

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

JULY 14

25

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on July 14, 2025, at 7:00 P.M. with the following persons present:

TRUSTEES: Dan Jones, Spencer Cropper and Jonathan Sams.

FISCAL OFFICER: Amanda Childers

GUESTS: Tammy Boggs, Jon Paul Campbell, Brad Edrington, Kenny Hickey, Jen Patterson, Ashley Yontz, Tina Yontz, Randall Cockerham, Rhonda Cockerham, Fred Vonderhaar, Diane Vonderhaar, Diane Colvin, Kristy Daniels, Cindy Hadfield and Lisa Goris May.

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

The minutes of the meeting held on June 24, 2025, were received by the Trustees prior to the meeting for review. Since there were no additions or corrections, Mr. Cropper moved for acceptance, seconded by Mr. Sams. All were in favor and the minutes were approved as written.

The Fiscal Officer notified the Trustees that the financial reports for the previous month were available for their review. By motion of Mr. Sams and seconded by Mr. Cropper 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.

Fred Vonderhaar, President of the Warren County Township Association, came to the meeting to present a scholarship to Ashley Yontz. Mr. Vonderhaar informed those in attendance that the Warren County Township Association began awarding scholarships 10 years ago to benefit Warren County students. Also, in attendance from the Warren County Township Association for the presentation were Ralph Blanton, Vice-President, Diane Colvin, Secretary and Amanda Childers, Treasurer. For the presentation, Dan Jones Turtlecreek Township Board President, Jonathan Sams, Trustee and Spencer Cropper, Trustee presented the award to Ashley Yontz. Ms. Yontz read her scholarship winning essay and at the conclusion was rewarded with a round of applause.

Department Reports:

Fire/EMS:

Jon Paul Campbell, Fire Chief, informed the Board that the Bariatric transport cots used by the Township can accommodate up to 700 pounds. Recently the City of Lebanon's has begun charging an additional fee for mutual aid to Township residents when their Bariatric cots are used. However, the City of Lebanon bariatric cot system includes a hoist.

Chief Campbell informed the Board that a position for a Part-Time FF2/EMT-Basic has been posted and he recommended Andrew Boudinot to fill the position effective June 23, 2025 at the rate of \$17.85 per hour. Mr. Sams made a motion, seconded by Mr. Cropper to approve hiring Andrew Boudinot for Part-Time FF2/EMT-Basic effective June 23, 2025 at the rate of \$17.85 per hour. All voiced a "YEA" vote and the motion passed with **Resolution 25-07-01**. (A copy of the resolution will be included in the minutes.)

Chief Campbell informed the Board that he received the resignation of Christopher Macke as a full-time FF/EMT effective July 10, 2025. Mr. Cropper made a motion, seconded by Sams to approve the resignation of Christopher Macke effective July 10, 2025. All present voiced a "YEA" vote and the motion was passed with **Resolution 25-07-02**. (A copy of the resolution will be included in the minutes.)

Chief Campbell informed the Board that he received the resignation of Mark Hall as a part-time FF/EMT effective June 30, 2025. Mr. Cropper made a motion, seconded by Sams to approve the resignation of Mark Hall effective June 30, 2025. All present voiced a "YEA" vote and the motion was passed with **Resolution 25-07-03**. (A copy of the resolution will be included in the minutes.)

Chief Campbell informed the Board that he recommends that Zachary Gauvin attend paramedic school at Butler Tech. The cost of the class will be approximately \$4,200.00 and Mr. Gauvin will be required to sign a contract with a four-year commitment upon completion of the program for the township covering the cost of the school. Mr. Sams made a motion, seconded by Mr. Cropper to approve the Resolution as stated above. All present voiced a "YEA" vote and the motion was passed with **Resolution 25-07-04**. (A copy of the resolution will be included in the minutes.)

Chief Campbell requested approval for lettering the new 2025 EMS squad from Avid Plus Signs at a cost of \$1,868.00. Mr. Cropper made a motion, seconded by Mr. Sams to approve the

Township branding lettering for the new EMS squad as stated above. All present voiced a “YEA” vote and the motion was passed with **Resolution 25-07-05**. (A copy of the resolution will be included in the minutes.)

Chief Campbell informed the Board that the Ohio Department of Public Safety awarded the EMS department with the 2025-2026 Grant Award in the amount of \$3,330.96. Chief Campbell stated that he plans for the funding to be used to purchase a video regiscope.

Chief Campbell requested approval for an internal posting of an available full-time position for 10 days. Mr. Sams made a motion, seconded by Mr. Cropper to approve the posting as stated above. All present voiced a “YEA” vote and the motion was passed.

Chief Campbell informed the Board that the Tahoe purchase approved on February 25, 2025 for \$65,000.00 is now ready for delivery and the purchase price is actually \$57,295.00. The new Tahoe will replace the current Battalion vehicle, but will keep the old Suburban for swift water rescue purposes.

Chief Campbell informed the Board that he has been accepted for the Fire Chief's Resource Symposium held at Salt Fork Lodge and Conference Center in September.

Road and Bridge:

Kenny Hickey, Road and Maintenance Supervisor, was on not in attendance so Mrs. Boggs provided his portion of the meeting information. Mrs. Boggs informed the Board that resurfacing has begun on Fiesta Drive and Liberty Keuter Road. Reclamite treatment will begin on the roads resurfaced in 2024 starting today.

