

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

DECEMBER 29

20

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held by teleconference and in person on December 29, 2020 at 8:00 a.m. with the following persons:

TRUSTEES: Dan Jones, Jim VanDeGrift and Jonathan Sams
FISCAL OFFICER: Amanda Childers
GUEST: Tammy Boggs, Ron Chasteen, Mike Jameson, Brian Elleman, Dave Seibert, Brad Edrington (phone) and Mike Shaffer.

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

The minutes of the meeting held on December 14, 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.

The minutes of the Special meeting held on November 12, 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. Jones. All were in favor and the minutes were approved as written.

Department Reports:

Fire/EMS:

Mike Jameson, Fire Chief,

Chief Jameson gave the Trustees an update on Covid-19 numbers in the Township. Currently there are 214 in the Township. Ten Turtlecreek Township employees have received the vaccine to date.

Chief Jameson informed the Board that the electrical work is wrapping up for the new Station 33. Chief Jameson invited the Trustees to visit the New Station 33.

Road and Bridge:

Ron Chasteen, Road and Bridge Supervisor, informed the Board the Warren County Engineer's office has requested an agreement regarding participation in the road-resurfacing project for 2021. Mr. Chasteen stated that the roads that will be resurfaced in 2021 will be Nixon Camp, Waynesville and Liberty Keuter. The cost is estimated to be \$234,021.00. Mr. VanDeGrift made a motion to approve Turtlecreek Township's participation in Warren County Engineer's Annual Resurfacing Project for 2021 and for Mrs. Boggs to sign all documents associated with the project. The motion was seconded by Mr. Sams. All voiced a "YEA" vote and the motion was passed with **Resolution 20-12-32**. (A copy of the resolution is included in the minutes).

Dave Siebert, Road/Maintenance Supervisor, discussed his analysis of using Reclamite on the resurfaced roads. Reclamite is an additive sprayed on top of asphalt to extend the life of the pavement on an average of three years. Turtlecreek is paving 2.6 miles of road in 2021, the cost of adding Reclamite is \$11,940.00 per mile. The Trustees agreed to include Reclamite cost in the total approved by Resolution 20-12-32.

Mr. Chasteen informed the Board that his department was out on Christmas day applying salt to the roads. Mr. Jones thanked Mr. Chasteen and his department for taking care of the roads.

Administration:

Tammy Boggs, Township Administrator, informed the Board that a position for full time Road/Maintenance Technician has been posted and both she and the Road/ Maintenance Supervisor have recommended Jarred Gullett to fill the position effective January 18, 2021 at the rate of \$18.00 per hour. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve the hiring Jarred Gullett as Road/Maintenance Technician effective January 18, 2021 at the rate of \$18.00 per hour. All voiced a "YEA" vote and the motion was passed with **Resolution 20-12-31**. (A copy of the resolution is included in the minutes).

Mrs. Boggs requested authorization to allow Resolution 20-11-05 for Global Business Solutions project to be paid for by CARES Funds instead of the Fire Fund Other – Capital Outlay. Mr. Sams made a motion, seconded by Mr. VanDeGrift to modify **Resolution 20-11-05** to be paid by Cares Funds.

Mrs. Boggs informed the Board that the Personnel Policy Manual Section 6.11 (B) regarding compensation for COVID 19 while on administrative leave ends on December 31, 2020. After some discussion the Trustees did approve extending that addition to the Personnel Policy Manual thru 12-31-2021. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the motion as stated above. All present voiced a “YEA” vote and the motion was passed.

Mrs. Boggs requested ratification for expenditures authorized by Township Administrator or Township Officer or Employee authorized by Township Administrator in the cumulative amount of \$382.47. The purchases are \$14.81 from Rural King, \$217.26 from Amazon and \$150.40 from Sams. Mr. Sams made a motion, seconded by VanDeGrift to subsequently approve the expenditures in the cumulative amount of \$382.47. All present voiced a “YEA” vote and the motion was passed with **Resolution 20-12-33**. (A copy of the Resolution is included in the minutes.)

General Reports:

CORRESPONDENCE:

IN:

- Email from Warren County Engineer’s office regarding the 2021 Resurfacing Project
- Letter from Public Utilities Commission verifying contact information
- Letter from CareWorks of merger with CompManagement and new name is now Sedgwick Managed Care Ohio
- Resolution from Warren County Commissioners of administrative hearing continuation for Creek Song
- Resolution from Warren County Commissioners of public hearing continuations for Creek Song
- Letter from Cincinnati Insurance Companies billing information
- Letter from CGS regarding Medicare Administrative Contractor
- Letter from Warren County Transportation Improvement District improvement of 63/Union/741
- Letter from BWC regarding Sedgwick Managed Care merger
- Notice from BWC of true-up amount

OUT:

- Letter to Warren County Rural Zoning Inspection regarding Jennifer & John Cowan

Fiscal Officer Reports:

The Fiscal Officer presented the bills, which were due, and the following checks were approved and signed. Check Nos. 32660 through 32707 (copy to follow) and Vouchers 1352-2020 through 1401-2020.

