

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

JANUARY 14

19

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on January 14, 2019 at 7:00 p.m. with the following persons present:

TRUSTEES: Jim VanDeGrift, Dan Jones and Jonathan Sams
FISCAL OFFICER: Amanda Childers
GUEST: Tammy Boggs, Steve Flint, Mike Jameson, Ron Chasteen and Mike Shaffer.

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

The minutes of the meeting held on December 24, 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.

Mr. Sams made a motion, seconded by Mr. Jones to approve the 2019 Permanent Appropriations. All present voiced a "YEA" vote and the motion passed with **Resolution 19-01-01** (a copy of the resolution will be included in the minutes).

Department Reports:

Fire/EMS:

Tammy Boggs, Township Administrator requested authorization to engage Evans CivilPro to perform a topo survey for the new Fire Station 33 in an approximate amount of \$3,050.00. Mr. Sams made a motion, seconded by Mr. Jones to approve engaging Evans CivilPro to perform a topo survey for the new Fire Station 33 in an approximate amount of \$3,050.00. All present voiced a "YEA" vote and the motion passed with **Resolution 19-01-02**. (A copy of the resolution will be included in the minutes).

Steve Flint, Fire Chief, informed the Board that in 2018 there were 489 Fire Runs and 1844 EMS runs. Approximately forty percent of the runs were to Otterbein Home.

Road and Bridge:

Mrs. Boggs stated the township received the 2018 Township Highway System Mileage Certification from the Ohio Department of Transportation. The current mileage for the township is 63.951.

Ron Chasteen, Road and Bridge Supervisor, updated the Trustees on the road crews activities keeping the roads clear.

Administration:

Mrs. Boggs requested authorization for a Purchase Order for fees associated with KZF Design for the Criteria Architect for Station 33 in an amount of \$70,500.00. Mr. Jones made a motion, seconded by Mr. Sams to authorize the fees for KZF Design in an amount of \$70,500.00 for services provided in the CA role for Station 33. All present voiced a "YEA" vote and the motion passed with **Resolution 19-01-07**. (A copy of the resolution will be included in the minutes).

Mrs. Boggs requested authorization to engage Legend Web Works LLC to revise the Township website at an approximate cost of \$3,159.00. Mr. Sams made a motion, seconded by Mr. Jones to approve the revision of township website by Legend Web Works LLC. All present voiced a "YEA" vote and the motion passed with **Resolution 19-01-06**. (A copy of the resolution will be included in the minutes).

Mrs. Boggs presented to the Board a new credit card policy. Mr. Sams made a motion, seconded by Mr. Jones, to approve and adopt the credit card policy effective January 14, 2019. All present voiced a "YEA" vote and the motion passed with **Resolution 19-01-04**. (A copy of the resolution will be included in the minutes).

Mrs. Boggs presented to the Board a Type 1 Annexation Agreement with the City of Lebanon relating to the property located at 1831 State Route 63 in Turtlecreek Township. The property owner, A. W. Cardinal, Inc. desires that its property, exclusive of right-of-way be annexed to the City of Lebanon. The agreement does provide for payment reparations to the Township under section 719.19 (B) of the Ohio Revised Code for twelve years. Mr. Sams moved for adoption, seconded by Mr. Jones, to approve and authorize the Type 1 Annexation Agreement with the City of Lebanon for the property at 1831 State Route 63 in Turtlecreek Township. All present voiced a "YEA" vote and the motion passed with **Resolution 19-01-05**. (A copy of the resolution will be included in the minutes).

General Reports:

CORRESPONDENCE:

IN:

Letter from Warren County Health District regarding quarterly report
Letter to Engineer's office regarding the roads (**Motion _____2nd**
_____)

Letter from OTARMA regarding the MORE grant in the amount of \$500 and \$1000

Letter from Warren County Commissioners regarding a Legal Notice for rezoning On Schmerge Property at 9:30 am on January 22nd.

Letter from Warren County Recorder for the zoning resolution filing requirement

Email from Ohio EPA for the MS4 permit and SWP3 for the maintenance bay

Thank you letter from the Warren County Food Pantry

Letter from Medical Mutual that they will no longer process claims for UAW Retiree Medical Benefits Trust

Letter from Warren County Engineer's office regarding Mr. Creech property on Turtlecreek Union Road

OUT:

Fire Questionnaire for the new station to KZF

Letter to Department of Commerce with the 2019 Volunteer Firefighters' Dependent Fund Members

Receipt for Probate Court of life squad service payment received

Signed proposal for Terracon for the Emmons Road Project

Notice to be published in the Pulse Journal that year-end financials are available

Fiscal Officer Reports:

Mrs. Childers, Fiscal Officer, informed the board she would be attending the Ohio Township Association conference in Columbus. She will be advancing personal funds for hotel, meals and mileage during the conference and will present them at the next meeting. Mr. Jones made a motion to approve the Fiscal Officer's attendance at the conference and the expected expenses to be presented at the next meeting. Mr. Sams seconded the motion. All voiced a "YEA" vote and the motion was passed.

