

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

SEPTEMBER 30

25

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on September 30, 2025 at 8:00 a.m. with the following persons:

TRUSTEES: Dan Jones and Jonathan Sams (Spencer Cropper was absent)
FISCAL OFFICER: Amanda Childers
GUEST: Tammy Boggs, Jon Paul Campbell, Kenny Hickey and Brad Edrington

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

The minutes of a work session held on September 2, 2025 were received by the Trustees prior to the meeting for review. Since there were no additions or corrections, Mr. Sams moved for acceptance, seconded by Mr. Jones. All were in favor and the minutes were approved as written.

Department Reports:

Fire/EMS:

Jon Paul Campbell, Fire Chief, informed the Board that he received the resignation of FFII/EMT Gabriel Cain effective September 30, 2025. Mr. Sams made a motion, seconded by Mr. Jones to approve the resignation of Mr. Cain effective September 30, 2025. All present voiced a "YEA" vote and the motion was passed with **Resolution 25-09-23**. (A copy of the resolution will be included in the minutes.)

Chief Campbell requested a resolution for ladder testing with Command Fire Apparatus Testing at a cost of \$1,775.00. Mr. Sams made a motion, seconded by Mr. Jones to approve the annual ladder testing with Command Fire Apparatus Testing in the amount of \$1,775.00. All present voiced a "YEA" vote and the motion passed with **Resolution 25-09-09**. (A copy of the resolution will be included in the minutes.)

Chief Campbell informed the Board that Samuel Daugherty has reached his anniversary date of 1 year of service on October 14, 2025 and is entitled to an additional vacation accrual rate of 4.62 hours per pay period. Mr. Sams made a motion, seconded by Mr. Jones to approve the additional vacation accrual rate of 4.62 hours per pay period for Samuel Daugherty effective October 18, 2025. All present voiced a "YEA" vote and the motion passed with **Resolution 25-09-10**. (A copy of the resolution will be included in the minutes.)

Chief Campbell informed the Board that Adam Perkins has reached his anniversary date of 1 year of service on September 9, 2025 and is entitled to an additional vacation accrual rate of 4.62 hours per pay period. Mr. Sams made a motion, seconded by Mr. Jones to approve the additional vacation accrual rate of 4.62 hours per pay period for Adam Perkins effective September 20, 2025. All present voiced a "YEA" vote and the motion passed with **Resolution 25-09-11**. (A copy of the resolution will be included in the minutes.)

Chief Campbell informed the Board that Brodey Carman has reached his anniversary date of 1 year of service on October 14, 2025 and is entitled to an additional vacation accrual rate of 4.62 hours per pay period. Mr. Sams made a motion, seconded by Mr. Jones to approve the additional vacation accrual rate of 4.62 hours per pay period for Brodey Carman effective October 18, 2025. All present voiced a "YEA" vote and the motion passed with **Resolution 25-09-12**. (A copy of the resolution will be included in the minutes.)

Chief Campbell informed the Board that Ann Burrell, FFII/Paramedic, is due a step 2 pay increase per the union contract effective October 18, 2025 at the rate of \$24.72 per hour. Mr. Sams made a motion, seconded by Mr. Cropper to approve the payroll increase for Ann Burrell as stated above. All present voiced a "YEA" vote and the motion passed with **Resolution 25-09-13**. (A copy of the Resolution is included in the minutes.)

Chief Campbell brought forth a discussion regarding the BWC Safety Grant. It is a 5-1 match up to \$15,000.00 which he would like to use for a turn out gear washer, 30 fire gloves and 30 Globe Guard hoods. Mr. Sams made a motion, seconded by Mr. Jones to approve the application for the \$15,000.00 BWC Safety Grant for items totaling approximately \$15,051.83 with the Township match of \$3,000.00. The Board also authorizing the Township Administrator to sign the required documentation for the BWC Safety Grant application. All present voiced a "YEA" vote and the motion passed with **Resolution 25-09-14**. (A copy of the Resolution is included in the minutes.)

