

## TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

MAY 11

20

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held by teleconference on May 11, 2020 at 7:00 p.m. with the following persons:

TRUSTEES: Jim VanDeGrift, Dan Jones and Jonathan Sams (7:13 p.m.).

FISCAL OFFICER: Amanda Childers

GUEST: Tammy Boggs, Mike Jameson, Ron Chasteen, Brian Elleman and Mike Shaffer.

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

The minutes of the meeting held on April 28, 2020 were received by the Trustees prior to the meeting for review. Since there were no additions or corrections, Mr. VanDeGrift moved for acceptance, seconded by Mr. Sams. 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. VanDeGrift 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.

Prior to the meeting, the Audit/Financial Committee met to review the financial reports for the year to date. The committee noted that at this time there is no need for transfers, additional line items, revenue revisions or amended appropriations.

Department Reports:

### **Fire/EMS:**

Mike Jameson, Fire Chief, gave an update on Station 33. He stated that the retention pond is being built and steel for the pre-engineered building is to be received May 20, 2020.

Chief Jameson stated he will repost for an Intermediate/Paramedic full-time position.

Chief Jameson informed the Board that the staff continue to follow precautions for COVID-19. There have been a few more cases in Turtlecreek Township but our staff all remain well.

### **Road and Bridge:**

Ron Chasteen, Road and Bridge Supervisor, informed the Board that his department completed blacktop repair over a pipe on McClure Rd. Point View Subdivision is being blacktopped.

Mr. Chasteen informed the Board that we have the opportunity to apply for an OPWC grant for the Emmons Road and Liberty Keuter Road drilled pier walls project. The OPWC grant would pay \$213,150.00 and the Township would pay \$221,850.00. If the grant is not approved then it would become a loan. Mr. Chasteen requested a Resolution to authorize the application for the OPWC grant and for Dan Jones, Trustee to sign the agreements. Mr. VanDeGrift made a motion, seconded by Mr. Jones to approve the Resolution described above. All present voiced a "YEA" vote and the motion was passed with **Resolution 20-05-01**. (A copy of the Resolution is included in the minutes.)

Mr. Chasteen informed the Board that a repair was necessary for the John Deere Flail mower in the amount of approximately \$1,100.00 and was authorized for payment through Resolution 20-05-02 ratified purchases.

Mr. Chasteen informed the Board that we received an email from Warren County Engineer's Office that the lowest bidder for salt was Cargill at \$80.35 per ton.

### **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 \$1,251.58. The purchases are \$48.44 from Amazon, \$43.60 from Lowes, \$15.00 from Vistaprint, \$11.58 from Rural King, and \$1,132.96 from Koenig. Mr. Sams made a motion, seconded by Mr. VanDeGrift to subsequently approve the expenditures in the cumulative amount of \$1,251.58. All present voiced a "YEA" vote and the motion was passed with **Resolution 20-05-02**. (A copy of the Resolution is included in the minutes.)

Mrs. Boggs informed the Board that the final numbers for the OKI grant retrofit lighting project is \$13,909.00. The Township will pay \$13,909.00 and will be reimbursed by OKI in the amount of \$6,945.50. This was approved at the last meeting but the numbers were nominally different.

**General Reports:**

**CORRESPONDENCE:**

**IN:**

Email from Dinsmore regarding the CDC adding new symptoms for COVID-19  
 Email from Warren County Engineer regarding the lowest bidder for salt being Cargill at \$80.35 per ton.  
 Letter from Warren County Engineer regarding Shaker Run Section Four, Phase C and Section Five, Phase B walk through on June 2, 2020 at 10:00 a.m.  
 Email regarding Federal Law Alert for New I-9 Policy due to COVID -19.

**OUT:**

Emailed out Alt & Witzig Engineering Inc proposal acceptance agreement.  
 Letter to Warren County Building Department regarding Fire Station 33

**Fiscal Officer Reports:**

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 32119 through 32151 (copy to follow) and Vouchers 381-2020 through 491-2020.

