

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

NOVEMBER 9

20

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held by teleconference and in person on November 9, 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, Brian Elleman, Ron Chasteen, Mike Shaffer, Brad Edrington (phone), Sarah Hammond and Nicholas Kamaka.

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

The minutes of the meeting held on October 27, 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. Jones. 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. VanDeGrift and seconded by Mr. Sams 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, conducted a swearing in ceremony of Nicholas Kamaka as a full time EMT/Paramedic. Congratulations were given to Mr. Kamaka by all in attendance.

Chief Jameson requested a resolution to rescind Resolution 20-10-10 regarding the hiring of Adeline Kieren. Ms. Kieren will not be working for the Township. 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 20-11-01** (a copy of the resolution will be included in the minutes.)

Chief Jameson requested a resolution to purchase three recliners for Station 33 for \$2,097.00. The recliners will be purchased from Working Fire Furniture and Mattress. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve the purchase of three recliners for Station 33 in the amount of \$2,097.00 from Working Fire Furniture and Mattress. All present voiced a "YEA" vote and the motion passed with **Resolution 20-11-03** (a copy of the resolution will be included in the minutes.)

Chief Jameson informed the Board that Station 33 is in need of a new phone system and recommended that we use Warren County for this utility. The monthly cost will be approximately \$107.70. The county will maintain and repair the system. All present voiced a "YEA" vote and the motion was passed.

Chief Jameson informed the Board that the annual ladder testing is due by Diversified Inspections and the cost will be approximately \$1,349.00 and will occur early in 2021. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the annual ladder testing at a cost of \$1,349.00 by Diversified Inspections. All present voiced a "YEA" vote and the motion was passed.

Chief Jameson requested a Resolution to purchase appliances for Station 33 from Lowes in the approximate amount of \$7,200.00. The appliances include 3 refrigerators (one for each shift), a dishwasher, a range, washer and dryer (two sets) and a microwave. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the purchase of appliances at a cost of \$7,200.00 from Lowes for Station 33. All present voiced a "YEA" vote and the motion passed with **Resolution 20-11-04** (a copy of the resolution will be included in the minutes.)

Chief Jameson requested authorization to run fiber to Station 33 at a cost of \$9,160.00 by Global Business Solutions. The Resolution will need to authorize Tammy Boggs, Administrator to sign the required documents for Global Business Solutions to complete the installation of the fiber lines to Station 33. Mr. VanDeGrift made a motion, seconded by Mr. Sams to authorize the Resolution as stated above. All present voiced a "YEA" vote and the motion passed with **Resolution 20-11-05** (a copy of the resolution will be included in the minutes.)

Chief Jameson informed the Board that the Fire Department applied for the Loeb Grant for updated rescue tools, Gear Racks, and a turn out gear washer for an amount of \$57,941.00. The award came in at \$19,450.00. The funds will be used for the gear racks and gear washer for the new Station 33.

Chief Jameson updated the Board on Covid-19 cases in Turtlecreek Township with 127 active cases.

Mrs. Boggs informed the Board and Chief Jameson that there will be a meeting with KZF to look at renovating Station 31 on Friday.

Road and Bridge:

Ron Chasteen, Road and Bridge Supervisor, informed the Board that the crack sealer machine is having mechanical issues with the pump and keeps blowing out. A new pump will cost approximately \$1,500-\$2,000. Mr. Chasteen will provide a follow up report at the next meeting.

Mr. Chasteen informed the Board that he would like to have Durapatch applied to the cemetery parking lot. Mr. Chasteen doesn't think the cost will be more than \$500.00.

Mr. Chasteen informed the Board that he purchased crack sealer from Brew Pro in the amount of \$2,058.00. Mr. Sams made a motion, seconded by Mr. VanDeGrift to subsequently approve the purchase of the crack sealer in the amount of \$2,058.00 from BrewPro. All present voiced a "YEA" vote and the motion was passed.

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 \$2,076.32. The purchases are \$156.58 from Amazon, \$487.97 from Rural King, \$1,393.93 from Bob Sumerel Tire, and \$37.84 from Sams. Mr. VanDeGrift made a motion, seconded by Mr. Sams to subsequently approve the expenditures in the cumulative amount of \$2,076.32. All present voiced a "YEA" vote and the motion was passed with **Resolution 20-11-02**. (A copy of the Resolution is included in the minutes.)

Mrs. Boggs informed the Board that she received a letter from Warren County Regional Planning regarding Restoration Ranch PUD Stage 2. The Board had no questions or concerns regarding the PUD Stage 2 for Restoration Ranch. (A letter will be sent to Warren County Regional Planning stating this information.)

Mrs. Boggs informed the Board that she received a notice from Warren County Rural Zoning of a variance request for Frank & Candace Carte to add a cover to the patio on the back of their home which does not meet the thirty foot setback. The home is in the Trails of Shaker Run. The Board had no questions or concerns regarding the variance request. (A letter will be sent to Warren County Rural Zoning stating this information.)

