

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

APRIL 30

13

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on April 30, 2013 at 8:00 a.m. with the following person present:

TRUSTEES: Jim VanDeGrift, Dan Jones and Jonathan D. Sams. (Present at 8:05).

CHIEF FISCAL OFFICER: Tammy Boggs

GUEST: Steve Flint, Mike Jameson, Erin Monroe, Larry Wilson, .Michael Shaffer, Gene Bustle, and Jackie Davis

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. Jones moved for acceptance, seconded by Mr. VanDeGrift. All were in favor and the minutes were approved as written.

The annual striping project bid from Warren County Engineer's Office has been received. The cost for the 2013 striping project will be \$18,935.37. Mr. Sams made a motion to participate in the striping project with the county at the cost of \$18,935.37. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-04-03**. (A copy of the resolution is included in the minutes).

An environmental check is required for the Freiberg property prior to demolition. Ms. Boggs has contacted Proactive Consultants for the check. The approximate cost of the check will be \$700.00. Mr. Sams made a motion to proceed with the environmental check. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-04-04**. (A copy of the resolution is included in the minutes).

Ms. Boggs notified the Trustees that Ms. Monroe is entitled to 80 hours of vacation pay at the time of her resignation per the personnel policy manual. Mr. Sams made a motion to pay Ms. Monroe 80 hours of vacation pay. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-04-05**. (A copy of the resolution is included in the minutes).

Ms. Boggs present information to the Trustees from Clemans, Nelson & Associates, Inc regarding training for Management & Supervisory Development Program. Ms. Boggs suggested that this be presented at the Warren County Township Association meeting to see if any other townships would be interested in participating. Ms. Boggs will follow up in the future with this program.

Ms. Boggs informed the Trustees that the deadline to apply for the pre-applications for Issue 2 money is June 14, 2013. The Trustees discussed the Liberty Keuter Road project and decided that the township should apply for the money for this project. Mr. Wilson and Ms. Boggs will follow up with the required paperwork.

The Trustees reported on the meeting with the Commissioners regarding the acceptance of Buckeye Fields. Trustees accepted Buckeye Fields for public maintenance.

An internal audit was performed on the EMS billing with MBI. The outcome of the audit shows a 100% accurate bill out rate. This audit will continue to be performed on a quarterly basis.

Chief Flint reported to the Trustees that a resident backed into the EMS vehicle. The damage is minimal and no repair is necessary.

Ferris Electronics wiped four (4) computer hard drives so that the township could donate the equipment to the Lebanon City Schools for camp intervention. The township donated three (3) Nobillis, one (1) Compaq, One (1) combo hard drive, one (1) Lexmark, One (1) HP printer, one (1) Compaq, one (1) Nobleview, one (1) ADC monitor, one (1) HP scanner, three (3) keyboards, one (1) DVD and five (5) mice.

A letter was sent to Mr. Devon Poling officially dismissing him from the department effective immediately for failure to complete his EMT Basic Class.

Ms. Boggs informed the Trustees that the Auditor of State started the township's audit on April 29, 2013.

Mr. Sams reported that the JEDD for I75 should be completed by end of summer. Mr. Sams also stated that the meeting for the I71/123 zoning overlay will be held tonight at that county.

Mr. Gene Bustle informed the Trustees that the annual Tractor Trek will be held on June 15, 2013 starting at the Warren County Administration Building. Mr. Bustle stated that 25% of the proceeds will go to the scholarship fund and the remaining proceeds will go to the Warren County Rape and Abuse Shelter. Mr. Bustle requested assistance as in past years for escorts for the tractors. Mr. Sams made a motion to provide the volunteer support for the escorts as well as a donation in the amount of \$150.00. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed.

Ms. Jackie Davis discussed the letter for the fund raiser with the Trustees. She will prepare the letter and have one of the Trustees review before being issued.

Mr. Michael Shaffer discussed the rezoning for Bethany Church that was addressed at the regional planning meeting.

Mr. VanDeGrift spoke with the Village of Waynesville and an agreement was reached that the township would pay the Village of Waynesville \$300.00 for the tire for the dump truck.

#### Department Reports:

Fire/EMS: Steve Flint, Fire Chief, Mike Jameson, Assistant Fire Chief, and Erin Monroe, EMS Chief reported fire and EMS incident information. Chief Flint requested an executive session to discuss personnel. Chief Flint requested the hiring of Gregory Johnson effective May 4, 2013 for EMS-I at a rate of pay of \$10.50 per hour. Mr. Jones made a motion to hire Gregory Johnson. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-04-06**. (A copy of the resolution is included in the minutes). Chief Flint requesting the hiring of Christopher Mackey effective May 4, 2013 for EMS-B at a rate of pay of \$9.50 per hour. Mr. Jones made a motion to hire Christopher Mackey. Mr. VanDeGrift seconded the motion. All voiced a "YEA" vote and the motion was passed with **Resolution 13-04-07**. (A copy of the resolution is included in the minutes).

