

**TURTLECREEK TOWNSHIP BOARD OF TRUSTEES**

**ON**

**DECEMBER 24**

**18**

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on December 24, 2018 at 8:30 a.m. with the following persons present:

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

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

The minutes of the meeting held on December 10, 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. VanDeGrift. All were in favor and the minutes were approved as written.

Department Reports:

**Fire/EMS:**

Steve Flint, Fire Chief, thanked the Trustees and staff for making breakfast before the meeting as is a Holiday tradition at Station 32.

**Road and Bridge:**

Ron Chasteen, Road Department Supervisor, requested the Trustees to authorize a slope movement evaluation for Emmons Road, to be provided by Terracon at an approximate cost of \$3,500.00. Mr. VanDeGrift made a motion, seconded by Mr. Jones to approve the slope movement evaluation on Emmons Road by Terracon for \$3,500.00. All present voiced a "YEA" vote and the motion was passed with **Resolution 18-12-25** (a copy of the resolution will be included in the minutes).

Mr. Chasteen informed the Board that the new dump truck is at Rush having a windshield installed and brake control wiring.

Mr. Chasteen informed the Board that the project to repair a sinkhole on Hollandsworth Road is now complete.

**Administration:**

Tammy Boggs, Township Administrator, informed the Board that she had discussion with Doug Miller about the Union Village TIF reimbursements. Mrs. Boggs stated that Mr. Miller recommends enacting the TIF administrator to handle the complicated and time-consuming process. Dinsmore and Shohl was discussed as a possible TIF administrator.

Mrs. Boggs informed the Board that the Small Business Alliance requested a \$1000.00 donation. The Trustees decided to make a \$500.00 donation. Mr. VanDeGrift made a motion, seconded by Mr. Jones to approve the request at \$500.00. All present voiced a "YEA" vote and the motion was passed.

Mrs. Boggs informed the Board that the Engineer's office Newsletter stated that road construction standards will be amended in 2019. Mrs. Boggs and key staff will be working on our recommendations as requested by the Engineer's office.

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 \$1,289.62. The purchases include; Robert Brooke - \$366.07, Walmart - \$47.97, Rural King - \$27.96, Amazon - \$107.70, Active 911 - \$618.75, Kroger's - \$121.17. Mr. Jones made a motion, seconded by Mr. VanDeGrift to subsequently approve the expenditures in the cumulative amount of \$1,289.62. All present voiced a "YEA" vote and the motion passed with **Resolution 18-12-24** (A copy of the resolution will be included in the minutes).

Mrs. Boggs asked the Trustees if they wanted to donate to the Lebanon Food Pantry. Mr. VanDeGrift made a motion, seconded by Mr. Jones to approve a donation to the Lebanon Food Pantry in the amount of \$500.00. All Present voiced a "YEA" vote and the motion passed with **Resolution 18-12-26** (A copy of the resolution will be included in the minutes.)

Mrs. Boggs informed the board it was time to elect officers for next year. Mr. Sams made a motion, seconded by Mr. Jones to appoint Trustee Jim VanDeGrift as Chairman of the Board for 2019. All present voiced a "YEA" vote and the motion passed. Mr. VanDeGrift followed with a motion, seconded by Mr. Sams to appoint Trustee Dan Jones as Vice President of the board of the board for 2019. All present voiced a "YEA" vote and the motion passed.

Jenny Niehaus, Assistant to the Township Administrator, informed the Board that all online sales are complete.

The Trustees held a discussion regarding the pay increases for the township employees for 2018. The Trustees noted pay increases for all areas are based on merit. Mr. Jones made a motion seconded by Mr. VanDeGrift to increase pay as defined in Resolution 18-12-23. All voiced a "YEA" vote and the motion was passed with **Resolution 18-12-23** (a copy of the resolution in included in the minutes).

#### **General Reports:**

#### **CORRESPONDENCE:**

##### **IN:**

Letter from Ohio Department of Public Safety regarding the continuing education programs  
Letter from Dominion Energy regarding emergency preparedness questionnaire  
Email from OPERS announcing 2019 IRS Compensation and Contribution Limits  
Email from BWC regarding deadline dates  
Letter from Warren County Board of Commissioners regarding legal notice from adoption Of Erosion and Sediment Control Regulations  
Letter from Duke Energy regarding pipeline protection  
Letter from Ohio Blue Ribbon Arson Committee  
Letter from Warren County Regional Planning regarding the planned unit development  
Revised stage 3 approval for Miami Valley Gaming

##### **OUT:**

Letter to Department of Commerce regarding the 2019 Volunteer Firefighters Dependent Fund  
Letter to Ohio Department of Taxation for gas tax refund  
Signed proposed work agreement for Buckeye Fields Resurfacing  
Letter to Warren County Board of Zoning Appeals for Text Amendments  
Letter to Sinclair Community College for W-9  
Letter to KZF Design for W-9  
Letter to The Feed Store for W-9

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

The Fiscal Officer presented the bills, which were due, and the following checks were approved and signed. Check Nos. 31037 through 31082 (copy to follow) and Vouchers 403-2018 through 469-2018.

