

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

FEBRUARY 27

18

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on February 27, 2018 at 8:00 a.m. with the following persons present:

TRUSTEES: Jim VanDeGrift, Dan Jones, and Jonathan Sams

FISCAL OFFICER: Amanda Childers

GUEST: Steve Flint, Ron Chasteen, Mike Jameson, Michael Shaffer, Jenny Niehaus and Paul Fisher. Mrs. Tammy Boggs, Township Administrator, was absent.

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

Copies of the minutes from the February 12, 2018 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.

The Fiscal Officer, notified the Trustees that the financial reports for the previous month were available for their review. By motion of Mr. VanDeGrift and seconded by Mr. Jones the following reports were approved. Cash Summary by Fund (month to date and year to date), Fund Status Report, and Bank Reconciliation for the previous month.

Department Reports:

**Fire/EMS:**

Mike Jameson, Asst. Fire Chief, informed the board that he took a team to New Richmond to help with area flooding and evacuated a family of four. They also made some well checks on residents remaining in their homes.

**Road and Bridge:**

Ron Chasteen, Road Supervisor, informed the board they are working on potholes, a drain in the administration building parking lot and Waynesville Road logs in the roadway. He is also working on blacktop estimates for current and future planning.

**Administration:**

Mrs. Jenny Niehaus, on behalf of the Township Administrator, informed the board that we have received a request for replat of Trails of Shaker Run Section Eleven from Regional Planning. This will correct the plat for lots 389-400 to have a 10-foot reduction in setback. Mr. VanDeGrift approved the motion, seconded by Mr. Jones to approve the replat of Trails of Shaker Run Section Eleven. All present voiced a "YEA" vote and the motion passed. A letter will be sent to Warren County Regional Planning regarding this plat.

Mrs. Niehaus, on behalf of the Township Administrator, informed the board that Gideon Conger has successfully completed his probation period and the Fire Chief has determined he is due a pay increase of \$1.00 per hour. Mr. Jones made a motion to approve the increase in pay for Mr. Conger in the amount of \$1.00 effective March 3, 2018. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 18-02-08**. (A copy of the resolution is included in the minutes).

Mrs. Niehaus, on behalf of the Township Administrator, requested approval to pay legal fees for the Lebanon/Turtlecreek JEDD in the amount of \$1,612.24. Mrs. Niehaus noted the Lebanon/Turtlecreek JEDD Board does not have sufficient funds currently but will be reimbursing the township once they become available. Mr. VanDeGrift made a motion, seconded by Mr. Jones to approve payment of the invoice from Bricker and Eckler in the amount of \$1,612.24. All voiced a "YEA" vote and the motion was passed with **Resolution 18-02-09**. (A copy of the resolution is included in the minutes).

Due to the absence of Mrs. Boggs, the following agenda items were continued until the next meeting. Those items are : Appointments to PWIC District #10, Appointment to Regional Planning, Approval for the FSA/HRA with FlexBank, and Warren County Transit Participation.

**General Reports:**

**CORRESPONDENCE:**

**IN:**

- Legal Notice from WC Commissioners regarding public hearing on March 6, 2018
- Email from Bricker & Eckler regarding conflict of interest
- Email from Ms. McIntosh regarding dog issues at the park
- 2018 Annual Report for Warren County Prosecutor’s Office
- Email from WageWorks regarding COBRA benefits
- Email from Ms. Rigg’s regarding development near Melayn
- Letter from Texas Gas Transmission regarding hazardous chemical inventory
- Email from WC EMA regarding flooding concerns
- Resolution from WC Commissioners regarding approval of Oxon Pass and Keever Pass in the Estates of Keever Creek
- Email from Mr. Fisher regarding Trustee meetings times

**OUT:**

- Email to Bricker & Eckler waiving conflict of interest
- Email to WageWorks regarding COBRA benefits
- Email to Ms. Rigg’s regarding development near Melayn
- Email to Mr. Fisher regarding Trustee Meetings times
- Letter to UC regarding survey for traffic calming methods
- Letter to Mr. Christopher regarding access problems on his property

**Fiscal Officer Reports:**

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 29679 through 29749 (copy to follow) and Vouchers 24-2018, 27-2018 and 28-2018.