Road and Bridge: Larry Wilson, Road Supervisor, presented his weekly department activity reports completed since the previous meeting. Mr. Wilson informed the Trustees that the barn behind the building has some loose sections. Mr. VanDeGrift will look at the building with Mr. Wilson and they will decide how to resolve the issue. Mr. Wilson informed the Trustees that the water issue on Hoffman has been addressed.

#### Correspondence – In:

- \*Email from Sharon Warren County Regional Planning that Turtlecreek Township Comprehensive Plan is scheduled for August 21, 2013.
- \*Letter from Warren County Regional Planning regarding Issue 2 money.
- \*Donation from Mr. Larry Hollingshead for EMS in the amount of \$1,000.00
- \*Email from Janine Ganger, Ohio Insurance Company regarding insurance benefits For new employees.
- \*Letter from Warren County Prayer Breakfast Committee that the 17<sup>th</sup> Annual Day of Prayer Breakfast will be held on May 2, 2013 at 7:00 a.m. at Solid Rock Church.
- \*Email from UAN regarding antivirus.
- \*Letter from Warren County Rural Zoning Inspection regarding a zoning violation at 2053 St RT 63 junk.
- \*Letter from Warren County Rural Zoning Inspection regarding a zoning violation At 3859, 3927, 3927 St RT 350 junk.
- \*Resolution from Warren County Commissioners approving Buckeye Fields for public Maintenance by Turtlecreek Township.
- \*Letter from Mr. Little, Attorney for Mr. Freiberg requested that we delay the demolition.
- \*Letter from Warren County Career Center regarding the Mr. Poling being withdrawn from EMT Basic Class
- \*Letter from Warren County Building Inspection regarding Freiberg property. The Property qualifies for demolition.

Correspondence – Out:

- \*Letter to Cardmember Services to cancel Ms. Monroe's credit card.
- \*Letter to Mr. Larry Hollingshead thanking him for the donation of \$1,000.00 to EMS
- \*Email from Mr. McGary regarding the Freiberg property and that we will be moving Forward with the demolition.
- \*Letter to residents on Liberty Keuter and Keever Road regarding the chip/seal project.
- \*Letter to Mr. Poling dismissing him from the department effective immediately.
- \*Letter to Warren Correctional Institution regarding 1<sup>st</sup> quarter billing.
- \*Letter to LCI regarding 1<sup>st</sup> quarter billing.

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos.19087 through 19239, (copy to follow) and Voucher 49-2013 - 55-2013.

The Fiscal Office reported the following income from: Warren County Auditor, N. Nelson - \$3,923.28 (April 2013 Local Gov't), \$1,083,599.81 (1<sup>st</sup> Half 2013 Settlement Property Tax), \$7,221.50 (March 2013 \$5 Permissive Auto), \$1,939.09 (March 2013 Motor Vehicle License Tax), \$1,666.50 (March 2013 New \$5 Perm), \$2,210.86 (April 2013 Cents per Gallon), \$7,092.46 (April 2013 Gas Excise Tax), E. Seifert - \$72.05 (Life Squad Services), Sheakley - \$623.98 (Life Squad Services), Safeco Insurance - \$1,482.00 (Life Squad Services), Middletown Works - \$348.41 (Life Squad Services), United World Life Insurance - \$90.71 (Life Squad Services), Constitution State Services - \$675.33 (Life Squad Services), M. Hopper - \$33.36 (Life Squad Services), Otterbein Lebanon - \$191.08 (Life Squad Services), United Commercial Travelers - \$103.76 (Life Squad Services), Horizon - \$91.00 (Life Squad Services), Lebanon Citizens National Bank - \$6,346.97 (Various Interest Receipts), Larry Hollingshead - \$1,000.00 (EMS Donation), Wilkens - \$10.00 (House # Sign), Melvan Logeman - \$50.00 (EMS Donation), Andrew Ryerson - \$42.00 (Uniforms Reimbursement), Frank Tone - \$56.49 (Uniforms Reimbursement), Various Employees – 115.50 (Uniforms Reimbursement Cash), Cash - \$1.00 (Overcharge for Sweeper Bags), Ohio Department of Commerce - \$1,600.00 (2012 Fire Department Grant).

