

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

NOVEMBER 26

19

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

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

FISCAL OFFICER: Amanda Childers

GUESTS: Steve Flint, Mike Jameson, Ron Chasteen, Tammy Boggs, Jenny Niehaus, Mike Shaffer and Wayne Davis.

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

The minutes of a special meeting held on November 4, 2019 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. VanDeGrift. All were in favor and the minutes were approved as written.

The minutes of a special meeting held on November 11, 2019 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. VanDeGrift. All were in favor and the minutes were approved as written.

The minutes of the meeting held on November 11, 2019 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. VanDeGrift. All were in favor and the minutes were approved as written.

Department Reports:

Fire/EMS:

Steve Flint, Fire Chief, requested authorization to purchase one Extri-Kelly, one Trauma Moulage Kits, Two Adult DCI and two Rediwide Boards with the EMS Grant to be purchased from Henry Schein. Mr. Jones made a motion, seconded by Mr. VanDeGrift to approve the purchase of one Extri-Kelly, one Trauma Moulage Kit, Two Adult DCI and two Rediwide Boards with the EMS Grant to be purchased from Henry Schein. All voiced a "YEA" and the motion was passed with **Resolution 19-11-08**. (A copy of the Resolution is included in the minutes.)

Chief Flint informed the Board that the Fire department received the Loeb Grant in the amount of \$19,000.00. Chief Flint requested authorization to purchase RIT packs, Stream lights, Dry Suits, Fire Nozzles and gloves with a total cost of \$19,283.79; the balance to be paid for from the Fire Fund (2192) Machinery and Equipment. Mr. Jones made a motion, seconded by Mr. VanDeGrift to approve the Fire purchases as detailed above. All voiced a "YEA" and the motion was passed with **Resolution 19-11-09**. (A copy of the Resolution is included in the minutes.)

Chief Flint informed the Board that at the last Business meeting, there was a special dinner in honor of John Wahsum who served for 43 years as a Volunteer Fireman for Turtlecreek Township. Many thanks were given to Mr. Wahsum by Chief Flint and Assistant Chief Mike Jameson as well as the thirty some attendees of the event. A plaque of appreciation was given detailing his years of service.

Road and Bridge:

Ron Chasteen, Supervisor, gave an update on pothole patching.

Mr. Chasteen reported that he turned in to the county his estimates for road blacktop resurfacing for 2020.

Tammy Boggs, Township Administrator, informed the board that she received a letter from the Warren County Engineer's office regarding the 2020 Annual Resurfacing Project. It was decided by the Board to again participate in the project. Mr. Jones made a motion, seconded by Mr. VanDeGrift to participate in the 2020 Annual Resurfacing Project. All present voiced a "YEA" vote and the motion passed. (A letter will be sent to Warren County Engineer's Office including street names.)

Administration:

Mrs. Boggs informed the Board that she received a Request for Approval to Issue NCA Debt – No. 1 for Community Authority of Union Village. The agreement is part of the process for the development of Union Village and reimbursement of TIF funds. Mr. Jones made a motion, seconded by Mr. VanDeGrift to authorize Mr. VanDeGrift to sign the requested agreement as stated above. All voiced a “YEA” and the motion was passed with **Resolution 19-11-13**. (A copy of the Resolution is included in the minutes.)

Mrs. Boggs requested the Board approve the contract for American Welding & Gas and authorize Michael Jameson to sign the agreement related to cylinders for daily operations for EMS and Road Departments. Mr. Jones made a motion, seconded by Mr. VanDeGrift to approve the contract and authorize Michael Jameson to sign the contract for American Welding & Gas. All voiced a “YEA” and the motion was passed with **Resolution 19-11-10**. (A copy of the Resolution is included in the minutes.)

Mrs. Boggs requested approval of revised job descriptions for Fire Chief and Assistant Fire Chief effective date of November 25, 2019. Mr. Jones made a motion, seconded by Mr. VanDeGrift to approve the revised job descriptions for Fire Chief and Assistant Fire Chief effective date of November 25, 2019. All voiced a “YEA” and the motion was passed with **Resolution 19-11-11**. (A copy of the Resolution is included in the minutes.)

Mrs. Boggs informed the Board that she received a notice from Warren County Board of Zoning Appeal for a conditional use at 2597 N. Route 42 where a resident wants to park his Semi Trailer. It was decided by the Trustees that they recommend that the zoning requirements be followed. (A letter will be sent to Warren County Regional Zoning stating this information).

Mrs. Boggs informed the Board that she received a notice from Warren County Board of Zoning Appeal for a variance at 2820 Route 63 where the owner wants to double stack a panhandle lot. The Trustees were requested that the zoning code should be followed. (A letter will be sent to Warren County Regional Zoning stating this information).

Mrs. Boggs informed the Board that she received a notice from Warren County Rural Zoning on an inspection regarding a site plan review for 5709 & 5922 Hamilton Rd. The Trustees had no concerns or comments. (A letter will be sent to Warren County Rural Zoning stating this information).

