

**TURTLECREEK TOWNSHIP BOARD OF TRUSTEES**

**ON**

**FEBRUARY 11**

**19**

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on February 11, 2019 at 7:00 p.m. with the following persons present:

TRUSTEES: Dan Jones and Jonathan Sams. Jim VanDeGrift was absent.

FISCAL OFFICER: Amanda Childers

GUEST: Tammy Boggs, Steve Flint, Mike Jameson and Ron Chasteen.

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

The minutes of the meetings held on January 29, 2019 and January 31, 2019 (Special) were received by the Trustees prior to the meeting for review. Since there were no additions or corrections, Mr. Sams moved for acceptance, seconded by Mr. Jones. 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. Sams 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, Assistant Fire Chief, informed the Board that six employees participated in the American Lung Association Carew Tower Climb. Mitch Conway, Jessica Conway, Jeff Dahlhoff, Alex Guard, Shawna Lynch and John Seckel made the department proud by representing Turtlecreek Township. They surpassed their goal of \$1,000.00 and raised \$2,005.00 for the American Lung Association.

Steve Flint, Fire Chief, informed the Board that with the new personnel policy a boot allowance needs to be set for full time employees on an as need basis. Mr. Sams made a motion, seconded by Mr. Jones to provide \$145.00 per pair for safety toe boots for full time Road, EMS and Fire departments on an as need basis. All present voiced a "YEA" vote and the motion passed with **Resolution 19-02-05**. (A copy of the resolution will be included in the minutes).

**Road and Bridge:**

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

Mr. Chasteen informed the Board that his crew had nearly completed the clean up of scrap metal and junk wood that had collected at Station 32.

Mr. Chasteen informed the Board that the preliminary cost estimates for 2019 roadway projects is approximately \$475,000.00. However, the estimates are not broken down by road, so he will work with the County Engineer's Office to bring a more detailed report to the next meeting.

Tammy Boggs, Township Administrator, informed the board that the Warren County Engineer's office had sent a notice asking if the Township wanted to participate in the Winter Salt program for the 2019-2020 season. Mr. Sams made a motion, seconded by Mr. Jones to participate in the County Engineer's salt program for the 2019-2020 season and request 900 tons of salt. All present voiced a "YEA" vote and the motion passed with **Resolution 19-02-02**. (A copy of the resolution will be included in the minutes).

Mrs. Boggs informed the Board that she had received a letter from Mrs. Faye, an Orchard Run resident, stating what an excellent job the Road Department is doing.

**Administration:**

Mrs. Boggs informed the Board that she had met with the County Commissioners and discussed the subject of the Creek Song Sewer system to be built on the Deger property development on St Rt 48 north of Lebanon. Mrs. Boggs will be attending the next Commissioners meeting and wanted to know the Trustees opinion on requiring that the HOA must set up reserve funds for maintenance of the sewer system. Mr. Sams stated he wants the service implemented like the

Avalon Springs development, which has the same type of sewer system. Mrs. Boggs will report to the Board at the next meeting.

Mrs. Boggs requested authorization for advertising of a Request for Qualifications for a Design Build Firm for the construction of a new firehouse. The RFQ will be reviewed by the Evaluation Committee, which will report to the Board. All present voiced a "YEA" vote and the motion passed with **Resolution 19-02-01**. (A copy of the resolution will be included in the minutes).

Mrs. Boggs informed the Board that a text amendment is up for discussion at the Warren County Commissioner's meeting. The amendment says Wedding Venues will not be allowed in residential R-1 zoning; they would need to be in Commercial zoning. This would apply to future requests and not affect Wedding Venues already in existence. The Trustees were not in favor of the text amendment. They felt that acreage greater than two acres may be a better amendment rather than requiring Commercial Zoning.

Mrs. Boggs presented the Board with Thoroughfare Plan Changes from Dave Mick at Warren County Engineer's Office to be approved at the next quarterly meeting. Mrs. Boggs inquired if the Board had any comments or concerns. The Trustees had no other issues with the requested changes.

Mrs. Boggs informed the Board that Legend Web is working on a new website design for the Township. Additionally she had received a quote from Legend Web for development of a logo, which would be \$2,500.00. The Trustees declined moving forward on the Logo with Legend.

Mrs. Boggs requested approval for a contribution to the 2019 Drug Task Force in the amount of \$14,559.00, which equates to \$1.00 per resident. Mr. Sams made a motion to approve the contribution of \$14,559.00 to Warren County Drug Task Force. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 19-02-03**. (A copy of the resolution is included in the minutes).

