

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

FEBRUARY 23

21

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held by teleconference and in person on February 23, 2021 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. Sams leading the Pledge of Allegiance.

The minutes of the meeting held on February 8, 2021 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. Jones 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.

The Annual Records Commission meeting of the Board of Trustees of Turtlecreek Township was held at 8:05 a.m. during the regular meeting. A motion was made by Mr. VanDeGrift that the appropriate Turtlecreek Township records which are scheduled for disposal be approved according to the records retention policy. A listing of records to be destroyed will be included in the minutes. The motion was seconded by Mr. Jones. All voiced a "YEA" vote and the motion was carried.

Department Reports:

Fire/EMS:

Chief Michael Jameson gave the Trustees an update on Covid-19 numbers in the Township. Currently there are 48 active cases in the Township.

Chief Jameson informed the Board that the new Station 33 is active as of 2-12-21. Everything is working well. There is an ice issue in the back-parking lot where the asphalt has a low spot. This will be addressed once the outdoor temperatures come up.

Chief Jameson informed the Board that a whole building intercom was not built into the building. This is something he would like to add to Station 33; this will be budgeted for future acquisition.

Road and Bridge:

Ron Chasteen, Road and Bridge Supervisor, informed the Board that his department was out filling pot holes. The road crews spread 109 tons of salt during the last snowstorm. The total this winter is 550 tons.

Dave Siebert, Road/Maintenance Supervisor, informed the Board that the road crew worked a lot of hours during the snowstorm. Bruce Osborne and John Seckel helped with snow plowing as the snow was so heavy. Trustee Dan Jones thanked all for their work on the roads.

Administration:

Tammy Boggs, Township Administrator, informed the Board that there were issues with plowing the streets in some of the subdivisions. The problems with inadequate space for maneuvering Township vehicles include the snowplows as well as ambulances and fire trucks. Mr. Chasteen explained that Trails of Shaker Run, Shaker Run and Stonewall are particularly difficult because there are lots of cars parked on both sides of the street and sometimes people park their vehicles in the cul-de-sacs which is not allowed. This leaves little space to clear and pile the snow. Mr. Shaffer suggested contacting the HOAs to request restricted parking on the streets during snow emergencies. The Trustees decided to continue the discussion at the next Trustees meeting.

Mrs. Boggs informed the Board that a resident of South Waynesville Rd, Mr. William Sizemore filled in a ditch and built a fence in the right of way. Mr. Sizemore wrote a letter to the Township stating he will move the fence but requested until September of 2021 to complete the move since the posts are set in concrete. The Trustees agreed to allow Mr. Sizemore that time to move the fence.

Mrs. Boggs informed the Board that she received a request for funds from the Warren County Small Business Development Alliance for 2021. The Trustees declined sending funds.

Mrs. Boggs informed the board that it is time to finalize the appointments to Regional Planning for 2021. Mr. VanDeGrift made a motion, seconded by Mr. Jones to appoint Mrs. Tammy Boggs, Mr. Michael Shaffer, Mr. Gabe Drake and Mrs. Amanda Childers. It was decided Mr. Shaffer would vote on Zoning Issues and Mrs. Boggs will vote on Warren County Regional Planning issues as alternate. All voiced a "YEA" vote and the motion passed.

Mrs. Boggs informed the Board that a Resolution is needed to authorize Jonathan Sams to sign the Electric and Gas Aggregator Application. The paperwork is renewed every two years. Mr. Jones made a motion, seconded by Mr. VanDeGrift to approve authorizing Mr. Sams to execute the Ohio Public Utilities Commission Aggregator application for Electric and Gas for Turtlecreek Township. All present voiced a "YEA" vote and the motion was passed with **Resolution 21-02-02**. (A copy of the Resolution is included in the minutes.)

Mrs. Boggs informed the Board that a notice was received from Warren County Regional Planning Commission regarding Creek Song Subdivision rezoning from R1 to R1B. There will be 52 lots. Mrs. Boggs will send a letter requesting parking on one side of the street and a turn around on the stub street if longer than 250 feet. The Trustees had no other comments or concerns. (A letter will be sent to Warren County Regional Planning Commission.)