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 31083 through 31136 (copy to follow) and Vouchers 470-2018 through 515-2018 and Vouchers 1-2019 through 76-2019.

The Fiscal Office reported the following income:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
12/31/18	1/2/19	1076-2018	STAROHIO	1000-701-0000	\$33,672.85	DECEMBER 2018 INTEREST
12/31/18	1/2/19	1077-2018	PRIMARY	1000-701-0000	\$25.17	DECEMBER 2018 INTEREST
					\$33,698.02	
12/20/18	12/28/18	1047-2018	BLUE CROSS AND BLUE SHIELD	2191-299-0000	\$76.63	LIFE SQUAD SERVICES
12/21/18	12/28/18	1048-2018	A LESTER	2191-299-0000	\$50.00	LIFE SQUAD SERVICES
12/26/18	12/28/18	1049-2018	CAREWORKS	2191-299-0000	\$682.83	LIFE SQUAD SERVICES
12/31/18	1/2/19	1073-2018	PROGRESSIVE	2191-299-0000	\$695.28	LIFE SQUAD SERVICES
12/31/18	1/2/19	1075-2018	RITTGERS & RITTGERS	2191-299-0000	\$828.70	LIFE SQUAD SERVICES
12/24/18	1/2/19	1079-2018	TRICARE	2191-299-0000	\$94.14	LIFE SQUAD SERVICES
12/20/18	12/28/18	1050-2018	AARP SUPPLEMENT	2191-299-0000	\$93.55	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/21/18	12/28/18	1051-2018	HUMANA	2191-299-0000	\$107.41	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/21/18	12/28/18	1052-2018	CARESOURCE	2191-299-0000	\$392.68	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/24/18	12/28/18	1053-2018	AARP	2191-299-0000	\$75.43	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/24/18	12/28/18	1054-2018	UNITED HEALTHCARE	2191-299-0000	\$215.40	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/24/18	12/28/18	1055-2018	AETNA	2191-299-0000	\$785.87	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/26/18	12/28/18	1056-2018	HWHO	2191-299-0000	\$94.75	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/26/18	12/28/18	1057-2018	AARP	2191-299-0000	\$267.98	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/26/18	12/28/18	1058-2018	HUMANA	2191-299-0000	\$446.10	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/27/18	12/28/18	1059-2018	HPIL	2191-299-0000	\$166.90	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/27/18	12/28/18	1060-2018	HUMANA	2191-299-0000	\$291.84	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/28/18	1/2/19	1068-2018	AARP	2191-299-0000	\$89.13	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/28/18	1/2/19	1069-2018	UNITED HEALTHCARE	2191-299-0000	\$613.52	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/31/18	1/2/19	1070-2018	ANTHEM	2191-299-0000	\$258.18	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/31/18	1/2/19	1071-2018	AETNA	2191-299-0000	\$441.42	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/31/18	1/2/19	1072-2018	ANTHEM	2191-299-0000	\$464.50	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/31/18	1/2/19	1074-2018	MEDICOUNT	2191-299-0000	\$88.06	LIFE SQUAD SERVICES DECEMBER 2018 DEPOSITS
					\$7,320.30	
12/17/18	12/28/18	1062-2018	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$5,795.21	LOCAL GOVT DECEMBER 2018 (DIRECT DEPOSIT)
12/17/18	12/28/18	1061-2018	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$930.50	LOCAL GOVT HB49 DECEMBER 2018 (DIRECT DEPOSIT)
12/24/18	12/28/18	1063-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2011-536-0000	\$1,726.49	MOTOR VEHICLE LICENSE TAX NOVEMBER 2018 (DIRECT DEPOSIT)
12/24/18	12/28/18	1064-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$1,756.95	NEW \$5 PERMISSIVE AUTO NOVEMBER 2018 (DIRECT DEPOSIT)
12/24/18	12/28/18	1066-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$7,613.45	OLD \$5 PERMISSIVE AUTO TAX NOVEMBER 2018 (DIRECT DEPOSIT)
12/24/18	12/28/18	1065-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$2,912.22	CENTS PER GALLON DECEMBER 2018 (DIRECT DEPOSIT)
12/24/18	12/28/18	1067-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$8,648.16	GAS EXCISE TAX DECEMBER 2018 (DIRECT DEPOSIT)
12/24/18	12/28/18	1066-2018	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$7,613.45	OLD \$5 PERMISSIVE AUTO TAX NOVEMBER 2018 (DIRECT DEPOSIT)
					\$36,996.43	
12/4/18	1/2/19	1078-2018	LEBANON CITIZENS NATIONAL BANK	1000-892-0000	\$25.00	REFUNDED SERVICE CHARGE NOVEMBER 2018
					\$25.00	

Visitor Concerns:

None.