A motion was made by Mr. Jones that the Board of Trustees adjourn into executive session to discuss personnel matter pursuant to ORC 121.22 (G) (1). The motion was seconded by Mr. Sams and upon call of roll call, Mr. VanDeGrift "YEA", Mr. Jones "YEA", and Mr. Sams "YEA" the executive session was entered. By motion of Mr. Sams that the Board of Trustees adjourn 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 the executive session ended. Upon call of roll, Mr. VanDeGrift "YEA", Mr. Jones "YEA" and Mr. Sams "YEA" the Board returned to regular session.

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

The next regular meeting has been scheduled for May 13, 2013 at 7:00 p.m.

Signed: \_\_\_\_\_ President

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

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

**BE IT RESOLVED**, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall participate in the 2013 Road Striping Project with the Warren County Engineer and any other township wishing to be included. Bidding will be handled by the county engineer. The cooperative venture should be a cost savings for all involved. The estimated cost at this time to the township is \$18,935.37 for the Striping Project. Source of the funds will be the Motor Vehicle, Gas Tax, \$5 Permissive Auto Tax, and Road & Bridge. Resolution was initiated by Mr. Sams and seconded by Mr. Jones. All voiced a "YEA" vote and the resolution was passed.

Adopted this 30<sup>th</sup> day of April, 2013.

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

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

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

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

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

**BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall hire Proactive Consultants to provide an environmental check on the Freiberg property. The cost of the environmental check will be \$700.00. Source of the funds will be from the General Fund - #1000-110-319-0000 (Other – Other Professional and Technical Services). Resolution was initiated by Mr. Sams and seconded by Mr. Jones. All voiced a "YEA" vote and the resolution passed.

Adopted this 30<sup>th</sup> day of April, 2013.

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

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

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

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

**RESOLUTION 13-04-05  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approved the vacation buyout for Erin Monroe. The total hours of the vacation buyout are, 80 hours per the personnel policy manual at a rate of pay of \$2,123.08.

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

Adopted this 30<sup>th</sup> day of April, 2013

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

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

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

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

**RESOLUTION 13-04-06  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**HIRE GREGORY JOHNSON EFFECTIVE MAY 4, 2013, AS A PART TIME EMS-I, MINIMUM OF 48 HOURS PER MONTH REQUIRING MINIMUM OF 12 HOURS ON WEEKEND.**

**WHEREAS**, a new position of "Part Time EMS-I" has been established within the Turtlecreek Township Fire Department/Emergency Medical Service, and

**WHEREAS**, the Fire Chief and Assistant EMS Chief of Turtlecreek Township Fire Department and Emergency Medical Service have recommended that Gregory Johnson be hired as a Part Time EMS-I at the minimum recommended hours of 48 hours per month requiring minimum of 12 hours on weekend; and

**NOW THEREFORE BE IT RESOLVED**, the Turtlecreek Township Board of Trustees hereby approves the hiring of Gregory Johnson for the position of Part Time EMS-I, effective May 4, 2013 at the rate of \$10.50 per hour. Mr. Johnson's hours of work will be established as 48 hours minimum per month requiring minimum of 12 hours on weekend as approved by the Assistant EMS Chief.

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

Adopted this 30<sup>th</sup> day April, 2013

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

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

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

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

**RESOLUTION 13-04-07  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**HIRE CHRISTOPHER MACKEY EFFECTIVE MAY 4, 2013, AS A PART TIME EMS-B,  
MINIMUM OF 48 HOURS PER MONTH REQUIRING MINIMUM OF 12 HOURS ON WEEKEND.**

**WHEREAS**, a new position of "Part Time EMS-B" has been established within the Turtlecreek Township Fire Department/Emergency Medical Service, and

**WHEREAS**, the Fire Chief and Assistant EMS Chief of Turtlecreek Township Fire Department and Emergency Medical Service have recommended that Christopher Mackey be hired as a Part Time EMS-B at the minimum recommended hours of 48 hours per month requiring minimum of 12 hours on weekend; and

**NOW THEREFORE BE IT RESOLVED**, the Turtlecreek Township Board of Trustees hereby approves the hiring of Christopher Mackey for the position of Part Time EMS-B, effective May 4, 2013 at the rate of \$9.50 per hour. Mr. Mackey's hours of work will be established as 48 hours minimum per month requiring minimum of 12 hours on weekend as approved by the Assistant EMS Chief.

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

Adopted this 30<sup>th</sup> day April, 2013

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

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

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

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