

## TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

OCTOBER 9

23

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on October 09, 2023, at 7:00 P.M. with the following persons present:

TRUSTEES: Dan Jones, Jim VanDeGrift and Jonathan Sams

FISCAL OFFICER: Amanda Childers

GUEST: Tammy Boggs, Mike Jameson, Kenny Hickey, Brad Edrington, Jon Paul Campbell, Karen Ervin and Isaac Seevers.

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

The minutes of the meeting held on September 26, 2023, were received by the Trustees prior to the meeting for review. Since there were no additions or corrections, Mr. VanDeGrift 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. 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. Isaac Seevers came to the Trustee Meeting to update the Board about the Lebanon City School District and Treasurer's Office. Mr. Seevers thanked the Board for sending developers to talk to him about new housing developments as this adds lots of new students to the schools. For every new home built, the district will get an average of .7 new students. Bus turn arounds and road maneuverability are very important for getting students to and from school. These discussions with developers are necessary. Mrs. Boggs and Trustee Sams recommended that Mr. Seevers contact Warren County Planning to inform them of the school's needs. Mr. Seevers spoke about Academic improvement, Music Education, Graduation rates and Report Cards. Mr. Seevers said that 25% of Lebanon school students are economically disadvantaged which is the second highest in the County. It is expected that student numbers will increase by 1,000 over the next 10 years. Last years high school graduating class was 403 students, this year it was 470 students. Ms. Ervin spoke about their 10-year capital plan which was formulated with the assistance of Bradley Payne Municipal Advisors. This planning will serve them well to be prepared for nearly all anticipated repair and replacement items. The School received a \$160,000.00 grant which the district used to purchase 20 buses which will save on maintenance costs and increased fuel economy. 83 buses run each school day and travel one million miles of bus routes each year. Ms. Ervin informed the Board that Lebanon City School District has a Permanent Improvement renewal levy on the November 7<sup>th</sup> ballot. It is for 2.0 mills at a fixed rate for 5 years for permanent improvements. Since this is not a new tax there is no tax increase.

Department Reports:

### Fire/EMS:

Michael Jameson, Fire Chief, informed the Board that Jessica Conway is due a pay increase in the amount of \$.48 per hour effective July 29, 2023. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve the pay increase for Mrs. Conway of \$.48 per hour effective July 29, 2023. All present voiced a "YEA" vote and the motion passed with **Resolution 23-10-01**. (A copy of the resolution will be included in the minutes.)

Chief Jameson requested authorization to purchase a replacement AED from Henry Schein in the amount of \$2,640.55. Chief Jameson stated that this should be reimbursable from the EMS Grant. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the purchase of an AED from Henry Schein in the amount of \$2,640.55. All present voiced a "YEA" vote and the motion passed with **Resolution 23-10-02** (A copy of the resolution will be included in the minutes.)

### Road and Bridge:

Kenny Hickey, Road/Maintenance Supervisor informed the Board that Warren County Soil and Water submitted a grant application that includes a retention pond and may help with the Hoffmann swale water issue.

Mrs. Boggs reviewed the Home Builders Association requested changes for street standards for Warren county. Mr. Sams asked Mrs. Boggs to respond that the Board concurs with the Engineer's recommendations. Mrs. Boggs will send a letter to the Warren County Commissioners regarding this matter. (A letter will be sent to the Warren County Commissioners stating this information).

**Administration:**

Tammy Boggs, Township Administrator, informed the Board that she needed to amend Resolution 23-09-04 for the split of pay for James Diss. The hourly rate for Mr. Diss should be split between the Road fund at 60% and the EMS/Fire Fund at 40%. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve amending resolution 23-09-04 as stated above. All present voiced a "YEA" vote and the motion passed with **Resolution 23-10-03**. (A copy of the resolution will be included in the minutes.)

Mrs. Boggs informed the Board that there was a conversation with the Warren County Engineer's Office and Dan Corey that the Racino TIF will be used for the roundabout on Greentree and 741 and requested that the bridge on Greentree be added to the project.

Mrs. Boggs requested authorization for the township administrator and fiscal officer to be appointed members for the Ohio Township Association Risk Management Authority. Mrs. Boggs will be the representative and Mrs. Childers will be the alternate. Mr. Sams made a motion, seconded by Mr. VanDeGrift to approve the resolution as stated above. All present voiced a "YEA" vote and the motion passed with **Resolution 23-10-04**. (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 \$976.88. The purchases are \$431.59 from Amazon, \$105.23 from The Home Depot, \$103.02 from Waste Management, \$109.98 from Utility Pro, \$190.00 from Industrial Safety Products, \$7.06 from Wasabi and \$30.00 from Domino's. Mr. Sams made a motion, seconded by Mr. VanDeGrift to subsequently approve the expenditures in the cumulative amount of \$976.88. All present voiced a "YEA" vote and the motion was passed with **Resolution 23-10-05**. (A copy of the Resolution is included in the minutes.)

Mrs. Boggs informed the Board that a letter was received from Warren County Regional Planning regarding Shaker Run Section 8C for review and comments. Mr. Hickey and Mrs. Boggs recommended Hi-Vis and fire lane signs be added. The Trustees had no other comments or concerns. (A letter will be sent to Warren County Regional Planning stating this information.)

