

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

DECEMBER 22

17

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on December 22, 2017 at 8:30 a.m. with the following person present:

TRUSTEES: Jim VanDeGrift, Daniel Jones, and Jonathan Sams

CHIEF FISCAL OFFICER: Amanda Childers

GUESTS: Steve Flint, Tammy Boggs, Jennifer Niehaus, Michael Jameson, Ron Chasteen and Mike Shaffer.

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

The minutes of the previous meeting, December 11, 2017, 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.

Prior to the meeting, the Audit/Financial Committee met to review the financial reports for the year to date. The Committee indicated that no amended appropriations or budget revisions were needed at this time. The semi-annual audit committee reviewed the year to date reports. The committee noted that at this time there is no need for transfers, additional line items, revenue revisions or amended appropriations. Mr. Sams moved for acceptance, seconded by Mr. VanDeGrift. All were in favor and the financials were approved as written.

Department Reports:

Fire/EMS:

Steve Flint, Fire Chief, thanked the Trustees and staff for making breakfast before the meeting as is a Holiday tradition at Station 32.

Assistant Chief Mike Jameson informed the Trustees that volunteer Christian Zopff has completed and passed Fire Fighter Level II. Mr. Zopff paid for the class out of pocket and Mr. Jameson requested that he be reimbursed for \$1,175.00. Mr. VanDeGrift moved for acceptance, seconded by Mr. Sams. All voiced a "YEA" vote and the motion was passed. **Resolution 17-12-27**

Road and Bridge:

Tammy Boggs, Township Administrator advised the Trustees that they continue until next year the letter to the Engineer's Office.

Ron Chasteen, Supervisor informed the Trustees that Keever Creek subdivision, Phase 1 is soon due to be passed to the Township. Mr. Chasteen expects there to be a stipulation that the developer will remedy any flooding issues that result from Phase 2 runoff water. The official letter has not yet been received.

Administration:

Mrs. Boggs informed the Trustees that a request for payment has been received for Turtlecreek Union Road in the amount of \$126,657.63. There is already a purchase order on file for this expenditure.

Mrs. Boggs informed the Trustees that a large order was made from Henry Schein in the amount of \$1,829.96.

Mrs. Boggs informed the Trustees that she had received an email from Duke Energy Law regarding notification of planned replacement of lines from the Nickel Substation to the Warren Substation. The distance is 6 miles and will include replacement of lines and poles.

Mrs. Boggs requested authorization to pay a Worker's Compensation invoice for 2018 in the amount of \$40,361.00. Mr. VanDeGrift moved for acceptance to authorize payment to Ohio Bureau of Worker's Compensation by ACH in the amount of \$40,361.00, seconded by Mr. Sams. All voiced a "YEA" vote and the motion was passed. **Resolution 17-12-28**

Mrs. Boggs informed the Trustees that she needs Mr. Jones, Board President, to sign additional agreements for Health Insurance Benefits. Flex Bank is the reimbursement TBA and Mrs. Boggs has worked with the Prosecutor's Office to review and amend their contract. Also, the contract

from Principal Life Insurance for vision, dental and life insurance coverage needs signed. Mrs. Boggs stated that she was able to obtain increased life insurance coverage in the amount of \$100,000.00 for employees with an additional \$50,000.00 for accidental death benefit. With the new insurance carrier, this is still a savings of \$1,400 per month over the previous insurance. Mr. Sams expressed his opinion that the Township should provide this level of insurance for the employees, as was agreed by Mr. Jones and Mr. VanDeGrift. Mr. Sams moved for acceptance, seconded by Mr. VanDeGrift authorizing Mr. Jones to sign the insurance contracts. All voiced a "YEA" vote and the motion was passed.

Mrs. Boggs stated that there is a pedestrian tunnel going under State Route 63 in the regional planning Crossroads Plan. Mrs. Boggs suggested the Trustees need to review the drawing and we must respond by January 9th.

Mrs. Boggs informed the Trustees that Small Business Development wants a \$500.00 donation. The Trustees would like Mike Stater to come to a meeting and present his request directly to the Trustees.

Mrs. Boggs asked the Trustees for an amendment to the Personnel Policy with regard to EMS employees that work alternating 36 and 48-hour workweeks. When they are on the 48-hour workweek and take vacation or sick leave they would be able to use 40 hours of leave time rather than 48 hours. . Mr. Sams moved for acceptance, seconded by Mr. VanDeGrift authorizing Mrs., Boggs to amend the Personnel Policy leave benefits. All voiced a "YEA" vote and the motion was passed. **Resolution 17-12-29**

Mrs. Boggs stated that all employee reviews are complete and are available for the Trustees to review.

Fiscal Officer Reports:

General Reports:

1. CORRESPONDENCE:

IN:

Letter from Warren County Port Authority regarding Invoice for Small Business Development Center
Email from Home Service Partners regarding website
Letter from AmCare regarding Doctors' Urgent Care
Letter from Charter Communications regarding notice of renewal
Letter from Prime Health Services regarding PPO Network
Email from American Bail Coalition
Letter from Minuteman Press of Lebanon for New Year
Letter from WCSBA with year update
Email from Duke Energy Law regarding notification of planned replacement of lines
From Nickel Substation to Warren Substation.

OUT:

Letter to Warren County Regional Planning regarding Rentfrow Estates
Letter to Warren County Regional Planning regarding Lakeside at Shaker Run
Letter to Jessica Conway regarding Health Insurance Coverage
Letter to Judge Bogen regarding Trustees Bonds

The Fiscal Officer presented the bills, which were due, and the following checks were approved and signed. Check Nos. 29296 through 29367 (copy to follow) and Vouchers 168-2017, and 170-2017.