Mrs. Boggs requested approval to contribute to Warren County Regional Planning for 2019 in the amount of \$1,781.52. Mr. Sams made a motion, seconded by Mr. Jones to approve the contribution to Warren County Regional Planning for \$1,781.52 for 2019. All voiced a "YEA" vote and the motion was passed with **Resolution 19-02-04**. (A copy of the resolution is included in the minutes).

Mrs. Boggs requested subsequent approval for expenditures authorized by Township Administrator or Township Officer or Employee authorized by Township Administrator in the cumulative amount of \$589.27. The amount includes the following: Ferno \$171.75, Maniac \$12.88, Rural King \$178.98, Scott Industrial \$174.63 and Walmart \$51.03. Mr. Sams made a motion, seconded by Mr. Jones to subsequently approve the expenditures in the cumulative amount of \$589.27. All present voiced a "YEA" vote and the motion passed with **Resolution 19-02-06**. (A copy of the resolution will be included in the minutes).

Mrs. Boggs informed the board that it is time to finalize the appointments to Regional Planning for 2019. Mr. Sams made a motion, seconded by Mr. Jones to nominate Mrs. Tammy Boggs, Mr. Michael Shaffer, Mr. Gabe Drake and Mrs. Amanda Childers. All voiced a "YEA" vote and the motion passed.

#### **General Reports:**

#### **CORRESPONDENCE:**

##### **IN:**

Letter from Ohio Department of Public Safety regarding renewal of CEU  
Email from Warren County Economic Development regarding the TIRC meeting  
Letter from CareWorksComp regarding new account executive  
Letter from Charter Communications regarding reorganization  
Letter from Koenig Equipment regarding the Commercial Products Expo at the Fairgrounds on Feb 27<sup>th</sup>.  
Letter from Western Water regarding the hydrants to fill fire tanks  
Resolution from Warren County Commissioners regarding the rezoning application for Deger property.

Email regarding available cemetery lots  
 Resolution from Warren County Commissioners regarding the rezoning fees for the Fire station be waived  
 Letter from Warren County Board of Commissioners regarding the legal notice for the text amendments for the zoning code.  
 Letter from the Warren County Regional Planning Commission for the Commission Executive Committee (Appointment for the 2019 year Motion \_\_\_\_\_<sup>2<sup>nd</sup></sup> )  
 Warren County Commissioners 2019 Newsletter  
 Letter from Ohio Department of Taxation regarding the pari-mutuel wagering payment  
 Letter from Medicount for customer portal new feature

**OUT:** None.

**Fiscal Officer Reports:**

Mrs. Childers, Fiscal Officer, requested authorization to be reimbursed for expenses she advanced for hotel, meals and mileage during the Ohio Township Association Conference in Columbus in the amount of \$539.16. Mr. Sams made a motion, seconded by Mr. Jones to approve the payment of \$539.16 to Mrs. Childers for reimbursement of expenses for attendance at the Ohio Township Association Conference. All voiced a "YEA" vote and the motion was passed with **Resolution 19-02-07**. (A copy of the resolution is included in the minutes).

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 31157 through 31193 (copy to follow) and Vouchers 149-2019 through 207-2019.

