

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

FEBRUARY 26

19

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on February 26, 2019 at 8:00 a.m. with the following persons present:

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

FISCAL OFFICER: Amanda Childers

GUEST: Tammy Boggs, Ron Chasteen, Mike Jameson, Steve Flint, Jenny Niehaus, Doug Miller, Nelda Lane, Charles Morgan, Steve Arrasmith and Mike Shaffer.

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

Major Steve Arrasmith presented the board with his 2018 annual report from the Warren County Drug Task Force and thanked the board for their support. A copy of the drug task force's 2018 annual report was presented to the board of trustees.

Department Reports:

Fire/EMS:

None.

Road and Bridge:

Ron Chasteen, Road Department Supervisor, informed of the board of the Blacktop Estimates from Warren County Engineers Office. If all roads considered are completed, the estimated cost is \$475,369.00. Wood Rd. is included in that amount but may not be done until Union Township is ready to participate on this two county road. Mrs. Boggs stated that the amount already budgeted is \$325,000.00 but suggested that any additional amounts needed come from the General Fund to get the Township Roads in good shape.

Mr. Chasteen informed the board the Warren County Engineer's office has requested an agreement regarding participation in the road-resurfacing project for 2019. Mr. Jones made a motion to approve Turtlecreek Township's participation in Warren County Engineer's Annual Resurfacing Project for 2019. The motion was seconded by Mr. VanDeGrift. All voiced a "YEA" vote and the motion was passed with **Resolution 19-02-08**. (A copy of the resolution is included in the minutes).

Mr. Chasteen requested authorization to purchase replacement plow blades from Winters Equipment for an estimated amount of \$4,251.71. Mr. Jones made a motion, seconded by Mr. VanDeGrift to approve the purchase of replacement plow blades from Winters Equipment for \$4,251.71. All present voiced a "YEA" vote and the motion passed with **Resolution 19-02-10**. (A copy of the resolution will be included in the minutes).

Mr. Chasteen informed the Board that the Road Crews have been working on potholes and cleaning up fallen trees.

Administration:

Tammy Boggs, Township Administrator, requested subsequent approval for expenditures authorized by Township Administrator or Township Officer or Employee authorized by Township Administrator in the cumulative amount of \$718.00. The charges include a drug license from the State of Ohio Pharmacy for \$443.50, Home Depot for \$69.88, Amazon for \$82.32 and Grignard Company for \$122.30. Mr. Jones made a motion, seconded by Mr. VanDeGrift to subsequently approve the expenditures in the cumulative amount of \$718.00. All present voiced a "YEA" vote and the motion passed with **Resolution 19-02-09**. (A copy of the resolution will be included in the minutes).

Mrs. Boggs informed the board she received a letter from Warren County Regional Zoning concerning the zoning change for Turtlecreek Township Fire Station 33. Mrs. Boggs asked the trustees if they had any comments or concerns for Warren County Regional Zoning. The Trustees had none. (A letter will be sent to Warren County Regional Zoning stating this information)

Mrs. Boggs informed the Board she had a layout of the proposed website design and would like them to review and comment on them. The website will be desktop, mobile and iPad compatible.

General Reports:

CORRESPONDENCE:

IN:

Letter from Warren County Rural Zoning regarding zoning change for the Fire Station
 Letter from Boys & Girls Clubs of Greater Cincinnati for the donation
 Email from Warren County Office of Economic Development regarding the TIRC meeting
 Email from Ohio Deferred Compensation regarding the market
 Letter from Mrs. Leak regarding ditch on Liberty Keuter Road
 Letter from Ohio Paving regarding paving
 Letter from COSE regarding annual notice of health benefits
 Annual report from the Warren County Prosecutor's Office

OUT:

Application for the More Grant for policy manual
 Letter to Warren County Regional Planning regarding planning commission members

Fiscal Officer Reports:

The Fiscal Officer presented the bills, which were due, and the following checks were approved and signed. Check Nos. 31194 through 31212 (copy to follow) and Vouchers 208-2019 through 252-2019.