The Fiscal Officer reported the following income from:

Post Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
12/13/17	1012-2017	TURTLECREEK TOWNSHIP	1000-892-0000	\$0.08	CORRECT ROUNDING ISSUES ON OPERS FOR OCT AND NOVEMBER 2017
				\$0.08	
12/1/17	1015-2017	CHARTER COMMUNICATIONS	1000-303-0000	\$27,050.07	3RD QTR 2017 CABLE FRANCHISE FEES
12/5/17	1017-2017	CHARTER COMMUNICATIONS	1000-303-0000	\$123.52	3RD QTR CABLE FRANCHISE FEE
				\$27,173.59	
12/1/17	1014-2017	DODDS MONUMENT	2041-892-0000	\$224.00	FOUNDATION FOR BURIAL MONUMENT
				\$224.00	
12/7/17	1023-2017	J-S JONES	2031-892-0000	\$10.00	GREEN ADDRESS SIGN
12/14/17	1028-2017	D LINKOUS	2191-299-0000	\$10.00	GREEN ADDRESS SIGN
				\$20.00	
12/5/17	1019-2017	MIDDLETOWN WORKS	2191-299-0000	\$90.10	LIFE SQUAD SERVICES
12/6/17	1020-2017	UNITED OF OMAHA	2191-299-0000	\$80.93	LIFE SQUAD SERVICES
12/6/17	1021-2017	UNITED OF OMAHA	2191-299-0000	\$107.16	LIFE SQUAD SERVICES
12/7/17	1022-2017	K HOWELL	2191-299-0000	\$10.00	LIFE SQUAD SERVICES
12/11/17	1025-2017	PROGRESSIVE	2191-299-0000	\$684.46	LIFE SQUAD SERVICES
12/11/17	1026-2017	WEBTPA HARTFORD	2191-299-0000	\$106.29	LIFE SQUAD SERVICES
12/12/17	1027-2017	GEHA	2191-299-0000	\$93.17	LIFE SQUAD SERVICES
12/1/17	1013-2017	D OGLESBY	2191-299-0000	\$517.00	LIFESQUAD SERVICES
12/5/17	1018-2017	MIDDLETOWN WORKS	2191-299-0000	\$70.14	LIFESQUAD SERVICES
				\$1,759.25	
12/1/17	1016-2017	PAUL MILLER	2031-951-0000	\$6,050.00	SALE OF 1995 GMC TRUCK
				\$6,050.00	
12/8/17	1024-2017	J CONWAY	2192-599-0000	\$26.00	TOWNSHIP LOGO SWEAT SHIRT PURCHASE
				\$26.00	

Visitor Concerns:

Mr. Shaffer discussed Deerfield Township denied a waiver for a new subdivision request off Kings Mills Road. The developer wanted to build 62 homes but access would be needed through another subdivision. Approximately 300 residents came to the meeting mostly to speak against it.

Trustee Reports:

Mr. Sams discussed that Turtlecreek Township has a green space plan. We are concerned with conservation development, current trends and our ongoing desire to preserve green space. The Warren County Park is a good example of that.

Mr. Jones commended all the staff for what they do in all kinds of weather and all hours of the day and night. Mr. VanDeGrift stated he enjoyed seeing the employees at breakfast interact with each other, they are a great group and cohesive team.

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

The next regular meeting is scheduled for January 8, 2018 at 7:00 p.m.

Signed: _____ President

Attest: _____ Chief Fiscal Officer

**RESOLUTION 17-12-27
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall reimburse Mr. Christian Zopff for the Firefighter Level II training class in the amount of \$1,175.00 that he has completed and passed. Resolution was initiated by Mr. VanDeGrift and seconded by Mr. Sams. All voiced a "YEA" vote and the resolution passed.

Adopted this 22nd day of December, 2017.

Signed:	_____	" YEA"
	_____	" YEA"
	_____	" YEA"
Attest:	_____	Chief Fiscal Officer

**RESOLUTION 17-12-28
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the township has received the invoice for the 2018 Ohio Bureau of Worker's Compensation. The invoice is in the amount of \$40,361.00 payable by 1-2-2018. The Trustees authorize the payment to Ohio Bureau of Worker's Compensation in the above stated amount by ACH. Source of the funds will be the General Fund (1000), Road Department Fund (2031) EMS Fund (2191) and the Fire Fund (2192).

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

Adopted this 22nd day of December, 2017

Signed:	_____	"YEA"
	_____	"YEA"
	_____	"YEA"
Attest:	_____	Chief Fiscal Officer

**RESOLUTION 17-12-29
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION APPROVING THE MODIFICATION
OF SECTION 6.2 (VACTION LEAVE) AND SECTION 6.03 (SICK LEAVE)
OF THE TOWNSHIP'S
PERSONNEL POLICY MANUAL**

WHEREAS, Turtlecreek Township has a personnel policy manual in effect;

WHEREAS, Turtlecreek Township Trustees have approved the modifications to the personnel policy manual version dated February 1, 2017;

WHEREAS, Turtlecreek Township personnel policy manual's modifications will be as follows;

WHEREAS, Turtlecreek Township personnel policy manual Section 6.02 (J) will be modified that a full-time employee who is scheduled to work a 48-hour week and wishes to take vacation that week will only be required to use 40 hours of vacation time.

WHEREAS, Turtlecreek Township personnel policy manual Section 6.03 ((B) (1) will be modified that a full-time employee who is scheduled to work a 48-hour week and wishes to take sick time that week will only be required to use 40 hours of sick time.

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, approved the modification to the personnel policy manual and adopted the modification of the Turtlecreek Township Personnel Policy Manual effective December 22, 2017.

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

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

Resolution adopted this 22nd day of December, 2017.

THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES

Attest: _____

Chief Fiscal Officer