The Fiscal Office reported the following income from:

Post Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
2/15/18	148-2018	STATE OF OHIO	1000-539-0000	\$15,000.00	ADDITIONAL TAX ON PARI-MUTUAL WAGERING MIAMI VALLEY GAMING RACETRACK PERMIT 4-22-17 THROUGH 12-31-17
				<b>\$15,000.00</b>	
2/8/18	94-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2031-599-0000	\$1,300.00	2017 STREET SWEEPING
2/16/18	152-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$3,075.61	CENTS PER GALLON FEBRUARY 2018 (DIRECT DEPOSIT)
2/16/18	155-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$8,765.05	GAS EXCISE TAX FEBRUARY 2018 (DIRECT DEPOSIT)
2/16/18	153-2018	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$6,375.49	LOCAL GOVERNMENT FEBRUARY 2018 (DIRECT DEPOSIT)
2/16/18	149-2018	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$930.50	LOCAL GOVERNMENT HB49 FEBRUARY 2018 (DIRECT DEPOSIT)
2/16/18	150-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2011-536-0000	\$1,910.45	MOTOR VEHICLE LICENSE TAX JANUARY 2018 (DIRECT DEPOSIT)
2/16/18	151-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$1,958.25	NEW \$5 PERMISSIVE AUTO JANUARY 2018 (DIRECT DEPOSIT)
2/16/18	154-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$8,485.75	OLD \$5 PERMISSIVE AUTO JANUARY 2018 (DIRECT DEPOSIT)
				<b>\$32,801.10</b>	
2/15/18	99-2018	W WORLEY	2031-892-0000	\$20.00	GREEN ADDRESS SIGNS
				<b>\$20.00</b>	
1/31/18	89-2018	PRIMARY	1000-701-0000	\$8.08	JANUARY 2018 INTEREST
				<b>\$8.08</b>	
2/1/18	101-2018	ANTHEM	2191-299-0000	\$186.93	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/2/18	102-2018	ELECTRONIC COMME	2191-299-0000	\$96.08	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/2/18	103-2018	UNITED HEALTHCARE	2191-299-0000	\$387.39	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/5/18	104-2018	AETNA	2191-299-0000	\$983.97	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/5/18	105-2018	CGS	2191-299-0000	\$1,451.80	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/6/18	106-2018	ANTHEM BCBS	2191-299-0000	\$399.50	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/6/18	107-2018	CGS	2191-299-0000	\$1,342.19	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/7/18	108-2018	CIGNA	2191-299-0000	\$92.44	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/8/18	109-2018	ANTHEM	2191-299-0000	\$89.41	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/8/18	110-2018	STATE OF OHIO MEDICAID	2191-299-0000	\$357.27	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/8/18	111-2018	CGS	2191-299-0000	\$595.11	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/9/18	112-2018	CGS	2191-299-0000	\$367.48	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/12/18	113-2018	UNITED HEALTHCARE	2191-299-0000	\$190.35	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/12/18	114-2018	ANTHEM	2191-299-0000	\$369.50	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/12/18	115-2018	CGS	2191-299-0000	\$376.53	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/12/18	116-2018	AETNA	2191-299-0000	\$577.05	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/13/18	117-2018	ANTHEM	2191-299-0000	\$94.62	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/13/18	118-2018	ANTHEM BCBS	2191-299-0000	\$118.93	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/13/18	119-2018	AARP	2191-299-0000	\$276.74	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/13/18	120-2018	AETNA	2191-299-0000	\$853.22	LIFE SQUAD SERVICE (DIRECT DEPOSIT)

