

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

FEBRUARY 25

20

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on February 25, 2020 at 8:00 a.m. with the following persons present:

TRUSTEES: Dan Jones, Jim VanDeGrift and Jonathan Sams

FISCAL OFFICER: Amanda Childers

GUEST: Tammy Boggs, Ron Chasteen, Jennifer Niehaus, Mike Jameson, Brian Elleman, Dave Siebert, Mike Shaffer, Bruce Osborne, Brad Edington and Larry Sims.

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

The minutes of the meeting held on February 10, 2020 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. VanDeGrift. All were in favor and the minutes were approved as written.

Sheriff Larry Sims presented the Trustees with the Warren County Sheriff's Office 2019 annual report. Sheriff Sims gave a very informative talk about the new jail building project, crime and drug cases and a statistical analysis of incidents.

Department Reports:

Fire/EMS:

Mike Jameson, Fire Chief, led a discussion on the plans for the 50th Anniversary Open House and Ribbon Cutting for the new station. Mr. Sams suggested having the Anniversary gathering at Station 32 where there is sufficient parking and then traveling to the new Station 33 to do the ribbon cutting.

Chief Jameson informed the Board that we need to decide the new Fire Station colors, but we are still waiting for the mock up with stone sample.

Chief Jameson informed the Board that he would like to have Gideon Conger attend training on Plan Review for Fire Officials at the Ohio Fire Academy to become a Public Safety Inspector. The cost of the class is \$125.00 and hotel room expenses will be \$206.40 for a total of \$331.40 to be paid from Fire Fund Training. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the training for Mr. Conger on Plan Review for Fire Officials at the Ohio Fire Academy for a cost of \$331.40. All voiced a "YEA" vote and the motion was passed with **Resolution 20-02-10**. (A copy of the resolution is included in the minutes).

Chief Jameson informed the Board that he will be giving a follow up on the Semi-truck at the next meeting.

Chief Jameson informed the Board that Medic 34 is in need of emergency repair at a cost of \$3,633.20 from Rush Trucking to repair fuel system issues. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the ratification of the repair of Medic 34 at a cost of \$3,633.20 by Rush Trucking. All voiced a "YEA" vote and the motion was passed with **Resolution 20-02-11**. (A copy of the resolution is included in the minutes).

Chief Jameson informed the Board that Medic 33 is in need of repairs from Rush Trucking in the amount of \$570.00, Weller Trucking in the amount of \$1,795.21 and a Visa charge for Summit Racing Fluid in the amount of \$169.95 for a total of \$2,535.16; all involving the repair and rebuild of the transmission. Mr. VanDeGrift made a motion seconded by Mr. Sams to approve the repair costs as stated for a total of \$2,535.16. All voiced a "YEA" vote and the motion was passed with **Resolution 20-02-12**. (A copy of the resolution is included in the minutes).

Chief Jameson requested authorization to investigate costs for a stair climber for the exercise room. Approval was given to research costs and space requirements.

Brian Elleman, Assistant Fire Chief, informed the Board of ESO Solutions which offers EMS Department Health Data Exchange and will be used to do analysis and training. The cost of the subscription is \$499.98 payable after the first year. After a favorable discussion with the Trustees, Chief Jameson requested authorization to enter into an agreement with ESO Solutions for the EMS Department Health Data Exchange Master Subscription and License and Agreement. Mr. VanDeGrift made a motion seconded by Mr. Sams to approve the resolution as stated above. All voiced a "YEA" vote and the motion was passed with **Resolution 20-02-13**. (A copy of the resolution is included in the minutes).

Assistant Chief Elleman requested authorization to get pricing for work cell phones for him and Chief Jameson. The request was met favorably by the Board and Assistant Chief Elleman will report back at the next meeting.

Mr. Jones inquired on the recent Franklin Township Fire. Assistant Chief Elleman and Captain Jon Paul Campbell informed the Board that our tanker was used to provide water and pumping assistance for six hours.