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 \$482.23. The purchases are \$68.87 from Rural King, \$240.49 from Amazon, \$55.00 from Eventbrite, \$27.92 from Sams Club and \$89.95 from Tractor Supply. Mr. Jones made a motion to ratify purchases, seconded by Mr. VanDeGrift. All voiced a “YEA” and the motion was passed with **Resolution 19-11-12**. (A copy of the Resolution is included in the minutes.)

General Reports:

CORRESPONDENCE:

IN:

- Letter from Warren County Board of Zoning Appeal regarding a conditional use at 2597 N. Route 42 Lebanon Ohio
- Letter from Warren County Board of Zoning Appeals regarding a variance at 2820 Route 63, Lebanon, Ohio
- Letter from Warren County Rural Zoning Inspection regarding a site plan review for 5709 & 5922 Hamilton Road
- Letter from Warren County Rural Zoning Inspection regarding a site plan review for 2210 Mason Montgomery Road
- Letter from Duke Energy regarding application for adjustment to rider AMRP rates
- Letter from Principal Insurance regarding benefits
- Letter from Medical Mutual regarding annual notification of the Women’s Health & Cancer Rights act of 1998
- Letter from AEP regarding notification of transmission line rebuild project
- Letter from Warren County Engineer’s office regarding annual resurfacing project for 2020
- Notice of Change of Command ceremony for Chief Jameson
- Letter from Warren County Regional Planning Commission regarding the Union Village PUD
- Letter to Mike Jameson regarding the offer of the Chief’s position

OUT:

- Email to employees regarding appointment of Chief's position
- Letter to Warren County Regional Planning regarding Hudson Estates Preliminary Plan
- Email to Ms. Martin regarding streetlights
- Email to HER Realtors regarding property in the township
- Email to Mr. Bearely regarding zoning in the township
- Email to Mr. Burns regarding zoning in the township

Fiscal Officer Reports:

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 31756 through 31792 (copy to follow) and Vouchers 1222-2019 through 1294-2019.

The Fiscal Office reported the following income:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
11/13/19	11/14/19	979-2019	NEWCOMER FUNERAL HOM	2041-302-0000	\$450.00	GRAVE OPEN/CLOSE SECTION 52 LOT 9 S. JONES
					\$450.00	
11/1/19	11/14/19	968-2019	PARAMOUNT ADVANTAGE	2191-299-0000	\$179.09	LIFE SQUAD SERVICES
11/1/19	11/14/19	969-2019	OMAHA INSURANCE	2191-299-0000	\$108.70	LIFE SQUAD SERVICES
11/4/19	11/14/19	970-2019	BANKERS LIFE AND CASUALTY	2191-299-0000	\$184.34	LIFE SQUAD SERVICES
11/4/19	11/14/19	971-2019	PARAMOUNT ADVANTAGE	2191-299-0000	\$94.69	LIFE SQUAD SERVICES
11/5/19	11/14/19	972-2019	COMPANAGEMENT HEALTH SYSTEMS	2191-299-0000	\$1,165.56	LIFE SQUAD SERVICES
11/8/19	11/14/19	974-2019	PARAMOUNT ADVANTAGE	2191-299-0000	\$88.81	LIFE SQUAD SERVICES
11/12/19	11/14/19	975-2019	TRICARE	2191-299-0000	\$211.97	LIFE SQUAD SERVICES
11/12/19	11/14/19	976-2019	NATIONAL ASSOC OF LETTER CARRIERS	2191-299-0000	\$101.15	LIFE SQUAD SERVICES
11/12/19	11/14/19	977-2019	MIDDLETOWN WORKS UNION RETIREE FUND	2191-299-0000	\$82.46	LIFE SQUAD SERVICES
11/13/19	11/14/19	978-2019	MIDDLETOWN WORKS UNION RETIREE FUND	2191-299-0000	\$99.80	LIFE SQUAD SERVICES
11/14/19	11/14/19	980-2019	GEHA	2191-299-0000	\$96.47	LIFE SQUAD SERVICES
11/1/19	11/14/19	981-2019	AARP	2191-299-0000	\$83.52	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/1/19	11/14/19	982-2019	CGS	2191-299-0000	\$378.17	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/1/19	11/14/19	983-2019	AETNA	2191-299-0000	\$470.48	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/1/19	11/14/19	984-2019	CARESOURCE	2191-299-0000	\$631.65	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/4/19	11/14/19	985-2019	AETNA	2191-299-0000	\$521.64	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/4/19	11/14/19	986-2019	ANTHEM BLUE	2191-299-0000	\$535.21	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/4/19	11/14/19	987-2019	CGS	2191-299-0000	\$1,759.81	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/5/19	11/14/19	988-2019	MOLINA HEALTHCARE	2191-299-0000	\$19.25	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/5/19	11/14/19	989-2019	HUMANA	2191-299-0000	\$101.18	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/5/19	11/14/19	990-2019	HUMANA	2191-299-0000	\$461.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/5/19	11/14/19	991-2019	ANTHEM BCBS	2191-299-0000	\$606.56	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/5/19	11/14/19	992-2019	HWHO	2191-299-0000	\$705.84	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/6/19	11/14/19	993-2019	AARP	2191-299-0000	\$96.47	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/7/19	11/14/19	994-2019	AARP	2191-299-0000	\$191.59	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/7/19	11/14/19	995-2019	ANTHEM BLUE	2191-299-0000	\$371.41	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/12/19	11/14/19	996-2019	PALMETTO	2191-299-0000	\$369.28	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/12/19	11/14/19	997-2019	ANTHEM BLUE	2191-299-0000	\$417.96	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/12/19	11/14/19	998-2019	ANTHEM BCBS	2191-299-0000	\$883.65	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/12/19	11/14/19	999-2019	CGS	2191-299-0000	\$3,606.25	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					\$14,624.56	
11/8/19	11/14/19	973-2019	LOEB FOUNDATION	2192-805-0000	\$19,000.00	LOEB GRANT 2019-2020
					\$19,000.00	