Mrs. Boggs asked the Board if they have any thoughts for State of Ohio Budget projects for FY25-26.

**CORRESPONDENCE:**

**IN:**

Warren County Health District newsletter for October 2023.  
Board of County Commissioners Resolution regarding the decision to deliberate in private on the Shaker Woods development.

**OUT:**

Letter to Mr. Kinman regarding sick leave balances.  
Email to Ms. Fulkerson regarding the status of the swale.  
Letter to Mr. Powell regarding sick leave balances.

**Fiscal Officer Reports:**

Amanda Childers, Fiscal Officer, requested the Board to approve the 2023 Amended Permanent Appropriations to include ARPA First Responder Retention Grant Funds. Mr. VanDeGrift made a motion, seconded by Mr. Sams to approve the 2023 Amended Permanent Appropriations. All present voiced a "YEA" vote and the motion passed with **Resolution 23-10-05**. (A copy of the resolution is included in the minutes.)

The Fiscal Officer presented the bills which were due and the following checks were approved and signed. Check Nos. 35158 through 35193 (copy to follow) and Vouchers 753-2023 through 810-2023.

The Fiscal Office reported the following income:

Post Date	Transaction Date	Receipt Number	Source	Account Code	Total Receipt	Purpose
9/25/23	10/9/23	954-2023	ANTHEM BLUE	2191-299-0000	\$311.64	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/25/23	10/9/23	955-2023	ANTHEM BLUE	2191-299-0000	\$1,456.82	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/26/23	10/9/23	956-2023	ANTHEM BLUE	2191-299-0000	\$108.25	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/26/23	10/9/23	957-2023	AARP SUPPLEMENTAL	2191-299-0000	\$113.48	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/26/23	10/9/23	958-2023	HUMANA	2191-299-0000	\$394.08	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/26/23	10/9/23	959-2023	HWHO	2191-299-0000	\$492.43	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/26/23	10/9/23	960-2023	AETNA	2191-299-0000	\$2,506.06	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/27/23	10/9/23	961-2023	CGS	2191-299-0000	\$424.37	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/27/23	10/9/23	962-2023	UNITED HEALTHCARE	2191-299-0000	\$863.07	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/28/23	10/9/23	963-2023	UNITED HEALTHCARE	2191-299-0000	\$230.37	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/28/23	10/9/23	964-2023	CGS	2191-299-0000	\$261.66	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/28/23	10/9/23	965-2023	ANTHEM BLUE	2191-299-0000	\$568.78	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
9/28/23	10/9/23	966-2023	MEDICOUNT MANAGEMENT INC	2191-299-0000	\$2,203.55	LIFE SQUAD SERVICES AUGUST 2023 (DIRECT DEPOSIT)
9/29/23	10/9/23	967-2023	MEDICAL MUTUAL	2191-299-0000	\$482.12	LIFE SQUAD SERVICES (DIRECT DEPOSIT)
					<b>\$10,416.68</b>	
9/18/23	10/9/23	968-2023	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$964.85	LOCAL GOVT HB62 SEPTEMBER 2023 (DIRECT DEPOSIT)
9/18/23	10/9/23	969-2023	WARREN COUNTY AUDITOR, MATT NOLAN	1000-532-0000	\$8,465.72	LOCAL GOVT SEPTEMBER 2023 (DIRECT DEPOSIT)
9/25/23	10/9/23	970-2023	WARREN COUNTY AUDITOR, MATT NOLAN	2231-592-0000	\$2,384.25	NEW \$5 PERMISSIVE AUTO TAX AUGUST 2023 (DIRECT DEPOSIT)
9/25/23	10/9/23	971-2023	WARREN COUNTY AUDITOR, MATT NOLAN	2011-536-0000	\$2,358.31	MOTOR VEHICLE LICENSE TAX AUGUST 2023 (DIRECT DEPOSIT)
9/25/23	10/9/23	972-2023	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$2,694.69	CENTS PER GALLON SEPTEMBER 2023 (DIRECT DEPOSIT)
9/25/23	10/9/23	973-2023	WARREN COUNTY AUDITOR, MATT NOLAN	2231-104-0000	\$10,331.75	OLD \$5 PERMISSIVE AUTO TAX AUGUST 2023 (DIRECT DEPOSIT)
9/25/23	10/9/23	974-2023	WARREN COUNTY AUDITOR, MATT NOLAN	2021-537-0000	\$19,466.64	GAS EXCISE TAX SEPTEMBER 2023 (DIRECT DEPOSIT)
					<b>\$46,666.21</b>	
9/29/23	10/9/23	975-2023	STATE OF OHIO	1000-535-0000	\$189,495.35	REAL PROPERTY TAX ROLLBACK 2ND HALF TY 2022 (DIRECT DEPOSIT)
					<b>\$189,495.35</b>	
9/29/23	10/9/23	976-2023	STAROHIO	1000-701-0000	\$12,488.43	SEPTEMBER 2023 INTEREST
9/29/23	10/9/23	977-2023	PRIMARY	1000-701-0000	\$3.91	SEPTEMBER 2023 INTEREST
					<b>\$12,492.34</b>	

**Other Business:**

None.