Road and Bridge:

Mr. Chasteen informed the Board that his department has been conducting reflectivity sign inspections, sign repairs and replacements. Additionally they have been servicing mowers and trucks in anticipation of mowing season; also filling pot holes.

Mr. Chasteen informed the Board that he received a quote from Continuous Gutters Plus to repair 30 seams in the gutters for approximately \$450.00. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve the repair of the seams in the gutters for \$450.00. All voiced a "YEA" vote and the motion was passed with **Resolution 20-02-14**. (A copy of the resolution is included in the minutes).

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 \$452.98. The purchases include \$121.14 from Amazon, \$65.05 from American Metal Supply, \$79.98 from Sams, \$39.99 from Cheryl's, \$89.90 from Global and \$56.92 from Rural King. Mr. Sams made a motion, seconded by Mr. VanDeGrift to subsequently approve the expenditures in the cumulative amount of \$452.98. All present voiced a "YEA" vote and the motion passed with **Resolution 20-02-15**. (A copy of the resolution will be included in the minutes).

Mrs. Boggs requested the Board to authorize reimbursement for the Washington DC Fly-In expenses for Jonathan Sams in the amount of \$711.99. The Township has a resolution authorizing the cost of expenses incurred during a conference for elected officials be paid for by the Township. Mr. VanDeGrift made a motion, seconded by Mr. Jones to approve the reimbursement of \$711.99 to Mr. Sams. All present voiced a "YEA" vote and the motion passed with **Resolution 20-02-16**. (A copy of the resolution will be included in the minutes).

Mrs. Boggs informed the Board that Star Consultants has presented a proposal for the structural storm shelter peer review for Fire Station 33 at a cost of \$5,200.00. As this is a requirement for newly built fire stations, Mrs. Boggs requested authorization to approve the payment and for her to sign the agreement. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the Structural Storm Shelter Peer Review Services by Star Consultants, Inc. at a cost of \$5,200.00 and for Mrs. Boggs to have the authority to sign the agreement. All present voiced a "YEA" vote and the motion passed with **Resolution 20-02-17**. (A copy of the resolution will be included in the minutes).

Mrs. Boggs informed the Board that the 2020 Boundary Validation Program contract has been received and needs to be signed by the Chairperson. GSI at Warren County handles this program. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the 2020 Boundary Validation Program and the contract to be signed by the Chairperson. All present voiced a "YEA" vote and the motion was passed.

Mrs. Boggs informed the Board that she received a letter from Warren County Regional Planning regarding Creek Song PUD State 2 Transmittal Letter. Comments are due to Regional Planning by February 27th. The Board had no comments or concerns. A letter will be sent to Warren County Regional Planning stating this information).

Mrs. Boggs informed the Board that the Sports Complex had a soccer event last weekend where we had two calls. Mrs. Boggs is meeting with Premier Health who is supposed to begin having staffing on hand for the events.

Mrs. Boggs requested a Resolution to authorize Daniel Jones, Chairperson, to sign a letter of Consent Associated with Nicolaus Gordon joining Frost Brown Todd LLC. The consent letter has been reviewed by Warren County Prosecutor's Office. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the Resolution as stated above. All present voiced a "YEA" vote and the motion passed with **Resolution 20-02-18**. (A copy of the resolution will be included in the minutes).

General Reports:

CORRESPONDENCE:

IN:

- Letter from Warren County Commissioners regarding a public hearing on March 3, 2020 at 10:00 a.m. regarding proposed amendments to the Rules and Regulations of the Warren County Water and Sewer.
- Letter from Ernst Concrete regarding concrete prices for 2020.
- Letter from American Lung Association for the donation for 2020 Fight for Air Climb.
- Email newsletter from Provident Insurance.
- Letter from State of Ohio regarding licensing fee distribution for liquor license.
- Letter from International Association of Machinist and Aerospace Workers regarding Golf Tournament.
- Letter from Duke Energy regarding chemical inventory for EPCRA.
- Letter from Strawser Construction Inc regarding pavement preservation.
- Letter from Warren County Regional Planning regarding Creek Song PUD Stage 2 Transmittal Letter.