Mrs. Boggs requested ratification for expenditures authorized by Township Administrator or Township Officer or Employee authorized by Township Administrator in the cumulative amount of \$1,592.53. The purchases are \$161.53 from Amazon, \$154.94 from Sams, \$45.98 from Home Depot, \$199.90 from My PC Softwares, \$69.21 from YouTube, \$248.69 from DriveTrain \$73.89 from Sliders, \$389.99 from Costco and \$248.40 from Dell. Mr. VanDeGrift made a motion, seconded by Mr. Jones to subsequently approve the expenditures in the cumulative amount of \$1,592.53. All present voiced a "YEA" vote and the motion was passed with **Resolution 21-02-03**. (A copy of the Resolution is included in the minutes.)

Mrs. Boggs informed the Board that she obtained pricing for a cleaning service to clean the carpets and floors as well as twice a month general cleaning at Station 32. CoverAll came in with the low bid at \$215.00 per month for the general cleaning. The Carpet and all other floor cleaning is approximately \$2,580.00 with a one-year contract for annual cleaning. Mr. Jones made a motion, seconded by Mr. VanDeGrift to approve the purchase of cleaning service provided by CoverAll for twice monthly cleaning and a one-time carpet and solid flooring cleaning for approximately \$4,312.00. All voiced a "YEA" vote and the motion passed.

General Reports:

CORRESPONDENCE:

IN:

2020 Annual Report from the Warren County Sheriff's Office.
2021 Invoice from Warren County Small Business Development Alliance.
Email from Census regarding 2021 Boundary and Annexation Survey.
Letter from Ernst Concrete regarding pricing for 2021.
Email from Ms. Hahn regarding water service on Turtlecreek Union Road.
Letter from Ohio Department of Job and Family Services regarding reporting potential fraud/identity theft.
Email from Ms. Nichols regarding snow plowing in Turtlecreek Township
Email to Duke Energy regarding service with the township.
Letter from Ohio Department of Job and Family Services regarding 1099 identity theft update.
Letter from Cedar Trace Home Owners' Association regarding water issues.
Letter from Ohio Department of Taxation regarding pari-mutuel wagering for 2020.
Letter from Tech Advisors regarding services.
Email from Choose Energy regarding website.
Email from Warren County Health District regarding tire recycling day.
Email from Sedgwick regarding survey by BWC.
Letter from Warren County Health District quarterly report for September 2020 – November 2020.
Email from Ms. Brubaker regarding Turtlecreek Orphanage.
Email from Warren County Health District regarding annual meeting.

OUT:

- Email to Sheriff Sims regarding the annual report.
- Email to Ms. Hahn regarding water service available on Turtlecreek Union Road.
- Email to Ms. Nichols regarding snow plowing in Turtlecreek Township.
- Letter to Loeb Foundation regarding receipts for the 2020 grant.
- Email to Choose Energy regarding website.
- Email to Warren County Health District regarding tire recycling day.
- Email to Ms. Brubaker regarding Turtlecreek Orphanage.

Fiscal Officer Reports:

Amanda Childers, Fiscal Officer, informed the Board that the Ohio Auditor of State and the Uniform Accounting Network has a new control feature in which the Board of Trustees will be notified if a monthly bank reconciliation has not been performed in at least sixty days of the end of the month. Mrs. Childers recommended taking advantage of this control feature. Mr. Jones made a motion, seconded by Mr. VanDeGrift to approve the opt-in to receive notifications from the UAN if there is ever a 60-day delinquent bank reconciliation. All present voiced a "YEA" vote and the motion was passed with **Resolution 21-02-04**. (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. 32782 through 32824 (copy to follow) and Vouchers 182-2021 through 229-2021.

The Fiscal Office reported the following income from:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
2/1/21	2/17/21	93-2021	B EDRINGTON	1000-892-0000	\$21.99	RETURN OF REIMBURSEMENT FOR MICRO CENTER PURCHASE
					\$21.99	
2/1/21	2/17/21	96-2021	P LANCASTER	2041-804-0000	\$1,010.00	SALE OF CEMETERY PLOTS SECTION 33, LOTS 6 & 7
2/16/21	2/17/21	102-2021	LASER IMAGING & DEISGN	2041-892-0000	\$416.00	M LANCASTER FOUNDATION SEC 33 LOT 6, 7
					\$1,426.00	
2/16/21	2/17/21	103-2021	E WILSON	2031-892-0000	\$10.00	GREEN ADDRESS SIGN
					\$10.00	
2/16/21	2/17/21	104-2021	OHIO TASK FORCE ONE	2193-892-0000	\$3,591.34	REIMBURSEMENT M JAMESON HURRICANE DELTA
					\$3,591.34	
2/1/21	2/17/21	94-2021	TRICARE	2191-299-0000	\$178.38	LIFE SQUAD SERVICES
2/1/21	2/17/21	95-2021	BLUE CROSS & BLUE SHIELD	2191-299-0000	\$177.18	LIFE SQUAD SERVICES
2/2/21	2/17/21	97-2021	THE HEALTH PLAN	2191-299-0000	\$78.83	LIFE SQUAD SERVICES
2/2/21	2/17/21	98-2021	SEDGWICK MANAGED CARE OHIO	2191-299-0000	\$566.20	LIFE SQUAD SERVICES
2/9/21	2/17/21	99-2021	SEDGWICK MANAGED CARE OHIO	2191-299-0000	\$648.52	LIFE SQUAD SERVICES
2/9/21	2/17/21	100-2021	UNITED AMERICAN INSURANCE COMPANY	2191-299-0000	\$85.54	LIFE SQUAD SERVICES
2/10/21	2/17/21	101-2021	MEDIGOLD	2191-299-0000	\$190.17	LIFE SQUAD SERVICES
2/16/21	2/17/21	105-2021	TRICARE	2191-299-0000	\$365.33	LIFE SQUAD SERVICES
2/16/21	2/17/21	106-2021	PHILADELPHIA AMERICAN LIFE INSURANCE CO	2191-299-0000	\$85.23	LIFE SQUAD SERVICES
2/16/21	2/17/21	107-2021	BLUE CROSS AND BLUE SHIELD OF MICHIGAN	2191-299-0000	\$87.49	LIFE SQUAD SERVICES
2/16/21	2/17/21	108-2021	PARAMOUNT INSURANCE CO	2191-299-0000	\$182.00	LIFE SQUAD SERVICES
2/17/21	2/17/21	109-2021	APWU HEALTH PLAN	2191-299-0000	\$101.95	LIFE SQUAD SERVICES
2/1/21	2/18/21	110-2021	ANTHEM BLUE	2191-299-0000	\$497.13	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/2/21	2/18/21	111-2021	ANTHEM BCBS	2191-299-0000	\$417.96	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/2/21	2/18/21	112-2021	CGS	2191-299-0000	\$1,352.17	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/3/21	2/18/21	113-2021	MOLINA HEALTHCARE	2191-299-0000	\$333.02	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/3/21	2/18/21	114-2021	AETNA BETTER HEALTH	2191-299-0000	\$452.05	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/3/21	2/18/21	115-2021	HWHO	2191-299-0000	\$499.34	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/3/21	2/18/21	116-2021	CGS	2191-299-0000	\$2,096.92	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/21	2/18/21	117-2021	ANTHEM BLUE	2191-299-0000	\$239.34	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/21	2/18/21	118-2021	UNITED HEALTHCARE	2191-299-0000	\$339.72	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/21	2/18/21	119-2021	UNITED HEALTHCARE	2191-299-0000	\$798.84	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/4/21	2/18/21	120-2021	CGS	2191-299-0000	\$2,503.44	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/21	2/18/21	121-2021	AARP SUPPLEMENTAL	2191-299-0000	\$196.16	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/21	2/18/21	122-2021	CGS	2191-299-0000	\$389.70	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/21	2/18/21	123-2021	UNITED HEALTHCARE	2191-299-0000	\$399.47	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/21	2/18/21	124-2021	ANTHEM BLUE	2191-299-0000	\$553.78	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/5/21	2/18/21	125-2021	UNITED HEALTHCARE	2191-299-0000	\$630.12	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/8/21	2/18/21	126-2021	MEDICAL MUTUAL	2191-299-0000	\$88.13	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/8/21	2/18/21	127-2021	AETNA BETTER HEALTH	2191-299-0000	\$554.12	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/8/21	2/18/21	128-2021	CGS	2191-299-0000	\$724.14	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/9/21	2/18/21	129-2021	MOLINA HEALTHCARE	2191-299-0000	\$333.63	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/9/21	2/18/21	130-2021	CGS	2191-299-0000	\$427.87	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/9/21	2/18/21	131-2021	UNITED HEALTHCARE	2191-299-0000	\$676.99	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/21	2/18/21	132-2021	UNITED HEALTHCARE	2191-299-0000	\$167.03	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/21	2/18/21	133-2021	AARP SUPPLEMENTAL	2191-299-0000	\$181.94	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/21	2/18/21	134-2021	UNITED HEALTHCARE	2191-299-0000	\$700.78	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/11/21	2/18/21	135-2021	CGS	2191-299-0000	\$1,101.02	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/21	2/18/21	136-2021	HUMANA	2191-299-0000	\$112.92	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/21	2/18/21	137-2021	AARP SUPPLEMENTAL	2191-299-0000	\$215.62	LIFE SQUAD SERVICES (DIRECT DEPOSIT)

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
2/12/21	2/18/21	138-2021	HNB - ECHO	2191-299-0000	\$320.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/21	2/18/21	139-2021	AETNA H09	2191-299-0000	\$486.70	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/16/21	2/18/21	140-2021	ANTHEM BLUE	2191-299-0000	\$23.78	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/16/21	2/18/21	141-2021	ANTHEM BLUE	2191-299-0000	\$327.72	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/16/21	2/18/21	142-2021	AETNA A04	2191-299-0000	\$426.16	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/16/21	2/18/21	143-2021	AETNA H09	2191-299-0000	\$749.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/16/21	2/18/21	144-2021	CGS	2191-299-0000	\$1,790.65	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
2/12/21	2/18/21	149-2021	STATE OF OHIO	2191-299-0000	\$8,226.00	LIFE SQUAD SERVICES LCI 4TH QTR 2020 (DIRECT DEPOSIT)
					\$32,080.18	
2/4/21	2/18/21	145-2021	CINCINNATI BELL	1000-303-0000	\$578.00	4TH QTR 2020 FRANCHISE FEE (DIRECT DEPOSIT)
					\$578.00	
2/5/21	2/18/21	146-2021	MEDICAL MUTUAL	1000-892-0000	\$524.42	PREMIUM REIMBURSEMENT NOV 2020 J NIEHAUS (DIRECT DEPOSIT)
2/10/21	2/18/21	148-2021	COBRAOPTIONS	1000-892-0000	\$195.51	REIMBURSEMENT FOR PREMIUMS PAID J NIEHAUS DELTA DENTAL IN 2020 (DIRECT DEPOSIT)
					\$719.93	
2/8/21	2/18/21	147-2021	CITY OF MONROE	1000-591-0008	\$26,574.36	3RD QTR 2020 JEDD INCOME TAX PAYMENT (DIRECT DEPOSIT)
					\$26,574.36	

Other Business:

None.

Visitor Concerns:

None.

Trustee Reports:

Mr. VanDeGrift visited the new Station 33 and found it to be well done.

A motion was made by Mr. Jones that the Board of Trustees adjourns into executive session to discuss EMS/Fire Personnel, Discipline and Compensation matters pursuant to ORC 121.22 (G) (1) at 9:10 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. Jones 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. VanDeGrift 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 9:46 a.m.

There being no further business, Mr. Jones 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 8, 2021 at 7:00 P.M.

Signed: _____ Chairman of the Board

Attest: _____ Fiscal Officer

**RESOLUTION 21-02-02
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE JONATHAN D. SAMS,
TURTLECREEK TOWNSHIP TRUSTEES,
TO SIGN OHIO PUBLIC UTILITIES COMMISSION
AGGREGATOR APPLICATION FOR ELECTRIC AND GAS FOR
TURTLECREEK TOWNSHIP**

WHEREAS, the Turtlecreek Township Board of Trustees have an Electric and Gas Aggregation for Turtlecreek Township; and

WHEREAS, the Turtlecreek Township Board of Trustees have authorized Jonathan D. Sams to sign the application for these two (2) programs with the Ohio Department of Ohio Public Utilities Commission; and

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

Adopted this 23rd day February, 2021

Signed: _____ " YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

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

Resolution Number: 21-02-03

Date of Resolution: February 23, 2021

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

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

Resolution adopted this 23rd day of February, 2021.

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: _____

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

RESOLUTION 21-02-04

ADOPTED DATE **February 23, 2021**

***A RESOLUTION AUTHORIZING UAN NOTIFICATION REGARDING
DELINQUENT BANK RECONCILIATION***

WHEREAS, sound accounting practices require a local government to verify the existence and valuation of assets and liabilities and periodically reconcile them to the accounting records to prevent accounting errors and fraud. The Turtlecreek Township Fiscal Officer is responsible for reconciling the fund balance to the total bank balance monthly, and this Board of Trustees is responsible for reviewing the reconciliations; and,

WHEREAS, the Uniform Accounting Network (UAN) has a new control feature in which this Board of Trustees may be notified if a monthly bank reconciliation has not been performed in at least 60 days; and,

WHEREAS, the Ohio Auditor of State and the Turtlecreek Township Fiscal Officer have recommended that Turtlecreek Township should opt-in to receive notifications from the UAN if there is ever a 60-day delinquent bank reconciliation;

BE IT RESOLVED, to activate the UAN feature to receive notifications if a timely bank reconciliation is not be performed.

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

Daniel Jones –	YEA
Jonathan D. Sams –	YEA
James VanDeGrift –	YEA

Resolution adopted this 23rd day of February, 2021.

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

FISCAL OFFICER

SHRED LIST FOR 2021 DISCARD

Year(s)	Description of Record	Retention Required
2013-2017	Green Sign Orders	2 years
2009-2011	Frank Gates / BWC Forms & Correspondence	5 years
2009-2014	Spray Application Records	5 years
2013	MBI Internal Audits	7 years
2015	Site Supply W-9	5 years
2013	Twp W-2's and 1099's	7 years
2015	Purchase Orders	5 years
2015	City & State Tax Reports	5 years
2015	LCNB Safe Deposit Box File	5 years
2011-2015	LCNB Grp-Analysis	5 years
2011-2015	LCNB Bank Pledge Pool Statements	5 years
2015	Sick & Vacation Leave Sheets	5 years
2013-2015	Closed Bank Investment Notes	5 years
2015	Time Sheets	5 years
2015	941 Qtly Reports	5 years
2015	State of OH tax reports	5 years
2015	Voided Checks (2 files)	5 years
2015	Bank Deposits (2 files)	5 years
2017-2018	Public Records Requests	2 years
2013	LCNB Investment Statements	5 years
2014-2015	Yearly Health Insurance Survey	5 years
2015	Statements Vouchers & Receipts	5 years
2015	CDL Monthly Reports	5 years
2015	Correspondence In & Out	5 years
2015	Bank Statements	5 years
2015	Budget Worksheets	5 years
2015	Gas Tax Refunds	5 years
2015	Estate Tax Notices	5 years
2015	Firefighters Dependents Fund	5 years

2015	Monthly Trustees Report Fund Status	5 years
2015	State Highway Mileage Certification	5 years
2015	Tax Settlement Sheets	5 years
2015	Correspondence with Warren County Commissioners / Engineer Health Dept / Regional Planning / Water Dept / Zoning	5 years
2015	Warren County Zoning Violations	5 years
2015	Jan-May Statements, Vouchers & Receipts	5 years
2015	Bi-Weekly Payroll	5 years
2015	Deposits	5 years
2013	EMS Run Reports	7 years
2013	Squad Checks	7 years
2018	Meeting Room Reservations	Current +1
2015	Complaints / Service Requests	5 years
2015	Permissive Tax Report	5 years
2017	Liquor License Report	5 years
2015	Hotel Tax	5 years
2015	License Tax Report	5 years
2009	License Tax Distribution Report	5 years
2013	Amended Official Certificate of Est Resources	7 years
2013	Certificate of Total Amount of Expenditures & Balances	7 years
2003-2006	Firefighters Dependent Fund Certificate	5 years
2016-2019	Grassroots Newsletters	until no value
2015	Insurance Documents for Squad Accident	2 years
2017	Medical Records Requests	2 years
2013	MBI Rejects	7 years
2009-2015	Misc Insurance correspondence	5 years
2011	Old St33 Roof repairs docs	5 years
2013-2014	Cobra Contract, Medical Mutual, & Delta Documents	5 years
2014-2015	OTARMA	5 years
2015	Industrial Appraisal Correspondence	5 years
2010	HRA Correspondence	5 years
2015	VSP Renewal	5 years
2011-2014	Otarma Insurance Policies	5 years
2011-2013	VFIS Insurance	5 years
2012-2013	Provident Insurance	5 years
2011-2012	Invoices Public Office Insurance	5 years
2013	Medical Mutual	5 years
2014	CVS Coverage	5 years
2013-2014	UAN/Server Back Up CD's & Tapes	5 years
2013-2016	Medic Safe Logs	2 years

END OF MINUTES.