The Fiscal Office reported the following income from:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
2/11/19	2/14/19	108-2019	M MCKENNA IOLTA CLIENT FUND	2041-302-0000	\$90.00	CEMETERY PLOT DEED PREPERATION FEES
					\$90.00	
2/1/19	2/14/19	99-2019	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$2,332.52	CENTS PER GALLON JANUARY 2019
2/1/19	2/14/19	100-2019	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$8,283.52	GAS EXCISE TAX JANUARY 2019
					\$10,616.04	
2/12/19	2/15/19	111-2019	OH DEPT OF PUBLIC SAFETY	1000-539-0000	\$82.39	EMS GRANT
2/12/19	2/14/19	110-2019	STATE OF OHIO	2191-299-0000	\$5,811.96	LIFE SQUAD SERVICES WCI 4TH QTR 2018
					\$5,894.35	
2/1/19	2/14/19	101-2019	R BENDEL	2031-892-0000	\$10.00	GREEN ADDRESS SIGN
					\$10.00	
2/4/19	2/14/19	102-2019	PARAMOUNT	2191-299-0000	\$91.75	LIFE SQUAD SERVICES
2/4/19	2/14/19	103-2019	TRICARE	2191-299-0000	\$366.38	LIFE SQUAD SERVICES
2/6/19	2/14/19	104-2019	MERITAIN HEALTH	2191-299-0000	\$695.09	LIFE SQUAD SERVICES
2/6/19	2/14/19	105-2019	PARAMOUNT ADVANTAGE	2191-299-0000	\$174.37	LIFE SQUAD SERVICES
2/11/19	2/14/19	106-2019	MIDDLETOWN WORKS UNION RETIREE FUND	2191-299-0000	\$79.41	LIFE SQUAD SERVICES
2/11/19	2/14/19	107-2019	MIDDLETOWN WORKS UNION RETIREE FUND	2191-299-0000	\$73.36	LIFE SQUAD SERVICES
2/12/19	2/14/19	109-2019	PARAMOUNT ADVANTAGE	2191-299-0000	\$93.22	LIFE SQUAD SERVICES
2/1/19	2/15/19	112-2019	ANTHEM BLUE	2191-299-0000	\$208.31	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/1/19	2/15/19	113-2019	CARESOURCE	2191-299-0000	\$267.59	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/1/19	2/15/19	114-2019	CGS	2191-299-0000	\$365.12	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/1/19	2/15/19	115-2019	AETNA	2191-299-0000	\$628.29	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/19	2/15/19	116-2019	MEDICAL MUTUAL	2191-299-0000	\$216.68	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/19	2/15/19	117-2019	ANTHEM BLUE	2191-299-0000	\$392.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/19	2/15/19	118-2019	AETNA	2191-299-0000	\$914.79	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/19	2/15/19	119-2019	CARESOURCE	2191-299-0000	\$347.27	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/19	2/15/19	120-2019	MOLINA HEALTHCARE	2191-299-0000	\$351.83	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/19	2/15/19	121-2019	AARP	2191-299-0000	\$582.38	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/6/19	2/15/19	122-2019	HWHO	2191-299-0000	\$210.05	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/6/19	2/15/19	123-2019	HUMANA	2191-299-0000	\$227.06	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/6/19	2/15/19	124-2019	CGS	2191-299-0000	\$439.50	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/7/19	2/15/19	125-2019	CGS	2191-299-0000	\$369.59	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/8/19	2/15/19	126-2019	UNITED HEALTHCARE	2191-299-0000	\$149.86	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/8/19	2/15/19	127-2019	AARP	2191-299-0000	\$179.14	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/8/19	2/15/19	128-2019	ANTHEM BLUE	2191-299-0000	\$445.11	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/8/19	2/15/19	129-2019	CGS	2191-299-0000	\$2,238.33	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/19	2/15/19	130-2019	MEDICAL MUTUAL	2191-299-0000	\$95.59	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/19	2/15/19	131-2019	AETNA	2191-299-0000	\$111.65	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/19	2/15/19	132-2019	UNITED HEALTHCARE	2191-299-0000	\$284.61	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/19	2/15/19	133-2019	AETNA	2191-299-0000	\$503.07	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/19	2/15/19	134-2019	CGS	2191-299-0000	\$4,133.04	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/19	2/15/19	135-2019	ANTHEM BCBS	2191-299-0000	\$78.40	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/19	2/15/19	136-2019	CARESOURCE	2191-299-0000	\$204.08	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/19	2/15/19	137-2019	HUMANA	2191-299-0000	\$372.48	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/19	2/15/19	138-2019	CGS	2191-299-0000	\$1,046.55	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/13/19	2/15/19	139-2019	AARP	2191-299-0000	\$70.39	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					\$17,006.34	

Visitor Concerns:

None.