Fiscal Officer Reports:

The Fiscal Officer presented the bills, which were due, and the following checks were approved and signed. Check Nos. 31955 through 31994 (copy to follow) and Vouchers 189-2020 through 235-2020.

The Fiscal Office reported the following income from:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
2/3/20	2/20/20	87-2020	WESTSIDE CHURCH OF CHRIST	1000-892-0000	\$1,200.00	2020 LEASE ON FOLEY LAND
					\$1,200.00	
2/10/20	2/20/20	88-2020	C DODSWORTH	2041-302-0000	\$1,010.00	SALE OF TWO CEMETERY PLOTS SECTION 20, LOTS 1 & 2, PLUS OPEN/CLOSE C DODSWORTH
					\$1,010.00	
2/10/20	2/20/20	89-2020	METROPOLITAN REPORTING BUREAU	2192-892-0000	\$3.00	FIRE RECORD REQUEST 309 SHADOW LAKE, MASON
					\$3.00	
2/10/20	2/20/20	90-2020	BOGGS & EDRINGTON	2192-892-0000	\$51.00	TOWNSHIP LOGO AND SHIRT PURCHASES
					\$51.00	
2/3/20	2/20/20	86-2020	STATE FARM	2191-299-0000	\$502.68	LIFE SQUAD SERVICES
2/11/20	2/20/20	91-2020	D CAREY	2191-299-0000	\$150.00	LIFE SQUAD SERVICES
2/11/20	2/20/20	92-2020	SAMBRA HEALTH BENEFIT PLAN	2191-299-0000	\$86.23	LIFE SQUAD SERVICES
2/3/20	2/20/20	93-2020	MOLINA HEALTHCARE	2191-299-0000	\$173.49	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/3/20	2/20/20	94-2020	HWHO	2191-299-0000	\$397.02	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/3/20	2/20/20	95-2020	HUMANA	2191-299-0000	\$524.50	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/3/20	2/20/20	96-2020	ANTHEM BLUE	2191-299-0000	\$601.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/3/20	2/20/20	97-2020	AETNA	2191-299-0000	\$1,450.59	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/20	2/20/20	98-2020	ANTHEM BLUE	2191-299-0000	\$73.10	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/20	2/20/20	99-2020	HWHO	2191-299-0000	\$99.29	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/20	2/20/20	100-2020	HUMANA	2191-299-0000	\$208.77	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/20	2/20/20	101-2020	ANTHEM BCBS	2191-299-0000	\$454.48	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/20	2/20/20	102-2020	ANTHEM BLUE	2191-299-0000	\$99.34	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/20	2/20/20	103-2020	UMWA	2191-299-0000	\$408.86	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/20	2/20/20	104-2020	AETNA	2191-299-0000	\$428.14	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/20	2/20/20	105-2020	AETNA	2191-299-0000	\$697.47	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/20	2/20/20	106-2020	CGS	2191-299-0000	\$6,875.22	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/6/20	2/20/20	107-2020	ANTHEM BLUE	2191-299-0000	\$214.41	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/6/20	2/20/20	108-2020	UNITED HEALTHCARE	2191-299-0000	\$557.98	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/7/20	2/20/20	109-2020	UHC	2191-299-0000	\$180.25	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/7/20	2/20/20	110-2020	UNITED HEALTHCARE	2191-299-0000	\$219.91	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/7/20	2/20/20	111-2020	AETNA	2191-299-0000	\$392.34	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/7/20	2/20/20	112-2020	ECHO	2191-299-0000	\$526.05	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/7/20	2/20/20	113-2020	CGS	2191-299-0000	\$996.25	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/10/20	2/20/20	114-2020	ANTHEM BLUE	2191-299-0000	\$532.48	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/10/20	2/20/20	115-2020	AETNA	2191-299-0000	\$537.07	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/10/20	2/20/20	116-2020	CIGNA	2191-299-0000	\$681.74	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/10/20	2/20/20	117-2020	CGS	2191-299-0000	\$1,956.20	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/20	2/20/20	118-2020	MOLINA HEALTHCARE	2191-299-0000	\$92.34	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/20	2/20/20	119-2020	HWHO	2191-299-0000	\$110.49	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/20	2/20/20	120-2020	HUMANA	2191-299-0000	\$286.58	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/20	2/20/20	121-2020	AARP	2191-299-0000	\$92.25	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/20	2/20/20	122-2020	HNB - ECHO	2191-299-0000	\$175.84	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/20	2/20/20	123-2020	ANTHEM BLUE	2191-299-0000	\$182.95	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/20	2/20/20	124-2020	UNITED HEALTHCARE	2191-299-0000	\$569.63	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/20	2/20/20	125-2020	CGS	2191-299-0000	\$738.25	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/13/20	2/20/20	126-2020	ANTHEM BLUE	2191-299-0000	\$195.98	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/13/20	2/20/20	127-2020	MEDICAL MUTUAL	2191-299-0000	\$322.41	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/13/20	2/20/20	128-2020	ANTHEM BLUE	2191-299-0000	\$377.34	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/13/20	2/20/20	129-2020	CGS	2191-299-0000	\$1,842.54	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/14/20	2/20/20	130-2020	UNITED HEALTHCARE	2191-299-0000	\$268.56	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					\$25,370.02	
2/13/20	2/20/20	131-2020	STATE OF OHIO	1000-533-0000	\$14.00	LIQUOR LICENSE PERMIT FEES (DIRECT DEPOSIT)
2/14/20	2/20/20	132-2020	STATE OF OHIO	1000-539-0000	\$15,000.00	ADDITIONAL TAX ON PARI-MUTUAL WAGERING MIAMI VALLEY GAMING RACE TRACK PERMIT 4-20-19 TO 12-31-19 (DIRECT DEPOSIT)
					\$15,014.00	