Mrs. Boggs informed the Board that the Road Department will participate in the Things that Go with Warren County Board of Developmental Disabilities on Saturday August 16th.

Economic Development:

Jennifer Patterson, Township Economic Development Director, gave the Board an update on the Core5 CRA Amendment. The property tax agreement has been amended twice before. The County Commissioners will be talking about a 3rd amendment at their work session. This will define who pays who and when. The developer will still be making a penalty payment this year, but will receive some additional time for other requirements by 1 year.

Mrs. Patterson informed the Board that the traffic light activation on State Route 63 signage went up last week and the light will be active on July 24th.

Mrs. Patterson reviewed the landscaping update for the Southern Tire Landscaping Plan by the Flying J. The Trustees want an improved building facade. Mrs. Boggs stated that the façade was to be similar to the Flying J. Mrs. Patterson will send a letter to Southern Tire Landscaping stating this information.

Mrs. Patterson discussed the proposal for a wellness center at 1836 Stubbs Mill Road. The property is not quite 5 acres and is R1A conditional use. The potential buyer for the property is wanting to use the property as a private wellness focused retreat. The current owner has concerns with buffering as she is building her home on the adjacent lot. The Board was interested in the potential buyer getting a PUD for the property. Mrs. Patterson will work with the potential buyers to assist them in navigating the process.

Mrs. Patterson reminded staff that Public Records Training and Ohio's Ethic Law training will occur on August 12th.

Mrs. Patterson informed the Board that a work session will occur at some point in the future regarding the Northern Warren County traffic study. Mr. Sams stated that this is very important and will design objectives for the next 25 years or more.

Administration:

Tammy Boggs, Township Administrator, brought forth a discussion regarding the Adult use Cannabis Operators Licenses being prohibited in the township. Based upon the advice of

legal counsel, the Board should update the current resolution and include provisions for sending a certified copy to the Ohio Department of Commerce and the Warren County Building and Zoning Department. Mr. Cropper made a motion, seconded by Mr. Sams to approve a resolution amending resolution 24-09-11 to include the provision that the Ohio Department of Commerce and the Warren County Building and Zoning Department receive disclosure that it is prohibited in Turtlecreek Township. All present voiced a “YEA” vote and the motion was passed with **Resolution 25-07-06.** (A copy of the resolution will be included in the minutes.)

Mrs. Boggs requested ratification for expenditures authorized by Township Administrator or Township Officer or Employee authorized by Township Administrator in the cumulative amount of \$975.35. The purchases are 8.39 from Wasabi, \$77.72 from Sam’s Club, \$110.65 from Kelly’s, \$240.00 from Flexiquiz, \$209.97 from Rural King and \$328.62 from The Home Depot. Mr. Sams made a motion, seconded by Mr. Cropper, to subsequently approve the expenditures in the cumulative amount of \$975.35. All present voiced a “YEA” vote and the motion passed with **Resolution 25-07-07.** (A copy of the Resolution will be included in the minutes.)

Mrs. Boggs informed the Board that she received a replat from Warren County Regional Planning for the Sorum property located on State Route 48. The property owner is requesting an easement to access the barns at the back of the property. The Board had no comments or concerns for Warren County Regional Planning. (A letter will be sent to Warren County Regional Planning stating this information.)

Mrs. Boggs informed the Board that she received a request for a renewal liquor permit for Pilot Travel Centers with no changes. The board had no issue with the renewal request.

Mrs. Boggs informed the Board that there is a meeting scheduled with the City of Lebanon to discuss Fire/EMS on Thursday, August 7th. Mrs. Boggs, Chief Campbell and Jen Patterson will be in attendance.

Mrs. Boggs discussed the high weeds at 455 Natalie Lane with the Board. The Trustees declared the property at 455 Natalie Lane to be a nuisance and notice will be placed on the property and notice will be sent by certified mail to the lender. Mr. Sams made a motion, seconded by Mr. Cropper to approve a resolution determining a nuisance of high weeds and vegetation at 455 Natalie Lane, Lebanon, Ohio. The property owner Dale Kristof (deceased) and the lien holder, Reliance First Capital LLC are ordered to abate, control or remove vegetation within 7 days. If no action is taken the Township will abate the property and certify the cost to the Warren County Auditor for property tax assessment. All present voiced a “YEA” vote and the motion passed with **Resolution 25-07-08.** (A copy of the Resolution will be included in the minutes.)

Mrs. Boggs asked the Board to verify their plans to attend the 2025 Warren County Annual Washington CD Fly-In. Dan Jones and Spence Cropper will attend and plans were made to book their flights.

CORRESPONDENCE:

- IN:**
 - 2024 Annual Report to the Community from Warren County Park District.
 - Letter from Duke Energy regarding replacement poles being installed on State Route 741.
 - Warren County Health District News and Information monthly newsletter.
 - Warren County Health District quarterly report period March – May 2025.
 - Email from Talbert House regarding emergency evacuation plan.
 - Email from Ms. Erwin regarding blacktop concerns on South Liberty Keuter Road.
- OUT:**
 - Notice to Safe on Main of sponsorship for fundraising event.
 - Letter Warren Correctional Institution regarding fire prevention safety plan.
 - Letter to Auditor of State, Keith Faber regarding audit for federal grant funds.
 - Email to Talbert House regarding emergency evacuation plan.
 - Email to Ms. Erwin regarding blacktop concerns on South Liberty Keuter Road.