Post Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
2/13/18	121-2018	CGS	2191-299-0000	\$1,429.06	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/14/18	122-2018	HUMANA	2191-299-0000	\$72.22	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/14/18	123-2018	CARESOURCE	2191-299-0000	\$174.37	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/14/18	124-2018	UNITED HEALTHCARE	2191-299-0000	\$367.52	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/14/18	125-2018	AETNA	2191-299-0000	\$509.19	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/14/18	126-2018	AETNA	2191-299-0000	\$751.03	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/15/18	127-2018	ANTHEM	2191-299-0000	\$79.74	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/15/18	128-2018	BUCKEYE COMMUNITY	2191-299-0000	\$96.16	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/15/18	129-2018	STATE OF OHIO MEDICAID	2191-299-0000	\$97.34	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/15/18	130-2018	CGS	2191-299-0000	\$362.37	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/15/18	131-2018	UNITED HEALTHCARE	2191-299-0000	\$362.38	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/15/18	132-2018	UNITED HEALTHCARE	2191-299-0000	\$857.91	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/16/18	133-2018	CGS	2191-299-0000	\$74.30	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/16/18	134-2018	ANTHEM	2191-299-0000	\$194.06	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/16/18	135-2018	CGS	2191-299-0000	\$351.50	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/16/18	136-2018	ANTHEM	2191-299-0000	\$353.60	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/16/18	137-2018	ANTHEM	2191-299-0000	\$385.60	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/20/18	138-2018	MOLINA HEALTHCARE	2191-299-0000	\$559.34	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/20/18	139-2018	AETNA	2191-299-0000	\$1,152.86	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/21/18	140-2018	ANTHEM	2191-299-0000	\$89.55	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/21/18	141-2018	ANTHEM	2191-299-0000	\$95.48	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/21/18	142-2018	HUMANA	2191-299-0000	\$125.55	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/21/18	143-2018	HWHO	2191-299-0000	\$182.64	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/21/18	144-2018	HUMANA	2191-299-0000	\$192.56	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/21/18	145-2018	HWHO	2191-299-0000	\$268.99	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/21/18	146-2018	AARP	2191-299-0000	\$324.34	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/21/18	147-2018	ANTHEM	2191-299-0000	\$569.41	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
2/9/18	95-2018	PREMIER HEALTH PLAN	2191-299-0000	\$139.99	LIFE SQUAD SERVICES
2/12/18	96-2018	ALLSTATE INSURANCE	2191-299-0000	\$694.49	LIFE SQUAD SERVICES
2/13/18	97-2018	PREMIER HEALTH PLAN	2191-299-0000	\$145.02	LIFE SQUAD SERVICES
2/13/18	98-2018	TRICARE PAYMENT	2191-299-0000	\$103.37	LIFE SQUAD SERVICES
2/21/18	100-2018	GEHA	2191-299-0000	\$522.06	LIFE SQUAD SERVICES
				<b>\$11,684.00</b>	
2/8/18	93-2018	HOSKINS FUNERAL HOMES INC	2041-302-0000	\$600.00	OPEN/CLOSE T FITE SECTION 46 GRAVE 10
				<b>\$600.00</b>	
2/1/18	91-2018	PITNEY BOWES	1000-892-0000	\$684.00	REFUNDED METER RENT OVER CHARGE
				<b>\$684.00</b>	
2/1/18	90-2018	D HILL	2192-599-0000	\$49.00	TOWNSHIP LOGO SWEAT SHIRT PURCHASE
2/8/18	92-2018	D WOOD	2192-599-0000	\$1.00	TOWNSHIP LOGO SWEATSHIRT EXCHANGE DIFFERENCE
				<b>\$50.00</b>	

**Visitor Concerns**

Lt. Steve Arrasmith presented the board with his 2017 annual report from the Warren County Drug Task Force and thanked the board for their support. A copy of the drug task force’s 2017 annual report was presented to the board of trustees.

Paul Fisher a resident of New England Way discussed a retention pond issue he is having with the Warren County Airport neighboring property. The airport had their retention pond cleaned out, but their outflow pipe is now lower than it was originally made, causing flooding, erosion and sinkholes into Mr. Fishers yard as well as flooding in his basement. Mr. Sams recommended he take pictures and send a letter to the airport board detailing the problems he is having. Mr. Sams also suggested he send a copy to regional planning.

**Trustee Reports:**

The Annual Records Commission meeting of the Board of Turtlecreek Township Trustees was held at 8:22 a.m. during the regular meeting. A motion was made by Mr. Jones 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.

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

The next regular meeting is scheduled for March 12, 2018 at 7:00 P.M.

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

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

**RESOLUTION 18-02-08  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING THE PAY  
INCREASE FOR GIDEON CONGER**

**WHEREAS**, Gideon Conger has been completed his probationary period; and

**WHEREAS**, the Fire Chief has determined that Gideon Conger should receive \$1.00 per hour pay increase; and

**WHEREAS**, Gideon Conger's \$1.00 increase is effective as of March 3, 2018; and

**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 March 3, 2018.

Mr. Jones 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 27<sup>th</sup> day of February, 2018.

**THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest: \_\_\_\_\_

Chief Fiscal Officer

**RESOLUTION 18-02-09  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**WHEREAS**, an invoice has been received by Turtlecreek Township for legal services for the Lebanon/Turtlecreek JEDD Board; and

**WHEREAS**, the Lebanon/Turtlecreek JEDD Board does not have sufficient funds to pay the invoice; and

**WHEREAS**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio will be paying the invoice; and

**WHEREAS**, the Lebanon/Turtlecreek JEDD Board will be reimbursing the township the funds once they become available; and

**WHEREAS**, the invoice is in the amount of \$1,612.24; and

**WHEREAS**, the source of the funds for the invoice for legal services for the Lebanon/Turtlecreek JEDD Board will be the General Fund (1000-110-319-0000 Other – Professional and Technical Services).

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the payment of the invoice from Bricker and Eckler in the amount of \$1,612.24.

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

Adopted this 27<sup>th</sup> day of February, 2018

Signed: \_\_\_\_\_ “YEA”

\_\_\_\_\_ “YEA”

\_\_\_\_\_ “YEA”

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

Number	Post Date	Transaction Date	Total Warrant Amount	Account Code	Payee
24-2018	2/13/18	2/13/18	\$26,546.69	1000-110-111-0000	Public Employees Retirement System
27-2018	2/23/18	2/22/18	\$5,035.49	1000-110-131-0000	US TREASURY (IRS) 941 TAX
28-2018	2/23/18	2/23/18	\$84,633.72	1000-110-229-0000	MEDICAL MUTUAL INSURANCE
29679	2/20/18	2/20/18	\$100.00	1000-110-342-0000	PITNEY BOWES, INC.
29680	2/20/18	2/20/18	\$255.00	2021-330-360-0000	EARL BRUCE OSBORNE
29681	2/20/18	2/20/18	\$8.56	1000-110-599-0000	JACKIE DAVIS
29682	2/20/18	2/20/18	\$119.32	2193-290-341-0000	CENTURYLINK
29683	2/20/18	2/20/18	\$57.20	1000-110-349-0000	COX OHIO PUBLISHING
29684	2/20/18	2/20/18	\$220.46	1000-610-359-0000	DUKE ENERGY
29685	2/20/18	2/20/18	\$267.47	1000-120-420-0000	CINTAS
29686	2/20/18	2/20/18	\$84.73	2191-230-590-0004	GALL'S, INC.
29687	2/20/18	2/20/18	\$525.00	1000-110-360-0000	INDUSTRIAL APPRAISAL COMPANY
29688	2/20/18	2/20/18	\$148.78	2031-330-420-0000	KLEEM, INC.
29689	2/20/18	2/20/18	\$182.49	1000-110-349-0000	MILLENNIUM BUSINESS SYSTEMS
29690	2/20/18	2/20/18	\$4,372.18	2192-220-430-0000	MOTOROLA, INC.
29691	2/20/18	2/20/18	\$395.00	1000-110-229-0000	OHIO INSURANCE SERVICES AGENCY
29692	2/20/18	2/20/18	\$365.09	2031-330-323-0000	LEBANON AUTO PARTS
29693	2/20/18	2/20/18	\$1,079.52	2191-230-430-0000	BOUND TREE MEDICAL, LLC
29694	2/20/18	2/20/18	\$2,841.43	2031-330-323-0000	RUSH TRUCK CENTER
29695	2/20/18	2/20/18	\$9,089.75	2021-330-420-0009	SUNRISE COOPERATIVE
29696	2/20/18	2/20/18	\$22.69	2193-290-341-0000	SPRINT
29697	2/20/18	2/20/18	\$37.77	2193-290-341-0000	VERIZON WIRELESS
29698	2/20/18	2/20/18	\$523.26	2231-330-430-0000	VOGELPOHL FIRE EQUIPMENT INC
29699	2/20/18	2/20/18	\$156.97	1000-110-322-0000	WASTE MANAGEMENT OF OHIO- KOOGLER
29700	2/20/18	2/20/18	\$25.00	2193-290-352-0000	WESTERN WATER COMPANY
29701	2/23/18	2/21/18	\$1,126.66	2193-230-190-0000	MICHAEL L. ABBOTT
29702	2/23/18	2/21/18	\$254.30	2193-230-190-0000	CHRISTOPHER THOMAS BARTESKO
29703	2/23/18	2/21/18	\$2,060.00	1000-110-131-0000	TAMMY K BOGGS
29704	2/23/18	2/21/18	\$1,797.92	2193-230-190-0000	JON PAUL CAMPBELL
29705	2/23/18	2/21/18	\$1,636.34	2031-330-190-0000	TIMOTHY SCOTT CASTLE
29706	2/23/18	2/21/18	\$1,396.27	2031-330-190-0000	RONALD K. CHASTEEN
29707	2/23/18	2/21/18	\$1,154.85	2193-230-190-0000	GIDEON D. CONGER
29708	2/23/18	2/21/18	\$535.57	2193-230-190-0000	JESSICA M CONWAY
29709	2/23/18	2/21/18	\$1,109.35	2193-230-190-0000	MITCHELL DAVID CONWAY
29710	2/23/18	2/21/18	\$545.64	2193-230-190-0000	JEFFREY BRIAN DAHLHOFF