Chief Campbell brought forth a discussion regarding Blue Card Train the Trainer Training in 2026 stating he would like to send two individuals to the training. The cost of the class is \$4,500.00 per

person. The training will be held in Hamilton Ohio. Chief Campbell stated he would like to attend and requested that Battalion Chief Michael Smith also attend. Mr. Sams made a motion, seconded by Mr. Jones to approve Blue Card Train the Trainer Training for Chief Campbell and Battalion Chief Michael Smith at a cost of \$9,000.00. All present voiced a “YEA” vote and the motion passed with **Resolution 25-09-15**. (A copy of the Resolution is included in the minutes.)

Road and Bridge:

Kenny Hickey, Road and Maintenance Supervisor, brought forth a discussion regarding street signs with the township logo on the major roadways. Mr. Hickey requested updating 49 street signs at a cost of \$3,204.12 from Kleem Inc. Mr. Sams made a motion, seconded by Mr. Jones to approve the purchase as stated above. All present voiced a “YEA” vote and the motion passed with **Resolution 25-09-16**. (A copy of the Resolution is included in the minutes.)

Mr. Hickey informed the Board that James Diss has reached his calculated anniversary date of 15 years of service on September 25, 2025 and is entitled to an additional vacation accrual rate of 6.16 hours per pay period effective October 4, 2025. Mr. Sams made a motion, seconded by Mr. Jones to approve the calculated anniversary vacation accrual rate of 6.16 hours per pay period for James Diss effective October 4, 2025. All present voiced a “YEA” vote and the motion passed with **Resolution 25-09-17**. (A copy of the resolution will be included in the minutes.)

Mr. Hickey informed the Board that the Department of Transportation requires an agreement to be signed by the township for the installation process of the Turtlecreek Township Gateway signs. Mr. Hickey requested that the Board authorize the Township Administrator to sign the agreement between the Department of Transportation and Turtlecreek Township. 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 passed with **Resolution 25-09-18**. (A copy of the resolution will be included in the minutes.)

Economic Development:

Jennifer Patterson, Township Economic Development Director/ Assistant Township Administrator, was not in attendance. Mrs. Boggs informed the Board that she received a letter from Warren County Regional Planning regarding Union Village, Phase 2A, PUD Stage 3 for review. Union Village is adding 21 additional lots. The Board requests that the current PUD zoning and standards be followed. The Board had no other questions or concerns. (A Letter will be sent to Warren County Regional Planning stating this information.)

Mrs. Boggs informed the Board that Southern Tire Mart provided updated drawings for the review of the trustees. This updated design will be provided to the JEDD Architectural Board at the annual meeting for comments before submitting to Warren County. Mrs. Boggs stated that they did add brick to the lower half of the building which looks much nicer. Once the JEDD Board reviews and approves the updated design it will be sent to Warren County Regional Planning. The Board had no questions or concerns.

Administration:

Tammy Boggs, Township Administrator, informed the Board that the next meeting is scheduled for October 13th which is Columbus day. After some discussion the Board decided to change the regular meeting to Wednesday October 8th at 9:00 a.m. The meeting change will be posted on the Website and door of the Administration Building.

Mrs. Boggs informed the Board that a resident of Trails of Shaker Run is complaining about the brightness of the street light since Duke Energy changed the light to an LED. As the old bulbs burn out, they are eventually all going to be LED.

Mrs. Boggs informed the Board that the Township is required to adopt a cybersecurity policy, as the State of Ohio has implemented ORC 9.64 enacted in HB 96 (136th G. A.) requiring all local governments and jurisdictions to establish a cybersecurity policy by September 30, 2025. Mrs. Boggs had presented the Board with the Cybersecurity Policy and requested a Resolution adopting it. Mr. Sams made a motion, seconded by Mr. Jones to approve the Cybersecurity Policy as stated above. All present voiced a “YEA” vote and the motion passed with **Resolution 25-09-19**. (A copy of the resolution will be included in the minutes.)

