

**TURTLECREEK TOWNSHIP BOARD OF TRUSTEES**

**ON**

**NOVEMBER 13**

**23**

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on November 13, 2023, at 7:00 P.M. with the following persons present:

TRUSTEES: Dan Jones and Jim VanDeGrift, Jonathan Sams (arrived 7:01 p.m.)

FISCAL OFFICER: Amanda Childers

GUEST: Tammy Boggs, Mike Jameson, Kenny Hickey, Brad Edrington, Jon Paul Campbell, Doug Koenig, Joshua Curtis, Alan Foley, Mark Ferriell and Julia Sams.

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

The minutes of the meeting held on October 31, 2023, 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.

Department Reports:

**Fire/EMS:**

Michael Jameson, Fire Chief, informed the Board that a position for a Full-Time Firefighter II-EMT Basic has been posted and both he and the Assistant Fire Chief have recommended Gabriel Cain to fill the position effective December 11, 2023 at the rate of \$22.00 per hour upon successful completion of his OP&F physical. Mr. VanDeGrift made a motion, seconded by Mr. Jones to approve hiring Gabriel Cain for Full-Time Firefighter II-EMT Basic effective December 11, 2023 at the rate of \$22.00 per hour. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-11-01**. (A copy of the resolution will be included in the minutes.)

Chief Jameson informed the Board that a position for a Full-Time Firefighter II-EMT Basic has been posted and both he and the Assistant Fire Chief have recommended Zachary Gauvin to fill the position effective December 11, 2023 at the rate of \$22.00 per hour upon successful completion of his OP&F physical. Mr. VanDeGrift made a motion, seconded by Mr. Jones to approve hiring Zachary Gauvin for Full-Time Firefighter II-EMT Basic effective December 11, 2023 at the rate of \$22.00 per hour. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-11-02**. (A copy of the resolution will be included in the minutes.)

Chief Jameson informed the Board Station 33 needs a street light at the entrance from State Route 741 for safety reasons. The cost for the installation will be approximately \$4,200.00 from Duke Energy. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve installation of a Street light at Station 33 at an approximate cost of \$4,200.00 from Duke Energy. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-11-03**. (A copy of the resolution will be included in the minutes.)

Chief Jameson informed the Board that he was notified that Matthew Gray requested termination from his position of volunteer paramedic effective October 31, 2023. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the termination request for Matthew Gray effective October 31, 2023. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-11-04**. (A copy of the resolution will be included in the minutes.)

Chief Jameson informed the Board that he received a request from Mark Hall to extend his unpaid leave of absence which was to end on November 10, 2023 to November 30, 2023 from his position as part-time Firefighter/EMT. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve Mr. Hall's request for extension of unpaid leave of absence as stated above. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-11-05**. (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 to purchase Knox key secures and key defender and Howell Rescue System tools for a total of \$15,869.00. The Loeb grant funding was received in the amount of \$12,000.00 and will be applied to the purchases of the items and the balance will be paid from the Fire fund. Knox will be paid \$4,949.00 and Howell Rescue System will be paid \$10,920.00. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve the purchases and payments as stated above. All

present voiced a "YEA" vote and the motion was passed with **Resolution 23-11-13**. (A copy of the resolution will be included in the minutes.)

Chief Jameson informed the Board that he received a thank you letter regarding Bruce Osborne and Frank Tone who participated in a Halloween event at Urbancrest Church.

Chief Jameson informed the Board that the unit day crews and Bruce Osborne took candy and handed it out in the subdivisions which was well received by the residents.

Deputy Fire Chief, Jon Paul Campbell, informed the Board that he has been working on the new hire process and that he has made a new orientation manual. He asked that the Board review the manual for discussion at the next meeting.

#### **Road and Bridge:**

Kenny Hickey, Road/Maintenance Supervisor, informed the Board that three trees need to be removed from the cemetery located at 267 N. State Route 123, Lebanon, Ohio. Three quotes were obtained and Cardinal Landscaping was selected to perform the removal at a cost of \$2,200.00. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the removal of the 3 trees from the cemetery by Cardinal Landscaping at a cost of \$2,200.00. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-11-06**. (A copy of the resolution will be included in the minutes.)

