

**TURTLECREEK TOWNSHIP BOARD OF TRUSTEES**

**ON**

**OCTOBER 8**

**18**

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on October 8, 2018 at 7:00 p.m. with the following persons present:

TRUSTEES: Jonathan Sams and Daniel Jones (Jim VanDeGrift was absent)

FISCAL OFFICER: Amanda Childers

GUEST: Tammy Boggs, Steve Flint, Mike Jameson, Ron Chasteen, Mike Schaffer, Doug Miller and Mrs. Lane.

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

The minutes of the meeting held on September 25, 2018 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 Fiscal Officer, notified the Trustees that the financial reports for the previous month were available for their review. By motion of Mr. Jones and seconded by Mr. Sams 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, Assistant Fire Chief, requested authorization to repair the pressure washer in the bay as the pump has gone out. The cost of the pump repair will be approximately 550.00. Mr. Jones made a motion, seconded by Mr. Sams to approve the repair of the pressure washer in the bay at a cost of approximately \$550.00. All present voiced a "YEA" vote and the motion passed.

**Road and Bridge:**

Ron Chasteen, Road and Bridge Supervisor informed the board that Utica road would be closed on Thursday October 11 to replace a rusted-out culvert and repair the road.

Mr. Chasteen informed the board that he and his crew are working on ditches and the two new employees in the Road Dept. are working out very well.

**Administration:**

Tammy Boggs, Township Administrator, requested authorization to advertise a request for qualifications for a Criteria Architect for the design-build construction of a new firehouse. The Evaluation Committee will be authorized to enter into contract negotiations with the Criteria Architect respondent considered most qualified to negotiate a contract. Mr. Jones made a motion, seconded by Mr. Sams to approve the advertisement for a request for qualifications for a Criteria Architect for the design-build construction of a new firehouse. The Evaluation Committee will be authorized to enter into contract negotiations with the Criteria Architect Respondent considered most qualified to negotiate a contract. All present voiced a "YEA" vote and the motion passed with **Resolution 18-10-01**. (A copy of the resolution is included in the minutes.)

Mrs. Boggs informed the board that Warren County Prosecutor and Warren County Police Chiefs are hosting a Community Organization Training Event on October 24<sup>th</sup>, at 7:00 – 8:00 p.m. regarding internal theft procedures and safeguards. Mrs. Boggs and Mrs. Childers will attend the event.

Mrs. Boggs informed the board that she received a letter from Public Works Integrating Committee regarding Township Appointments.

Mrs. Boggs informed the board that she received a legal opinion regarding TIF fund reimbursements from the Warren County Prosecutor. The opinion grants authorization for the Township to reimburse expenses from the Union Village development and gives audit protections to the Township.

Mrs. Boggs informed the board that OTARMA gave notice of the upcoming Board of Directors Election if any of the Trustees would be interested in running for a seat.

Mrs. Boggs informed the board that a final payment of \$8,672.03 is due for the Turtlecreek Union Road project. The Trustees signed the final paperwork for the project for the Warren County Engineer's Office.

Mrs. Boggs informed the board that Warren County Regional Planning asked if the board knows of any additional residents who may be interested in participation in the Eastern Side of Town planning committee. Mr. Sams requested information regarding this matter be posted on the website with the expectation that residents interested could be included in the planning process.

Mrs. Boggs requested that the board sign the engagement letter for future legal services with Doug Miller of Donnellon, Donnellon & Miller. Mr. Jones made a motion, seconded by Mr. Sams to authorize the execution of the engagement letter for legal services with Doug Miller of Donnellon, Donnellon & Miller. All present voiced a "YEA" vote and the motion passed with **Resolution 18-10-02**. (A copy of the resolution is included in the minutes.)

Mrs. Boggs requested authorization to make an offer to one of the applicants for the maintenance position posting. Mr. Jones made a motion, seconded by Mr. Sams to authorize Mrs. Boggs to negotiate an offer for the selected candidate for the maintenance position. All present voiced a "YEA" vote and the motion passed.