The Fiscal Office reported the following income:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
1/28/19	2/4/19	65-2019	WEST SIDE CHURCH OF CHRIST	1000-892-0000	\$1,200.00	2019 LEASE ON FOLEY LAND
					<b>\$1,200.00</b>	
1/31/19	2/4/19	69-2019	WARREN COUNTY AUDITOR, MATT NOLAN	1000-892-0000	\$12.00	JURY DUTY PAY J DAVIS
					<b>\$12.00</b>	
1/28/19	2/4/19	66-2019	WELLMARK	2191-299-0000	\$98.26	LIFE SQUAD SERVICES
1/29/19	2/4/19	67-2019	MEDICOUNT MANAGEMENT	2191-299-0000	\$278.55	DEC 2018 LIFE SQUAD SERVICES
1/30/19	2/4/19	68-2019	PACIFIC MEDICAL CENTERS	2191-299-0000	\$429.12	LIFE SQUAD SERVICES
1/22/19	2/4/19	70-2019	ANTHEM BCBS	2191-299-0000	\$81.62	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/22/19	2/4/19	71-2019	ANTHEM BLUE	2191-299-0000	\$289.85	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/22/19	2/4/19	72-2019	MOLINA HEALTHCARE	2191-299-0000	\$383.46	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/22/19	2/4/19	73-2019	AARP	2191-299-0000	\$760.77	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/23/19	2/4/19	74-2019	CARESOURCE	2191-299-0000	\$104.98	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/23/19	2/4/19	75-2019	CGS	2191-299-0000	\$685.51	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/24/19	2/4/19	76-2019	AETNA	2191-299-0000	\$94.14	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/24/19	2/4/19	77-2019	UNITED HEALTHCARE	2191-299-0000	\$692.75	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/24/19	2/4/19	78-2019	CGS	2191-299-0000	\$731.67	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/25/19	2/4/19	79-2019	ANTHEM BLUE	2191-299-0000	\$311.22	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/25/19	2/4/19	80-2019	UNITED HEALTHCARE	2191-299-0000	\$746.89	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/28/19	2/4/19	81-2019	AETNA	2191-299-0000	\$451.65	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/28/19	2/4/19	82-2019	CGS	2191-299-0000	\$1,377.99	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/29/19	2/4/19	83-2019	CARESOURCE	2191-299-0000	\$168.49	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/29/19	2/4/19	84-2019	HUMANA	2191-299-0000	\$363.99	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/29/19	2/4/19	85-2019	ANTHEM BCBS	2191-299-0000	\$377.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/29/19	2/4/19	86-2019	CGS	2191-299-0000	\$1,482.97	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/30/19	2/4/19	87-2019	HUMANA	2191-299-0000	\$149.86	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/31/19	2/4/19	88-2019	ANTHEM BLUE	2191-299-0000	\$92.81	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/31/19	2/4/19	89-2019	ANTHEM BLUE	2191-299-0000	\$164.66	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/31/19	2/4/19	90-2019	AARP	2191-299-0000	\$176.05	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
1/31/19	2/4/19	91-2019	AETNA	2191-299-0000	\$735.16	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					<b>\$11,230.02</b>	
1/28/19	2/4/19	92-2019	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$5,637.30	LOCAL GOVT JANUARY 2019 (DIRECT DEPOSIT)
1/28/19	2/4/19	93-2019	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$1,730.70	NEW \$5 PERMISSIVE AUTO DEC 2018 (DIRECT DEPOSIT)
1/28/19	2/4/19	94-2019	WARREN COUNTY AUDITOR, MATT NOLAN	2011-536-0000	\$1,684.73	MOTOR VEHICLE LICENSE TAX DEC 2018 (DIRECT DEPOSIT)
1/28/19	2/4/19	95-2019	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$7,518.14	OLD \$5 PERMISSIVE AUTO TAX DEC 2018 (DIRECT DEPOSIT)
1/28/19	2/4/19	96-2019	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$930.50	LOCAL GOVT HB49 JAN 2019 (DIRECT DEPOSIT)
					<b>\$17,501.37</b>	
1/31/19	2/5/19	97-2019	STAROHIO	1000-701-0000	\$34,734.53	JANUARY 2019 INTEREST
1/31/19	2/5/19	98-2019	PRIMARY	1000-701-0000	\$19.49	JANUARY 2019 INTEREST
					<b>\$34,754.02</b>	

**Visitor Concerns:**

None.

**Trustee Reports:**

A motion was made by Mr. Sams that the Board of Trustees adjourns into executive session to discuss Land Acquisition matters pursuant to ORC 121.22 (G) (2) at 7:30 p.m. The motion was seconded by Mr. Jones and upon call of roll call, Mr. Jones "YEA" and Mr. Sams "YEA" the executive session was entered.

By motion of Mr. Sams 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. Jones the executive session ended. Upon call of roll, Mr. Jones "YEA" and Mr. Sams "YEA" the Board returned to regular session at 7:55 p.m.

Mrs. Boggs requested authorization to inform Martin Russell from the Warren County Port Authority that Dinsmore Shohl would be the Township's TIF Administrator for Union Village reimbursements.

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 February 26, 2019 at 8:00 A.M.

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

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

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

**RESOLUTION**

**NUMBER 19-02-01**

**ADOPTED DATE: February 11, 2019**

**A RESOLUTION AUTHORIZING THE ADVERTISING OF A REQUEST FOR QUALIFICATIONS FOR A DESIGN BUILD FIRM 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, has selected a criteria architect, and has appointed an evaluation committee to procure design build team for this purpose pursuant to Sections of 153.65-153.71 of the Ohio Revised Code;

**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 Design-Build Team 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 submitted by Design Build firms specifically regarding the project and shall select and rank no fewer than three firms according to the procedures set forth in R.C. 153.693 and the criteria announced in the request for qualifications;

4. The Evaluation Committee shall report to the Board of Trustees the top three ranked Design Build Firms at which point in time the Trustees will discuss the creation and issuance of a Request for Proposals.

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

Daniel Jones – YEA  
Jonathan D. Sams – YEA

Resolution adopted this 11<sup>th</sup> day of February, 2019.