Other Business:

None.

Visitor Concerns:

Mike Shaffer gave the Board an update on the current happenings at Warren County Regional Planning.

Trustee Reports:

The Annual Records Commission meeting of the Board of Turtlecreek Township Trustees was held at 8:45 a.m. during the regular meeting. A motion was made by Mr. VanDeGrift and seconded by Mr. Sams 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. Sams 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", Mr. Sams "YEA" and Mr. VanDeGrift "YEA" the Board returned to regular session at 8:47.

A motion was made by Mr. Sams that the Board of Trustees adjourns into executive session to discuss EMS/Fire Personnel and Hiring matters pursuant to ORC 121.22 (G) (1) at 9:03 a.m. The motion was seconded by Mr. VanDeGrift 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. 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. Sams 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 9:37 a.m.

Mr. Sams reported that he received very nice compliments from Mrs. Portman on an EMS run to her property. She appreciated the care of the staff and the cleanliness of how they left her home.

Chief Jameson and Assistant Chief Elleman requested approval to promote John Seckel to EMS Captain at a rate of \$22.00 per hour effective February 29, 2020. Mr. VanDeGrift made a motion, seconded by Mr. Sams, to approve the promotion of John Seckel for the position of EMS Captain effective February 29, 2020 at the rate of \$22.00 per hour. All present voiced a "YEA" vote and the motion passed with **Resolution 20-02-19**. (A copy of the resolution will be included in the minutes).

There being no further business, Mr. Sams 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 9, 2020 at 7:00 P.M.

Signed: _____ Chairman of the Board

Attest: _____ Fiscal Officer

**RESOLUTION 20-02-10
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that Fire Department would like to have Gideon Conger attend a training on Plan Review for Fire Officials at the Ohio Fire Academy. The cost of the class is \$125.00 and hotel room expenses will be \$206.40 for a total of \$331.40 . Source of the funds will be the Fire Fund - Training (2192-220-590-0006).

