

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

MARCH 11

13

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on March 11, 2013 at 7:00 p.m. with the following person present:

TRUSTEES: Jim VanDeGrift, Dan Jones (Absent), and Jonathan D. Sams.

CHIEF FISCAL OFFICER: Tammy Boggs

GUEST: Steve Flint, Mike Jameson, Erin Monroe, Larry Wilson, Penny Haas, Scott Dane, Jackie Davis, and Michael Shaffer.

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

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

The 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. VanDeGrift 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.

Mr. Sams discussed with the Trustees Warren County Small Business Development Center Membership and suggested that the township participate in this group. Mr. Sams made a motion to pay \$500.00 for fees to participate in the membership. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed.

The Fiscal Officer notified the Trustees that the annual renewal for the VFIS Accident/Sickness insurance for 2013 is \$5,619.00. This is \$211.00 less than last year's renewal. Mr. Sams made a motion to renew the insurance. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed.

The cleaning personnel for the township have requested a new sweeper for Station 32. The Trustees discussed this and placed Ms. Penny Haas in charge of deciding which model to purchase. Mr. Sams made a motion that the purchase price of the sweep should not exceed \$400.00. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed.

The township received from Warren County Regional Planning the record plat for Pilot Travel Center. The Trustees discussed this plat and requested that a letter be sent to the Warren County Regional Planning stating that the conditions established by the commissioners be enforced and that mounding and tree barriers (evergreens) be required for this plat.

The Fiscal Officer reported that the Warren County Engineer's Annual dinner will be held on Thursday, March 21, 2013 at 6:00 p.m.

The Fiscal Officer notified the Trustees that a line item transfer is required for General Fund 1000 for needed expenses. Mr. Sams made a motion to transfer \$30,000.00 from 1000-930-930-0000 (Contingencies) to 1000-990-990-0000 (Other – Other Financing Uses). Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-03-06**. (A copy of the resolution is included in the minutes).

Mr. VanDeGrift requested that Assistant Chief Monroe provide the Trustees with a cost of the township providing lift assist only when they are dispatched by 911.

Mr. Sams made a motion to complete the sale of the 2000 Dump Truck to the Village of Waynesville for \$16,000.00. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-03-01**. (A copy of the resolution is included in the minutes).

The Fiscal Officer requested that the approval to enter earned vacation hours for part time employee, Ms. Shawna Lynch and Mr. Andy Ryerson from January 1, 2013 to February 23, 2013. The part time employees were hired full time effective February 23, 2013. The vacation is earned at a rate of .0385 for every hour worked as a part time employee in 2013. Mr. Sams made the motion to enter the hours. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-03-02**. (A copy of the resolution is included in the minutes).

Department Reports:

Fire/EMS: Steve Flint, Fire Chief, Mike Jameson, Assistant Fire Chief, and Erin Monroe, EMS Chief reported fire and EMS incident information. Assistant Chief Monroe reported that the EMS runs are up 46 runs for the year. Chief Flint requested the replacement of receivers for the doors at Station 33. The approximate cost will be \$450.00 to replace the receivers. Mr. Sams made a motion to replace the receivers from AE Doors at the approximate cost of \$450.00. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-03-03**. (A copy of the resolution is included in the minutes). Chief Flint reported to the Trustees that all the renovations at Station 31 have been completed. Chief Flint informed the Trustees that a requested has been received to shoot a commercial for Gold Star at Station 31. The Trustees stated that they did not object to the commercial being shot at Station 31 but would leave the decision with the Chief. Assistant Chief Jameson requested the approval of four (4) personnel to attend the swift water training. The cost of the training will be \$350.00 per person. Mr. Sams made a motion to approve four (4) personnel to attend the training provided by the Warren County Career Center. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-03-04**. (A copy of the resolution is included in the minutes). Assistant Chief Jameson informed the Trustees that the dump truck purchased from Massie Township has rust in the fuel tank. The cost to replace the tank with an after-market new tank will be \$750.00. The cost to clean and line the existing tank would be \$250-\$300. Mr. Sams made a motion to purchase the new after-market tank at the cost of \$750.00. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-03-05**. (A copy of the resolution is included in the minutes). Assistant Chief Jameson informed the Trustees that his training for the Ohio Task Force One Tech Class will be May 6th – 10th in Memphis, Tennessee. The township will pay Assistant Chief Jameson for the week that he is off for training. The township will receive reimbursement for the week of wages for Assistant Chief Jameson from FEMA. Mr. Sams made a motion to approve the time off for Assistant Chief Jameson to attend this class. Mr. VanDeGrift seconded this motion. All voiced a "YEA" vote and the motion was passed.