Tammy Boggs, Township Administrator, brought forth a discussion regarding the National Opioid settlement with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun and Zydus and asked if the Board would like the Township to participate. Mr. Sams made a motion, seconded by Mr. Jones to approve the township administrator to sign the required documents to participate in the settlement described above. All present voiced a “YEA” vote and the motion passed with **Resolution 25-09-20**. (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 \$717.76. The purchases are \$103.32 from The Home Depot, \$38.64 from Kroger, \$88.24 from Broadway Barrel House, \$72.94 from Kelly’s Meat and Deli, \$114.00 from Golden Lamb, \$160.54 from Sam’s Club, \$9.99 from CrashPlan, \$8.34 from Wasabi, \$11.75 from Ohio BMV and \$110.00 from Auditor of State. Mr. Sams made a motion, seconded by Mr. Jones, to subsequently approve the expenditures in the cumulative amount of \$717.76. All present voiced a “YEA” vote and the motion passed with **Resolution 25-09-21**. (A copy of the Resolution will be included in the minutes.)

General Reports:

IN:
Letter from Ohio Ethics Commission with opinion on question of interchange.
Letter from Safe on Main for the township’s sponsorship.
Email from Lebanon City Schools thanking the fire department for their participation in Hello Week.
Email from Ms. Ingram regarding rocks in the right-of-way ditch.

OUT:
Letter to Mr. Cissell regarding job offer for PRN position.
Letter to The Loeb Foundation regarding the annual grant application.
Letter to Warren County Budget Commission.
Letter to Warren County Regional Planning and Warren County Rural Zoning Commission regarding the Hudepohl PUD.
Letter to Warren County Regional Planning regarding Union Crossing Variance request.
Email to Ms. Ingram regarding rocks in the right-of-way ditch.

Fiscal Officer Reports:

Amanda Childers, Fiscal Officer, requested a line-item transfer from Road Fund 2031-930-930-0000 (Contingencies) to 2031-330-323-0031 (Repairs and Maintenance – Road Repairs) in the amount of \$10,000.00 for needed expenses. Mr. Sams made a motion, seconded by Mr. Jones to approve the line-item transfer as stated above. All present voiced a “YEA” vote and the motion passed with **Resolution 25-09-22**. (A copy of the Resolution will be included in the minutes.)

The Fiscal Officer presented the bills, which were due, and the following checks were approved and signed. Check Nos. 36857 through 36897 and Vouchers 1095-2025 through 1205-2025. (Listing to follow)

The Fiscal Office reported the following income from:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
9/9/25	9/15/25	954-2025	OTARMA	2191-892-0000	\$615.00	2024-2025 PREMIUM REFUND
					\$615.00	
9/19/25	9/22/25	968-2025	WARREN COUNTY AUDITOR, MATT NOLAN	1000-101-0000	\$1,739,864.78	AUGUST 2025 2ND HALF SETTLEMENT TAX YEAR 2024 (DIRECT DEPOSIT)
9/15/25	9/23/25	979-2025	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$964.85	LOCAL GOVT HB62 SEPTEMBER 2025 (DIRECT DEPOSIT)
9/15/25	9/23/25	980-2025	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$8,840.88	LOCAL GOVT SEPT 2025 (DIRECT DEPOSIT)
9/22/25	9/23/25	981-2025	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$2,477.25	NEW \$5 PERMISSIVE AUTO AUGUST 2025 (DIRECT DEPOSIT)
9/22/25	9/23/25	982-2025	WARREN COUNTY AUDITOR, MATT NOLAN	2011-536-0000	\$2,241.21	MOTOR VEHICLE LICENSE TAX AUGUST 2025 (DIRECT DEPOSIT)
9/22/25	9/23/25	983-2025	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$2,817.41	CENTS PER GALLON SEPT 2025 (DIRECT DEPOSIT)
9/22/25	9/23/25	984-2025	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$10,734.75	OLD \$5 PERMISSIVE AUTO TAX AUGUST 2025 (DIRECT DEPOSIT)
9/22/25	9/23/25	985-2025	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$21,694.69	GAS EXCISE TAX SEPT 2025 (DIRECT DEPOSIT)
					\$1,789,635.82	
9/19/25	9/29/25	990-2025	E OWENS	2041-892-0000	\$499.20	M HAGERTY FOUNDATION SECT 14 LOT 10; E OWENS SECT 2 LOT 6
					\$499.20	
9/23/25	9/29/25	992-2025	MORTGAGE CONTRACTING SERVICES	1000-892-0000	\$1,050.00	REIMBURSEMENT PROPERTY MAINT FOR 455 NATALIE LANE
					\$1,050.00	