Fiscal Officer Reports:

Ms. Childers informed the board that the 2023-2024 audit is being conducted by the State Auditor's Office. The AOS office expects to complete the 2023-2024 audit by the end of September. Additionally, the auditor has completed the Alternative Coronavirus State and Local Fiscal Recovery Funds Compliance Examination for fiscal year ended December 31, 2024. This portion of the audit deals with Federal Funds expended during 2024 and is necessary when the amount is in excess of \$750,000.00.

Amanda Childers, Fiscal Officer, presented the bills which were due and the following checks were approved and signed. Check Nos. 36688 through 36756 (copy to follow) and Vouchers 795-2025 through 864-2025.

The Fiscal Office reported the following income:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
6/18/25	6/25/25	639-2025	D JOHNSON	2031-892-0000	\$10.00	GREEN ADDRESS SIGN
					\$10.00	
6/24/25	6/25/25	640-2025	WILMINGTON TRUST	2903-404-0000	\$726.45	NATIONAL OPIOID SETTLEMENT
					\$726.45	
6/16/25	6/25/25	649-2025	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$964.85	LOCAL GOV'T HB62 JUNE 2025 (DIRECT DEPOSIT)
6/16/25	6/25/25	650-2025	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$9,592.42	LOCAL GOV'T JUNE 2025 (DIRECT DEPOSIT)
6/23/25	6/25/25	651-2025	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$2,358.45	NEW \$5 PERMISSIVE AUTO MAY 2025 (DIRECT DEPOSIT))
6/23/25	6/25/25	652-2025	WARREN COUNTY AUDITOR, MATT NOLAN	2011-536-0000	\$2,492.15	MOTOR VEHICLE LICENSE TAX MAY 2025(DIRECT DEPOSIT)
6/23/25	6/25/25	653-2025	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$2,654.80	CENTS PER GALLON JUNE 2025 (DIRECT DEPOSIT)
6/23/25	6/25/25	654-2025	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$10,219.95	OLD \$5 PERMISSIVE AUTO TAX MAY 2025 (DIRECT DEPOSIT)
6/23/25	6/25/25	655-2025	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$20,379.41	GAS EXCISE TAX JUNE 2025 (DIRECT DEPOSIT)
					\$48,662.03	
6/25/25	6/30/25	669-2025	STATE OF OHIO	1000-533-0000	\$52.50	35% OF LICENSING FEE DISTRIBUTION 5-23-25 (DIRECT DEPOSIT)
					\$52.50	
6/30/25	7/1/25	674-2025	STAROHIO	1000-701-0000	\$8,325.73	JUNE 2025 INTEREST
6/30/25	7/1/25	675-2025	PRIMARY	1000-701-0000	\$4.41	JUNE 2025 INTEREST
6/2/25	7/7/25	679-2025	LCNB TRUST	1000-701-0000	\$2,916.15	JUNE 2025 INTEREST
6/4/25	7/7/25	680-2025	FHLB 44	1000-701-0000	\$2,625.00	JUNE 2025 INTEREST
6/6/25	7/7/25	681-2025	CD 63	1000-701-0000	\$955.48	JUNE 2025 INTEREST
6/9/25	7/7/25	682-2025	CD 67	1000-701-0000	\$628.49	JUNE 2025 INTEREST
6/9/25	7/7/25	683-2025	CD 47	1000-701-0000	\$6,232.88	JUNE 2025 INTEREST
6/9/25	7/7/25	684-2025	CD 37	1000-701-0000	\$1,008.56	JUNE 2025 INTEREST
6/9/25	7/7/25	685-2025	FHLB 30	1000-701-0000	\$11,875.00	JUNE 2025 INTEREST
6/9/25	7/7/25	686-2025	FHLB 18	1000-701-0000	\$5,000.00	JUNE 2025 INTEREST
6/9/25	7/7/25	687-2025	FHLB 39	1000-701-0000	\$5,781.25	JUNE 2025 INTEREST
6/10/25	7/7/25	688-2025	CD 31	1000-701-0000	\$993.27	JUNE 2025 INTEREST
6/10/25	7/7/25	689-2025	FHLB 34	1000-701-0000	\$4,750.00	JUNE 2025 INTEREST
6/12/25	7/7/25	690-2025	FHLB 43	1000-701-0000	\$2,750.00	JUNE 2025 INTEREST
6/13/25	7/7/25	691-2025	CD 65	1000-701-0000	\$5,484.93	JUNE 2025 INTEREST
6/16/25	7/7/25	692-2025	CD 41	1000-701-0000	\$966.10	JUNE 2025 INTEREST
6/16/25	7/7/25	693-2025	CD 53	1000-701-0000	\$127.40	JUNE 2025 INTEREST
6/16/25	7/7/25	694-2025	CD 60	1000-701-0000	\$1,104.11	JUNE 2025 INTEREST
6/16/25	7/7/25	695-2025	FFCB 26	1000-701-0000	\$5,312.50	JUNE 2025 INTEREST
6/20/25	7/7/25	696-2025	CD 33	1000-701-0000	\$211.48	JUNE 2025 INTEREST
6/20/25	7/7/25	697-2025	CD 64	1000-701-0000	\$944.86	JUNE 2025 INTEREST
6/20/25	7/7/25	698-2025	FNMA 25	1000-701-0000	\$15,800.00	JUNE 2025 INTEREST
6/23/25	7/7/25	699-2025	CD 61	1000-701-0000	\$838.70	JUNE 2025 INTEREST
6/30/25	7/7/25	700-2025	FHLB 23	1000-701-0000	\$10,800.00	JUNE 2025 INTEREST
6/30/25	7/7/25	701-2025	FHLB 27	1000-701-0000	\$5,000.00	JUNE 2025 INTEREST