Trustee Reports:

A motion was made by Mr. VanDeGrift that the Board of Trustees adjourns into executive session to discuss Real Estate and Personnel issues related to hiring pursuant to ORC 121.22 (G) (1) and (G) (2) at 8:12 a.m. The motion was seconded by Mr. Jones and upon call of roll call, Mr. VanDeGrift "YEA", Mr. Jones "YEA" and the executive session was entered.

By motion of Mr. VanDeGrift 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 execute session ended. Upon call of roll, Mr. VanDeGrift "YEA", and Mr. Jones "YEA" the Board returned to regular session at 9:52 a.m.

The Annual Records Commission meeting of the Board of Turtlecreek Township Trustees was held at 10:05 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. Mr. Jones made a motion to adjourn out of the Annual Records Commission meeting and return to the open meeting. The motion was seconded by Mr. VanDeGrift and upon call of roll call, Mr. Jones "YEA" and Mr. VanDeGrift "YEA" the Board returned to regular session at 10:07.

There being no further business, Mr. Jones 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 11, 2019 at 7:00 P.M.

Signed: _____ Chairman of the Board

Attest: _____ Fiscal Officer

**RESOLUTION 19-02-08
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**Authorizing Contract with Warren County Engineer's
Office for Warren County 2019 Resurfacing Project**

WHEREAS, Turtlecreek Township desires an agreement to participate in the 2019 Resurfacing Project 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 resurfacing; and

WHEREAS, in order to save money and expedite the bidding process, it benefits Turtlecreek Township to enter into an agreement with the Warren County Engineer's Office for the 2019 Resurfacing Project for the 2019 construction season; now

THEREFORE BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township to enter into an agreement to participate with the Warren Country Engineer's Office for the bidding and payment of the 2019 Resurfacing Project for the 2019 construction season; 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 totals needed for the 2019 Resurfacing Project as prepared by the Road Superintendent.

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

Mr. VanDeGrift
Mr. Daniel F. Jones

“YEA”
“YEA”

Resolution adopted this 26th day of February 2019.

TURTLECREEK TOWNSHIP

_____ Chief Fiscal Officer

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

Resolution Number: 19-02-09

Date of Resolution: February 26, 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. VanDeGrift	YEA
Mr. Jones	YEA

Resolution adopted this 26th 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 19-02-10
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the Road Department has a need to purchase replacement plow blades; and

WHEREAS, the cost of the replacement plow blades are approximately \$4,251.71 from Winters Equipment; and

WHEREAS, the source of the funds for will be the Road Department Fund (2031-330-430-0000 Small Tools and Minor Equipment).

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the replacement plow blades.