The Fiscal Office reported the following income from:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
12/3/18	12/19/18	1023-2018	C HILDEBRANT	2192-803-0000	\$100.00	DONATION TO TCTFD MEMORIAL TO JACK BAYES
12/4/18	12/19/18	1024-2018	B OSBORNE	2192-803-0000	\$50.00	DONATION TO TCTFD MEMORIAL TO JACK BAYES
12/5/18	12/19/18	1025-2018	CO-WORKERS OF J ADKINS	2192-803-0000	\$205.00	DONATION TO TCTFD MEMORIAL TO JACK BAYES
					<b>\$355.00</b>	
12/14/18	12/20/18	1045-2018	STATE OF OHIO	1000-535-0000	\$783.18	1ST AND 2ND HALF ROLLBACK MANUFACTURED LIKE REAL 2018 (DIRECT DEPOSIT)
					<b>\$783.18</b>	
12/17/18	12/20/18	1046-2018	CITY OF MONROE	1000-589-0017	\$1,983.87	FINAL REIMBURSEMENT LEGAL FEES ASSOCIATED WITH JEDD CREATION
					<b>\$1,983.87</b>	
12/3/18	12/19/18	1022-2018	AMERICAN REPUBLIC INS	2191-299-0000	\$78.97	LIFE SQUAD SERVICES
12/7/18	12/19/18	1026-2018	S HOYLE	2191-299-0000	\$167.66	LIFE SQUAD SERVICES
12/10/18	12/19/18	1027-2018	MIDDLETOWN WORKS UNION	2191-299-0000	\$97.23	LIFE SQUAD SERVICES
12/10/18	12/19/18	1028-2018	MIDDLETOWN WORKS UNION	2191-299-0000	\$70.56	LIFE SQUAD SERVICES
12/10/18	12/19/18	1029-2018	TRICARE PAYMENT	2191-299-0000	\$83.83	LIFE SQUAD SERVICES
12/10/18	12/19/18	1030-2018	PHYSICIANS MUTUAL INSURANCE COMPANY	2191-299-0000	\$78.97	LIFE SQUAD SERVICES
12/11/18	12/19/18	1031-2018	K BOGER	2191-299-0000	\$348.74	LIFE SQUAD SERVICES
12/11/18	12/19/18	1032-2018	WELLCARE OF KENTUCKY INC	2191-299-0000	\$316.28	LIFE SQUAD SERVICES
12/11/18	12/19/18	1033-2018	OMAHA INSURANCE	2191-299-0000	\$100.77	LIFE SQUAD SERVICES
12/13/18	12/19/18	1034-2018	A MIECZKOWSKI	2191-299-0000	\$200.00	LIFE SQUAD SERVICES
12/3/18	12/17/18	1003-2018	ANTHEM BLUE	2191-299-0000	\$101.06	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/7/18	12/17/18	1004-2018	BUCKEYE COMMUNITY	2191-299-0000	\$187.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/3/18	12/17/18	1005-2018	ANTHEM BLUE	2191-299-0000	\$318.74	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/3/18	12/17/18	1006-2018	AARP	2191-299-0000	\$538.91	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/4/18	12/17/18	1007-2018	UNITED HEALTHCARE	2191-299-0000	\$232.83	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/4/18	12/17/18	1008-2018	CGS	2191-299-0000	\$295.69	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/4/18	12/17/18	1009-2018	HUMANA	2191-299-0000	\$431.15	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/4/18	12/17/18	1010-2018	CARESOURCE	2191-299-0000	\$894.21	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/5/18	12/17/18	1011-2018	AARP	2191-299-0000	\$174.73	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/5/18	12/17/18	1012-2018	AETNA	2191-299-0000	\$790.79	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/6/18	12/17/18	1013-2018	UNITED HEALTHCARE	2191-299-0000	\$102.35	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/6/18	12/17/18	1014-2018	HBPL	2191-299-0000	\$265.12	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/6/18	12/17/18	1015-2018	STATE OF OHIO MEDICAID	2191-299-0000	\$364.93	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/6/18	12/17/18	1016-2018	CGS	2191-299-0000	\$1,735.39	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/10/18	12/17/18	1017-2018	CARESOURCE	2191-299-0000	\$171.43	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/10/18	12/17/18	1018-2018	ANTHEM BLUE	2191-299-0000	\$333.34	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/10/18	12/17/18	1019-2018	ANTHEM BLUE	2191-299-0000	\$1,438.50	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/11/18	12/17/18	1020-2018	HUMANA	2191-299-0000	\$80.59	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/11/18	12/17/18	1021-2018	CGS	2191-299-0000	\$1,741.17	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/12/18	12/20/18	1036-2018	AETNA	2191-299-0000	\$454.46	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/13/18	12/20/18	1037-2018	UHC COMMUNITY	2191-299-0000	\$167.02	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/13/18	12/20/18	1038-2018	UNITED HEALTHCARE	2191-299-0000	\$240.96	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/13/18	12/20/18	1039-2018	AARP	2191-299-0000	\$321.03	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/13/18	12/20/18	1040-2018	CGS	2191-299-0000	\$2,272.55	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/14/18	12/20/18	1041-2018	CARESOURCE	2191-299-0000	\$184.97	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/17/18	12/20/18	1042-2018	CGS	2191-299-0000	\$679.15	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/18/18	12/20/18	1043-2018	HUMANA	2191-299-0000	\$185.62	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/18/18	12/20/18	1044-2018	ANTHEM BCBS	2191-299-0000	\$457.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					<b>\$16,704.30</b>	
12/12/18	12/20/18	1035-2018	S SMITH	2031-892-0000	\$171.00	SALE OF POWER TOOL SETS ON GOVDEALS
					<b>\$171.00</b>	