Road and Bridge: Larry Wilson, Road Supervisor, presented his weekly department activity reports completed since the previous meeting. The Trustees discussed with Assistant Chief Jameson and Mr. Wilson supervising duties with regards to Mr. Kent Hurtt and his move to the maintenance department from road department. It was decided that Assistant Chief Jameson will be Mr. Hurtt's supervisor.

Correspondence – In:

- *Warren County Regional Planning Commission record plat for Pilot Travel.
- *Resolution from Warren County Commissioners approving with conditions the site plan of the Sisters LTD Pilot Travel
- *Letter from Warren County Combined Health District regarding sewage treatment on 383 Harbor Drive
- *Letter from Warren County Combined Health District regarding Annual Health Advisory Meeting
- *Email from CoxMedia requesting annual salary report
- *Letter from Warren County Combined Health District regarding sewage system replacement 1220 Hart Road
- *Letter to Warren County Rural Zoning regarding zoning violation at 579 Waynesville Road
- *Letter from Warren County Engineer's Office with executed agreement of WC RUMA

Correspondence – Out:

- *Email to CoxMedia regarding public records request for annual salaries
- *Letter to Warren County Regional Planning requesting assistance in developing a comprehensive Plan for I75 Corridor
- *Letter to Warren County Regional Planning regarding record plat for the Estates of Keever Creek

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos.18872 through 18968, (copy to follow) and Voucher 28-2013.

The Fiscal Office reported the following income from: Warren County Auditor, N. Nelson - \$2,134.03 (Feb 2013 Cents per Gallon), \$1,732.21 (Jan 2013 Motor Vehicle License), \$1,711.50 (Jan 2013 New \$5 Permissive Auto), \$7,416.50 (Jan 2013 \$5 Permissive Auto Tax), \$7,094.78 (Feb 2013 Gas Excise Tax), Aetna – \$3,705.33 (Life Squad Services), Anthem - \$6,088.21 (Life Squad Services), CGS - \$23,178.05 (Life Squad Services), HIC- \$3,590.75 (Life Squad Services), Caresource - \$892.44 (Life Squad Services), UnitedHealthCare - \$2,566.93 (Life Squad Services), Community - \$279.65 (Life Squad Services), Amerigroup - \$531.93 (Life Squad Services), State of Ohio Medicaid - \$437.26 (Life Squad Services), Medical Mutual - \$549.33 (Life Squad Services), H. Hurt - \$21.75 (Life Squad Services), Washington National Insurance - \$89.57 (Life Squad Services), TiCare - \$130.80 (Life Squad Services), Horizon - \$90.69 (Life Squad Services), C. Glaros- \$84.40 (Life Squad Services), Molina HealthCare - \$169.96 (Life Squad Services), CompManagement - \$661.42 (Life Squad Services), Middletown Works - \$257.31 (Life Squad Services), American Republic - \$88.58 (Life Squad Services), Medicount Management - \$27.00 (Life Squad Services), Monumental Life Insurance - \$89.85 (Life Squad Services), Blue Cross - \$88.72 (Life Squad Services), Department of Rehab & Correction - \$600.00 (Life Squad Services), Otterbein - \$89.99 (Life Squad Services), Rural Carrier Benefit - \$75.99 (Life Squad Services), Anthem - \$6,088.21 (Life Squad Services), UMR - \$862.00 (Life Squad Services), Lebanon Citizens National Bank - \$109.94 (Various Interest Receipts), StarOhio - \$2.31 (Various Interest Receipts), R. Schueller - \$25.00 (CPR Class), R. Howard - \$25.00 (CPR Class), Ohio Insurance Agency - \$104.00 (Reimbursement for Meeting), Cincinnati Bell - \$281.69 (4th Quarter Franchise Fee), Cash - \$10.00 (Reimbursement for Department Hats).

There being no further business Mr. Sams made a motion to adjourn the meeting. The motion was seconded by Mr. VanDeGrift. All voiced a "YEA" vote and the motion was passed.

The next regular meeting has been scheduled for March 26, 2013 at 8:00 a.m.