The Fiscal Office reported the following income:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
4/15/20	4/30/20	335-2020	M MONROE	2031-892-0000	\$10.00	GREEN ADDRESS SIGN
					<b>\$10.00</b>	
4/17/20	4/30/20	338-2020	R CAMPBELL	2041-804-0000	\$1,120.00	SALE OF CEMETERY LOTS SECTION 63 LOTS 1-4 R CAMPBELL
					<b>\$1,120.00</b>	
4/17/20	4/30/20	339-2020	OHIO BUREAU OF WORKERS COMP	1000-892-0000	\$7,469.42	EMPLOYER PREMIUM REFUND
					<b>\$7,469.42</b>	
4/22/20	4/30/20	341-2020	OTARMA	2191-805-0000	\$500.00	OTARMA CARES PROGRAM COVID-19 ASSISTANCE
					<b>\$500.00</b>	
4/15/20	4/30/20	336-2020	C ANGSTMAN	2191-299-0000	\$49.49	LIFE SQUAD SERVICES
4/17/20	4/30/20	337-2020	WELLMARK	2191-299-0000	\$87.97	LIFE SQUAD SERVICES
4/20/20	4/30/20	340-2020	AMBETTER BUCKEYE HEALTH PLAN	2191-299-0000	\$412.12	LIFE SQUAD SERVICES
4/22/20	4/30/20	342-2020	MIDLETOWN WORKS RETIREES HEALTH CARE FU	2191-299-0000	\$108.95	LIFE SQUAD SERVICES
4/22/20	4/30/20	343-2020	APIHU HEALTH PLAN	2191-299-0000	\$94.48	LIFE SQUAD SERVICES
4/24/20	4/30/20	344-2020	W EDWARDS	2191-299-0000	\$93.94	LIFE SQUAD SERVICES
4/27/20	4/30/20	345-2020	COMPANAGEMENT	2191-299-0000	\$1,212.12	LIFE SQUAD SERVICES
4/27/20	4/30/20	346-2020	BUCKEYE COMMUNITY HEALTH PLAN	2191-299-0000	\$380.57	LIFE SQUAD SERVICES
4/27/20	4/30/20	347-2020	TRICARE	2191-299-0000	\$199.62	LIFE SQUAD SERVICES
4/16/20	4/30/20	348-2020	JAARP	2191-299-0000	\$96.76	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/16/20	4/30/20	349-2020	BUCKEYE COMMUNITY	2191-299-0000	\$182.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/16/20	4/30/20	350-2020	MEDICAL MUTUAL	2191-299-0000	\$276.17	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/16/20	4/30/20	351-2020	UNITED HEALTHCARE	2191-299-0000	\$818.26	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/17/20	4/30/20	352-2020	ANTHEM BLUE	2191-299-0000	\$275.58	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/17/20	4/30/20	353-2020	CGS	2191-299-0000	\$1,471.96	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/20/20	4/30/20	354-2020	AETNA	2191-299-0000	\$418.45	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/21/20	4/30/20	355-2020	ANTHEM BLUE	2191-299-0000	\$49.61	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/21/20	4/30/20	356-2020	HUMANA	2191-299-0000	\$90.97	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/21/20	4/30/20	357-2020	CGS	2191-299-0000	\$1,287.26	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/22/20	4/30/20	358-2020	AETNA	2191-299-0000	\$362.64	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/22/20	4/30/20	359-2020	AETNA	2191-299-0000	\$370.84	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/23/20	4/30/20	360-2020	ANTHEM BLUE	2191-299-0000	\$392.49	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/23/20	4/30/20	361-2020	UNITED HEALTHCARE	2191-299-0000	\$579.83	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/24/20	4/30/20	362-2020	HUMANA	2191-299-0000	\$142.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/24/20	4/30/20	363-2020	ANTHEM BLUE	2191-299-0000	\$628.04	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/27/20	4/30/20	364-2020	BUCKEYE COMMUNITY	2191-299-0000	\$128.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/27/20	4/30/20	365-2020	PALMETTO GBA	2191-299-0000	\$379.28	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/27/20	4/30/20	366-2020	ANTHEM BLUE	2191-299-0000	\$1,238.82	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/28/20	4/30/20	367-2020	ANTHEM BCBS	2191-299-0000	\$1.34	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/28/20	4/30/20	368-2020	HUMANA	2191-299-0000	\$84.93	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/28/20	4/30/20	369-2020	MOLINA HEALTHCARE	2191-299-0000	\$122.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/28/20	4/30/20	370-2020	CGS	2191-299-0000	\$371.51	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/29/20	5/5/20	378-2020	CGS	2191-299-0000	\$650.33	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/30/20	5/5/20	379-2020	STATE OF OHIO MEDICAID	2191-299-0000	\$141.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/30/20	5/5/20	380-2020	UNITED HEALTHCARE	2191-299-0000	\$197.15	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
4/29/20	5/7/20	401-2020	NATIONAL ASSOC OF LETTER CARRIERS	2191-299-0000	\$95.39	LIFE SQUAD SERVICES
					<b>\$13,492.07</b>	
4/20/20	4/30/20	371-2020	WARREN COUNTY AUDITOR, MATT NOLAN	1000-632-0000	\$520.50	LOCAL GOVT HB49 APRIL 2020 (DIRECT DEPOSIT)
4/20/20	4/30/20	372-2020	WARREN COUNTY AUDITOR, MATT NOLAN	1000-632-0000	\$4,232.74	LOCAL GOVT APRIL 2020 (DIRECT DEPOSIT)
4/20/20	4/30/20	373-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2231-692-0000	\$1,575.75	NEW \$5 PERMISSIVE AUTO TAX MARCH 2020 (DIRECT DEPOSIT)
4/20/20	4/30/20	374-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2011-636-0000	\$1,517.23	MOTOR VEHICLE LICENSE TAX MARCH 2020 (DIRECT DEPOSIT)
4/20/20	4/30/20	375-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$1,847.45	CENTS PER GALLON APRIL 2020 (DIRECT DEPOSIT)
4/20/20	4/30/20	376-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$17,113.48	GAS EXCISE TAX APRIL 2020 (DIRECT DEPOSIT)
4/20/20	5/5/20	377-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$6,851.22	OLD \$5 PERMISSIVE AUTO TAX MARCH 2020 (DIRECT DEPOSIT)
4/27/20	5/5/20	381-2020	WARREN COUNTY AUDITOR, MATT NOLAN	1000-101-0000	\$163.13	1ST HALF 2020 MANUFACTURED HOME SETTLEMENT TAX YEAR 2020 (DIRECT DEPOSIT)
4/27/20	5/5/20	382-2020	WARREN COUNTY AUDITOR, MATT NOLAN	1000-101-0000	\$1,229.10	1ST HALF 2020 MANUFACTURED HOME LIKE REAL SETTLEMENT TAX YEAR 2020 (DIRECT DEPOSIT)
					<b>\$35,460.60</b>	
4/30/20	5/5/20	383-2020	STAROHIO	1000-701-0000	\$3,925.50	APRIL 2020 INTEREST
4/30/20	5/5/20	384-2020	PRIMARY	1000-701-0000	\$19.24	APRIL 2020 INTEREST
4/1/20	5/7/20	385-2020	US BANK	1000-701-0000	\$230.69	INTEREST
4/6/20	5/7/20	386-2020	CD 15	1000-701-0000	\$371.45	INTEREST
4/6/20	5/7/20	387-2020	CD 24	1000-701-0000	\$370.09	INTEREST
4/6/20	5/7/20	388-2020	CD 9	1000-701-0000	\$327.79	INTEREST
4/6/20	5/7/20	389-2020	CD 10	1000-701-0000	\$348.94	INTEREST
4/13/20	5/7/20	390-2020	CD 25	1000-701-0000	\$380.66	INTEREST
4/13/20	5/7/20	391-2020	cd 28	1000-701-0000	\$75.04	INTEREST
4/21/20	5/7/20	392-2020	CD 4	1000-701-0000	\$359.52	INTEREST
4/27/20	5/7/20	393-2020	CD 7	1000-701-0000	\$327.79	INTEREST
4/27/20	5/7/20	394-2020	CD 5	1000-701-0000	\$348.94	INTEREST
4/27/20	5/7/20	395-2020	CD 17	1000-701-0000	\$338.37	INTEREST
4/27/20	5/7/20	396-2020	CD 20	1000-701-0000	\$391.24	INTEREST
4/28/20	5/7/20	397-2020	CD 22	1000-701-0000	\$359.52	INTEREST
4/28/20	5/7/20	398-2020	CD 14	1000-701-0000	\$325.16	INTEREST
4/28/20	5/7/20	399-2020	CD 16	1000-701-0000	\$348.94	INTEREST
4/28/20	5/7/20	400-2020	CD 23	1000-701-0000	\$401.81	INTEREST
					<b>\$9,250.69</b>	

**Other Business:**

None.

**Visitor Concerns:**

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

**Trustee Reports:**

None.

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 May 26, 2020 at 8:00 A.M.

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

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

**RESOLUTION 20-05-01  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

A RESOLUTION AUTHORIZE TURTLECREEK TOWNSHIP TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT PROGRAM AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED RELATIVE TO THE EMMONS ROAD AND LIBERTY KEUTER ROAD DRILLED PIER WALLS PROJECT

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, The Board of Turtlecreek Township Trustees is planning to make capital improvements to Emmons Road and Liberty Keuter Road, and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County:

Section 1: The President of the Board of Trustees of Turtlecreek Township, Daniel Jones, is hereby authorized to apply to the OPWC for funds as described above.

Section 2: Upon receipt of the Project Agreement from OPWC, the President of the Board of Trustees of Turtlecreek Township is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

Mr. Jones	YEA
Mr. VanDeGrift	YEA

Resolution adopted this 11<sup>th</sup> day of May, 2020.

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Amanda Childers, Chief Fiscal Officer

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

Resolution Number: 20-05-02

Date of Resolution: May 11, 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. VanDeGrift moved adoption of the foregoing Resolution, being seconded by Mr. Sams. Upon call of the roll, the following vote resulted:

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

Resolution adopted this 11<sup>th</sup> day of May, 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: \_\_\_\_\_

End of minutes.