**Visitor Concerns:**

None.

**Trustee Reports:**

A motion was made by Mr. Sams that the Board of Trustees adjourns into executive session to discuss Fire Personnel Employment and Economic Development matters pursuant to ORC 121.22 (G) (1) and 121.22 (G) (8) at 7:37 p.m. The motion was seconded by Mr. VanDeGrift and upon call of roll call, Mr. VanDeGrift "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. VanDeGrift and the executive session ended. Upon call of roll, Mr. VanDeGrift "YEA", Mr. Sams "YEA" and Mr. Jones "YEA" the Board returned to regular session at 8:40 p.m.

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 October 31, 2023 at 8:00 a.m.

Signed: \_\_\_\_\_ Chairman of the Board

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

**RESOLUTION 23-10-01  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING THE PAY  
INCREASE FOR JESSICA CONWAY**

**WHEREAS**, Jessica Conway annual evaluation has been completed and it has been determined that she is due a pay increase;

**WHEREAS**, the amount of the pay increase should be \$0.48 per hour for an hourly rate of \$16.40; and

**WHEREAS**, the effective date for the pay increase for Jessica Conway to \$16.40 per hour will be retro to July 29, 2023; and

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approve the pay increase to \$16.40 per hour effective July 29, 2023.

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

Mr. Jones	“YEA”
Mr. Sams	“YEA”
Mr. VanDeGrift	“YEA”

Resolution adopted this 9<sup>th</sup> day of October, 2023.

**THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES**

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

**RESOLUTION 23-10-02  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**WHEREAS**, the EMS department has a need to purchase a replacement AED; and

**WHEREAS**, the cost of the AED will be \$2,640.55 from Henry Schein; and

**WHEREAS**, the source of the funds for AED will be the EMS Fund (2191-230-599-0000 Other – Other Expense).

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall approve the purchase of an AED in the amount of \$2,640.55.

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

Adopted this 9<sup>th</sup> day of October, 2023

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

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

**RESOLUTION 23-10-03  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**AMEND RESOLUTION 23-09-04 FOR PAYROLL  
SPLIT FOR JAMES DISS**

**WHEREAS**, James Diss was hired as a Full-Time Mechanic on September 25, 2023 at the rate of pay of \$28.00 per hour; and

**WHEREAS**, the hourly rate should be split between the Road Fund (2031) 60% = \$16.80 and EMS/Fire Fund (2193) 40% = \$11.20 for a total hourly rate of \$28.00; and

**NOW THEREFORE BE IT RESOLVED**, the Turtlecreek Township Board of Trustees hereby approves the split of hourly rate of pay for James Diss amending Resolution 23-09-04 between the Road Fund (2031) 60% and the EMS/Fire Fund (2193) 40% effective September 25,2023.

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

Mr. Jones	“YEA”
Mr. Sams	“YEA”
Mr. VanDeGrift	“YEA”

Resolution adopted this 9<sup>th</sup> day of October, 2023.

**THE BOARD OF TURTLECREEK TOWNSHIP TRUSTEES**

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

**RESOLUTION 23-10-04  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE TAMMY BOGGS, ADMINISTRATOR  
AND AMANDA CHILDERS, FISCAL OFFICER TO BE APPOINTED  
AS REPRESENTATIVES OF THE TOWNSHIP WITH OHIO  
TOWNSHIP ASSOCIATION RISK MANAGEMENT AUTHORITY**

**WHEREAS**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio has a need to appoint representatives to the Ohio Township Association Risk Management Authority; and

**WHEREAS**, the Board of Trustees of Turtlecreek Township, Warren County, Ohio have appointed Tammy Boggs, Administrator as the representative and Amanda Childers, Fiscal Officer as the alternate; and

**THEREFORE**, by motion of Mr. Sams and seconded by Mr. VanDeGrift the appointments to the Ohio Township Association Risk Management Authority shall be Tammy Boggs and Amanda Childers.

Adopted this 9<sup>th</sup> day October, 2023

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

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

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

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

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

Resolution Number: 23-10-05

Date of Resolution: October 9, 2023

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

Mr. Jones	YEA
Mr. Sams	YEA
Mr. VanDeGrift	YEA

Resolution adopted this 9<sup>th</sup> day of October, 2023.

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 23-10-06  
TURTLECREEK TOWNSHIP  
WARREN COUNTY, OHIO**

**BE IT RESOLVED** by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall request an amended certificate of estimated resources from Warren County Auditor due to the addition of ARPA First Responder Retention Grant Recipients in the amount of \$56,197.27. Resolution was initiated by Mr. VanDeGrift and seconded by Mr. Sams. All voiced a “YEA” vote and the resolution passed.

Adopted this 9<sup>th</sup> day of October, 2023.

Signed: \_\_\_\_\_ “YEA”

Signed: \_\_\_\_\_ “YEA”

Signed: \_\_\_\_\_ “YEA”

Attest: \_\_\_\_\_ CHIEF FISCAL OFFICER

End of Minutes.