Signed: _____ President

Attest: _____ Chief Fiscal Officer

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

Resolution Number: 13-03-01 Date of Resolution: March 11, 2013

TOPIC OF RESOLUTION: BOARD RESOLUTION FINDING THE TOWNSHIP'S 2000 INTERNATIONAL MODEL 490 DUMP TRUCK IS UNFIT FOR THE USE FOR WHICH IS IT WAS ACQUIRED; AND, FURTHER APPROVING THE SALE OF THE TOWNSHIP'S 2000 INTERNATIONAL MODEL 490 DUMP TRUCK TO VILLAGE OF WAYNESVILLE WITHOUT ADVERTISEMENT, AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE CERTIFICATE OF TITLE TO TRANSFER AND CONVEY OWNERSHIP

RESOLUTION

WHEREAS, Ohio Revised Code §505.10 (A) provides that when the township has property, including motor vehicles, road machinery, equipment, and tools, and the Board, by resolution, finds is not needed for public use, is obsolete, or is unfit for the use for which is was acquired, the board may sell and convey that property or otherwise dispose of it in accordance with this section; and,

WHEREAS, Ohio Revised Code § 505.101 provides that the board of trustees of any township may, by resolution, enter into a contract, without advertising or bidding, for the sale of materials, equipment, or supplies to any department, agency or political subdivision of the state; and,

WHEREAS, this Township owns a 2000 International Model 490 Dump Truck that is unfit for the use for which it was acquired and this Board desires to sell the same; and,

WHEREAS, this Board has been informed that the Village of Waynesville, of Warren County, Ohio desires to purchase the said Dump Truck for the sum of \$16,000.00 and has adopted a Resolution authorizing the purchase of the said Dump Truck pursuant to Ohio Revised Code §§ 505.10 (A) and 505.101; and,

WHEREAS, this Board finds that the purchase price offered by Village of Waynesville is fair and reasonable.

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. That the Board does find in accordance with Ohio Revised Code §505.10 (A), that the Township's 2000 International Model 490 Dump Truck is unfit for the use for which it was acquired.

Section 2. That the Board does hereby approve selling the 2000 International Model 490 Dump Truck, without advertising, to the Village of Waynesville for the sum of \$ 16,000.00.

Section 3. That the Board does hereby authorize the President of the Board to execute the certificate of title to transfer and convey the title of the 2000 International Model 490 Dump Truck to the Village of Waynesville, without further delay.

Section 4. That the Board is acting in its administrative capacity in adopting this Resolution.

Section 5. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 6. 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. VanDeGrift. Upon call of the roll, the following vote resulted:

| | | |
|----------------|---|-----|
| Mr. Sams | - | YEA |
| Mr. VanDeGrift | - | YEA |

Resolution adopted this 11th day of March, 2013.

TURTLECREEK TOWNSHIP TRUSTEES

TAMMY BOGGS, FISCAL OFFICER

**RESOLUTION 13-03-02
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the fiscal officer is allowed to enter earned vacation hours for the part-time employees, Ms. Shawna Lynch and Mr. Andrew Ryerson from January 1, 2013 to February 22, 2013. The part-time employees were hired full time effective February 23, 2013. The vacation is earned at a rate of .0385 for every regular hour that they worked as a part time employee in 2013. This balance will be added to their pay stub on March 29, 2013.

Ms. Shawna Lynch will receive 5.05 hours of vacation time and Mr. Andrew Ryerson will receive 15.34 hours of vacation time.

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

Adopted this 11th day of March, 2013.

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 13-03-03
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall purchase replacement receivers for the doors at Station 33. The total cost will be approximately \$450.00. Source of the funds will be the EMS/Fire Special Levy Fund Account #2193-290-323-0000 (Repairs and Maintenance). Resolution was initiated by Mr. Sams and seconded by Mr. VanDeGrift. All voiced a "YEA" vote and the resolution passed.

Adopted this 11th day of March, 2013

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 13-03-04
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO PAY FOR SWIFT WATER TRAINING CLASS FOR
FOUR (4) EMPLOYEES**

WHEREAS, it is the intent of Turtlecreek Township Board of Trustees to pay for Swift Water Training Class for four (4) employees. The cost of the course is \$350.00 per person to the Warren County Career Center. Source of the funds will be the Fire Fund 2192-220-599-0000 (Other – Other Expenses).

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

Adopted this 11th day of March, 2013

Signed: _____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 13-03-05
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall purchase an after-market fuel tank for the dump truck purchased from Massie Township at the approximate cost of \$750.00 from LKQ Heavy Truck. Source of the funds will be from the Permissive Motor Vehicle Fund #2231-330-430-0000 (Small Tools and Minor Equipment). Resolution was initiated by Mr. Sams and seconded by Mr. VanDeGrift. All voiced a “YEA” vote and the resolution passed.

Adopted this 11th day of March, 2013

Signed: _____ “YEA”

_____ “YEA”

Attest: _____ Chief Fiscal Officer

**RESOLUTION 13-03-06
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 General Fund from Account 1000-930-930-0000 (Contingencies) to Account 1000-990-990-0000 (EMS/Fire Expense) an amount of \$30,000.00 for needed expenses. Mr. Sams moved for adoption of the foregoing resolution. The motion was seconded by Mr. VanDeGrift. All voiced a "YEA" vote and the resolution passed.

Adopted this 11th day of March, 2013

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer