

## TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

AUGUST 10

20

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on August 10, 2020 at 7:00 p.m. with the following persons present:

TRUSTEES: Jim VanDeGrift, Dan Jones and Jonathan Sams.

FISCAL OFFICER: Amanda Childers

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

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

The minutes of the meeting held on July 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.

Department Reports:

### **Fire/EMS:**

Mike Jameson, Fire Chief, informed the Board on recent calls including a trailer fire, a bomb scare and the dive team recovered a jeep in a pond in Salem Township.

Chief Jameson gave the Board an update on Covid-19 numbers.

### **Road and Bridge:**

Ron Chasteen, Road and Bridge Supervisor, gave an update on his departments activities. He stated his department has been removing trees on Liberty Keuter. So far they have cut down six big trees with four more yet to be cut down.

Mr. Chasteen informed the Board that the boom mower is out of commission with a transmission problem. The 2007 New Holland Tractor with a boom mower will be costly to diagnose the exact problem and expensive to repair. Zimmer Mowers estimates ten to sixteen hours to remove the boom and forty hours to replace the transmission if indeed that is the only problem. It may be a better move to replace it. Most of the area where the boom mower is used has been completed for the year. Mr. VanDeGrift stressed the importance of using the boom mower for the safety of motorists driving in the Township. Mr. Chasteen will check State minimum pricing for a replacement and report back at the next meeting. Mr. Chasteen will also give the number of hours on the boom mower.

Mr. Chasteen informed the Board that the track hoe will need replaced next year.

### **Administration:**

Tammy Boggs, Township Administrator, informed the Board that she received a notification from Warren County Rural Zoning regarding a Stage 1 PUD for Restoration Ranch. Restoration Ranch is a rehabilitation youth center to be built on Union Road by Solid Rock Church. Mr. Sams stated that the youth center is contrary to the area plan, planned uses, as well as the residential and business plans. (A letter will be sent to Warren County Regional Zoning stating this information).

Tammy Boggs, Township Administrator, informed the Board that she received a notification from Warren County Regional Planning regarding Cedar Bay Farm PUD Stage 2. Cedar Bay Farm is a wedding venue on Drake Rd. The Trustees had no comments other than it must conform to current zoning. (A letter will be sent to Warren County Regional Planning stating this information).

Mrs. Boggs informed the Board that she received an email from Ms. Gamble, a resident at Shaker Run requesting additional signage and road markings be placed to slow down traffic and allow for the golf carts to cross on Shaker Run Boulevard. Mrs. Boggs spoke with the Sheriff's department who said they are willing to place a digital speed sign in that location. Mrs. Boggs told Ms. Gamble that Turtlecreek Township does not install speed bumps due to snow plowing.

Ms. Gamble requested speed limit signs painted on the roadways. Mrs. Boggs discussed this matter with Neil Tunison, Warren County Engineer and requested pricing for the speed limit signs.

Mrs. Boggs informed the Board that she has received numerous emails and calls regarding poor internet service within the Township. Broadband is inadequate in various regions of the Township. This issue has become more important with many people working from home as well as students attending virtual classes. Mrs. Childers informed the Board that State Senator Steve Wilson is the Chairperson for the Energy and Public Utilities Committee. Mrs. Boggs will send a letter to Mr. Wilson regarding this matter.

Mrs. Boggs informed the Board that Warren County Rural Zoning Inspection sent a variance for Peggy Arnold involving a flag lot request that we did not receive until July 30, 2020 and did not have the opportunity for the Trustees to respond. Mrs. Boggs has notified Warren County Zoning that we need enough time to receive the letter and have a Township Meeting before they approve the issue.

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 \$542.30. The purchases are \$417.31 from Amazon and 124.99 from Costco. Mr. VanDeGrift made a motion, seconded by Sams to subsequently approve the expenditures in the cumulative amount of \$542.30. All present voiced a "YEA" vote and the motion was passed with **Resolution 20-08-01**. (A copy of the Resolution is included in the minutes.)

Mrs. Boggs requested authorization to change the job description of the Administrative Assistant position to include they assist the Fiscal Officer. Mr. Sams made a motion, seconded by VanDeGrift to authorize the updated job description of the Administrative Assistant. All present voiced a "YEA" vote and the motion was passed with **Resolution 20-08-02**. (A copy of the Resolution is included in the minutes.)

#### **General Reports:**

#### **CORRESPONDENCE:**

##### **IN:**

Letter from Warren County Regional Planning regarding the withdrawal request for Stage 2 application for Restoration Ranch.

Email regarding the internet issues within the township.

Letter from Warren County Health District 2<sup>nd</sup> quarter report.

Letter from Warren County Rural Zoning department regarding the variance for Peggy Arnold on Wood Road.

Resolution from Warren County Commissioners regarding the approval of Shaker Run Section Four A for public maintenance.

Resolution from Warren County Commissioners regarding the approval of Shaker Run Section Four B for public maintenance.

##### **OUT:**

Letter to Warren County Rural Zoning Inspection regarding the conditional use on 1769 S. Waynesville Road.

Email to Warren County Rural Zoning Inspection that we did not receive the variance for Peggy Arnold until July 30, 2020

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

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 32307 through 32333 (copy to follow) and Vouchers 808-2020 through 870-2020.

The Fiscal Office reported the following income:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
7/29/20	8/6/20	658-2020	TRICARE	2191-299-0000	\$454.15	LIFE SQUAD SERVICES
7/29/20	8/6/20	659-2020	GEHA	2191-299-0000	\$325.72	LIFE SQUAD SERVICES
7/29/20	8/6/20	660-2020	BLUE CROSS BLUE SHIELD	2191-299-0000	\$86.15	LIFE SQUAD SERVICES
7/31/20	8/6/20	661-2020	TRICARE	2191-299-0000	\$194.14	LIFE SQUAD SERVICES
7/31/20	8/6/20	662-2020	CONSTELLATION	2191-299-0000	\$230.19	LIFE SQUAD SERVICES
7/20/20	8/6/20	663-2020	HWHO	2191-299-0000	\$147.31	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/20/20	8/6/20	664-2020	ANTHEM BLUE	2191-299-0000	\$372.24	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/20/20	8/6/20	665-2020	AETNA	2191-299-0000	\$1,029.35	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/20/20	8/6/20	666-2020	CGS	2191-299-0000	\$4,803.98	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/21/20	8/6/20	667-2020	CGS	2191-299-0000	\$1,770.55	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/22/20	8/6/20	668-2020	UNITED HEALTHCARE	2191-299-0000	\$167.03	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/22/20	8/6/20	669-2020	HNB - ECHO	2191-299-0000	\$364.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/22/20	8/6/20	670-2020	ANTHEM BLUE	2191-299-0000	\$462.26	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/23/20	8/6/20	671-2020	STATE OF OHIO MEDICAID	2191-299-0000	\$180.20	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/23/20	8/6/20	672-2020	MOLINA HEALTHCARE	2191-299-0000	\$185.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/23/20	8/6/20	673-2020	ANTHEM BLUE	2191-299-0000	\$200.93	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/23/20	8/6/20	674-2020	CGS	2191-299-0000	\$359.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/23/20	8/6/20	675-2020	HHP OHIO	2191-299-0000	\$714.57	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/24/20	8/6/20	676-2020	UNITED HEALTHCARE	2191-299-0000	\$160.93	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/24/20	8/6/20	677-2020	ANTHEM BLUE	2191-299-0000	\$188.31	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/24/20	8/6/20	678-2020	CGS	2191-299-0000	\$1,830.79	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/27/20	8/6/20	679-2020	ANTHEM BLUE	2191-299-0000	\$97.07	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/27/20	8/6/20	680-2020	HUMANA	2191-299-0000	\$204.65	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/27/20	8/6/20	681-2020	ANTHEM BLUE	2191-299-0000	\$260.57	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/28/20	8/6/20	682-2020	HUMANA	2191-299-0000	\$196.62	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/29/20	8/6/20	683-2020	ANTHEM BLUE	2191-299-0000	\$84.93	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/29/20	8/6/20	684-2020	UHC COMMUNITY	2191-299-0000	\$202.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/29/20	8/6/20	685-2020	HNB - ECHO	2191-299-0000	\$394.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/30/20	8/6/20	686-2020	UMR	2191-299-0000	\$67.82	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/30/20	8/6/20	687-2020	ANTHEM BLUE	2191-299-0000	\$98.74	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/30/20	8/6/20	688-2020	CGS	2191-299-0000	\$325.09	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/30/20	8/6/20	689-2020	UNITED HEALTHCARE	2191-299-0000	\$895.02	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/31/20	8/6/20	690-2020	ANTHEM BLUE	2191-299-0000	\$239.03	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/31/20	8/6/20	691-2020	AETNA	2191-299-0000	\$464.44	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/31/20	8/6/20	692-2020	CGS	2191-299-0000	\$1,390.11	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					<b>\$19,148.09</b>	