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
9/8/25	9/15/25	952-2025	STATE FARM MUTUAL AUTOMOBILE INSURANCE C	2191-299-0000	\$770.00	LIFE SQUAD SERVICES
9/9/25	9/15/25	953-2025	V ALBERS	2191-299-0000	\$121.90	LIFE SQUAD SERVICES
9/8/25	9/16/25	955-2025	HNB-ECHO	2191-299-0000	\$339.97	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/8/25	9/16/25	956-2025	ANTHEM BLUE	2191-299-0000	\$502.51	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/9/25	9/16/25	957-2025	ANTHEM BLUE	2191-299-0000	\$132.88	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/9/25	9/16/25	958-2025	HWHO	2191-299-0000	\$172.46	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/9/25	9/16/25	959-2025	MEDICAL MUTUAL	2191-299-0000	\$327.74	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/9/25	9/16/25	960-2025	UNITED HEALTHCARE	2191-299-0000	\$471.37	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/9/25	9/16/25	961-2025	UNITED HEALTHCARE	2191-299-0000	\$623.36	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/9/25	9/16/25	962-2025	CGS	2191-299-0000	\$1,553.69	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/9/25	9/16/25	963-2025	AETNA	2191-299-0000	\$2,062.03	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/11/25	9/16/25	964-2025	ANTHEM BLUE	2191-299-0000	\$384.93	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/12/25	9/16/25	965-2025	AARP SUPPLEMENTAL	2191-299-0000	\$455.20	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/12/25	9/16/25	966-2025	HNB-ECHO	2191-299-0000	\$526.59	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/12/25	9/16/25	967-2025	STATE OF OHIO	2191-299-0000	\$15,660.50	LIFE SQUAD SERVICES LCI 2ND QTR 2025(DIRECT DEPOSIT)
9/15/25	9/22/25	969-2025	MEDICAL MUTUAL	2191-299-0000	\$89.60	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/15/25	9/22/25	970-2025	ANTHEM BLUE	2191-299-0000	\$588.77	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/16/25	9/22/25	971-2025	CGS	2191-299-0000	\$3,688.41	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/17/25	9/22/25	972-2025	AETNA	2191-299-0000	\$145.80	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/17/25	9/22/25	973-2025	HNB-ECHO	2191-299-0000	\$304.90	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/17/25	9/22/25	974-2025	CGS	2191-299-0000	\$445.54	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/17/25	9/22/25	975-2025	UNITED HEALTHCARE	2191-299-0000	\$649.29	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/18/25	9/22/25	976-2025	UNITED HEALTHCARE	2191-299-0000	\$696.22	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/19/25	9/22/25	977-2025	AARP SUPPLEMENTAL	2191-299-0000	\$211.67	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/19/25	9/22/25	978-2025	AETNA	2191-299-0000	\$1,359.06	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/22/25	9/23/25	986-2025	CGS	2191-299-0000	\$479.25	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/22/25	9/23/25	987-2025	ANTHEM BLUE	2191-299-0000	\$1,860.16	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/22/25	9/23/25	988-2025	AETNA	2191-299-0000	\$1,881.12	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/12/25	9/29/25	989-2025	TRICARE PAYMENT	2191-299-0000	\$423.90	LIFE SQUAD SERVICES
9/23/25	9/29/25	991-2025	DEVOTED HEALTH PLAN OF OHIO INC	2191-299-0000	\$257.47	LIFE SQUAD SERVICES
9/23/25	9/29/25	993-2025	AETNA	2191-299-0000	\$314.61	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/24/25	9/29/25	994-2025	AARP SUPPLEMENTAL	2191-299-0000	\$95.27	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/24/25	9/29/25	995-2025	ANTHEM BLUE	2191-299-0000	\$132.88	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/25/25	9/29/25	996-2025	UNITED HEALTHCARE	2191-299-0000	\$379.79	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/26/25	9/29/25	997-2025	UNITED HEALTHCARE	2191-299-0000	\$377.75	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					\$38,486.59	

Other Business:

None.