Number	Post Date	Transaction Date	Total Warrant Amount	Account Code	Payee
29711	2/23/18	2/21/18	\$1,197.82	2193-230-190-0000	JACQUELINE MARIE DAVIS
29712	2/23/18	2/21/18	\$298.83	2193-230-190-0000	SCOTT A DAVIS
29713	2/23/18	2/21/18	\$145.67	2193-230-190-0000	SHANNON R DEYE
29714	2/23/18	2/21/18	\$149.32	2193-230-190-0000	SHELBY R DEYE
29715	2/23/18	2/21/18	\$96.00	2193-230-190-0000	BRADLEY J EDRINGTON
29716	2/23/18	2/21/18	\$1,409.33	2193-230-190-0000	BRIAN L ELLEMAN
29717	2/23/18	2/21/18	\$2,240.28	1000-110-190-0000	STEVEN K. FLINT
29718	2/23/18	2/21/18	\$1,004.21	2193-230-190-0000	ALAN G. FOLEY
29719	2/23/18	2/21/18	\$861.61	2193-230-190-0000	ALEXANDER S GUARD
29720	2/23/18	2/21/18	\$1,308.41	2193-230-190-0000	JEROMY LEE GUERRA
29721	2/23/18	2/21/18	\$676.36	2193-230-190-0000	KAREN ELIZABETH HAAS
29722	2/23/18	2/21/18	\$402.55	2193-230-190-0000	MARK R HALL
29723	2/23/18	2/21/18	\$1,022.77	2193-230-190-0000	MATTHEW CE HELTON
29724	2/23/18	2/21/18	\$732.50	2193-230-190-0000	DANIEL W HILL
29725	2/23/18	2/21/18	\$175.69	2193-230-190-0000	BRIAN L HOLTEL
29726	2/23/18	2/21/18	\$1,077.38	2031-330-190-0000	KENT IVAN HURTT
29727	2/23/18	2/21/18	\$2,280.01	2031-330-190-0000	MICHAEL GLEN JAMESON
29728	2/23/18	2/21/18	\$1,251.40	2193-230-190-0000	SHAWNA L LYNCH
29729	2/23/18	2/21/18	\$1,070.35	1000-110-132-0000	JENNIFER B NIEHAUS
29730	2/23/18	2/21/18	\$1,262.57	2031-330-190-0000	STEVEN S SCHNETZER
29731	2/23/18	2/21/18	\$1,321.51	2031-330-190-0000	JOHN WILLIAM SECKEL
29732	2/23/18	2/21/18	\$474.68	2193-230-190-0000	MELISSA R WAINSCOTT
29733	2/23/18	2/21/18	\$275.38	2192-220-190-0000	BRENT ALLAN WRIGHT
29734	2/23/18	2/22/18	\$1,324.43	1000-110-111-0000	Aflac
29735	2/23/18	2/22/18	\$190.42	2193-230-190-0000	OHIO CHILD SUPPORT PAYMENT CENTRAL
29736	2/23/18	2/22/18	\$1,750.00	1000-110-131-0000	Ohio Public Employees Deferred
29737	2/23/18	2/23/18	\$5,917.88	1000-110-229-0000	PRINCIPAL LIFE INSURANCE COMPANY
29738	2/23/18	2/23/18	\$2,308.00	1000-120-323-0000	LARRY'S LOCK SAFE AND SECURITY CENTER INC
29739	2/23/18	2/23/18	\$2,333.05	1000-120-359-0000	DUKE ENERGY
29740	2/23/18	2/23/18	\$87.50	1000-110-319-0000	CLEMANS-NELSON
29741	2/23/18	2/23/18	\$6,399.00	2021-330-360-0000	WARREN COUNTY ENGINEER, NEIL TUNISON
29742	2/23/18	2/23/18	\$98.88	1000-110-342-0000	PITNEY BOWES, INC.
29743	2/23/18	2/23/18	\$37.00	2192-220-599-0000	DOCTORS' URGENT CARE OFFICE
29744	2/23/18	2/23/18	\$6,685.86	2191-230-323-0000	WALT LUTI TIRE, INC.
29745	2/23/18	2/23/18	\$10.00	2191-230-599-0005	PREMIER CENTER OF EXCELLANCE
29747	2/23/18	2/23/18	\$1,396.33	1000-110-319-0000	LCNB CARDMEMBER SERVICES
29748	2/23/18	2/23/18	\$3,145.09	1000-110-319-0000	LCNB CARDMEMBER SERVICES
29749	2/23/18	2/23/18	\$10.00	2191-230-599-0005	PREMIER CENTER OF EXCELLENCE