Mr. Hickey requested authorization to purchase crack sealer for 2024 at a cost of \$3,066.00 from BrewPro. Mr. Sams made a motion seconded by Mr. VanDeGrift to approve the purchase of crack sealer at a cost of \$3,066.00 from BrewPro. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-11-07**. (A copy of the resolution will be included in the minutes.)

Trustee VanDeGrift asked Mr. Hickey about the parking lot resurfacing project. The project will likely occur in 2024 and may be included in the annual road resurfacing project. Mr. Hickey will obtain some quotes.

#### **Administration:**

Tammy Boggs, Township Administrator, asked the Trustees to review the estimated cost of the renovations at Station 31 and to provide authorization for the project to move forward. Chief Jameson informed the Board that he agrees that the location and needs of the Township align with the renovation project. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve moving forward with the Station 31 renovation project. All present voiced a "YEA" vote and the motion was passed.

Mrs. Boggs informed the Board that an elevation certificate and boundary & topographic survey is required for the renovations at Station 31. The cost for the elevation certificate is \$1,000.00 and the boundary & topographical survey is \$12,500.00 all to be provided by American Structurepoint for a total cost of \$13,500.00. Mr. Sams made a motion, seconded by Mr. Jones to approve the resolution as stated above. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-11-08**. (A copy of the resolution will be included in the minutes.)

Mrs. Boggs informed the Board that she received a letter from Warren County Regional Planning regarding the Shaker Woods Preliminary Plan for the Trustees to review and make comments. The Trustees asked Mrs. Boggs to prepare a letter requesting that WCRP deny the access waivers. Mr. Sams, Mrs. Boggs, Chief Jameson, and Mr. Hickey all plan to attend the meeting to voice their concerns regarding this matter. (A letter will be sent to Warren County Regional Planning stating this information).

Mrs. Boggs informed the Board that she received a letter from Warren County Regional Planning of Shaker Run 8-C Final Plat. Mrs. Boggs stated that there are multiple panhandle lots that share driveways. There is concern that emergency services trucks will not have sufficient space to reach the back properties. Mr. Sams asked about driveway maintenance agreements and what the WC Engineer's office thinks about the line of sight. (A letter will be sent to Warren County Regional Planning and the Warren County Engineer's Office regarding this matter.)

Mrs. Boggs informed the Board that she received a notice from New Housing Ohio is proposing to construct 20 1-bedroom apartments on Franklin Road in the City of Lebanon. The Township has

the right to submit comments to OHFA regarding the proposed project. The Board requested more information and tabled the discussion until the next meeting.

Mrs. Boggs informed the Board that it is time for renewal of the 2024 health insurance benefits. The Board discussed options and decided to remain with Anthem Network. The cost of the medical annual premiums will increase of \$73,368.84. Delta Dental will increase \$948.96, Principal – VSP eye coverage had no increase and Principal Life increased \$1,240.20. Mr. Sams made a motion, seconded by Mr. Jones to approve the renewal of 2024 health insurance benefits as stated above. All present voiced a “YEA” vote and the motion was passed with **Resolution 23-11-09**. (A copy of the resolution will be included in the minutes.)

## **CORRESPONDENCE:**

### **IN:**

Letter from Loeb Foundation regarding amount issued for the Loeb Grant for fiscal year 23/24.

Warren County Commissioners Resolution to approve the site plan review application for N&G Takhar Oil LLC

Email from Mr. McCullough regarding the township.

Email regarding fire inspection question from Lebanon Small Animal Clinic.

Email from Byers Chiropractic Center regarding screenings.

Letter from WC Water regarding backflow testing.

Email from Ms. Hamlin regarding leave pick up.

Email for public records request for Stokar Law.

Email from Ms. Summers regarding rezoning property.

Notice from Warren County Regional Planning of the Shaker Woods Preliminary Plan for review.

Notice from Warren County Regional Planning of Shaker Run 8-C final plat.

### **OUT:**

Letter to Mr. Brewer regarding job offer for full-time FF-EMT Basic.

Letter to Mr. Posega regarding job offer for full-time FF-Paramedic.

Letter to Ms. Brooks regarding job offer for full-time FF-Advanced EMT.

Email to Mr. McCullough regarding the township.

Letter to Mr. Gauvin regarding job offer letter for full-time FF-EMT Basic.

Letter to Mr. Cain regarding job offer letter for full-time FF-EMT Basic.

Email to Ms. Hamlin regarding leave pick up.

Letter to Mr. Kinman regarding repayment of tuition.

Letter to Mr. Patrick regarding sick leave balances.

Email to Stokar Law regarding public records request.

Email to Ms. Summers regarding rezoning property.

Letter to Warren County Engineer's office regarding the acceptance of Shaker Run Section 4-C, 4-D, 5-B & 5-C.

## **Fiscal Officer Reports:**

Amanda Childers, Fiscal Officer, requested a resolution to engage Hurst Kelly & Company LLC for year-end financial assistance at a cost of \$5,500.00 and to sign the engagement agreement. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve the resolution as stated above. All present voiced a “YEA” vote and the motion was passed with **Resolution 23-11-10**. (A copy of the Resolution is included in the minutes.)

Mrs. Childers requested a resolution to authorize Treasurer of State of Ohio invoices to be paid by ACH for UAN and audit fees. 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 23-11-11**. (A copy of the resolution is included in the minutes.)

Mrs. Childers requested the Board to approve a line item transfer within the Fire fund from Account 2192-930-930-0000 (Contingencies) to Account 2192-220-420-0025 (Operating Supplies Fire Grant) in the amount of \$12,000.00 for needed expenses. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve the resolution as stated above. All present voiced a “YEA” vote and the motion passed with **Resolution 23-11-12**. (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. 35242 through 35291 (copy to follow) and Vouchers 1132-2023 through 1194-2023.

The Fiscal Office reported the following income:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
10/30/23	11/2/23	1070-2023	STINE FUNERAL HOME OF LEBANON INC	2041-302-0000	\$600.00	GRAVE OPEN/CLOSE C.MCARTHUR SECT 17 LOT 1
					<b>\$600.00</b>	
11/8/23	11/13/23	1107-2023	OTARMA C/O SEDGWICK CLAIMS MANAGEMENT	2192-892-0000	\$168.55	INSURANCE CLAIM FOR LOST FIRE HELMET
10/30/23	11/2/23	1071-2023	OTARMA C/O SEDGWICK CLAIMS MANAGEMENT IN	2031-892-0000	\$1,676.00	INSURANCE CLAIM FOR ROAD DEPT F250 DAMAGE
					<b>\$1,844.55</b>	
10/30/23	11/2/23	1072-2023	F TONE	2192-892-0000	\$59.54	REIMBURSEMENT FOR TOWNSHIP SHIRTS
10/30/23	11/2/23	1073-2023	D FONNER	2192-892-0000	\$30.00	REIMBURSEMENT FOR TOWNSHIP SHIRTS
					<b>\$89.54</b>	
10/30/23	11/2/23	1069-2023	PERENNIAL ADVANTAGE OF OHIO INC	2191-299-0000	\$733.26	LIFE SQUAD SERVICES
11/1/23	11/2/23	1083-2023	ESSENCE HEALTHCARE	2191-299-0000	\$614.79	LIFE SQUAD SERVICES
11/3/23	11/7/23	1103-2023	ANTHEM	2191-299-0000	\$182.00	LIFE SQUAD SERVICES
11/6/23	11/7/23	1105-2023	PERENNIAL ADVANTAGE OF OHIO INC	2191-299-0000	\$428.45	LIFE SQUAD SERVICES
11/7/23	11/13/23	1106-2023	ALLSTATE	2191-299-0000	\$755.00	LIFE SQUAD SERVICES
10/31/23	11/2/23	1076-2023	ANTHEM BLUE	2191-299-0000	\$1,040.76	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/31/23	11/2/23	1077-2023	CGS	2191-299-0000	\$3,400.39	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/31/23	11/2/23	1078-2023	HUMANA	2191-299-0000	\$177.51	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/31/23	11/2/23	1079-2023	CGS	2191-299-0000	\$490.59	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/1/23	11/13/23	1108-2023	CGS	2191-299-0000	\$343.65	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/3/23	11/13/23	1109-2023	UNITED HEALTHCARE	2191-299-0000	\$338.13	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/3/23	11/13/23	1110-2023	HNB-ECHO	2191-299-0000	\$347.24	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/6/23	11/13/23	1111-2023	HNB-ECHO	2191-299-0000	\$100.84	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/6/23	11/13/23	1112-2023	HNB-ECHO	2191-299-0000	\$109.47	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/6/23	11/13/23	1113-2023	ANTHEM BLUE	2191-299-0000	\$764.74	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
11/6/23	11/13/23	1114-2023	AETNA	2191-299-0000	\$1,880.67	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
10/31/23	11/2/23	1075-2023	MEDICOUNT MANAGEMENT INC	2191-299-0000	\$990.77	LIFE SQUAD SERVICES SEPTEMBER 2023 (DIRECT DEPOSIT)
10/31/23	11/2/23	1080-2023	STATE OF OHIO	2191-299-0000	\$12,160.00	LIFE SQUAD SERVICES WCI 3RD QTR 2023 (DIRECT DEPOSIT)
					<b>\$24,858.26</b>	
11/3/23	11/7/23	1104-2023	LOEB FOUNDATION	2192-805-0000	\$12,000.00	LOEB GRANT 2023 FOR FISCAL YEAR 2024
					<b>\$12,000.00</b>	
10/31/23	11/2/23	1081-2023	STAROHIO	1000-701-0000	\$17,156.91	OCTOBER 2023 INTEREST
10/31/23	11/2/23	1082-2023	PRIMARY	1000-701-0000	\$5.52	OCTOBER 2023 INTEREST
10/2/23	11/3/23	1084-2023	LCNB TRUST	1000-701-0000	\$9,375.03	OCTOBER 2023 INTEREST
10/2/23	11/3/23	1085-2023	CD 15	1000-701-0000	\$337.68	OCTOBER 2023 INTEREST
10/2/23	11/3/23	1086-2023	UST 4	1000-701-0000	\$312.50	OCTOBER 2023 INTEREST
10/10/23	11/3/23	1087-2023	CD 46	1000-701-0000	\$1,047.95	OCTOBER 2023 INTEREST
10/10/23	11/3/23	1088-2023	CD 44	1000-701-0000	\$1,027.40	OCTOBER 2023 INTEREST
10/10/23	11/3/23	1089-2023	CD 39	1000-701-0000	\$996.58	OCTOBER 2023 INTEREST
10/10/23	11/3/23	1090-2023	CD 37	1000-701-0000	\$976.03	OCTOBER 2023 INTEREST
10/16/23	11/3/23	1091-2023	CD 41	1000-701-0000	\$934.93	OCTOBER 2023 INTEREST
10/16/23	11/3/23	1092-2023	CD 48	1000-701-0000	\$1,068.49	OCTOBER 2023 INTEREST
10/16/23	11/3/23	1093-2023	UST 8	1000-701-0000	\$156.25	OCTOBER 2023 INTEREST
10/19/23	11/3/23	1094-2023	CD 33	1000-701-0000	\$204.66	OCTOBER 2023 INTEREST
10/20/23	11/3/23	1095-2023	FHLB 14	1000-701-0000	\$5,781.25	OCTOBER 2023 INTEREST
10/24/23	11/3/23	1096-2023	FHLB 13	1000-701-0000	\$11,875.00	OCTOBER 2023 INTEREST
10/27/23	11/3/23	1097-2023	CD 17	1000-701-0000	\$327.45	OCTOBER 2023 INTEREST
10/30/23	11/3/23	1098-2023	CD 14	1000-701-0000	\$314.67	OCTOBER 2023 INTEREST
10/30/23	11/3/23	1099-2023	CD 16	1000-701-0000	\$337.68	OCTOBER 2023 INTEREST
10/30/23	11/3/23	1100-2023	CD 22	1000-701-0000	\$347.92	OCTOBER 2023 INTEREST
10/2/23	11/3/23	1101-2023	INVESTMENT UST 4	1000-701-0000	\$302.73	Gain on Investment
10/16/23	11/3/23	1102-2023	INVESTMENT UST 8	1000-701-0000	\$976.56	Gain on Investment
					<b>\$53,863.19</b>	

**Other Business:**

None.

**Visitor Concerns:**

Doug Koenig and Joshua Curtis from Warren County Airport came to the meeting to talk about current issues regarding the airport.

**Trustee Reports:**

A motion was made by Mr. VanDeGrift that the Board of Trustees adjourns into executive session to discuss Economic Development and EMS/Fire employment matters pursuant to ORC 121.22 (G) (1) and (G) (8) at 8:07 p.m. The motion was seconded by Mr. Sams and upon call of roll call, Mr. VanDeGrift “YEA”, Mr. Sams “YEA” and Mr. Jones “YEA” the executive session was entered.

By motion of Mr. Sams 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 and the executive session ended. Upon call of roll, Mr. VanDeGrift “YEA”, Mr. Sams “YEA” and Mr. Jones “YEA” the Board returned to regular session at 8:49 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 28, 2023 at 8:00 a.m.

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

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

**RESOLUTION 23-11-01  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**HIRE GABRIEL CAIN, EFFECTIVE DECEMBER 11, 2023  
AS A FULL-TIME FIREFIGHTER II/EMT-BASIC**

**WHEREAS**, a position of “Full-Time Firefighter II/EMT-Basic has been created within the Turtlecreek Township Fire Department/Emergency Medical Service, and

**WHEREAS**, the Fire Chief and Assistant Chief of Turtlecreek Township Fire Department/Emergency Medical Service have recommended that Gabriel Cain be hired as a Full-Time Firefighter II/EMT-Basic and this position will be a career firefighter position that will pay into Ohio Police & Fire Fund retirement system; and

**NOW THEREFORE BE IT RESOLVED**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio hereby approves the hiring of Gabriel Cain for the position of Full-Time Firefighter/EMT-Basic, effective December 11, 2023 at the rate of \$22.00 per hour.

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

Adopted this 13<sup>th</sup> day of November, 2023

Signed: \_\_\_\_\_ “YEA”

\_\_\_\_\_ “YEA”

\_\_\_\_\_ “YEA”

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

**RESOLUTION 23-11-02  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**HIRE ZACHARY GAUVIN, EFFECTIVE DECEMBER 11, 2023  
AS A FULL-TIME FIREFIGHTER II/EMT-BASIC**

**WHEREAS**, a position of “Full-Time Firefighter II/EMT-Basic has been created within the Turtlecreek Township Fire Department/Emergency Medical Service, and

**WHEREAS**, the Fire Chief and Assistant Chief of Turtlecreek Township Fire Department/Emergency Medical Service have recommended that Zachary Gauvin be hired as a Full-Time Firefighter II/EMT-Basic and this position will be a career firefighter position that will pay into Ohio Police & Fire Fund retirement system; and

**NOW THEREFORE BE IT RESOLVED**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio hereby approves the hiring of Zachary Gauvin for the position of Full-Time Firefighter/EMT-Basic, effective December 11, 2023 at the rate of \$22.00 per hour.

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

Adopted this 13<sup>th</sup> day of November, 2023

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

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

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

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

**RESOLUTION 23-11-03  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**WHEREAS**, the Fire department has a need for a street light at the entrance of Station 33 located at 1550 State Route 741, Lebanon, OH for safety reasons; and

**WHEREAS**, the cost for the installation will be approximately \$4,200.00 from Duke Energy and the source of the funds will be the EMS/Fire Fund – 2193 (2193-760-730-0000 Improvement of Sites).

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the installation of the street light at Station 33 in the approximate amount of \$4,200.00 with Duke Energy.

Mr. Sams moved for adoption of the foregoing resolution. Mr. VanDeGrift seconded the motion and upon call of the roll the following vote resulted.

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

Resolution adopted this 13<sup>th</sup> day of November, 2023.

**THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES**

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\_\_\_\_\_  
\_\_\_\_\_

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

**RESOLUTION 23-11-04  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**TERMINATION OF MATTHEW GRAY,  
FULL-TIME PARAMEDIC  
EFFECTIVE OCOTBER 31, 2023**

**WHEREAS**, the Administrator was notified that Matthew Gray terminated has position of volunteer paramedic with Turtlecreek Township; and

**WHEREAS**, the effective date of the termination will be, October 31, 2023; and

**NOW THEREFORE BE IT RESOLVED**, the Turtlecreek Township Board of Trustees hereby acknowledge the termination of Matthew Gray, effective October 31, 2023.