Visitor Concerns:

None.

Trustee Reports:

A motion was made by Mr. Jones that the Board of Trustees adjourns into executive session to discuss fire personnel employment/discipline under Ohio Revised Code 121.22(1) at 8:27 a.m. The motion was seconded by Mr. Sams and upon call of roll call, 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. Jones and the executive session ended. Upon call of roll, Mr. Sams “YEA” and Mr. Jones “YEA” the Board returned to regular session at 8:31 a.m.

The Board had a discussion regarding hiring Brian Ruhl as the Assistant Fire and EMS Chief. Mr. Ruhl will be paid a salary of \$103,000.00 annually effective November 3, 2025. Mr. Ruhl will work a Monday through Friday 40-hour work week. Mr. Sams made a motion, seconded by Mr. Jones to approve hiring Brian Ruhl as stated above. All present voiced a “YEA” vote and the motion passed with **Resolution 25-09-24.** (A copy of the Resolution will be included in the minutes.)

The Board had a discussion regarding hiring Darrin Wiseman a Battalion Chief. Mr. Wiseman will be paid a rate of \$32.00 per hour effective November 3, 2025. This position will be a career firefighter position that will pay into Ohio Police & Fire Fund retirement system. Mr. Ruhl will work a Monday through Friday 40-hour work week. Mr. Sams made a motion, seconded by Mr. Jones to approve hiring Darrin Wiseman as stated above. All present voiced a “YEA” vote and the motion passed with **Resolution 25-09-25.** (A copy of the Resolution will be included in the minutes.)

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

The next regular meeting is scheduled for October 8, 2025 at 9:00 a.m.

Signed: _____ Chairman of the Board

Attest: _____ Fiscal Officer

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

**RESOLUTION TO APPROVE THE ANNUAL LADDER
TESTING FOR 2025**

WHEREAS, the fire department has a need to test the fire department ladders as required annually; and

WHEREAS, the ladder testing will be completed by Command Fire Apparatus and the amount for the testing will be \$1,775.00; and

WHEREAS, the source of the funds for the testing will be the EMS/Fire Fund (2193-290-360-0000 Contracted Services).

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the ladder testing in the amount of \$1,775.00 with Command Fire Apparatus.

Mr. Sams moved for adoption of the foregoing resolution and seconded by Mr. Jones. Upon call of the roll, the following vote resulted.

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day of September, 2025

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Amanda K. Childers, Fiscal Officer

**RESOLUTION 25-09-10
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING THE ADDITIONAL
VACATION ACCRUAL FOR SAMUEL DAUGHERTY**

WHEREAS, Samuel Daugherty has reached his anniversary date of one (1) year of service on October 14, 2025; and

WHEREAS, Samuel Daugherty is entitled to an additional vacation accrual rate of 4.62 hours per pay period per the SERB Contract 2023-MED-08-0638 effective October 18, 2025; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approved the additional vacation accrual rate of 4.62 per pay period effective October 18, 2025.

Mr. Sams moved for adoption of the foregoing resolution and seconded by Mr. Jones. Upon call of the roll, the following vote resulted.

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day of September, 2025.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Amanda K. Childers, Fiscal Officer

**RESOLUTION 25-09-11
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING THE ADDITIONAL
VACATION ACCRUAL FOR ADAM PERKINS**

WHEREAS, Adam Perkins has reached his anniversary date of one (1) year of service on September 9, 2025; and

WHEREAS, Adam Perkins is entitled to an additional vacation accrual rate of 4.62 hours per pay period per the SERB Contract 2023-MED-08-0638 effective September 20, 2025; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approved the additional vacation accrual rate of 4.62 per pay period effective September 20, 2025.