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

Adopted this 25th day of February, 2020

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 20-02-11
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the EMS department had the need for an emergency repair on Medic 34 at the cost of \$3,633.20 from Rush Trucking; and

WHEREAS, this resolution is to ratify that repair in the amount of \$3,633.20; and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the ratification of the repair to Medic 34 in the amount of \$3,633.20 and the source of the funds will be the EMS Fund 2191 (2191-230-323-0000 Repairs and Maintenance).

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

Adopted this 25th day of February, 2020

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 20-02-12
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the EMS department has the need for a repair on Medic 33 in the amount of \$2,535.16; and

WHEREAS, this repair will consist of repairs items from Rush Trucking in the amount of \$570.00, Weller Trucking in the amount of \$1,795.21 and a Visa charge in the amount of \$169.95 for a total of \$2,535.16; and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the ratification of the

repair to Medic 33 in the amount of \$2,535.16 and the source of the funds will be the EMS Fund 2191 (2191-230-323-0000 Repairs and Maintenance).

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

Adopted this 25th day of February, 2020

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 20-02-13
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE MICHAEL JAMESON, FIRE CHIEF
TO ENTER INTO AN AGREEMENT WITH ESO SOLUTIONS FOR THE EMS
DEPARTMENT HEALTH DATA EXCHANGE
MASTER SUBSCRIPTION AND LICENSE AGREEMENT**

WHEREAS, the Turtlecreek Township Board of Trustees have been asked to enter into a Master Subscription and License Agreement with ESO Solutions for EMS Department Health Data Exchange; and

WHEREAS, the Turtlecreek Township Board of Trustees have authorized Michael Jameson, Fire Chief to sign the agreement and the annual cost of the subscription will be \$499.98 after the first year; and

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

Adopted this 25th day February, 2020

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 20-02-14
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the township administrative building has a need to repair the seams in the gutters; and

WHEREAS, the cost estimate to repair the 30 seams in the gutters is \$450.00 by Continuous Gutters Plus, LLL; and

WHEREAS, the source of the funds to repair the seams in the gutters will be the General Fund (1000-120-323-0000 Repairs and Maintenance).

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the repair of the seams in the gutters.

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

Adopted this 25th day of February, 2020

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

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

Resolution Number: 20-02-15

Date of Resolution: February 25, 2020

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. VanDeGrift. Upon call of the roll, the following vote resulted:

Mr. VanDeGrift	YEA
Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 25th day of February, 2020.

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 20-02-16
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE REIMBURSEMENT FOR DC FLY-IN FOR
JONATHAN D. SAMS**

WHEREAS, it is the intent of the Turtlecreek Township Board of Trustees to authorize reimbursement of cost incurred for the DC Fly-In in the amount of \$711.99 to Mr. Sams; and

WHEREAS, the township has a resolution authorizing the cost of expenses incurred during a conference for elected officials be paid for by the township and the source of the funds will be the General Fund (1000-110-330-0000 Travel and Meeting Expenses); and

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

Adopted this 25th day of February, 2020.

Signed: _____ " YEA"
_____ " YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 20-02-17
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**PROPOSAL FOR STRUCTURAL STORM SHELTER PEER REVIEW
SERVICES FOR STAR CONSULTANTS, INC
FOR FIRE STATION 33**

WHEREAS, Star Consultants has presented a proposal for the structural storm shelter peer review for Fire Station 33; and

WHEREAS, the quote for peer review is in the amount of \$5,200.00; and

WHEREAS, the Board of Trustees have determined that this service cost is acceptable; and

WHEREAS, the source of the funds for the peer review 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 peer review cost fee for Fire Station 33.