**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 matters pursuant to ORC 121.22 (G) (2) at 8:32 p.m. The motion was seconded by Mr. Jones 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 executive session ended. Upon call of roll, Mr. Jones “YEA”. Mr. Sams “YEA” and Mr. VanDeGrift “YEA” the Board returned to regular session at 9:35 p.m.

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 9:47 a.m. The motion was seconded by Mr. VanDeGrift and upon call of roll call, Mr. Sams “YEA”, Mr. Jones “YEA” and Mr. VanDeGrift “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 executive session ended. Upon call of roll, Mr. Jones “YEA”, Mr. VanDeGrift “YEA” and Mr. Sams “YEA” the Board returned to regular session at 10:58 a.m.

There being no further business, Mr. VanDeGrift 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 14, 2019 at 7:00 P.M.

Signed: \_\_\_\_\_ Chairman of the Board

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

**RESOLUTION 18-12-23  
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.

**ROAD DEPARTMENT**

Supervisor	Ron Chasteen	\$24.62 per hour		
Technician	Steven Schnetzer	\$19.36 per hour		
Technician	Rusty Meece	\$21.00 per hour		
Technician	Randy Retallick	\$18.00 per hour		
Mechanic	David Siebert	\$18.00 per hour		
	EMS/Fire	40%	\$ 7.20	
	Road Department	60%	\$10.80	

Summer part-time employees shall be paid \$10.50 per hour (with a CDL driver license, \$9.00 per hour (without a CDL), and additional amount may be paid for returning (re-hires) employees at the discretion of the board.

**ADMINISTRATIVE**

Tammy Boggs	\$90,000.00 annually
Jennifer Niehaus	\$18.53 per hour

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

Adopted this 24<sup>th</sup> day of December, 2018

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

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

Resolution Number: 18-12-24

Date of Resolution: December 24, 2018

**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. Sams		YEA
Mr. VanDeGrift	-	YEA
Mr. Jones		YEA

Resolution adopted this 24<sup>th</sup> day of December, 2018.

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 18-12-25  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**WHEREAS**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have determined a need for planned drawings for slope movement on Emmons Road ; and

**WHEREAS**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have engaged Terracon to provide the drawings for this project at an approximate cost of \$3,500.00; and

**WHEREAS**, the source of the funds for planned drawings will be the Road Fund (2031-330-360-0000 Contracted Services and 2031-930-930-0000 Contingencies)

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the planned drawings performed by Terracon in the approximate amount of \$3,500.00.

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

Adopted this 24<sup>th</sup> day of December, 2018

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

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

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

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

**RESOLUTION 18-12-26  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall make a donation to the Lebanon Food Pantry in the amount of \$500.00. Source of the funds will be from the General Fund #1000-110-591-0000 (Contributions to other Organizations). Resolution was initiated by Mr. VanDeGrift seconded by Mr. Jones. All voiced a "YEA" vote and the resolution passed.

Adopted this 24<sup>th</sup> day of December, 2018

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

End of Minutes.