

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

APRIL 11

16

The regular scheduled meeting of the Board of Trustees of Turtlecreek Township was held on April 11, 2016 at 7:00 p.m. with the following person present:

TRUSTEES: Jim VanDeGrift, Dan Jones and Jonathan D. Sams
CHIEF FISCAL OFFICER: Gregory S. Johnson
GUEST: Tammy Boggs, Steve Flint, Michael Jameson, Ron Chasteen, Kent Hurtt, Mike Schaffer, and Roger Wainscott

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. 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. Jones and seconded by Mr. Sams 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.

Department Reports:

Fire/EMS: Steve Flint, Fire Chief, had no matters to present to the board. Mike Jameson, Asst. Chief, reported that we had 2 participants complete the tech level ropes course and 2 participants complete the ops portion of the Swift Water course.

Asst. Chief Jameson also made the trustees aware that he would like to begin getting Boat 32 set to be "typed" into the states system. Asst. Chief Jameson informed the trustees that by "typing" the boat into the state's system that they would be able to respond more uniformly to area incidents and those nationwide if requested. In addition there is a required amount of items that are deemed necessary to be a part of the boat for it to be typed with this list of items being estimated at \$1,700. The first of the items needing purchased were two GPS units costing approximately \$350 each. A motion was made by Mr. Sams and seconded by Mr. Jones to approve for the purchase of 2 GPS units and other items as deemed necessary per the requirements on the checklist at an amount up to \$1,700.00. All voiced a "yea" vote and the motion was passed with resolution **16-04-10**. (A copy of the resolution is included in the minutes)

Asst. Chief Jameson also informed the trustees that the sandblasted dump truck bed had been returned and looks great.

Road and Bridge: Ron Chasteen, Road Supervisor, presented his weekly department activity occurring since the previous meeting. Ron informed the trustees that the Bobcat ordered was set to be delivered tomorrow. The Road Dept. will begin readying the current Bobcat to be placed on "GovDeals" for resale.

Mr. Chasteen informed the trustees that the Road Dept. was called out to plow snow this past Saturday morning around 3 a.m. and got the job done relatively quickly.

Mr. Chasteen and Mr. Hurtt also informed the trustees that a resident renting property off of Keever Rd is requesting guard rails be placed in the curve in front of his rental property after a recent incident involving a vehicle accident in which the vehicle transversed the yard and made contact with his rental. The trustees asked Mr. Chasteen to follow up with the actual property owners to see if they were in favor of the guard rail and will make a decision in that matter once that information is known.

Mr. Chasteen reported that Mr. Petty with the County Engineers office have asked for a permit to install piping along the property in regards to the owner in Charleston Woods subdivision complaining of flooding concerns not handled by the property developer at time of development. The property owner will be obtaining bids for the work and will be responsible for its completion while the Board of Trustees and County Engineers department have sent notice to the developer asking for relief in the matter.

Lastly, Mr. Chasteen informed the trustees that they would need to gain entry onto the Bennett property to repair some ditch line eroded by hauling in extra fill dirt. The best access to this ditch will come from the Bennett property and Mrs. Boggs informed the trustees that the owner has given verbal acceptance to the township to allow the access to complete the work.

Administration: Tammy Boggs, Administrator, informed the trustees that additional legal counsel would be needed for assistance with the administration and upkeep of current TIF projects. Mrs. Boggs requested the board approve up to \$5,000.00 for legal fees payable to Brenda Wehmer with Dinsmore & Shohl LLP. Mr. Jones made a motion, seconded by Mr. Sams to approve use of funds up to \$5,000.00 for Mrs. Wehmer's services. All voiced a "yea" vote and the motion was passed with resolution **16-04-09**. (A copy of the resolution is included in the minutes).

Mrs. Boggs informed the trustees that West Side Church of Christ is requesting allowance for a shelter with solid base and a playground to be constructed on the property adjoining the administration building currently being leased to the Church. Discussion was held and the trustees asked Mrs. Boggs to ensure that the church obtained appropriate insurance and also requested that the foundation for the structure not be permanent in nature before they would approve such a request. In addition the trustees are asking for an improvement application be filed to show what the exact structure and playground set will look like.

