

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

FEBRUARY 28

17

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on February 28, 2017 at 8:30 a.m. with the following person present:

TRUSTEES: Jim VanDeGrift, Daniel Jones, and Jonathan Sams
CHIEF FISCAL OFFICER: Gregory S. Johnson
GUEST: Steve Flint, Tammy Boggs, Ron Chasteen, Jennifer Niehaus, Michael Shaffer, Jill Wilson, Gary Horning

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

The minutes of the previous meeting were received by the Trustees prior to the meeting for review. Corrections were made regarding land valuations. Mr. Jones moved for acceptance, seconded by Mr. VanDeGrift. All were in favor and the minutes were approved as written.

Mr. Sams made a motion, seconded by Mr. Jones to enter into a public hearing to allow public discussion regarding TIF Resolutions for Union Village. Upon roll call to enter the public hearing, Mr. Sams "YEA" and Mr. Jones "YEA". All present voiced a "YEA" vote and the motion passed to enter into a public hearing at 8:02 a.m.

Mrs. Wilson with Otterbein Retirement Community thanked the trustees for their work and cooperation on the development.

There being no other persons wishing to speak, Mr. Sams made a motion, seconded by Mr. Jones to enter out of the public hearing and to return to the regularly scheduled board of Trustees meeting. Upon roll call to exit the public hearing, Mr. Sams "YEA" and Mr. Jones "YEA". All present voiced a "YEA" vote and the motion was passed at 8:07 a.m.

Mr. VanDeGrift arrived to the meeting at 8:10 a.m.

Department Reports:

Fire/EMS:

Steve Flint, Fire Chief, informed the board the Engine 31 had been taken to Sutphen to repair the Engine from the accident a few months ago. Chief Flint also requested the board make a decision on the roofing contractor for Station 31 as they were beginning to book appointments for spring time already. The board asked Chief Flint to have the proposed vendors state how many layers of shingles would need replaced prior to approving the work.

Mike Jameson, Asst. Chief, informed the board he would like to send an additional person to the swift water training being held by the Career Center at a cost of \$680.00. Mr. Sams made a motion, seconded by Mr. VanDeGrift to send one additional person to the swift water class at a cost of \$680.00. All present voiced a "YEA" vote and the motion passed with resolution **17-02-07** (a copy of the resolution will be included in the minutes).

Asst. Chief Jameson also requested approval to send himself and Scott Davis to advanced training in dive rescue being put on by Wright Patterson at a cost of \$375.00 per person. Mr. Sams made a motion, seconded by Mr. VanDeGrift to send Asst. Chief Jameson and Scott Davis to the dive rescue training. All present voiced a "YEA" vote and the motion passed with resolution **17-02-08** (a copy of the resolution will be included in the minutes).

Chief Flint and Mrs. Boggs informed the board they would like to move forward with hiring 3 new volunteers effective March 6, 2017. Mr. Sams made a motion, seconded by Mr. VanDeGrift to hire Alexander Beltran, Kevin Lothian, and Joseph Essig effective March 6, 2017. All present voiced a "YEA" vote and the motion passed with resolution **17-02-09** (a copy of the resolution will be included in the minutes).

Road and Bridge: Ron Chasteen, Road Supervisor, requested the board to approve the roadwork for 2017 to include Waynesville Rd (from I-71 overpass to St. Rt. 350), Kirby Rd (West Side), Timbercreek Subdivision, and Tilton Green Subdivision at a budget of approximately \$344,000.00. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the roadwork for 2017. All present voiced a "YEA" vote and the motion passed.

Mr. Chasteen also informed the board that the developer for Charleston Woods wanted approval to change the landscaping at the front entrance of the neighborhood extending it into the ditch. The trustees have asked that the developer submit more detailed plans and drawings of exactly what improvements will be made and how they will affect the ditch.

Mr. Chasteen informed the board that he would like for the Township to accept the roads in Section 8 of the Trails of Shaker Run. Mr. VanDeGrift made a motion, seconded by Mr. Sams to accept the roads in Section 8 of Trails of Shaker Run. All present voiced a "YEA" vote and the motion passed.

Administration:

Tammy Boggs, Township Administrator, informed the board it was time to make nominations for the NCA board to present to the county. Mr. Sams made a motion, seconded by Mr. VanDeGrift to nominate Mark Hurst, Tammy Boggs, Martin Russell, and Michael Shaffer to serve on the NCA Board. A letter stating such will be sent to the Warren County Commissioners.

