. HOWELL	2191-299-0000	\$10.00	LIFESQUAD SERVICES
1/18/17	8-17	8-2017	MIDDLETOWN WORKS UNION RETIREES	2191-299-0000	\$71.96	LIFESQUAD SERVICES
1/18/17	9-17	9-2017	AETNA	2191-299-0000	\$105.27	LIFESQUAD SERVICES
1/18/17	10-17	10-2017	FARMERS INSURANCE	2191-299-0000	\$764.76	LIFESQUAD SERVICES
1/20/17	12-17	12-2017	MIDDLETOWN WORKS UNION RETIREES	2191-299-0000	\$71.39	LIFESQUAD SERVICES
1/23/17	13-17	13-2017	BCBS OF SOUTH CAROLINA	2191-299-0000	\$90.79	LIFESQUAD SERVICES
1/24/17	14-17	14-2017	N. MAUPIN	2191-299-0000	\$83.98	LIFESQUAD SERVICES
1/24/17	15-17	15-2017	R. HUFF	2191-299-0000	\$50.00	LIFESQUAD SERVICES
1/27/17	22-17	22-2017	ALLIED BENEFITS	2191-299-0000	\$816.32	LIFESQUAD SERVICES
1/26/17	21-17	21-2017	MEDICOUNT	2191-299-0000	\$142.67	LIFESQUAD SERVICES (DEC 16 DEPOSITS)
					\$2,336.63	
1/26/17	20-17	20-2017	JAMES EDWARDS	1000-892-0000	\$100.00	PARK RESERVATION
					\$100.00	

Visitor Concerns

Mr. Doug Miller reviewed the following agreements related to Union Village with the Trustees: Township Services Agreement, Declaration of Covenants and Restrictions, and the Development Agreement.

Mark Bishop and Daniel Deters with Energy Alliance reviewed their Electric Aggregation program with the Township. Mrs. Boggs informed the board that in non-presidential elections the cost to the Township to place aggregation on the ballot would be \$17,600.00 and only \$2,500.00 if placed in the ballot during a presidential election year.

Mr. Buchanan, a Township resident, reviewed recent news stories regarding the Union Village Development and proposed changes to State Route 63 and 741 with the board. The board

encouraged Mr. Buchanan to begin attending planning meetings regarding possible changes and informed Mr. Buchanan of currently known plans or ideas for the above noted areas.

Trustee Reports:

Mr. Sams informed the board he had received some questions by owners of property on State Route 123 regarding the wish for no engine break signage between the current signage off Dorothy Lane and the "Alexanders Hill" decline of State Route 123. The question had been addressed with ODOT and there is a concern by ODOT regarding safety at this time so no further action will be taken.

Mr. Sams, at the request of Mrs. Boggs, made a motion seconded by Mr. VanDeGrift 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 10:37 a.m.

There being no further discussion to be held in executive session, Mr. VanDeGrift made a motion seconded by Mr. Sams 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 10:44 a.m.

There being no further business, Mr. VanDeGrift 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 February 13, 2017 at 7:00 P.M.

Signed: _____ President

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-01-10
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall purchase adult and pediatric pulse ox sensors from Boundtree Medical at a cost of \$2,190.42. Source of the funds will be 2191-230-420-0000 Operating Supplies.

Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve for the purchase of the sensors. All present voiced a "YEA" vote and the motion passed.

Adopted this 31st day of January, 2017.

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-01-11
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING THE PAY INCREASE
FOR COMPLETION AND PASSING OF CDL LICENSE FOR JOHN SECKEL**

WHEREAS, John Seckel has completed and passed his CDL license;

WHEREAS, John Seckel was hired with the intent that once he completed and passed his CDL license he would be entitled to a pay increase;

WHEREAS, John Seckel should receive \$1.00 per hour pay increase for the completion and passing of his CDL license;

WHEREAS, John Seckel's \$1.00 increase is effective as of January 21, 2017;

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approved the pay increase of \$1.00 effective January 21, 2017.

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

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

Resolution adopted this 31st day of January, 2017.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-01-12
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall agree to pay legal fees to Mr. Caleb Bell of Bricker and Eckler, for work regarding the Union Village TIF process. Funds are reimbursable by Union Village Development Co. The cost is up to \$110,000. Source of the funds will be from the General Fund - #1000-110-319-0000 (Other – Other Professional and Technical Services). Resolution was initiated by Mr. Sams and seconded by Mr. VanDeGrift. All voiced a "YEA" vote and the resolution passed.

Adopted this 31st day of January, 2017.

Signed: _____	"YEA"
_____	"YEA"
_____	"YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-01-13
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall agree to incur additional legal fees to Mr. Doug Miller of Donnellon, Donnellon & Miller, to represent the township in regards to the Union Village TIF project. The cost is up to \$10,000.

Source of the funds will be from the General Fund - #1000-110-319-0000 (Other – Other Professional and Technical Services). Resolution was initiated by Mr. Sams and seconded by Mr. VanDeGrift. All voiced a “YEA” vote and the resolution passed.

Adopted this 31st day of January, 2017.

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-01-14
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

SWIFT WATER TRAINING, SOUTH LEBANON, OH

NOW, THEREFORE, BE IT RESOLVED, Turtlecreek Township Fire Department has the approval of the Board of Trustees to purchase the training for up to 3 persons at a cost of \$680.00 per person to attend a swift water training class. The training will be paid for out of the Fire Training Fund 2192-220-590-006.

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

Adopted this 31st day of January, 2017

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-01-15
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

Authorizing Electric Addition to Pole Barn

BE IT RESOLVED, that the Board of Trustees of Turtlecreek Township, Warren County, Ohio intends to have Connor Electric add 5 receptacles and 3 lights to the pole barn located behind the administration building at as cost of \$2,975.00. Source of the funds will be from 2031-330-599-0000 Other Expenses.

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

Adopted this 31st day of January, 2017.

Signed: _____ “YEA”

_____ “YEA”

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-01-16
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall purchase 5 jackets from Cintas for the Road Department at a cost of \$137.00 each as a token of appreciation for the hard work that the Road Department employees provide for the township. Source of the funds will be from 2031-330-599-0000 (Other – Other Expenses).

Mr. Sams made a motion, seconded by Mr. Jones to approve for the purchase of the sensors. All present voiced a "YEA" vote and the motion passed.

Adopted this 31st day of January, 2017.

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-01-17
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION APPROVING THE UPDATE
TO THE TOWNSHIP'S
PERSONNEL POLICY MANUAL**

WHEREAS, Turtlecreek Township has a personnel policy manual in effect;

WHEREAS, Turtlecreek Township Trustees have approved the updates to the personnel policy manual version dated January 1, 2012;

WHEREAS, Turtlecreek Township personnel policy manual's new revision date is February 1, 2017;

WHEREAS, Turtlecreek Township personnel policy manual's effective date is February 1, 2017;

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, approved and adopted the revised version of the Turtlecreek Township Personnel Policy Manual effective February 1, 2017.

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

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

Resolution adopted this 31st day of January, 2017.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Attest: _____

Chief Fiscal Officer