The Fiscal Office reported the following income from:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
12/14/20	12/28/20	1207-2020	ANTHEM BLUE	2191-299-0000	\$86.75	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/14/20	12/28/20	1208-2020	MEDICAL MUTUAL	2191-299-0000	\$89.65	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/14/20	12/28/20	1209-2020	CGS	2191-299-0000	\$2,492.56	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/15/20	12/28/20	1210-2020	CGS	2191-299-0000	\$297.05	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/16/20	12/28/20	1211-2020	AARP SUPPLEMENTAL	2191-299-0000	\$264.38	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/16/20	12/28/20	1212-2020	AETNA	2191-299-0000	\$415.36	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/16/20	12/28/20	1213-2020	UNITED HEALTHCARE	2191-299-0000	\$483.79	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/16/20	12/28/20	1214-2020	AETNA	2191-299-0000	\$507.75	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/17/20	12/28/20	1215-2020	STATE OF OHIO MEDICAID	2191-299-0000	\$368.40	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/17/20	12/28/20	1216-2020	UNITED HEALTHCARE	2191-299-0000	\$420.34	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/17/20	12/28/20	1217-2020	AETNA	2191-299-0000	\$510.47	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/17/20	12/28/20	1218-2020	UNITED HEALTHCARE	2191-299-0000	\$579.46	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/18/20	12/28/20	1219-2020	ANTHEM BLUE	2191-299-0000	\$103.69	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/18/20	12/28/20	1220-2020	CGS	2191-299-0000	\$2,036.63	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/21/20	12/28/20	1221-2020	CGS	2191-299-0000	\$385.81	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/21/20	12/28/20	1222-2020	HUMANA	2191-299-0000	\$523.71	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/21/20	12/28/20	1223-2020	AETNA	2191-299-0000	\$542.37	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/21/20	12/28/20	1224-2020	MOLINA HEALTHCARE	2191-299-0000	\$738.95	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/22/20	12/28/20	1225-2020	HWHO	2191-299-0000	\$274.75	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/23/20	12/28/20	1226-2020	AARP	2191-299-0000	\$170.01	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/23/20	12/28/20	1227-2020	HNB - ECHO	2191-299-0000	\$204.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/23/20	12/28/20	1228-2020	AETNA	2191-299-0000	\$892.22	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/24/20	12/28/20	1229-2020	UNITED HEALTHCARE	2191-299-0000	\$59.41	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
12/24/20	12/28/20	1230-2020	UNITED HEALTHCARE	2191-299-0000	\$184.41	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					\$12,631.92	

Other Business:

None.

Visitor Concerns:

None.

Trustee Reports:

Dan Jones, Chairman of the Board, thanked everyone for a great year of team work and assistance to each other and our residents. This meeting concludes his year as Chairman of the Board.

The Trustees convened to the New Station 33 for a tour of the new facility.

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 at 9:00 a.m. from Station 33.

The next regular meeting is scheduled for January 11, 2021 at 7:00 P.M.

Signed: _____ Chairman of the Board

Attest: _____ Fiscal Officer

**RESOLUTION 20-12-31
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**HIRE JARRED GULLETT TO THE POSITION OF
MAINTENANCE TECHNICIAN EFFECTIVE JANUARY 18, 2021**

WHEREAS, the position of Maintenance Technician has been posted within the Turtlecreek Township Maintenance Department; and

WHEREAS, the Administrator and the Road/Maintenance Supervisor have recommended that Jarred Gullett be hired as a Full Time Maintenance Technician; and

NOW THEREFORE BE IT RESOLVED, the Turtlecreek Township Board of Trustees hereby approves the hiring of Jarred Gullett for the position of Full Time Maintenance Technician effective hire date of January 18, 2021 at the rate of \$18.00 per hour. Mr. Gullett's pay will be paid from the Road Fund 60% and the Fire/EMS fund 40%.

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

Adopted this 29th day of December, 2020

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 20-12-32
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**Authorizing Contract with Warren County Engineer's
Office for Warren County 2021 Resurfacing Project**

WHEREAS, Turtlecreek Township desires an agreement to participate in the 2021 Resurfacing Project through the Warren County Engineer's Office; and

WHEREAS, the Warren County Engineer's Office meets all applicable State and local requirements through the bid process for resurfacing; and

WHEREAS, in order to save money and expedite the bidding process, it benefits Turtlecreek Township to enter into an agreement with the Warren County Engineer's Office for the 2021 Resurfacing Project for the 2021 construction season; now

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township to enter into an agreement to participate with the Warren Country Engineer's Office for the bidding and payment of the 2021 Resurfacing Project for the 2021 construction season; and

FURTHER BE IT RESOLVED, that the Township Administrator and/or the Road Superintendent of Turtlecreek Township are hereby authorized to file and sign all documents associated herewith including the forwarding of the estimated totals needed for the 2021 Resurfacing Project as prepared by the Road Superintendent.

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

Mr. Daniel F. Jones	"YEA"
Mr. VanDeGrift	"YEA"
Mr. Sams	"YEA"

Resolution adopted this 29th day of December 2020.

TURTLECREEK TOWNSHIP

_____ Chief Fiscal Officer

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

Resolution Number: 20-12-33
2020

Date of Resolution: December 29,

**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 29th day of December, 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 20-12-34
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have a need for a temporary revision to the Personnel Policy Manual regarding the Administrative Leave and COVID - 19; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio would like to temporarily revise Section 6.11 (B) of the Personnel Policy Manual to allow employees that have been placed on Administrative Leave due to COVID – 19 to receive the employee’s weekly pay including overtime hours effective September 1, 2020 through December 31, 2020 in Resolution 20-10-15; and

WHEREAS, the change will be in effect from September 1, 2020 through December 31, 2020; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have a need to amend Resolution 20-10-15 to extend until December 31, 2021.

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the revision of Section 6.11 (B) of the Personnel Policy Manual until December 31, 2021.

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

Adopted this 29th day of December, 2020

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

END OF MINUTES.