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

Adopted this 25th day of February, 2020

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 20-02-18
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE DANIEL F. JONES, CHAIRPERSON
TO SIGN CONSENT ASSOCIATED WITH NICHOLAUS GORDON
JOINING FROST BROWN TODD LLC LETTER**

WHEREAS, the Turtlecreek Township Board of Trustees have been asked to sign the Consent Associated with Nicolaus Gordon joining Frost Brown Todd LLC letter; and

WHEREAS, the Turtlecreek Township Board of Trustees have authorized Daniel F. Jones, Chairperson to sign the consent letter; and

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

Adopted this 25th day February, 2020

Signed: _____ " YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 20-02-19
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**HIRE JOHN SECKEL, EFFECTIVE FEBRUARY 29, 2020
AS AN EMS CAPTAIN**

WHEREAS, a position of "EMS Captain" has been posted within the Turtlecreek Township Fire Department/Emergency Medical Service, and

WHEREAS, the Fire Chief and Assistant Chief of Turtlecreek Township Fire Department and Emergency Medical Service have recommended that John Seckel be promoted as an EMS Captain; and

NOW THEREFORE BE IT RESOLVED, the Turtlecreek Township Board of Trustees hereby approves the promotion of John Seckel for the position of EMS Captain effective hire dated of February 29, 2020 at the rate of \$22.00 per hour.

Mr. VanDeGrift moved for adoption of the foregoing resolution, seconded by Mr. Sams. All voiced a “YEA” vote and the resolution passed.

Adopted this 25th day of February, 2020

Signed: _____ “YEA”
 _____ “YEA”
 _____ “YEA”

Attest: _____ Chief Fiscal Officer

SHRED LIST FOR 2020 DISCARD

<u>Year(s)</u>	<u>Description of Record</u>	<u>Retention Required</u>
1981	Mobilcom Maintenance Agreements	15 yrs
1984-2001	Mutual Aid Agreements	15 yrs
1984-2013	Fire alarm & extinguisher inspections by vendors	Superseded
1985-1986	Equipment Notifications on Storage Tanks	Obsolete
1988-2002	NFPA/IAFC Cert’. Standards, SOPs, & Admin. Code	Superseded
1990	Records Retention Handbook/Manual	Updated
1990	Warren Co. Communications Equipment agreement	15 yrs
1990-2011	Inventory Appraisal Reports	5 yrs
1992	OPW Advisory Manual	Obsolete
1990-2013	Superseded Fire Inspections	Superseded
1990	C.A.D. Personnel #s, Warren Co.	Superseded
1990-1994	Physio Control Contracts	15 yrs
1984	Mary Haven Youth Center Inspection	Obsolete
1993	Warren Co. Radio Identifier Code & SOPs	Obsolete
1993	Warren Co. Zoning Violations & Correspondence	5 yrs
1993	Green Address Sign orders	2 yrs
1994	Ground Ladders Test Report	Superseded
1994	Private homes not in our jurisdiction – inspections	5 yrs
1994	CCI Fire Report	5 yrs
1995-2003	Warren Co. EMA Management Plans and Ops	Superseded
1995-2007	Motorola Pager & Radio Contracts	15 yrs
1996	Warren Co. Thoroughfare Plan Update	Superseded
1996 & 1999	Warren Co. Zoning Violations and Correspondence	5 yrs
1998	Contracts – non-Bid	15 yrs
1998	Eye World Safety Glasses Contract	15 yrs
1998-2003	Arch Pager Contracts	15 yrs
1999	Mindlan Newspaper Recycle Contract	15 yrs
1999	Fire & EMS Activity and Run Reports	5/7 yrs
1999-2003	Warren County EMA correspondence	5 yrs