6/30/25	7/7/25	702-2025	FHLB 41	1000-701-0000	\$10,000.00	JUNE 2025 INTEREST
6/30/25	7/7/25	703-2025	UST 9	1000-701-0000	\$568.75	JUNE 2025 INTEREST
6/30/25	7/7/25	704-2025	UST 17	1000-701-0000	\$1,070.44	JUNE 2025 INTEREST
6/10/25	7/7/25	705-2025	INVESTMENT CD 31	1000-701-0000	\$1,245.00	Gain on Investment
6/20/25	7/7/25	706-2025	INVESTMENT CD 33	1000-701-0000	\$996.00	Gain on Investment
					\$114,316.49	
6/30/25	7/1/25	678-2025	B OSBORNE	2192-892-0000	\$41.00	UNIFORM PANTS REIMBURSEMENT
7/1/25	7/8/25	727-2025	B EDRINGTON	2191-892-0000	\$80.11	REIMBURSEMENT FOR EMPLOYEE CLOTHING PURCHASE
					\$121.11	
7/7/25	7/10/25	731-2025	OTARMA C/O SEDGWICK CLAIMS MANAGEMENT	2192-892-0000	\$2,842.91	INSURANCE CLAIM FOR FIRE DEPT DAMAGED RADIO
					\$2,842.91	
7/8/25	7/10/25	732-2025	D LINKOUS	2041-804-0000	\$3,120.00	SALE OF CEMETERY LOTS SECTION 27 LOTS 3,7,8,AND 9
7/10/25	7/10/25	733-2025	S DOAN	2041-804-0000	\$780.00	SALE OF CEMETERY PLOT SECTION 50 LOT 3
					\$3,900.00	
6/24/25	6/25/25	641-2025	TRICARE PAYMENT	2191-299-0000	\$113.30	LIFE SQUAD SERVICES
6/24/25	6/25/25	642-2025	NATIONAL ASSOC OF LETTER CARRIERS	2191-299-0000	\$108.90	LIFE SQUAD SERVICES
6/20/25	6/25/25	643-2025	UNITED HEALTHCARE	2191-299-0000	\$869.71	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/23/25	6/25/25	644-2025	AARP SUPPLEMENTAL	2191-299-0000	\$227.68	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/23/25	6/25/25	645-2025	UNITED HEALTHCARE	2191-299-0000	\$397.73	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/23/25	6/25/25	646-2025	CGS	2191-299-0000	\$460.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/23/25	6/25/25	647-2025	HNB-ECHO	2191-299-0000	\$469.21	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/23/25	6/25/25	648-2025	UNITED HEALTHCARE	2191-299-0000	\$490.14	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/24/25	6/30/25	656-2025	US TREASURY DEPT OF VA	2191-299-0000	\$315.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/24/25	6/30/25	657-2025	HUMANA	2191-299-0000	\$460.37	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/24/25	6/30/25	658-2025	UNITED HEALTHCARE	2191-299-0000	\$714.11	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/24/25	6/30/25	659-2025	AETNA	2191-299-0000	\$887.70	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/24/25	6/30/25	660-2025	CGS	2191-299-0000	\$1,370.31	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/24/25	6/30/25	661-2025	ANTHEM BLUE	2191-299-0000	\$1,515.28	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/25/25	6/30/25	662-2025	CGS	2191-299-0000	\$446.97	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/26/25	6/30/25	663-2025	ANTHEM BLUE	2191-299-0000	\$113.84	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/26/25	6/30/25	664-2025	AARP SUPPLEMENTAL	2191-299-0000	\$234.74	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/26/25	6/30/25	665-2025	ANTHEM BLUE	2191-299-0000	\$413.62	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/27/25	6/30/25	666-2025	UNITED HEALTHCARE	2191-299-0000	\$211.67	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/27/25	6/30/25	667-2025	AETNA	2191-299-0000	\$304.81	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/27/25	6/30/25	668-2025	CGS	2191-299-0000	\$483.55	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/30/25	7/1/25	670-2025	UNITED HEALTHCARE	2191-299-0000	\$290.12	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/30/25	7/1/25	671-2025	ANTHEM BLUE	2191-299-0000	\$1,081.01	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/30/25	7/1/25	672-2025	CGS	2191-299-0000	\$1,269.19	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
6/30/25	7/1/25	673-2025	MEDICOUNT MANAGEMENT, INC	2191-299-0000	\$7,435.79	LIFE SQUAD SERVICES MAY 2025(DIRECT DEPOSIT)
6/27/25	7/1/25	676-2025	DEVOTED HEALTH PLAN OF OHIO INC	2191-299-0000	\$285.21	LIFE SQUAD SERVICES
6/27/25	7/1/25	677-2025	BLUE CROSS BLUE SHIELD OF FLORIDA	2191-299-0000	\$121.71	LIFE SQUAD SERVICES