Mrs. Boggs requested a correction to the Resolution for hiring Randy Retallick; 18-08-05 changing the required licensure from only a CDL-A to either a CDL-A or CDL-B. This will allow him to be ready for snowplow season. The pay increase of \$1.00 will carry over to the CDL-A or CDL-B requirement. Mr. Jones made a motion, seconded by Mr. Sams to correct Resolution 18-08-05 to require Randy Retallick to obtain a CDL-A or CDL-B license with a pay raise of \$1.00 per hour. All present voiced a "YEA" vote and the motion passed with **Resolution 18-10-03**. (A copy of the resolution is included in the minutes.)

#### **General Reports:**

#### **CORRESPONDENCE:**

##### **IN:**

Letter from Public Works Integrating Committee regarding Township Appointments  
Letter from Warren County Prosecutor regarding legal opinion for TIF reimbursements  
Letter from OTARMA regarding the Board of Directors Election  
J&J Sales LTD notice of price increase  
Letter from Charles E. Harris & Associates regarding services  
Email from A. D'Agostino regarding vacant or foreclosed properties

##### **OUT:**

Email out to A. D'Agostino regarding vacant or foreclosed properties

#### **Fiscal Officer Reports:**

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 30872 through 30902 (copy to follow) and Vouchers 132-2018 through 197-2018.

The Fiscal Office reported the following income:

Post Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
9/24/18	809-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$2,665.27	CENTS PER GALLON SEPTEMBER 2018 (DIRECT DEPOSIT)
9/24/18	810-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$8,398.63	GAS EXCISE TAX SEPTEMBER 2018 (DIRECT DEPOSIT)
9/24/18	807-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2011-536-0000	\$2,044.99	MOTOR VEHICLE LICENSE TAX AUGUST 2018 (DIRECT DEPOSIT)
9/24/18	808-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$2,261.44	NEW \$5 PERMISSIVE AUTO AUGUST 2018 (DIRECT DEPOSIT)
9/24/18	811-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$9,799.53	OLD \$5 PERMISSIVE AUTO AUGUST 2018 (DIRECT DEPOSIT)
				<b>\$25,169.86</b>	
9/28/18	812-2018	ANTHEM BLUE	2191-299-0000	\$1,007.26	LIFE SQUAD SERVICE (DIRECT DEPOSIT)
9/20/18	798-2018	BLUE CROSS AND BLUE SHIELD OF MICHIGAN	2191-299-0000	\$11.91	LIFE SQUAD SERVICES
9/21/18	799-2018	A LESTER	2191-299-0000	\$50.00	LIFE SQUAD SERVICES
9/25/18	800-2018	APWU HEALTH PLAN	2191-299-0000	\$93.55	LIFE SQUAD SERVICES
9/25/18	801-2018	APWU HEALTH PLAN	2191-299-0000	\$93.55	LIFE SQUAD SERVICES
9/25/18	802-2018	UNITED HEALTHCARE	2191-299-0000	\$81.62	LIFE SQUAD SERVICES
9/26/18	805-2018	UNITED HEALTHCARE	2191-299-0000	\$81.62	LIFE SQUAD SERVICES
9/28/18	806-2018	TRICARE	2191-299-0000	\$359.45	LIFE SQUAD SERVICES
9/19/18	779-2018	AETNA	2191-299-0000	\$462.22	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/19/18	780-2018	CGS	2191-299-0000	\$654.30	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/20/18	781-2018	HUMANA	2191-299-0000	\$81.47	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/20/18	782-2018	BUCKEYE COMMUNITY	2191-299-0000	\$172.90	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/20/18	783-2018	ANTHEM BLUE	2191-299-0000	\$179.81	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/20/18	784-2018	CGS	2191-299-0000	\$363.23	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/21/18	785-2018	CGS	2191-299-0000	\$369.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/24/18	786-2018	UNITED HEALTHCARE	2191-299-0000	\$93.22	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/24/18	787-2018	AARP	2191-299-0000	\$276.22	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/24/18	788-2018	HWHO	2191-299-0000	\$338.56	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/24/18	789-2018	CGS	2191-299-0000	\$369.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/25/18	790-2018	CGS	2191-299-0000	\$362.07	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/26/18	791-2018	MEDICAL MUTUAL	2191-299-0000	\$241.97	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/26/18	792-2018	AETNA	2191-299-0000	\$328.63	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/26/18	793-2018	CGS	2191-299-0000	\$3,359.74	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/27/18	794-2018	BUCKEYE COMMUNITY	2191-299-0000	\$169.96	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/27/18	795-2018	ANTHEM BLUE	2191-299-0000	\$262.84	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/27/18	796-2018	UNITED HEALTHCARE	2191-299-0000	\$584.54	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
				<b>\$10,448.64</b>	
9/26/18	803-2018	W FRAUENKNECHT	2041-302-0000	\$600.00	OPEN /CLOSE SECTION 40 LOT 2
9/26/18	804-2018	V WHITE	2041-892-0000	\$168.00	FOUNDATION FOR BURIAL MONUMENT SECTION 9 GRAVE 3
				<b>\$768.00</b>	
9/25/18	813-2018	OTARMA	1000-892-0000	\$126.00	PARK PROPERTY INSURANCE REFUND
9/24/18	797-2018	AFLAC	2193-892-0000	\$22.98	REFUND PARTIAL PREMIUM M ABBOTT AUGUST 4-17 PAY PERIOD
				<b>\$148.98</b>	
9/28/18	814-2018	STAROHIO	1000-701-0000	\$29,829.88	SEPTEMBER 2018 INTEREST
9/28/18	815-2018	PRIMARY	1000-701-0000	\$23.72	SEPTEMBER 2018 INTEREST
				<b>\$29,853.60</b>	