Mr. Sams moved for adoption of the foregoing resolution and seconded by Mr. Jones. Upon call of the roll, the following vote resulted.

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day of September, 2025.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Amanda K. Childers, Fiscal Officer

**RESOLUTION 25-09-12
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING THE ADDITIONAL
VACATION ACCRUAL FOR BRODEY CARMAN**

WHEREAS, Brodey Carman has reached his anniversary date of one (1) year of service on October 14, 2025; and

WHEREAS, Brodey Carman is entitled to an additional vacation accrual rate of 4.62 hours per pay period per the SERB Contract 2023-MED-08-0638 effective October 18, 2025; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approved the additional vacation accrual rate of 4.62 per pay period effective October 18, 2025.

Mr. Sams moved for adoption of the foregoing resolution and seconded by Mr. Jones. Upon call of the roll, the following vote resulted.

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day of September, 2025.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Amanda K. Childers, Fiscal Officer

**RESOLUTION 25-09-13
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING THE PAY
INCREASE FOR ANN BURRELL EFFECTIVE OCTOBER 18, 2025**

WHEREAS, the Fire Chief has notified the Board of Trustees of Turtlecreek Township, Warren County, Ohio that Ann Burrell is entitled to her Step 2 level for pay; and

WHEREAS, per the SERB contract 2023-MED-08-0638 the rate of pay for the Step 2 Level FFII/Paramedic is \$24.72 per hour; and

WHEREAS, the new rate of pay of \$24.72 will be effective with the October 18, 2025 payroll cycle, and

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the pay increase for Ann Burrell to \$24.72 per hour will be effective with pay period begin date of October 18, 2025.

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

Adopted this 30th day of September, 2025.

Signed: _____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 25-09-14
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE TAMMY BOGGS, TOWNSHIP ADMINISTRATOR,
TO SIGN DOCUMENTATION FOR THE BWC SAFETY GRANT**

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio wishes to apply for the BWC Safety Grant for the fire department; and

WHEREAS, the BWC Safety Grant is a 5 to 1 match up to \$15,000 and the fire department will be requesting 30 sets of structural gloves, 30 Globe Guard Hoods and a gear extractor. The total of all the items will be approximately \$15,051.83; and

WHEREAS, The Board of Trustees of Turtlecreek Township, Warren County, Ohio have authorized Tammy Boggs to sign all documents required for the application of the BWC Safety Grant; and

WHEREAS, the source of the payment will be the Fire Fund 2192 (2192-760-740-0000 Machinery, Equipment and Furniture).

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they authorize the submission for the BWC Safety Grant.

Mr. Sams moved for the adoption of the foregoing resolution and seconded by Mr. Jones. Upon call of the roll, the following vote resulted.

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day of September, 2025

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Amanda K. Childers, Fiscal Officer

**RESOLUTION 24-09-15
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE BLUE CARD TRAIN THE TRAINER TRAINING
FOR CHIEF JON PAUL CAMPBELL AND
BATTALION CHIEF MICHAEL SMITH**

WHEREAS, the Fire department has a need to send personnel to Blue Card Train the Trainer Training; and

WHEREAS, the Blue Card training will be offered in Hamilton, Ohio in 2026 and the Chief would like for Battalion Chief Michael Smith and himself to attend the training; and

WHEREAS, the cost of the training will be \$4,500 per person for a total of \$9,000 and the source of the funds will be the Fire Fund 2192 (2192-220-590-0006 Other Expenses – Fire Training)

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the Blue Card Train the Trainer training at the cost of \$9,000.

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

Adopted this 30th day of September, 2025

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

**RESOLUTION 25-09-16
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

RESOLUTION TO PURCHASE STREET SIGNAGE

WHEREAS, the Road Department has a need to purchase updated street signage for the major roadways in the township; and

WHEREAS, the cost to purchase the 49 street signs will be \$3,204.12 from Kleem Inc.; and

WHEREAS, the source of the funds for the street signs will be the Road Fund 2031 (2031-330-323-0031 Repairs and Maintenance – Road Repairs).

THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the purchase of 49 street signs in the amount of \$3,204.12.

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

Adopted this 30th day of September, 2025

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

**RESOLUTION 25-09-17
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING THE ADDITIONAL
VACATION ACCRUAL FOR JAMES DISS**

WHEREAS, James Diss has reached his calculated anniversary date of fifteen (15) years of service on September 25, 2025; and

WHEREAS, James Diss is entitled to an additional vacation accrual rate of 6.16 hours per pay period per the Turtlecreek Township Personnel Policy Manual, Section 6.02 (A) effective October 4, 2025; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approved the additional vacation accrual rate of 6.16 per pay period effective October 4, 2025.

Mr. Sams moved for adoption of the foregoing resolution and seconded by Mr. Jones. Upon call of the roll, the following vote resulted.

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day of September, 2025.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Amanda K. Childers, Fiscal Officer

**RESOLUTION 25-09-18
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE TAMMY BOGGS, TOWNSHIP ADMINISTRATOR,
TO SIGN THE AGREEMENT BETWEEN THE DEPARTMENT OF TRANSPORTATION
AND TURTLECREEK TOWNSHIP**

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio wishes to install roadway signage on State Routes within the township; and

WHEREAS, the Department of Transportation requires an agreement be signed by the township for the installation process and the agreement has been vetted by the township’s legal counsel; and

WHEREAS, The Board of Trustees of Turtlecreek Township, Warren County, Ohio have authorized Tammy Boggs, Township Administrator, to sign all documents on behalf of the township with the Department of Transportation.

THEREFORE, by motion of Mr. Sams and seconded by Mr. Jones the above resolution was approved. All voiced a “YEA” vote and the resolution passed.

Adopted this 30th day September, 2025

Signed:	_____	” YEA”
	_____	“YEA”

Attest:	_____	Chief Fiscal Officer
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**RESOLUTION 25-09-19
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

RESOLUTION ADOPTING A CYBERSECURITY POLICY

WHEREAS, the State of Ohio has implemented Ohio Revised Code §9.64, enacted in HB 96 (136th G.A.), requiring all local governments and jurisdictions to establish a cybersecurity policy by September 30, 2025; and

WHEREAS, the purpose of this requirement is to strengthen protections of public data, information systems, and technology resources from cybersecurity threats and risks; and

WHEREAS, the Turtlecreek Township recognizes the importance of safeguarding sensitive and confidential information entrusted to Turtlecreek Township; and

WHEREAS, a draft Cybersecurity Policy has been prepared and reviewed by staff and is recommended for adoption as a framework for compliance with Ohio Revised Code §9.64 and HB 96; and

WHEREAS, the policy provides guidance on access control, system security, data protection, incident response, training, and vendor management, while requiring consultation with IT professionals and legal counsel for implementation and customization;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that:

1. The attached Cybersecurity Policy is hereby adopted as the official policy of Turtlecreek Township.
2. This policy shall take effect immediately, with adoption required by September 30, 2025, and implementation of technical and training requirements no later than June 30, 2026, as provided by the Ohio Auditor of State.
3. The Board of Trustees shall distribute the adopted policy to all township departments, employees, and relevant contractors, and to ensure compliance in partnership with IT providers and legal counsel.
4. This resolution shall be in full force and effect upon its passage and adoption by the Turtlecreek Township Board of Trustees,

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

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day of September, 2025

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Amanda K. Childers, Fiscal Officer

**RESOLUTION 25-09-20
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE TAMMY BOGGS,
TURTLECREEK TOWNSHIP ADMINISTRATOR,
TO SIGN PAPERWORK FOR THE
NATIONAL OPIOID SETTLEMENT WITH
ALVOGEN, AMNEAL, APOTEX, HIKMA, INDIVIOR,
MYLAN, SUN AND ZYDUS**

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio approved the participation in the settlement for the National OPIOID Settlement with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun and Zydus; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have authorized the township administrator, Tammy Boggs to sign all required documents to participate in the settlement agreement; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees authorized Tammy Boggs, Turtlecreek Township Administrator to sign the paperwork for the National Opioid Settlement and any future opioid settlements.