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

Adopted this 26th day of February, 2019

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

DISCARD/SHRED INVENTORY FOR 2019 DISPOSAL

<u>Document Year(s)</u>	<u>Description</u>	<u>Recommended Retention</u>
1989-2006	OH EPA Open Burn Reg's.	Outdated
1991	OSHA Training Materials	Superseded
1995-1999	OH Fire Svc. Trng. Correspondence	5 years
2001	Contracts and Bid Proposals	15 years
2001-2005	OH E-check Documents Twp. vehicles	No longer of admin.
Value		
2002-2008	<u>Siren</u> EMS Newsletter	No longer of admin.
Value		
2003	Contracts and Bid Proposals	15 years
2003	<u>GEMS</u> Training Application	No longer of admin.
Value		
2004-2005	OH EPA Hazardous Waste Newsletter	No longer of admin.
Value		
2004	NFIRS Incident Code Listing	Outdated
2004/2005	VFIS Insurance Schedule	5 years
2004	Public Employee Salary Survey	No longer of admin.
Value		
2005 & 2006	Management Discussion Report Unaudited	Discretionary
2005-2010	Road & Bridge Activity Reports	2 years
2006-2008	MedTronic/Physio Control Service Documents & Correspondence	Superseded
2007-2010	Pledge Pool Reports	5 years
2008-2009	Dakin Property Insurance Binder	5 years
2008-2012	OH 941 Monthly & Yrly. Tax Forms	5 years
2008-2010	Humana Insurance Documents	5 years
2008	VSP Vision Ins. Documents	5 years
2008 & 2010	VFIS Documents	5 years
4		Pg. 1 of
2008-2010	OTARMA Documents & Correspond.	5 years
2008-2012	Medical Mutual Documents	5 years
2008-2013	Annual Health Ins. Surveys	5 years
2009	United Way Pledge info & forms	Discretionary
2009	Life Squad Bills & Receipts	7 years
2009	Medicount Receipts	7 years
2009-2013	LCNB Debt Schedule- Retired	5 years
2009-2013	Applications for Employment w/Twp	3 years/2years –
PPM/RC-2		
2009-2010	EMS Squad Supplies & Inventories	Superseded
2010	EMS Runs, Records, Bills, Receipts	7 years
2010	Road & Bridge Wish List – L. Wilson	5 years
2010-2011	Misc. Lot Invoices & Correspondence	5 years
2011	Monthly EMS Run Records	7 years

2011	EMS Runs, Records, Bills, Receipts	7 years	
2011	EMS Mo. Squad Supplies, Inventory, Incl. Mo. end Expiration Checks	Superseded	
2011	EMS Squad Supplies & Inventories	Superseded	
2011	Mo. duties Log & Shift Change Form	Superseded	
2011	LCNB Investment Statements	5 years	
2011	VSP vision Renewals/Coverage	5 years	
2011	OH 941 IT	5 years	
2011	1099's and Year-End Paperwork	7 years	
2011	Cert. of Total Amt. Expenditures And Balances	7 years	
2011	Amended Official Cert. of Estimated Resources	7 years	Pg. 2 of 4
2013	OH 941 IT	5 years	P.g 3 of 4
2013	J.B.N. General correspondence		
IN/OUT	5 years		
2013	Citizen Complaints/Service Requests	5 years	
2013	Monthly CDL List	5 years	
2013-2014	Staples Supply Orders	No longer of admin.	
Value			
2013	Statements, Vouchers, & Receipts		
	Jan – December	5 years	
2013	Bank Deposit Tickets	5 years	
2013	Bi-Weekly Payroll	5 years	
2013	941 Quarterly Forms	5 years	
2013	Monthly TTEE's Report & Fund Status	5 years	
2013	Estate Tax Notices	5 years	
2013	Firefighters' Dependents Fund	5 years	
2013	License Tax Report	5 years	
2013	Permissive Tax Report	5 years	
2013	Tax Settlement Sheets	5 years	
2013	Hotel Tax	5 years	
2013	Gas Tax Refunds	5 years	
2013	Lebanon City Tax W/hold. Report	5 years	
2013	Bank Statements	5 years	
2013	Purchase Orders	5 years	
2013	Receipts	5 years	
2013	Sick & Vacation Leave Forms	5 years	
2013	Time sheets	5 years	
2013	Proof of Publication	5 years	
2013	Budgetary & Fiscal Worksheets	5 years	Pg. 4 of 4
2013	Correspondence IN and OUT	5 years	
2013	Email Correspondence IN and OUT	5 years	
2013	Correspondence with Warren Co. Commissioners	5 years	
2013	Correspondence w/ Warren County Regional Planning	5 years	
2013	Correspondence w/ Warren County Soil & Water	5 years	
2013	Correspondence w/ Warren County Health Department	5 years	
2013	Warren County Zoning Violations	5 years	
2013-2015 PPM/RC-2	Applications for Employment w/Twp	3 years/2 years –	
2015/16	Turtlecreek Park Shelter Reservations	Current + 1	

2015/16	Meeting Room Reservations	Current + 1
2016	Staples Supplies Orders	No longer of value
2017	Lebanon-Turtlecreek JEDD Meeting Binders	Outdated

End of Minutes.