1999-2018	Notice from Utilities re: EPCRA & SERC Tier 2 reports		
	Superseded		
2000	Contracts – non-Bid	15 yrs	
2001	WCI Inmate EMS Run		7 yrs
2001	Contracts-non-Bid	15 yrs	
2002	Fire Alarm Inspections at Otterbein	Outdated	
2002	Contracts – non-Bid	15 yrs	
2002-2006	Firehouse Software, digital	Obsolete	
2003	Non-Bid Sell Items	15 yrs	
2003	Govdeals transactions	5 yrs	
2003	Code violations and inspections		5 yrs
2003	Fire Run Records	5 yrs	
2003-2008	Warren County Health District notices		5 yrs
2004	Bonds for Bldg. at 670 N. 123		15 yrs
2004	Road Work Contracts & Unsuccessful Bids	15 yrs	
2004	Suburban info (vehicle sold)	Obsolete	
2004-2011	Hazmat including reports	6 yrs	
2005	Green Address Sign Orders and Bills	2 yrs	
2006	McWeeney Fire Report		5 yrs
2006-2007	Fire Run Reports	5 yrs	
2007	Fire Run Records	5 yrs	
2007	Warren Co. Commissioners Correspondence	5 yrs	
2007	Warren Co. Engineer’s Correspondence		5 yrs
2007	Warren Co. Zoning Violations and Correspondence	5 yrs	
2008	Permissive Tax Reports		5 yrs
2008	Fire Run Reports	5 yrs	
2008	Warren Co. Engineer’s Correspondence		5 yrs
2008-2014	BWC paperwork	5 yrs	
2008-2014	UAN Backup discs - digital	5 yrs	
2009	Road&Bridge Invoices to Residents for culverts&drainage	5 yrs	
2009-2013	Medicount/Comp Mg’t. paperwork	7 yrs	
2010-2014	Letters of Concern to TTFD	5 yrs	
2010-2014	Meeting Agendas & Information Packets	5 yrs	
2011	Life Squad/Medicount Direct Deposit Receipts		7 yrs
2011-2017	Road & Bridge Activity Reports		2 yrs
2012	EMS Run Reports	7 yrs	
2012	Life Squad/Medicount Direct Deposit Receipts		7 yrs
2012	Insurance Checks for Life Squad Service		7 yrs
2012	Amended Official Certificate of Estimated Resources		7 yrs
2012	Certified Total Amount of Expenditures & Balances	7 yrs	
2012	Time Sheets	5 yrs	
2012-2013	EMS Squad supplies, inventories, & daily checks	7 yrs	
2013	Fireworks Permit	30 days	
2014	Statements, Vouchers, & Receipts	5 yrs	
2014	Bi-Weekly Payroll	5 yrs	
2014	Time Sheets	5 yrs	
2014	Leave Forms	5 yrs	
2014	941 Reports	5 yrs	
2014	Bank Statements	5 yrs	
2014	Investment Statements		5 yrs
2014	Receipts	5 yrs	
2014	P.O.’s and Blanket Certificates		5 yrs
2014	Liquor Licensing Fees	3 yrs	
2014	Estate Tax Notices	5 yrs	
2014	Budget Worksheets	5 yrs	

2014	Gas Tax Refunds	5 yrs	
2014	License Tax Report	5 yrs	
2014	Property Tax Settlement Sheets		5 yrs
2014	Monthly Trustees Report	5 yrs	
2014	Proof of Publication	5 yrs	
2014	Turtlecreek Twp. Correspondence IN & OUT		5 yrs
2014	Warren Co. Commissioners Correspondence	5 yrs	
2014	Warren Co. Engineer's Office Correspondence		5 yrs
2014	Warren Co. Zoning Commission Correspondence	5 yrs	
2014	Warren Co. Zoning Violations and Correspondence	5 yrs	
2014	Warren Co. Regional Planning Correspondence		5 yrs
2014	Warren Co. Soil and Water Correspondence	5 yrs	
2014	Warren Co. Health District Correspondence	5 yrs	
2014	SERB Health Insurance Survey & Report		5 yrs
2014	Bid, Unsuccessful, on 2007 Int'l. 4400 truck	5 yrs	
2014	Road & Bridge Daily Work Logs		2 yrs
2014	Monthly CDL Reports		5 yrs
2014	Complaints and Service Requests	5 yrs	
2014	Records Requests	2 yrs	
2015	Liquor Tax Fee Distribution	3 yrs	
2015	Liquor Licensing Fees	3 yrs	
2017	Public Records Requests	2 yrs	
2017	Meeting Room Reservations	Current + 1	
2017	Turtlecreek Park Shelter Reservations		Current
+ 1			
Unknown	Server Backups – server 2 generations past (Mon-Fri A, plus Fri B)	5 yrs	

END OF MINUTES.