General Reports:

CORRESPONDENCE:

IN:

Letter from Smartprocure requesting public records
Letter from State of Ohio Division of Liquor Control regarding fee distribution
Letter from District #10 NRAC – Notice
Email from Navia Benefit Solutions regarding extension of COVID – 19.
Letter from WC Commissioners regarding the CDBG Application
Email from Mr. Lyon regarding a zoning question for Camp Kern
Email from Mr. Murrell regarding developments in the township
Email from Warren County Rural Zoning regarding a variance for Case #2020-112
Letter from Warren County Regional Planning regarding the Restoration Ranch PUD Stage 2

OUT:

- Letter to Smartprocure regarding public records request
- Letter to WC Rural Zoning regarding the conditional use and site plan review for Jennifer & James Barnett
- Letter to WC Regional Planning regarding Shaker Run Section 7 Final Plat
- Email to Mr. Lyon regarding a zoning question for Camp Kern
- Letter to Ms. Kieren regarding a job offer for part time EMT/FF
- Email to Mr. Murrell regarding developments in the township
- Letter to Mr. Kamaka regarding job offer for full time position for Paramedic

Fiscal Officer Reports:

Amanda Childers, Fiscal Officer, requested authorization to advance funds from the General Fund to Union Village Lighting Districts in the amount of \$1,300.00 to cover needed expenses until the first payment from Warren County is received in 2021. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve the advance of funds as stated above. All present voiced a "YEA" vote and the motion passed with **Resolution 20-11-06**. (A copy of the resolution is included in the minutes.)

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 32533 through 32563 (copy to follow) and Vouchers 1131-2020 through 1181-2020.

The Fiscal Office reported the following income:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
10/23/20	10/28/20	1019-2020	STATE OF OHIO	1000-535-0000	\$430.95	1ST AND 2ND HALF ROLLBACK MANUFACTURED LIKE REAL 2020 (DIRECT DEPOSIT)
10/23/20	10/30/20	1020-2020	STATE OF OHIO	1000-535-0000	\$164,908.67	REAL PROPERTY TAX ROLLBACK 2ND HALF TY 2019 (DIRECT DEPOSIT)
					\$165,339.62	
10/29/20	11/6/20	1023-2020	OHIO TASK FORCE ONE	2193-892-0000	\$3,591.34	REIMBURSEMENT M JAMESON HURRICANE LAURA
					\$3,591.34	
10/26/20	11/6/20	1021-2020	C LAWSON	2191-299-0000	\$75.00	LIFE SQUAD SERVICES
10/27/20	11/6/20	1022-2020	TRICARE	2191-299-0000	\$113.07	LIFE SQUAD SERVICES
10/29/20	11/6/20	1024-2020	CAREWORKS	2191-299-0000	\$703.40	LIFE SQUAD SERVICES
10/26/20	11/6/20	1025-2020	AARP	2191-299-0000	\$289.52	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/26/20	11/6/20	1026-2020	AETNA	2191-299-0000	\$1,200.58	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/26/20	11/6/20	1027-2020	CGS	2191-299-0000	\$3,272.94	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/27/20	11/6/20	1028-2020	ANTHEM BCBS	2191-299-0000	\$381.87	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/27/20	11/6/20	1029-2020	AETNA	2191-299-0000	\$506.65	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/28/20	11/6/20	1030-2020	CGS	2191-299-0000	\$328.75	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/29/20	11/6/20	1031-2020	CGS	2191-299-0000	\$388.24	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/29/20	11/6/20	1032-2020	AETNA	2191-299-0000	\$442.50	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/30/20	11/6/20	1033-2020	ANTHEM BLUE	2191-299-0000	\$85.23	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/30/20	11/6/20	1034-2020	AARP	2191-299-0000	\$96.46	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					\$7,884.21	
10/26/20	11/6/20	1035-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$2,010.00	NEW \$5 PERMISSIVE AUTO SEPT 2020 (DIRECT DEPOSIT)
10/26/20	11/6/20	1036-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2011-536-0000	\$2,137.07	MOTOR VEHICLE LICENSE TAX SEPT 2020 (DIRECT DEPOSIT)
10/26/20	11/6/20	1037-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$2,046.81	CENTS PER GALLON OCT 2020 (DIRECT DEPOSIT)
10/26/20	11/6/20	1038-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$8,710.00	OLD \$5 PERMISSIVE AUTO TAX SEPT 2020 (DIRECT DEPOSIT)
10/26/20	11/6/20	1039-2020	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$18,083.65	GAS EXCISE TAX OCT 2020 (DIRECT DEPOSIT)
10/26/20	11/6/20	1040-2020	WARREN COUNTY AUDITOR, MATT NOLAN	1000-535-0000	\$779.37	ROLLBACK MANUFACTURED LIKE REAL 2020 (DIRECT DEPOSIT)
					\$33,766.90	
10/30/20	11/6/20	1041-2020	STAROHO	1000-701-0000	\$646.38	OCTOBER 2020 INTEREST
10/30/20	11/6/20	1042-2020	PRIMARY	1000-701-0000	\$4.77	OCTOBER 2020 INTEREST
10/1/20	11/6/20	1043-2020	US BANK	1000-701-0000	\$5.68	OCTOBER 2020 SWEEP INTEREST
10/1/20	11/6/20	1044-2020	CD 15	1000-701-0000	\$337.68	OCTOBER 2020 INTEREST
10/5/20	11/6/20	1045-2020	CD 9	1000-701-0000	\$317.22	OCTOBER 2020 INTEREST
10/6/20	11/6/20	1046-2020	CD 10	1000-701-0000	\$337.68	OCTOBER 2020 INTEREST
10/13/20	11/6/20	1047-2020	cd 28	1000-701-0000	\$204.66	OCTOBER 2020 INTEREST
10/19/20	11/6/20	1048-2020	CD 33	1000-701-0000	\$204.66	OCTOBER 2020 INTEREST
10/21/20	11/6/20	1049-2020	CD 4	1000-701-0000	\$347.92	OCTOBER 2020 INTEREST
10/26/20	11/6/20	1050-2020	CD 7	1000-701-0000	\$317.22	OCTOBER 2020 INTEREST
10/27/20	11/6/20	1051-2020	CD 17	1000-701-0000	\$327.45	OCTOBER 2020 INTEREST
10/28/20	11/6/20	1052-2020	CD 22	1000-701-0000	\$347.92	OCTOBER 2020 INTEREST
10/28/20	11/6/20	1053-2020	CD 14	1000-701-0000	\$314.67	OCTOBER 2020 INTEREST
10/28/20	11/6/20	1054-2020	CD 16	1000-701-0000	\$337.68	OCTOBER 2020 INTEREST
10/28/20	11/6/20	1055-2020	CD 23	1000-701-0000	\$388.85	OCTOBER 2020 INTEREST
					\$4,440.44	