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
7/1/25	7/8/25	707-2025	UNITED HEALTHCARE	2191-299-0000	\$309.67	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/1/25	7/8/25	708-2025	AETNA	2191-299-0000	\$559.61	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/1/25	7/8/25	709-2025	HWHO	2191-299-0000	\$570.83	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/1/25	7/8/25	710-2025	CIGNA	2191-299-0000	\$776.48	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/1/25	7/8/25	711-2025	HUMANA	2191-299-0000	\$891.22	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/1/25	7/8/25	712-2025	CGS	2191-299-0000	\$1,125.55	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/2/25	7/8/25	713-2025	HNB-ECHO	2191-299-0000	\$47.71	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/2/25	7/8/25	714-2025	ANTHEM BLUE	2191-299-0000	\$116.41	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/2/25	7/8/25	715-2025	HNB-ECHO	2191-299-0000	\$345.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/2/25	7/8/25	716-2025	CGS	2191-299-0000	\$748.72	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/2/25	7/8/25	717-2025	HNB-ECHO	2191-299-0000	\$929.25	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/3/25	7/8/25	718-2025	ANTHEM BLUE	2191-299-0000	\$104.42	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/3/25	7/8/25	719-2025	AARP SUPPLEMENTAL	2191-299-0000	\$120.80	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/3/25	7/8/25	720-2025	HWHO	2191-299-0000	\$250.91	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/3/25	7/8/25	721-2025	OPTUM	2191-299-0000	\$281.14	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/3/25	7/8/25	722-2025	HUMANA	2191-299-0000	\$492.85	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/7/25	7/8/25	723-2025	MEDICAL MUTUAL	2191-299-0000	\$390.51	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/7/25	7/8/25	724-2025	CGS	2191-299-0000	\$2,537.65	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/7/25	7/8/25	725-2025	AETNA	2191-299-0000	\$740.19	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/1/25	7/8/25	726-2025	NATIONAL ASSOC OF LETTER CARRIERS	2191-299-0000	\$113.84	LIFE SQUAD SERVICES
7/7/25	7/10/25	728-2025	MIDDLETOWN WORKS UNION RETIREES	2191-299-0000	\$114.03	LIFE SQUAD SERVICES
7/7/25	7/10/25	729-2025	ANTHEM COMMUNITY INSURANCE	2191-299-0000	\$274.30	LIFE SQUAD SERVICES
7/7/25	7/10/25	730-2025	TRICARE PAYMENT	2191-299-0000	\$115.49	LIFE SQUAD SERVICES
7/10/25	7/10/25	734-2025	DEVOTED HEALTH PLAN OF OHIO	2191-299-0000	\$290.11	LIFE SQUAD SERVICES
7/8/25	7/14/25	735-2025	HUMANA	2191-299-0000	\$114.94	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/8/25	7/14/25	736-2025	BUCKEYE COMMUNITY	2191-299-0000	\$330.15	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/8/25	7/14/25	737-2025	HWHO	2191-299-0000	\$714.13	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/8/25	7/14/25	738-2025	CGS	2191-299-0000	\$826.87	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/8/25	7/14/25	739-2025	ANTHEM BLUE	2191-299-0000	\$2,847.40	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/9/25	7/14/25	740-2025	AARP SUPPLEMENTAL	2191-299-0000	\$120.62	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/9/25	7/14/25	741-2025	ANTHEM BLUE	2191-299-0000	\$191.46	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/9/25	7/14/25	742-2025	ANTHEM BLUE	2191-299-0000	\$527.98	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/9/25	7/14/25	743-2025	UNITED HEALTHCARE	2191-299-0000	\$541.69	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/9/25	7/14/25	744-2025	CGS	2191-299-0000	\$954.91	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/9/25	7/14/25	745-2025	US TREASURY DEPT OF VA	2191-299-0000	\$1,210.00	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/10/25	7/14/25	746-2025	ANTHEM BLUE	2191-299-0000	\$226.99	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/10/25	7/14/25	747-2025	HNB-ECHO	2191-299-0000	\$274.30	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/10/25	7/14/25	748-2025	CGS	2191-299-0000	\$395.14	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/11/25	7/14/25	749-2025	AARP SUPPLEMENTAL	2191-299-0000	\$120.43	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
7/11/25	7/14/25	750-2025	AETNA	2191-299-0000	\$1,132.70	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					\$43,868.67	

Other Business:

Mrs. Boggs informed the Board that Sheriff Riley will attend the next Board meeting.

Visitor Concerns:

None.

Trustee Reports:

A motion was made by Mr. Cropper that the Board of Trustees adjourns into executive session to discuss Personnel Administrative/Fire/EMS Hiring pursuant to ORC 121.22 (G) (1) at 8:43 p.m. The motion was seconded by Mr. Sams and upon call of roll call, Mr. Cropper “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. Cropper and the executive session ended. Upon call of roll, Mr. Cropper “YEA”, Mr. Sams “YEA” and Mr. Jones “YEA” the Board returned to regular session at 9:44 p.m.

The Board had a discussion regarding adoption of a job description for the Assistant Township Administrator/Economic Development Director. Mr. Cropper made a motion, seconded by Mr. Sams to approve the adoption of the job description as stated above. All present voiced a “YEA” vote and the motion passed with **Resolution 25-07-09**. (A copy of the Resolution will be included in the minutes.)

The Board had a discussion regarding hiring Jennifer Patterson as the Assistant Township Administrator/Economic Development Director. Mrs. Patterson will be paid a salary of \$117,000.00 annually effective August 25, 2025. Mr. Sams made a motion, seconded by Mr. Cropper to approve hiring Jennifer Patterson as stated above. All present voiced a “YEA” vote and the motion passed with **Resolution 25-07-10**. (A copy of the Resolution will be included in the minutes.)

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

The next regular meeting is scheduled for July 29, 2025 at 8:00 a.m.

Signed: _____ Chairman of the Board

Attest: _____ Fiscal Officer

**RESOLUTION 25-07-01
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO HIRE ANDREW BOUDINOT,
EFFECTIVE JUNE 23, 2025
AS A PART-TIME FIREFIGHTER II/EMT BASIC**

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

WHEREAS, the Fire Chief of Turtlecreek Township Fire Department/Emergency Medical Service has recommended that Andrew Boudinot be hired as a Part-Time Firefighter II/EMT Basic working a 24 hour shift every 6th day; and

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of Turtlecreek Township, Warren County, Ohio hereby approves the hiring of Andrew Boudinot for the position of Part-Time Firefighter II/EMT Basic, effective June 23, 2025 at the rate of \$17.85 per hour.

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

Adopted this 14th day of July, 2025

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 25-07-02
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESIGNATION FOR CHRISTOPER MACKE,
FULL-TIME FF/EMT
EFFECTIVE JULY 10, 2025**

WHEREAS, the Fire Chief was notified that Christopher Macke tendered his resignation as a full-time FF/EMT with Turtlecreek Township Fire Department; and

WHEREAS, the effective date of the resignation will be July 10, 2025; and

NOW THEREFORE BE IT RESOLVED, the Turtlecreek Township Board of Trustees hereby accepts the resignation of Christopher Macke, effective, July 10, 2025.

Mr. Cropper 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. Cropper	“YEA”
Mr. Sams	“YEA”

Resolution adopted this 14th day of July, 2025.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Attest: _____ Chief Fiscal Officer

**RESOLUTION 25-07-03
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESIGNATION FOR MARK HALL,
PART-TIME FF/EMT
EFFECTIVE JUNE 30, 2025**

WHEREAS, the Fire Chief was notified that Mark Hall tendered his resignation as a part-time FF/EMT with Turtlecreek Township Fire Department; and

WHEREAS, the effective date of the resignation will be June 30, 2025; and

NOW THEREFORE BE IT RESOLVED, the Turtlecreek Township Board of Trustees hereby accepts the resignation of Mark Hall, effective, June 30, 2025.

Mr. Cropper 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. Cropper	“YEA”
Mr. Sams	“YEA”

Resolution adopted this 14th day of July, 2025.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Attest: _____ Chief Fiscal Officer

**RESOLUTION 25-07-04
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING ZACHARY GAUVIN TO ATTEND PARAMEDIC
SCHOOL AT BUTLER TECH AND SIGN A CONTRACT THAT TURTLECREEK
TOWNSHIP WILL PAY FOR THE SCHOOLING WITH A FOUR (4)-YEAR
COMMITMENT UPON COMPLETION OF THE PROGRAM AS DESCRIBED BY THE
CONTRACT**

WHEREAS, Zachary Gauvin wishes to attend paramedic school at Butler Tech; and

WHEREAS, the Fire Chief of Turtlecreek Township Fire Department has recommended that Zachary Gauvin attend paramedic school; and

WHEREAS, the cost of the program will be \$4,200.00 and Zachary Gauvin will be required to sign a contract with a commitment of four (4) years of service upon completion of the program for the township covering the cost of the school; and

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of Turtlecreek Township, Warren County, Ohio hereby approves Zachary Gauvin to attend paramedic school at Butler Tech and the township will cover the cost of the schooling. The source of the funds will be the EMS Fund (2191-230-599-005 EMS Training).

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

Adopted this 14th day of July, 2025

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 25-07-05
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO APPROVE THE BRANDING
LETTERING TO THE 2025 EMS SQUAD**

WHEREAS, the EMS department has a need to letter the 2025 EMS squad with the township branding; and

WHEREAS, the cost of the lettering will be \$1,868.00 from Avid Plus Signs, and

WHEREAS, the source of the funds for the branding lettering will be the EMS Fund (2191-230-360-0000 Contracted Services).

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the branding lettering of the 2025 EMS squad.