Mrs. Boggs informed the Board that the Port Authority had picked up additional cost on the land appraisal and the Township's portion would now only be \$2,500.00.

Mrs. Boggs informed the board that the renewal for the Public Officials Insurance was returned at \$6,165.00. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the renewal cost. All present voiced a "YEA" vote and the motion passed with resolution **17-02-10** (a copy of the resolution will be included in the minutes).

Mrs. Boggs informed the board that she had followed up with an Engineer and the cost to inspect the structure of Station 33 would be \$215.00 per hour. Mrs. Boggs also spoke with the county and was informed that the right of way on the thoroughfare plan for St. Rt 741 was 102 ft. with a utility easement of 15 ft. The current station is 65 ft. off the roadway. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve Mrs. Boggs to move forward in retaining a contractor for the design build portion for a new station to be built behind the current station 33 located on St. Rt. 741. All present voiced a "YEA" vote and the motion passed.

Lastly, Mrs. Boggs informed the board a zoning variance request was received for LCI to install a composting facility behind their prison located off St. Rt. 63. Trustee Sams requested a letter be returned to the zoning commission thanking and appreciating the prison but requesting the prison reconsider due to the noxious odors a composting facility would cause to nearby neighbors.

Fiscal Officer Reports:

None

General Reports:

1. CORRESPONDENCE:

IN:

- Letter from Prime Health Services for services
- Resolution from WC Commissioners regarding acknowledgement of TIF
- Email from M. Bielinski regarding the zoo property
- Email from DDC regarding a meeting to be held on March 3, 2017
- Resolution from WC Commissioners regarding petition for establishment of the NCA for Union Village
- Letter from Ohio Department of Taxation regarding the payment for Miami Valley Gaming from April 23, 2016 to December 31, 2016
- Letter from Premier Health requesting information for drug license
- Letter from EMP regarding recall of Intranasal Mucosal Atomization Device
- Email from Larry Budd, Cox Ohio regarding the TIF's for Union Village
- 2017 Annual Report from WC Prosecutor's office
- Letter from Warren County Rural Zoning regarding rezoning on LCI/State of Ohio

OUT:

- Invoice to Union Village for Legal Fees
- Letter from WC Rural Zoning regarding updates to zoning code
- Email to M. Bielinski regarding the zoo property
- Letter to WC Regional Planning regarding subdivision text amendments
- Email to Larry Budd, Cox Ohio regarding the TIF's for Union Village
- Letter to WC Regional Planning regarding the appointments for 2017

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 27552 through 27611 (copy to follow) and Vouchers 26-2017, 29-2017, and 30-2017.

The Fiscal Office reported the following income from:

Post Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
2/13/17	97-2017	UNITED HEALTHCARE	2191-299-0000	\$441.40	LIFESQUAD SERVICES
2/13/17	98-2017	PREMIER HEALTH PLAN	2191-299-0000	\$500.50	LIFESQUAD SERVICES
2/14/17	99-2017	S. RIFE	2191-299-0000	\$265.00	LIFESQUAD SERVICES
2/14/17	100-2017	HIGHMARK BLUE SHIELD	2191-299-0000	\$96.14	LIFESQUAD SERVICES
2/16/17	101-2017	BCBS OF MICHIGAN	2191-299-0000	\$82.82	LIFESQUAD SERVICES
2/16/17	102-2017	MIDDLETOWN WORKS UNION RETIREES	2191-299-0000	\$69.65	LIFESQUAD SERVICES
2/17/17	103-2017	WASHINGTON NTL INSURANCE CO	2191-299-0000	\$96.58	LIFESQUAD SERVICES
2/24/17	104-2017	MEDICOUNT MGMT	2191-299-0000	\$50.00	LIFESQUAD SERVICES (JAN 17 DEPOSITS)

Visitor Concerns

None

Trustee Reports:

The Annual Records Commission meeting of the Board of Turtlecreek Township Trustees was held at 8:24 a.m. during the regular meeting. A motion was made by Mr. Sams and seconded by Mr. VanDeGrift to destroy records per the records retention policy. All present voiced a "YEA" vote and the motion passed. A listing of records to be destroyed will be included in the minutes.