Mr. Sams moved for adoption of the foregoing resolution and seconded by Mr. Jones. Upon call of the foll, the following vote resulted.

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day September, 2025

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Amanda K., Childers, Fiscal Officer

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

Resolution Number: 25-09-21 Date of Resolution: September 30, 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. Jones. Upon call of the roll, the following vote resulted:

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day of September, 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 25-09-22
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio, have a need to transfer within the Road Fund from Account 2031-930-930-0000 (Contingencies) to Account 2031-330-323-0031 (Repairs and Maintenance – Road Repairs) an amount of \$10,000.00 for needed expenses.

NOW THEREFORE BE IT RESOLVED, to approve the line-item account transfer in the amount of \$10,000.00 within the Road Fund.

Mr. Sams moved for adoption of the foregoing resolution. The motion was seconded by Mr. Jones. All voiced a “YEA” vote and the resolution passed.

Adopted this 30th day of September, 2025

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

**RESOLUTION 25-09-23
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESIGNATION FOR GABRIEL CAIN,
FULL-TIME FF/EMT
EFFECTIVE SEPTEMBER 30, 2025**

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

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

NOW THEREFORE BE IT RESOLVED, the Turtlecreek Township Board of Trustees hereby accepts the resignation of Gabriel Cain, effective, September 30, 2025.

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

Mr. Jones “YEA”
Mr. Sams “YEA”

Resolution adopted this 30th day of September, 2025.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Attest: _____ Chief Fiscal Officer

**RESOLUTION 25-09-24
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO HIRE BRIAN RUHL EFFECTIVE
NOVEMBER 3, 2025 AS THE ASSISTANT FIRE AND EMS CHIEF**

WHEREAS, the position of Assistant Fire and EMS Chief has been created within the Fire Department of Turtlecreek Township; and

WHEREAS, the Board of Trustees of Turtlecreek Township, Warren County, Ohio and the Fire Chief have recommended that Brian Ruhl be hired as the Assistant Fire and EMS Chief; and

WHEREAS, Brian Ruhl will be provided the following conditions of employment:

- **Start Date:** November 3, 2025
- **Pay Rate:** \$103,000 annually
- **Work Schedule:** Monday – Friday: 40 Hour Work Week
- **Duties:** As defined in the Assistant Fire Chief’s job description as well as the duties and responsibilities assigned by the Township Administrator
- **Probationary:** One (1) Year
- **Vacation:** 80 hours of vacation time will be front loaded upon hire date. The 80 hours of front-loaded time will not be cashed out upon leaving employment with the township. Accrual rate for vacation time will start at the beginning of the second year as defined by the Township’s Personnel Policy Manual. 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 the probationary period.
- **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.
- 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 Brian Ruhl for the position of Assistant Fire Chief.

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

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day of September, 2025

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Amanda K. Childers, Fiscal Officer

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

**RESOLUTION TO HIRE DARRIN WISEMAN,
EFFECTIVE NOVEMBER 3, 2025
AS A BATTALION CHIEF**

WHEREAS, a position of “Battalion Chief” 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 Darrin Wiseman be hired as a Battalion Chief and this position will be a career firefighter position that will pay into Ohio Police & Fire Fund retirement system; and

WHEREAS, upon verification of sick time the township will transfer 240 hours of sick time to a bank. The 240 hours will be available for Darrin Wiseman’s use but at no time will the township allow the hours to be cashed out; and

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of Turtlecreek Township, Warren County, Ohio hereby approves the hiring of Darrin Wiseman for the position of Battalion Chief, effective November 3, 2025 at the rate of \$32.00 per hour.

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

Mr. Jones	YEA
Mr. Sams	YEA

Resolution adopted this 30th day of September, 2025

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Amanda K. Childers, Fiscal Officer

End of Minutes.