Other Business:

None.

Visitor Concerns:

None.

Trustee Reports:

A motion was made by Mr. Sams that the Board of Trustees adjourns into executive session to discuss Maintenance Department Personnel matters pursuant to ORC 121.22 (G) (1) at 7:29 P.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 8:11 P.M.

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 November 24, 2020 at 8:00 A.M.

Signed: _____ Chairman of the Board

Attest: _____ Fiscal Officer

**RESOLUTION 20-11-01
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they rescind Resolution 20-10-10 regarding the hiring of Adeline Kieren.

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

Adopted this 9th day of November, 2020.

Signed: _____ " YEA"

_____ " YEA"

_____ " YEA"

Attest: _____ Chief Fiscal Officer

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

Resolution Number: 20-11-02
2020

Date of Resolution: November 9,

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:

WHEREAS, the EMS department has a need to purchase kitchen appliances for Station 33; and

WHEREAS, the cost of the appliances will be \$7,200.00 from Lowes; and

WHEREAS, the source of the funds for the purchase will be the EMS Fund 2191 (2191-760-740-0000 – Machinery, Equipment and Furniture); and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the purchase of kitchen appliances for 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 9th day of November, 2020

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 20-11-05
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the Fire department has a need to install fiber to provide service to Station 33; and

WHEREAS, the cost to run the fiber at Station 33 will be approximately \$9,160.00 and will be installed by Global Business Solutions and the source of the funds to install the fiber will be the Fire Fund 2192 (2192-760-790-0000 Other – Capital Outlay); and

WHEREAS, the Board of Trustees of Turtlecreek Township authorize Tammy Boggs, Adminstrator, to sign the required documents by Global Business Solutions to complete the installation of the fiber lines to Station 33;

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the installation of the fiber lines by Global Business Solutions and authorize Tammy Boggs, Administrator to sign all necessary documents related to the installation.

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

Adopted this 9th day of November, 2020

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 20-11-06
TURTLECREEK TOWNSHP
WARREN COUNTY, OHIO**

**A RESOLUTION AUTHORIZING AN ADVANCE FROM THE GENERAL FUND
(1000) TO THE UNION VILLAGE LIGHTING DISTRICTS (2434, 2435, 2436)**

WHEREAS, the Turtlecreek Township Board of Trustees has determined that it is necessary to transfer funds from the General Fund to cover necessary expenses in the Union Village lighting districts until the first payment is received from Warren County in 2021; and,

NOW THEREFORE, BE IT RESOLVED by the Turtlecreek Township Board of Trustees that the Fiscal Officer is authorized to transfer \$1,300.00 from the General Fund into the Union Village Lighting District Funds (2434 \$935.00), (2435 \$105.00) and (2436 \$260.00).

BE IT FURTHER RESOLVED that the Union Village Lighting District Funds were previously established.

Mr. VanDeGrift moved to adopt the foregoing resolution. Mr. Sams seconded the motion. All voiced a "YEA" vote and the resolution was passed.

Adopted this 9th day of November, 2020

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

End of Minutes.