Mr. Sams made a motion seconded by Mr. VanDeGrift to enter into executive session to consider the purchase of property for public purposes pursuant to ORC 121.22(G)(2). 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 09:38 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", and Mr. VanDeGrift "YEA". All present voiced a "YEA" vote and the motion was passed at 10:00 a.m.

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

The next regular meeting is scheduled for March 13, 2017 at 7:00 P.M.

Signed: _____ President

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-02-07
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

SWIFT WATER TRAINING, 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 1 person 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. Sams moved for the adoption of the foregoing resolution. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the resolution was passed.

Adopted this 28th day of February, 2017

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-02-08
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

DIVE RESCUE TRAINING, DAYTON, 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 2 persons at a cost of \$375.00 per person to attend Dive Rescue Training. The training will be paid for out of the Fire Training Fund 2192-220-590-006.

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

Adopted this 28th day of February, 2017

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-02-09
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT REOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall employ, Alexander Beltran, Kevin Lothian, and Joseph Essig as volunteer employees, with a hire date of March 6, 2017.

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

Adopted this 28th day of February, 2017.

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-02-10
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall purchase Public Official E & O Insurance from Senour-Flaherty Insurance at an approximate cost of \$6,165.00. Source of the funds will be from the General Fund #1000-110-389-0000 (Other- Insurance and Bonding). Resolution was initiated by Mr. Sams and seconded by Mr. VanDeGrift. All voiced a "YEA" vote and the resolution passed.

Adopted this 28th day of February, 2017

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

DISCARD/ SHRED INVENTORY FOR 2017 DISPOSAL

Document Year	Description	Recommended Retention
1986-2001	Fire Run Reports	5 yrs, unless Arson, loss of life, injury
1991-2008	PERS (TO) EMPLOYER NOTES(discretionary)	
1996-2009	Snow Removal Charges/ Billing (not specified)	
1998-2004	Road & Bridge Activity Reports	2 years
2004-2014	Green Sign Forms (completed)	2 years
2005	OPW McClure Road Project	10 yrs post completion
2005	Quarterly Mo. Financial Report	5 years
2005	Motor Fuel Tax	5 years
2006	Monthly Financial Report	5 years
2006-2007	Appropriations Ledger Reports	5 years
2006	Quarterly Financial Report	5 years
2006-2013	Liquor Permits/Licensing	3 years
2007	Quarterly & Monthly Fin. Report	5 years
2007	1099's	5 years
2007-2010	LCNB Investment Statements	5 years
2008-2009	EMS Run Reports	7 years
2008	P.O.'s and Blanket Certificates	5 years
2008	Quarterly& Monthly Fin. Reports	5 years
2008-2011	Deferred Comp. Employer Stmt's.	5 years
2008	1099's & 941's	5 years
2008	OH Tax Withholdings	7 years
2008-2009	Amended Off. Cert. of Est.Resources	7 years
2008-2009	Cert. Total Amt. Exp's. & Balances	7 years
2008	Certification Total Amt. All Resources	7 years
2009	1099's and W2's	7 years
2009	Quarterly&Monthly Fin. Reports	5 years
2009	Appropriations Ledger Reports	5 years
2009	Time Sheets and Leave Forms	5 years
2009	Receipt Register	5 years
2009	1099's & 941's	5 years
2009-2010	Examples of Year-end reports	5 years
2009-2011	Patient Response/Surveys	5 years
2010	Monthly Financial Reports	5 years
2010	Appropriations Ledger Reports	5 years
2010	941's	5 years
2010	Boundary Survey	5 years
2011	Correspondence Gen., In&Out	5 years
2011	Correspondence with: W.C. Commission's, Engineer,	

	Health Dept., Zoning, Water, & Regional Planning	5 years
2011	Budget Worksheets	5 years
2011	Gas Tax Refunds	5 years
2011	Estate Tax Notices	5 years
2011	License Tax Reports	5 years

2011	Year-End Procedures	5 years
2011	Permissive Tax Reports	5 years
2011	Property Tax Settlement Sheets	5 years
2011	Fund Status/Mo.TTEEs Report	5 Years
2011	Firefighters' Dependents Fund	5 years
2011	Statements, Vouchers, Receipts	5 years
2011	P.O.'s and Blanket Certificates	5 years
2011	Leave Forms	5 years
2011	Bank Statements	5 years
2011	Receipts Register	5 years
2013-2014	Park Shelter Reservations	2 years