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

Adopted this 14th day of July, 2025

Signed: _____ “YEA”
_____ “YEA”
_____ “YEA”

Attest: _____ Chief Fiscal Officer

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

Resolution Number: 25-07-06 Date of Resolution: July 14, 2025

TOPIC OF RESOLUTION: AMENDING RESOLUTION 24-09-11 ADOPTED SEPTEMBER 24, 2024 THAT INDEFINITELY PROHIBITS ADULT USE CANNABIS OPERATORS LICENSED UNDER CHAPTER 3780 OF THE OHIO REVISED CODE IN THE UNINCORPORATED TERRITORY OF TURTLECREEK TOWNSHIP, WARREN COUNTY, OHIO, TO ADD A DIRECTIVE FOR THE FISCAL OFFICER TO SEND CERTIFIED COPIES OF RESOLUTION NUMBER 24-09-11 AND THIS RESOLUTION TO THE OHIO DEPARTMENT OF COMMERCE’S DIVISION OF CANNABIS CONTROL AND THE WARREN COUNTY BUILDING AND ZONING DEPARTMENT

RESOLUTION

WHEREAS, this Board adopted Resolution Number 24-09-11 on September 24, 2024, effective October 24, 2024, indefinitely prohibiting adult use cultivators, adult use processors, or adult use dispensaries licensed under Chapter 3780 of the Ohio Revised Code, known collectively as “adult use cannabis operators,” within the unincorporated territory of Turtlecreek Township; and,

WHEREAS, no existing adult use cultivators, processors or dispensaries have applied for a license/certificate of operation to locate a site and/or facility where such activities would be conducted in Turtlecreek Township, nevertheless, this Board continues to deem it is in the interest of public health, safety, and general welfare of Turtlecreek Township to assure such activities are prohibited indefinitely in the unincorporated territory of Turtlecreek Township; and,

WHEREAS, an applicant to the Ohio Department of Commerce’s Division of Cannabis Control (or “DCC”) by adult use cultivators, adult use processors, or adult use dispensaries seeking a license/certificate of operation under Chapter 3780 of the Ohio Revised Code must disclose whether the proposed site and/or

facility where such activities would be conducted is not subject to any local ordinance, resolution or prohibition from operation under section 3780.25 of the Ohio Revised Code, and it is in the best interest of Turtlecreek Township to assure accurate information is provided to DCC; and,

WHEREAS, the current practice of DCC also includes contacting local building and zoning authorities to inquiry whether a municipality or township in which an applicant seeks to locate a site and/or facility and/or conduct cultivation, processing or dispensing of adult use cannabis activities has legislation prohibiting the cultivation, processing and dispensing of adult use cannabis in a municipality's or township's jurisdiction, and it is in the best interest of Turtlecreek Township to assure the Building and Zoning Department has accurate information to provide to DCC and the public.

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. Resolution Number 24-09-11 indefinitely prohibiting adult use cultivators, adult use processors, or adult use dispensaries licensed under Chapter 3780 of the Ohio Revised Code, known collectively as "adult use cannabis operators," within the unincorporated territory of Turtlecreek Township, shall remain in effect without change except said Resolution is hereby amended to add the following Sections 2 and 3.

Section 2. The Fiscal Officer shall cause a CERTIFIED COPY of Resolution Number 24-09-11 and this Resolution to be sent by certified mail, return receipt requested, to: Ohio Department of Commerce's Division of Cannabis Control, 77 S. High Street, 20th Floor, Columbus, Ohio 43215, with a cover letter from the Fiscal Officer, on this Board's behalf, requesting the enclosed certified copy of Resolution Number 24-09-11 and this Resolution prohibiting adult use cultivators, adult use processors, or adult use dispensaries in Turtlecreek Township, Warren County, Ohio be retained as part of the permanent records of DCC and be relied upon to decline and deny any application for a license/certificate of operation by adult use cultivators, adult use processors, or adult use dispensaries proposed in Turtlecreek Township.

Section 3. The Fiscal Officer shall cause a CERTIFIED COPY of Resolution Number 24-09-11 and this Resolution to be sent by certified mail, return receipt requested, to: Warren County Building and Zoning Department, 406 Justice Drive, Lebanon, Ohio 45036, with a cover letter from the Fiscal Officer, on the Board's behalf, requesting the enclosed certified copies of Resolution Number 24-09-11 and this Resolution prohibiting adult use cultivators, adult use processors, or adult use dispensaries in Turtlecreek Township be retained as part of the Building and Zoning Department's permanent records and disclosed in response to any request for information or public

records request by DCC or the public that in any way relates to whether adult use cultivators, adult use processors, or adult use dispensaries are prohibited in Turtlecreek Township.

Section 4. The recitals contained within the Title and Whereas Clauses set forth above are incorporated by reference herein.

Section 5. 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.

Section 6. This Resolution shall take effect immediately upon its adoption.

Mr. Cropper moved adoption of the foregoing Resolution, being seconded by Mr. Sams. Upon call of the roll, the following vote resulted:

Mr. Cropper	-	“YEA”
Mr. Jones	-	“YEA”
Mr. Sams	-	“YEA”

Resolution adopted this 14th day of July, 2025.

TURTLECREEK TOWNSHIP TRUSTEES

By: Amanda Childers, FISCAL OFFICER

CERTIFICATION

I hereby certify that the foregoing is a true, accurate, and complete copy of foregoing Resolution No. 25-07-06 adopted July 14th, 2025, by Turtlecreek Township Board of Trustees.