Trustee Reports:

A motion was made by Mr. Jones that the Board of Trustees adjourns into executive session to discuss Personnel matters pursuant to ORC 121.22 (G) (1) at 7:30 p.m. The motion was seconded by Mr. Sams and upon call of roll call, Mr. Jones “YEA”, Mr. Sams “YEA” and Mr. VanDeGrift “YEA” 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. VanDeGrift the execute session ended. Upon call of roll, Mr. Jones “YEA”, Mr. Sams “YEA” and Mr. VanDeGrift “YEA” the Board returned to regular session at 8:27 p.m.

The Trustees held a discussion regarding the pay increases for the township employees for 2019. The Trustees noted pay increases for all areas are based on merit. It was agreed by the Trustees that the increases shall be retroactive to December 22, 2018. Mr. Sams made a motion seconded by Mr. Jones to increase pay as defined in Resolution 19-01-03. All voiced a “YEA” vote and the motion was passed with **Resolution 19-01-03** (a copy of the resolution will be included in the minutes).

The Trustees authorized the posting of six part time Fire/Ems personnel. Mr. Jones made a motion, seconded by Mr. Sams to authorize the posting of six part time fire/ems personnel. All voiced a “YEA” vote and the motion was passed.

There being no further business, Mr. Sams 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 January 29, 2019 at 8:00 A.M.

Signed: _____ Chairman of the Board

Attest: _____ Fiscal Officer

**PERMANENT
19-01-01
TOWNSHIP ANNUAL APPROPRIATION
RESOLUTION**

The **Board of Trustees** of TURTLECREEK TOWNSHIP, in WARREN COUNTY, OHIO met in REGULAR session on the 14th day of JANUARY, 2019, at the TOWNSHIP MEETING HALL with the following members present:

DAN JONES

JONATHAN D.SAMS

JAMES VANDEGRIFT

Mr. Sams moved the adoption of the following Resolution:

BE IT RESOLVED by the *Board of Trustees* of TURTLECREEK TOWNSHIP, WARREN COUNTY, OHIO that to provide for the current expenses and

other expenditures of said Board of Trustees, during the fiscal year, ending **December 31**,

2019, the following sums be and the same are hereby set aside and **appropriated** for

the several purposes for which expenditures are to be made for and during said fiscal year,

as follows, viz:

Mr. Jones seconded the **Resolution** and the roll being called upon its adoption the vote resulted as follows:

MR. JIM VANDEGRIFT	“YEA”
MR. DAN JONES	“YEA”
MR. JONATHAN D. SAMS	“YEA”

Adopted JANUARY 14, 2019

Board of Township Trustees Fiscal Officer

THE STATE OF OHIO, WARREN COUNTY, ss:

I, AMANDA K. CHILDERS, Fiscal Officer of the Board of Trustees of Turtlecreek Township, in Warren County Ohio, and in whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing ***Annual Permanent Appropriation Resolution*** is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and correct copy thereof.

WITNESS my signature, this 14th day of January, 2019.

Township Fiscal Officer

ANNUAL APPROPRIATION
PERMANENT
RESOLUTION
BOARD OF TOWNSHIP TRUSTEES

Turtlecreek Township,

Warren County, Ohio.

Passed January 14, 2019

For the Fiscal Year Ending December 31st, 2019

Filed _____, 20____

County Auditor

By _____
Deputy

RESOLUTION 19-01-02
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO

WHEREAS, a topo survey is required for the Turtlecreek Township Fire Station 33 for construction of a new station; and

WHEREAS, the topo survey will be at the approximate cost of \$3,050.00; and

WHEREAS, the source of the funds for the survey 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 topo survey of the Fire Station 33 by Evans CivilPro Engineers, LLC and authorize Jim VanDeGrift to sign the proposal for services.

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

Adopted this 14th day of January, 2019

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 19-01-03
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the township employees shall be compensated at the rate listed below effective December 22, 2018.