**DISCARD/ SHRED INVENTORY FOR 2018 DISPOSAL**

<u>Document Year</u>	<u>Description</u>	<u>Recommended</u>
<u>Retention</u>		
1995-2007	Misc. Outdated W.C. Zoning Code 1995, 1996, 1998, 1999, 2003, 2007, 2010	Until superseded or obsolete
1998	EMS Re-stocking Agreement w/ GDAHA	15 years
2001	BWC Billing Manual	Until obsolete
2002-2004	Fire Run Reports	5 years
2002	Contract & Bid Documents	15 years
2005-2008	T.C. Twp. Park Reservations	Current year + 1
2006	Depository Bid Documents	10 years
2007	Training Materials MDC& CAD	Obselete
2008-2012	Lebanon City Quarterly Tax Returns	5 years
2008	Hotel Tax	5 years
2008-2012	Warren Co. Zoning Violations	5 years
2009	Monthly Trustees' Report	5 years
2010	Amended Off.' Cert. of Esti- mated Resources	7 years
2010	Cert.' of Total Amount of Expendi- tures and Balances	7 years
2010	VFIS Insurance Cancellation	2 years, no claims
2011-2012	Hotel Tax	5 years
2012	Vouchers, Receipts, & Requis- itions, Jan thru Dec	5 years
2012	LCNB Investment Statements	5 years
2012	Monthly Trustees Report/ Fund Status	5 years
2012	941 Quarterly Tax Returns	5 years
2012	Budgetary Fiscal Worksheets	5 years
2012	Correspondence – IN	5 years
2012	Correspondence – IN Email	5 years
2012	Correspondence – OUT	5 years
2012	Correspondence – OUT Email	5 years
2012	Correspondence w/ Warren Co. Commissioners	5 years
2012	Correspondence w/ Warren Co. Engineer	5 years
2012	Correspondence w/ Warren Co. Regional Planning Commission	5 years
2012	Correspondence w/ Warren Co. Health Dept.	5 years
2012	Firefighters' Dependents fund	5 years
2012	Gas Tax Refunds	5 years

2012	Estate Tax Notices	5 years
2012	MVL License Tax Report	5 years
2012	Permissive Tax Report	5 years
2012	Warren Co. Auditor Property Tax	5 years
2012	Warren Co. Water Dept. Notices	5 years
2012	Purchase Orders & Blanket Certificates	5 years
2012	Leave Forms – Sick and Vacation	5 years
2012	Bank Statements	5 years
End of List		