Mr. Sams moved for adoption of the foregoing resolution. Mr. VanDeGrift seconded the motion and upon call of the roll the following vote resulted.

Mr. Jones	“YEA”
Mr. Sams	“YEA”
Mr. VanDeGrift	“YEA”

Resolution adopted this 13<sup>th</sup> day of November, 2023.

**THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES**

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\_\_\_\_\_  
\_\_\_\_\_

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

**RESOLUTION 23-11-05  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**RESOLUTION TO EXTEND UNPAID LEAVE OF ABSENCE  
FOR MARK HALL**

**WHEREAS**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio, had received a request from Mark Hall for an unpaid leave of absence beginning October 7, 2023 to November 10, 2023 from his position of part-time firefighter/EMT; and

**WHEREAS**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have received a request to extend the unpaid leave of absence to November 30, .2023; and

**WHEREAS**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio, have reviewed and approved the extended request for unpaid leave of absence for a period from October 7, 2023 to November 30, 2023; and

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, approved the unpaid leave of absence for a period from October 7, 2023 to November 30, 2023.

Mr. Sams moved to adopt the foregoing Resolution. Mr. VanDeGrift seconded the motion and upon call of the roll the following vote resulted:

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

Resolution adopted this 13th day of November, 2023

**THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES**

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\_\_\_\_\_  
\_\_\_\_\_

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

**RESOLUTION 23-11-06  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**WHEREAS**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio has a need to remove three (3) trees from the cemetery located at 2467 N. State Route 123, Lebanon, Ohio; and

**WHEREAS**, the quote from Cardinal Landscaping was \$2,200.00 and the source of the funds will be the Cemetery Fund 2041 (2041-410-323-0000 Repairs and Maintenance); and

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the quote for the removal of three (3) trees from Cardinal Landscaping in the amount of \$2,200.00.

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

Adopted this 13<sup>th</sup> day of November, 2023

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

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

**RESOLUTION 23-11-07  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**WHEREAS**, the Turtlecreek Township Road Department has a need to purchase crack sealer for 2024; and

**WHEREAS**, the cost of the crack sealer is \$3,066.00 from BrewPro; and



**WHEREAS**, the source of the funds will be the Road Fund 2031 (2031-330-323-0031 Repairs and Maintenance- Road Repairs); and

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the purchase of crack sealer from BrewPro in the amount of \$3,066.00.

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

Adopted this 13<sup>th</sup> day of November, 2023

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

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

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

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

**RESOLUTION 23-11-08  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**WHEREAS**, an elevation certificate and a boundary & topographic survey is required for the renovations at Station 31; and

**WHEREAS**, the cost for each is as follows: \$1,000.00 for the elevation certificate and \$12,500.00 for the boundary & topographic survey and the service will be provided by American Structurepoint; and

**WHEREAS**, the source of the funds will be EMS/Fire Fund (2193-760-720-0000 Buildings).

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve Structurepoint to complete the elevation certificate and a boundary & topographic survey for the total amount of \$13,500.00.

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

Adopted this 13<sup>th</sup> day of November, 2023

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

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

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

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

**RESOLUTION 23-11-09  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**WHEREAS**, the Turtlecreek Township’s renewal for 2024 health insurance benefits is due; and

**WHEREAS**, the township will be renewing with Anthem Network for Medical benefits with plan Alternative #1 in the Horan medical plan analysis 5000/0%/8000 (AHY1), Delta Dental current plan, Prinicpal Vision VSP curren plan and Prinicpal Life current plan and authorize Tammy Boggs, Administrator to sign all documents for the renewal process; and

**WHEREAS**, the source of the funds for the renewal premiums will be the General Fund (1000), Road Fund (2031), EMS Fund (2191) and EMS/Fire Fund (2193).

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the renewal of the health insurance as described above and authorize Tammy Boggs, Administrator to sign all documents for the renewal process.