TURTLECREEK TOWNSHIP TRUSTEES

By: Amanda Childers, FISCAL OFFICER

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

Resolution Number: 25-07-07

Date of Resolution: July 14, 2025

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. Sams moved adoption of the foregoing Resolution, being seconded by Mr. Cropper. Upon call of the roll, the following vote resulted:

Mr. Jones	YEA
Mr. Cropper	YEA
Mr. Sams	YEA

Resolution adopted this 14th day of July, 2025.

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 25-07-08
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION DETERMINING A NUISANCE OF
HIGH WEEDS AND VEGETATION AT
455 NATALIE LANE, LEBANON, OHIO**

WHEREAS, the Road Department Supervisor has been notified of a complaint of high weeds and vegetation, at the property located at 455 Natalie Lane, parcel #1204455001, account #5330879 owed by Dale Kristof; and

WHEREAS, the Road Department Supervisor investigated the complaint and verified that the complaint is valid; and

WHEREAS, the Township Administrator notified the Board of Trustees of Turtlecreek Township, Warren County, Ohio of the complaint of high weeds and vegetation at a public meeting held on July 14, 2025; and

WHEREAS, statue ORC 505.87 states that if the board determines that the owner’s maintenance of the property located at 455 Natalie Lane, Lebanon, Ohio, constitutes a nuisance they can provide for the abatement, control, or removal of the nuisance; and

WHEREAS, the property owner, Dale Kristof and the lien holder, Reliance First Capital, LLC will be ordered to abate, control, or remove the vegetation within seven (7) days or the township will take action to abate the property and assess the cost to Warren County Auditor; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have reviewed the information regarding the complaint and declared that the owner’s maintenance constitutes a nuisance and the township will abate the property; and

WHEREAS, Turtlecreek Township will take action on the nuisance and certify the cost of the abatement to the Warren County Auditor to add to the tax duplicate, as an assessment, tax lien, on the property, located at 455 Natalie Lane, Lebanon, Ohio. Parcel #1204455001, account #5330879; and

THEREFORE, BE IT RESOLVED, by the Turtlecreek Township Board of Trustees that they declare owner’s maintenance of the property located at 455 Natalie Lane, Lebanon, Ohio, as a nuisance and the township will take the necessary action to abate the nuisance and add to the tax duplicate as tax lien assessment.

Mr. Sams moved adoption of the foregoing Resolution, being seconded by Mr. Cropper. Upon call of the roll, the following vote resulted:

Mr. Jones	YEA
Mr. Cropper	YEA
Mr. Sams	YEA

Resolution adopted this 14th day of July, 2025

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 25-07-09
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION WHEREAS THE BOARD OF TRUSTEES
OF TURTLECREEK TOWNSHIP HAVE ADOPTED A
DESCRIPTION FOR THE ASSISTANT TOWNSHIP
ADMINISTRATOR/ECONOMIC DEVELOPMENT DIRECTOR**

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have determined to create a new position for an Assistant Township Administrator/Economic Development Director; and

WHEREAS, the Board of Trustees of Turtlecreek Township have adopted the job description for this position effective July 14, 2025; and

THEREFORE, by motion of Mr. Cropper and seconded by Mr. Sams the above resolution to adopt the job description for the position of Assistant Township Administrator/Economic Development Director has been approved. All voiced a “YEA” vote and the resolution passed.

Adopted this 14th day July, 2025

Signed: _____ “YEA”

_____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 25-07-10
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO HIRE JENNIFER PATTERSON
EFFECTIVE AUGUST 25, 2025 AS THE ASSISTANT TOWNSHIP
ADMINISTRATOR/ECONOMIC DEVELOPMENT DIRECTOR**

WHEREAS, the position of Assistant Township Administrator/Economic Development Director has been created within the Administrative Department of Turtlecreek Township; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have recommended that Jennifer Patterson be hired as the Assistant Township Administrator/Economic Development Director; and

WHEREAS, Jennifer Patterson will be provided the following conditions of employment:

- **Start Date:** August 25, 2025
- **Pay Rate:** \$117,000 annually
- **Work Schedule:** Monday – Friday: 40 Hour Work Week*
- **Duties:** As defined in the Assistant Township Administrator/Economic Development Director job description as well as the duties and responsibilities assigned by the Township Administrator
- **Probationary:** One (1) Year
- **Vacation:** Accrual will start upon hire date. Accrual rate for the first year will be eighty (80) hours. Accrued at 3.08 hours per pay period. Upon verification of service credit with a political subdivision of the State of Ohio as a full-time employee vacation accrual will adjust to the applicable rate at the completion of probationary year.
- **Sick Leave:** Upon verification of sick time the township will transfer 240 hours of sick leave to a bank. The 240 hours will be available for your use but at no time will the township allow the hours to be cashed out.
- **Professional Training:** The township will authorize professional conferences and classes yearly and paid for by the township as long as the cost is deemed reasonable by the Township Administrator.
- Turtlecreek Township Personnel Policy Manual will be applicable for all other areas of employment.

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of Turtlecreek Township, Warren County, Ohio hereby approves the hiring of Jennifer Patterson for the position of Assistant Township Administrator/Economic Development Director.

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

Adopted this 14th day of July, 2025

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

End of Minutes.