**Visitor Concerns:**

Mike Shaffer reported to the board on the last Regional Planning Executive Board. The Prosecutor's Office acts as counsel for Townships, Port Authorities and Villages and must now be authorized by contract with each entity.

**Trustee Reports:**

A motion was made by Mr. Jones that the Board of Trustees adjourns into executive session to discuss Real Estate and Maintenance Personnel matters pursuant to ORC 121.22 (G) (1) and (G) (2) at 7:10 p.m. The motion was seconded by Mr. Sams and upon call of roll call, Mr. Sams "YEA", Mr. Jones "YEA" and the executive session was entered.

By motion of Mr. Jones that the Board of Trustees adjourns out of executive session and return to the open meeting and ask the Fiscal Officer to note in the minutes that NO ACTION WAS TAKEN. The motion was seconded by Mr. Sams the execute session ended. Upon call of roll, Mr. Jones "YEA", and Mr. Sams "YEA" the Board returned to regular session at 8:07 p.m.

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 October 30, 2018 at 8:00 A.M.

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

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

**BOARD OF TOWNSHIP TRUSTEES  
TURTLECREEK TOWNSHIP, OHIO**

**RESOLUTION**

**NUMBER 18-10-01**

**ADOPTED DATE OCTOBER 8, 2018**

**A RESOLUTION AUTHORIZING THE ADVERTISING OF A REQUEST FOR  
QUALIFICATIONS FOR A CRITERIA ARCHITECT FOR THE PURPOSE OF  
THE DESIGN-BUILD CONSTRUCTION OF A NEW FIRE HOUSE**

**WHEREAS**, the Board of Trustees has previously resolved to construct a new firehouse, and has appointed an evaluation committee to procure a criteria architect and design build team for this purpose;