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

Adopted this 13<sup>th</sup> day of November, 2023

Signed: \_\_\_\_\_ “YEA”

\_\_\_\_\_ “YEA”

\_\_\_\_\_ “YEA”

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

**RESOLUTION 23-11-10  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**HURST KELLY & COMPANY LLC  
ENGAGEMENT FOR REGULATORY BASED FINANCIAL STATEMENTS  
FOR TURTLECREEK TOWNSHIP**

**WHEREAS**, Turtlecreek Township has determined a need for financial assistance with year-end 2023 regulatory based financial statements; and

**WHEREAS**, Hurst Kelly & Company LLC is a Certified Public Accounting Firm; and

**WHEREAS**, Hurst Kelly & Company LLC has provided their engagement letter for the year-end 2023 in the amount of \$5,500.00; and

**WHEREAS**, Hurst Kelly & Company LLC may charge a fee of \$250.00 per hour based upon time required to perform advisory services or the current rate at the time the services are provided.

**NOW, THEREFORE, BE IT RESOLVED**, the Turtlecreek Township Board of Trustees hereby further agrees to pay Hurst Kelly & Company LLC, with Mark Hurst as the engagement partner for the limited services as stated in the engagement letter. The fee of \$5,500.00 will be charged for the services provided and shall be due when rendered and billed. Additional charges may be charged at \$250.00 per hour for advisory services. This source of the funds will be the General Fund (1000-110-319-0000 Other – Professional and Technical Services).

**FURTHER, BE IT RESOLVED**, to enter into a contract with Hurst Kelly & Company LLC for said year-end 2023 regulatory based financial statements as well as advisory services and for the Fiscal Officer to sign the agreement.

This resolution was introduced by Mr. VanDeGrift and seconded by Mr. Sams. All voiced a “YEA” vote and the resolution passed.

Adopted this 13<sup>th</sup> day of November, 2023

Signed:	_____	“YEA”
	_____	“YEA”
	_____	“YEA”
Attest:	_____	Chief Fiscal Officer

**RESOLUTION 23-11-11  
TURTLECREEK TOWNSHP  
WARREN COUNTY, OHIO**

**BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the Fiscal Officer of the township may electronically submit payments to the Treasurer of State of Ohio for the payment of UAN fees and audit fees as billed by Ohio Auditor of State. Mr. Sams initiated the motion, seconded by Mr. VanDeGrift. All present voiced a “YEA” vote and the resolution passed.

Adopted this 13<sup>th</sup> day of November, 2023.

Signed:	_____	“YEA”
	_____	“YEA”
	_____	“YEA”
Attest:	_____	Chief Fiscal Officer

**RESOLUTION 23-11-12  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**BE IT REOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall transfer within the FIRE Fund from Account 2192-930-930-0000 (Contingencies) to Account 2192-220-420-0025 (Operating Supplies Fire Grant) an amount of \$12,000.00 for needed expenses. Mr. VanDeGrift moved for adoption of the foregoing resolution. The motion was seconded by Mr. Sams. All voiced a “YEA” vote and the resolution passed.

Adopted this 13<sup>th</sup> day of November, 2023

Signed: \_\_\_\_\_ “YEA”  
\_\_\_\_\_ “YEA”  
\_\_\_\_\_ “YEA”

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

**RESOLUTION 23-11-13  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**WHEREAS**, the Fire department applied for the Loeb Grant to purchase Knox key sercures and key defender and Howell Rescue System tools for a total of \$15,869.00; and

**WHEREAS**, Loeb grant funding has been received in the amount of \$12,000.00 which will be applied to the purchase of the items and the balance will be paid from the Fire Fund 2192 (2192-760-740-0000 Machinery, Equipment and Furniture); and

**WHEREAS**, the list of purchased items are two (2) Knox KS-6KS Key secure and Knox KD-MB-R7 for a cost of \$4,949.00 and Howell Rescue System tools – two (2) airbag control with joystick, two (2) flat lifting bags, two (2) flat lifting bags, tow (2) blue air hoses, two (2) yellow air hoses and two (2) HRS inline relief value for a cost of \$10,920.00.

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the purchase of the items totaling \$15,869,00.

Mr. VanDeGrift moved for adoption of the foregoing resolution. Mr. Sams seconded the motion and upon call of the roll the following vote resulted.

Mr. Jones “YEA”  
Mr. Sams “YEA”  
Mr. VanDeGrift “YEA”

Resolution adopted this 13<sup>th</sup> day of November, 2023.

**THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

End of Minutes.