EMS DEPARTMENT

All employees to be paid out of the EMS/Fire Fund 2193

JonPaul Campbell	\$23.76 per hour
Jackie Davis	\$20.60 per hour
Brian Elleman	\$23.52 per hour
Jeromy Guerra	\$20.91 per hour
Shawna Lynch	\$18.54 per hour
Mitch Conway	\$17.80 per hour
Alan Foley	\$17.80 per hour
Matthew Helton	\$16.22 per hour
Gideon Conger	\$20.80 per hour
Alexander Guard	\$15.50 per hour
Noah Zimmer	\$15.50 per hour
John Seckel	\$15.97 per hour
Mike Abbott	\$17.21 per hour
Scott Davis	\$14.62 per hour
Jeffrey Dahlhoff	\$13.67 per hour
Brad Edrington	\$15.68 per hour
Penny Haas	\$16.71 per hour
Dan Hill	\$13.80 per hour
Brian Holtel	\$14.20 per hour
Missy Wainscott	\$16.23 per hour
Jessica Conway	\$13.67 per hour
Shelby Deye	\$13.39 per hour
Shannon Deye	\$13.40 per hour
Mark Hall	\$13.27 per hour
Chris Bartesko	\$13.67 per hour
Alex Beltran	\$12.88 per hour

CHIEFS

Steven Flint	\$82,710.42 annually	
EMS/Fire Fund	95%	\$78,574.90
General Fund	5%	\$ 4,135.52
Michael Jameson	\$79,628.71 annually	
EMS/Fire Fund	90%	\$71,665.84
Road Depart	10%	\$ 7,962.87

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

Adopted this 14th day of January, 2019

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

**RESOLUTION 19-01-04
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO UPDATE TURTLECREEK
TOWNSHIP CREDIT CARD POLICY**

WHEREAS, Turtlecreek Township has a need to update their credit card policy;
and

WHEREAS, Turtlecreek Township Trustees have approved the attached credit
card policy (Attachment A);

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek
Township, Warren County, Ohio, approved and adopted the credit card policy
effective January 14, 2019. A copy of this policy will be distributed to the
township personnel that use credit cards.

Mr. Sams moved to adopt the foregoing Resolution. Mr. Jones 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 14th day of January, 2019.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Attest: _____ Chief Fiscal Officer

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

Resolution Number: 19-01-05

Date of Resolution: January 14, 2019

TOPIC OF RESOLUTION: APPROVING AND AUTHORIZING BOARD OF TRUSTEES TO EXECUTE A TYPE 1 ANNEXATION AGREEMENT WITH CITY OF LEBANON RELATING TO THE PROPERTY LOCATED AT 1831 STATE ROUTE 63 IN TURTLECREEK TOWNSHIP

RESOLUTION

WHEREAS, A.W. Cardinal, Inc., is the owner of the property located at 1831 State Route 63 in Turtlecreek Township, identified as Parcel # 12-11-100-034 (1) & (2), consisting of 1.283 acres, with a net acreage excluding right-of-way of 1.000 acres; and,

WHEREAS, A.W. Cardinal, Inc. desires that its property, exclusive of right-of-way, be annexed to the City of Lebanon; and,

WHEREAS, the City of Lebanon desires to accept the annexation of the said property, and to change the boundaries lines to conform to the corporate limits of the City, and has requested this Board to enter into a Type 1 Annexation Agreement, attached hereto, to consummate the foregoing which provides for the payment of reparations to Turtlecreek Township under the schedule set forth in section 709.19 (B) of the Ohio Revised Code for the period of 12 years; and,

WHEREAS, this Board appreciates the property owner's request and recognizes that it is the best interest of this specific property to be annexed and to have the City conform the boundaries in order to avoid double taxation and duplication of public services, and so that it may be developed in the City in an expeditious manner, subject to the proposed expedited annexation not having an immediate impact on Turtlecreek Township and its residents by receiving reparations for some of the lost tax revenue for the statutory permitted period of time as provided in section 709.19 (B) of the Ohio Revised Code.

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

- Section 1.** That the Board does hereby approve and further authorize the attached Type 1 Annexation Agreement with the City of Lebanon to be executed by the Turtlecreek Township Board of Trustees.
- 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.

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

Mr. Sams	—	YEA
Mr. VanDeGrift	-	YEA
Mr. Jones	-	YEA

Resolution adopted this 14th day of January, 2019.

TURTLECREEK TOWNSHIP TRUSTEES

AMANDA KING CHILDERS,
FISCAL OFFICER

**RESOLUTION 19-01-06
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have a need to revise the township website; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have engaged Legend Web Works LLC to revise the website at the approximate cost of \$3,159.00; and

WHEREAS, the source of the funds for the revision 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 revision of township website by Legend Web Works LLC.

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

Adopted this 14th day of January, 2019

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 19-01-07
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, KZF Design has been selected for the CA for Station 33; and

WHEREAS, the fees associated with KZF Design for the CA for Station 33 are 70,500.00; and

WHEREAS, the source of the funds for KZF Design will be the Fire Fund (2192-760-790-0000 Other - Capital Outlay).

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the fees for KZF Design in the amount of \$70,500.00 for services provided in the CA role for Station 33.

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

Adopted this 14th day of January, 2019

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

End of Minutes.