Other Business:

None.

Visitor Concerns:

Mike Shaffer gave a report concerning happenings at Regional Planning.

Wayne Davis, a resident of Hamilton Rd, informed the Board of his concerns with an electric pole near the house he recently purchased. The pole has been in that location since it was built. He wants Duke to move it farther from his home as he feels it is a safety concern. Mr. Davis stated Duke is willing to move it, but at a high cost. The Trustees informed Mr. Davis that this is not a township issue.

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 8:55 a.m. The motion was seconded by Mr. VanDeGrift and upon call of roll call, Mr. Jones 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 executive session ended. Upon call of roll, Mr. Jones "YEA" and Mr. VanDeGrift "YEA" the Board returned to regular session at 9:06 a.m.

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 December 9, 2019 at 7:00 P.M.

Signed: _____ Board Vice Chairperson

Attest: _____ Fiscal Officer

**RESOLUTION 19-11-08
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the EMS department has received an EMS Grant in the amount of \$3,581.72; and

WHEREAS, the EMS department is purchasing one (1) Extri-Kelly, one (1) Trauma Moulage Kits, two (2) Adult DCI, and two (2) Rediwide Board with the EMS Grant from Henry Schein; and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the above listed items to purchase with the EMS Grant.

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 November, 2019

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 19-11-09
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the Fire department has received the Loeb Grant in the amount of \$19,000.00; and

WHEREAS, the Fire department is purchasing RIT packs, Stream lights, Dry Suits, Fire Nossles and gloves with the Loeb Grant for a total of \$19,283.79; and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the above listed items to purchase with the Loeb Grant funds and the balance will be from the Fire Fund (2192) Machinery and Equipment.

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 November, 2019

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 19-11-10
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE MICHAEL JAMESON
TO SIGN CONTRACTS WITH AMERICAN WELDING & GAS**

WHEREAS, the Turtlecreek Township Board of Trustees shall enter into a contract with American Welding & Gas regarding the cylinders necessary to operate daily business for the EMS and Road Departments; and
and

WHEREAS, the Turtlecreek Township Board of Trustees have authorized Michael Jameson to sign the agreement related to the cylinders; and

WHEREAS, the Turtlecreek Township Board of Trustees have authorized Michael Jameson to sign the agreement with American Welding & Gas.

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

Adopted this 26th day November, 2019

Signed: _____ " YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 19-11-11
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION WHEREAS TURTLECREEK TOWNSHIP
HAS ESTABLISHED JOB DESCRIPTIONS FOR
FIRE CHIEF AND ASSISTANT FIRE CHIEF**

WHEREAS, the Turtlecreek Township Board of Trustees have established job descriptions for Fire Chief and Assistant Fire Chief with the revision date of November 25, 2019; and

WHEREAS, the Turtlecreek Township Board of Trustees have adopted these job descriptions effective November 26, 2019 and they will replace any previous job descriptions related to these positions; and

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

Adopted this 26th day November, 2019

Signed: _____ " YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

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

Resolution Number: 19-11-12

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

Mr. VanDeGrift	YEA
Mr. Jones	YEA

Resolution adopted this 26th day of November, 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 K. Childers

TITLE: Fiscal Officer

DATE: _____

**RESOLUTION 19-11-13
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE JAMES VANDEGRIFT, CHAIRPERSON,
TO SIGN REQUEST FOR APPROVAL
TO ISSUE NCA DEBT – NO 1
FOR COMMUNITY AUTHORITY OF UNION VILLAGE**

WHEREAS, the Turtlecreek Township Board of Trustees have authorized James VanDeGrift, Chairperson, to sign Request for Approval to Issue NCA Debt – No. 1 for Community Authority of Union Village; and

WHEREAS, the agreement is part of the process for the development of Union Village and reimbursement of TIF funds; and

THEREFORE, by motion of Mr. Jones and seconded by Mr. VanDeGrift, James VanDeGrift, has the authority to sign the request as stated above. All voiced a “YEA” vote and the resolution passed.

Adopted this 26th day November, 2019

Signed: _____ " YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

End of Minutes.