7/17/20	8/6/20	693-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2272-519-0000	\$115,273.80	CORONAVIRUS RELIEF FUNDS (DIRECT DEPOSIT)
7/20/20	8/6/20	694-2020	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$930.50	LOCAL GOVT HB49 JULY 2020 (DIRECT DEPOSIT)
7/20/20	8/6/20	695-2020	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$6,975.00	LOCAL GOVT JULY 2020 (DIRECT DEPOSIT)
7/20/20	8/6/20	696-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$2,291.10	NEW \$5 PERMISSIVE AUTO JUNE 2020 (DIRECT DEPOSIT)
7/20/20	8/6/20	697-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2011-536-0000	\$2,860.15	MOTOR VEHICLE LICENSE TAX JUNE 2020 (DIRECT DEPOSIT)
7/20/20	8/6/20	698-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$2,104.23	CENTS PER GALLON JULY 2020 (DIRECT DEPOSIT)
7/20/20	8/6/20	699-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$9,959.59	OLD \$5 PERMISSIVE TAX JUNE 2020 (DIRECT DEPOSIT)
7/20/20	8/6/20	700-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$15,861.09	GAS EXCISE JULY 2020 (DIRECT DEPOSIT)
7/27/20	8/6/20	701-2020	WARREN COUNTY AUDITOR, MATT NOLAN	1000-101-0000	\$550,000.00	2ND HALF REAL ESTATE TAX SETTLEMENT ADVANCE TY 2019
					<b>\$706,255.46</b>	
7/31/20	8/6/20	702-2020	STAROHIO	1000-701-0000	\$1,953.94	JULY 2020 INTEREST
7/31/20	8/6/20	703-2020	PRIMARY	1000-701-0000	\$9.39	JULY 2020 INTEREST
7/1/20	8/10/20	704-2020	US BANK	1000-701-0000	\$26.51	JULY 2020 SWEEP INTEREST
7/1/20	8/10/20	705-2020	CD 15	1000-701-0000	\$337.68	JULY 2020 INTEREST
7/6/20	8/10/20	706-2020	CD 9	1000-701-0000	\$317.22	JULY 2020 INTEREST
7/6/20	8/10/20	707-2020	CD 10	1000-701-0000	\$337.68	JULY 2020 INTEREST
7/13/20	8/10/20	708-2020	cd 28	1000-701-0000	\$204.66	JULY 2020 INTEREST
7/20/20	8/10/20	709-2020	CD 33	1000-701-0000	\$204.66	JULY 2020 INTEREST
7/21/20	8/10/20	710-2020	CD 4	1000-701-0000	\$347.92	JULY 2020 INTEREST
7/27/20	8/10/20	711-2020	CD 7	1000-701-0000	\$317.22	JULY 2020 INTEREST
7/27/20	8/10/20	712-2020	CD 5	1000-701-0000	\$337.68	JULY 2020 INTEREST
7/27/20	8/10/20	713-2020	CD 17	1000-701-0000	\$327.45	JULY 2020 INTEREST
7/28/20	8/10/20	714-2020	CD 22	1000-701-0000	\$347.92	JULY 2020 INTEREST
7/28/20	8/10/20	715-2020	CD 14	1000-701-0000	\$314.67	JULY 2020 INTEREST
7/28/20	8/10/20	716-2020	CD 16	1000-701-0000	\$337.68	JULY 2020 INTEREST
7/28/20	8/10/20	717-2020	CD 23	1000-701-0000	\$388.85	JULY 2020 INTEREST
7/28/20	8/10/20	718-2020	FNMA 1	1000-701-0000	\$3,754.17	JULY 2020 INTEREST
					<b>\$9,865.30</b>	
7/30/20	8/10/20	719-2020	INVESTMENT FNMA 1	1000-701-0000	\$100.00	Gain on Investment
					<b>\$100.00</b>	

**Other Business:**

None.

**Visitor Concerns:**

Mike Shaffer gave a report concerning happenings at Regional Planning.

**Trustee Reports:**

There being no further business, Mr. VanDeGrift made a motion, seconded by Mr. Sams to adjourn the meeting. All present voiced a "YEA" vote and the motion passed.

The next regular meeting is scheduled for August 25, 2020 at 8:00 A.M.

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

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

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

Resolution Number: 20-08-01

Date of Resolution: August 10, 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. Jones	YEA
Mr. VanDeGrift	YEA
Mr. Sams	YEA

Resolution adopted this 10<sup>th</sup> day of August, 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 20-08-02  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**RESOLUTION WHEREAS TURTLECREEK TOWNSHIP  
HAS ESTABLISHED A JOB DESCRIPTION FOR  
ADMINISTRATIVE ASSISTANT**

**WHEREAS**, the Turtlecreek Township Board of Trustees have established a job description for Administrative Assistant with the revision date of August 10, 2020; and

**WHEREAS**, the Turtlecreek Township Board of Trustees have adopted this job description effective August 10, 2020 and they will replace any previous job descriptions related to this position; 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 10<sup>th</sup> day August, 2020

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

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

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

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

End of Minutes.