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

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FISCAL OFFICER

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

**Authorizing Contract with Warren County Engineer's  
Office for Purchase of Road Salt**

**WHEREAS**, Turtlecreek Township desires an agreement to purchase road salt through the Warren County Engineer's Office; and

**WHEREAS**, the Warren County Engineer's Office meets all applicable State and local requirements through the bid process for salt; and

**WHEREAS**, in order to save money and expedite the bidding process, it benefits Turtlecreek Township to enter into an agreement with the Board of Warren County Commissioners to participate with the Warren County Engineer's Office for road salt for the 2019-2020 winter season; now

**THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Turtlecreek Township to enter into an agreement with the Board of Warren County Commissioners to participate with the Warren Country Engineer's Office for the bidding and purchase of 900 tons of road salt for the 2019-2020 winter season; and

**FURTHER BE IT RESOLVED**, that the Turtlecreek Township will use the engineer's storage space to receive and store salt bid and awarded in this contract; and

**FURTHER BE IT RESOLVED**, that the Township Administrator and/or the Road Superintendent of Turtlecreek Township are hereby authorized to file and sign all documents associated herewith including the forwarding of the estimated salt needed for purchase as prepared by the Road Superintendent.



**RESOLUTION 19-02-05  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**WHEREAS**, the Board of Trustees of Turtlecreek Township have decided to provide safety toe boots to all full time employees on an as need basis; and

**WHEREAS**, the cost of the safety toe boots can be no more than \$145.00 per pair; and

**WHEREAS**, the source of the funds for the purchase of the safety toe boots will be the Road Department Fund, EMS Fund or Fire Fund as determined by which department the employee works.

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the purchase of safety toe boots for the full time employees of the above mentioned departments.

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

Adopted this 11<sup>th</sup> day of February, 2019

Signed: \_\_\_\_\_ "YEA"

\_\_\_\_\_ "YEA"

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

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

Resolution Number: 19-02-06

Date of Resolution: February 11, 2019

**TOPIC OF RESOLUTION: BOARD RESOLUTION SUBSEQUENTLY APPROVING EXPENDITURES NOT EXCEEDING TWENTY-FIVE HUNDRED DOLLARS BY TOWNSHIP ADMINISTRATOR OR TOWNSHIP OFFICER OR EMPLOYEE AUTHORIZED BY TOWNSHIP ADMINISTRATOR**

**RESOLUTION**

**WHEREAS**, this Board adopted Resolution Number 16-04-12, dated April 26, 2016, authorizing the Township Administrator to incur obligations on behalf of the Township not to exceed Two Thousand Five Hundred Dollars, and further authorizing the Township Administrator to authorize other Township Officers and Employees to incur obligations on behalf of the Township not to exceed Two Thousand Five Hundred Dollars; and,

**WHEREAS**, pursuant to section 507.11 (A) of the Ohio Revised Code, and Section 3 of the aforementioned Resolution, the obligations incurred by the Township Administrator on behalf of the Township, or that the Township Administrator authorizes a Township Officer or Employee to incur, shall be subsequently approved by adoption of formal resolution of this Board at the next regularly scheduled Board meeting after receipt by the Township Fiscal Officer of proper voucher for the obligation or obligations incurred; and,

**WHEREAS**, this Board has been notified by the Township Fiscal Officer she is in receipt of a proper voucher or vouchers for obligations incurred by the Township Administrator or authorized Township Officer or Employees, a copy or copies of which are attached hereto.

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, at least a majority of all Trustees casting a vote concur as follows:

Section 1. This Board does hereby subsequently approve the obligations incurred by the Township Administrator or Township Officer or Employees on behalf of the Township, a copy or copies of the vouchers of which are attached hereto.

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. Jones	-	YEA

Resolution adopted this 11<sup>th</sup> day of February, 2019.



CERTIFICATION:

The undersigned does hereby certify that the foregoing is a true and accurate copy of the above Resolution adopted on the aforementioned date by the Board of Township Trustees.

SIGNATURE: \_\_\_\_\_

NAME: Amanda Childers

TITLE: Chief Fiscal Officer

DATE: \_\_\_\_\_

**RESOLUTION 19-02-07  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE REIMBURSEMENT FOR OHIO TOWNSHIP  
ASSOCIATION CONFERENCE FOR AMANDA K. CHILDERS**

**WHEREAS**, it is the intent of the Turtlecreek Township Board of Trustees to authorize reimbursement of cost incurred at the Ohio Township Association Conference in the amount of \$539.16 to Mrs. Childers.

**WHEREAS**, the township has a resolution authorizing the cost of expenses incurred during a conference for elected officials be paid for by the township;

**THEREFORE**, by motion of Mr. Sams and seconded by Mr. Jones the above resolution was approved. All voiced a "YEA" vote and the resolution passed.

Adopted this 11<sup>th</sup> day of February, 2019.

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

" YEA"

\_\_\_\_\_

" YEA"

Attest:

\_\_\_\_\_

Chief Fiscal Officer