**WHEREAS**, pursuant Sections of 153.65-153.71 of the Ohio Revised Code a criteria architect shall be procured first and the evaluation committee has developed a Request for Qualifications for this purpose;

**NOW, BE IT RESOLVED**, by the Board of Trustees as follows:

1. The Board of Trustees approves the use of the Design Build procurement process governed by Sections 153.65-153.71 of the Ohio Revised Code for the constructions of a new firehouse;
2. The Board of Trustees approves the issuance by the Evaluation Committee of a Request for Qualifications for Criteria Architect for the project per R.C. 153.67, which shall be advertised electronically on the township's website for at least two weeks and may be sent directly to professional design firms;
3. The Board of Trustees authorizes the Evaluation Committee to evaluate the statements of qualifications for Criteria Architect submitted by professional design firms specifically regarding the project and shall select and rank no fewer than three firms according to the procedures set forth in R.C. 153.69 and the criteria announced in the request for qualifications;
4. The Board of Trustees authorizes the Evaluation Committee to enter into contract negotiations with the Criteria Architect Respondent considered to most qualified and, if unsuccessful, the Evaluation Committee shall report the same to the Board of Trustees, but shall attempt to negotiate a contract with the Respondent deemed next best qualified and so on, until either a contract is successfully negotiated or, in the opinion of the Evaluation Committee, it is not in the best interests of the Board to negotiate with any other Respondents. If a contract is negotiated with one of the ranked qualified firms or individuals, the Evaluation Team shall submit a recommendation to the Board for approval of the negotiated contract at a subsequent public meeting of the Board of Trustees, per R.C. 153.69.

The foregoing resolution moved for adoption by Mr. Jones, being seconded by Mr. Sams. Upon call of the roll, the following vote resulted:

Daniel Jones – “YEA”  
Jonathan D. Sams – “YEA”

Resolution adopted this 8<sup>th</sup> day of October, 2018.

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

\_\_\_\_\_  
FISCAL OFFICER

**RESOLUTION 18-10-02  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE JONATHAN D. SAMS, PRESIDENT, TO  
SIGN ENGAGEMENT LETTER FOR LEGAL SERVICES  
WITH DONNELLON, DONNELLON & MILLER**

**WHEREAS**, the Turtlecreek Township Board of Trustees have authorized Jonathan D. Sams, President, to sign the engagement letter for legal services with Donnellon, Donnellon & Miller; and

**WHEREAS**, the agreement will be in place for future legal services for the township with attorney Mr. Doug Miller of Donnellon, Donnellon & Miller; and

**THEREFORE**, by motion of Mr. Jones and seconded by Mr. Sams, Jonathan D. Sams, has the authority to sign the agreement as stated above. All voiced a “YEA” vote and the resolution passed.

Adopted this 8<sup>th</sup> day October, 2018

Signed: \_\_\_\_\_ ” YEA”

\_\_\_\_\_ “YEA”

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

**RESOLUTION 18-10-03  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**CORRECTION TO RESOLUTION 18-08-05  
HIRING OF RANDY RETALLICK**

**WHEREAS**, a resolution to hire Randy Retallick for the position of “Full-Time Road Department Technician” was adopted on August 13, 2018, and

**WHEREAS**, the resolution stated that Randy Retallick would receive a \$1.00 pay increase once he obtained his CDL – A license; and

**WHEREAS**, the resolution should have state a CDL – A or CDL - B license; and

**NOW THEREFORE BE IT RESOLVED**, the Turtlecreek Township Board of Trustees hereby approves the correction to resolution **18-08-05** to be a \$1.00 increase in pay for either the CDL – A or CDL – B license.

Mr. Jones moved for adoption of the foregoing resolution, seconded by Mr. Sams. All voiced a “YEA” vote and the resolution passed.

Adopted this 8<sup>th</sup> day of October, 2018

Signed:	_____	“YEA”
	_____	“YEA”
Attest:	_____	Chief Fiscal Officer

End of Minutes