Mrs. Boggs informed the trustees that Asst. Chief Jameson has recently installed new key codes on the maintenance and Road and Bridge entry doors and would be doing the same for the rest of the building here soon for added security measures.

Mrs. Boggs informed the trustees that we would need to respond to the County Engineering Dept. regarding salt needs for next winter if we planned to take part in the county's salt program. Mr. Chasteen estimated needing 900T of salt for next winter. Mr. Sams made a motion, seconded by Mr. Jones to approve for the purchase of 900T of salt from the Warren County Engineering Department. All voiced a "yea" vote and the motion passed.

Mrs. Boggs and Mr. Johnson informed the trustees that Mr. Johnson has incurred expenses in the amount of \$533.06 attending the Local Government Officials Conference. Mr. Sams made a motion, seconded by Mr. Jones to approve the reimbursement of \$533.06 to Mr. Johnson. All voiced a "yea" vote and the motion passed with resolution **16-04-05**. (A copy of the resolution is included in the minutes)

Mrs. Boggs informed the trustees that the planning commission has been discussing "mini cell towers" and their effect on zoning and decreasing property values. No further discussion was held on the matter and Mrs. Boggs will continue to report on any changes regarding the cell towers and zoning.

Mrs. Boggs informed the trustees that the Child Advocacy Center of Warren County has requested a \$500 donation from the township. Mr. Jones made a motion, seconded by Mr. Sams, to approve a \$500 donation to the Child Advocacy Center of Warren County. All voiced a "yea" vote and the motion was passed with resolution **16-04-08**. (A copy of the resolution is included in the minutes)

Mrs. Boggs and Mr. Chasteen informed the trustees that a request has been made to establish a "Michigan stone" as a monument stone in the cemetery. The board discussed the matter and decided to have Mrs. Boggs obtain more information regarding the size and scope of the stone monument as well as Mr. Chasteen to determine whether or not the stone would need a foundation.

Mr. Johnson asked Mrs. Boggs and Mr. Sams how the public hearing went for the proposed development off of Greentree Rd on the old Greentree Golf Course. Mr. Sams reported that there were a few angry residents but that the developer is working with the surrounding residents and the county to improve the development and make it more appealing.

Mrs. Bogg's presented the trustees with a zoning variance request for a small acreage of property located off of Nixon Camp Rd where the property owners (Howard and Moore) would like to subdivide the property. Mr. Jones made a motion to allow the variance seconded by Mr. Sams. All voiced a "yea" vote and the motion passed.

Mrs. Boggs presented the trustees with a list of resolutions needing approval by the board as the following:

Mr. Johnson is requesting a payout of vacation time as per the employee handbook. Mr. Sams made a motion, seconded by Mr. Jones, to allow the vacation time to be paid out in the amount of 40.20 hours at the regular hourly rate already established. All voiced a "yea" vote and the motion passed with resolution **16-04-01**. (A copy of the resolution is included in the minutes)

Mrs. Boggs informed the trustees that Ron Chasteen has reached his 8 year anniversary with the township and is due to receive an additional 40 vacation hours in his leave bank. Mr. Jones made

a motion, seconded by Mr. Sams to add the additional 40 hours of vacation time to the leave bank for Mr. Chasteen. All voiced a “yea” vote and the motion passed with resolution **16-04-02**. (A copy of the resolution is included in the minutes)

Mrs. Boggs and Mr. Johnson informed the trustees that a line item transfer was needed between the machine and training funds for upcoming expenses. Mr. Sams made a motion, seconded by Mr. Jones, to approve the line item transfer from Account 2192-760-740-0000 (Machinery,

Equipment and Furniture) the amount of \$25,000.00 to 2192-220-590-0006 (Other Expenses – Fire Training). All voiced a “yea” vote and the motion passed with resolution **16-04-03**. (A copy of the resolution is included in the minutes)

Mrs. Boggs informed the trustees the Warren County Auditor Matt Nolan had presented a letter of transfer to the board for sick time to Mrs. Boggs from her time of service with the county as allowed by the Ohio Revised Code. Mr. Jones made a motion, seconded by Mr. Sams, to accept the balance of 133.24 sick hours from the county to be placed in Mrs. Boggs sick leave bank with the township. All voiced a “yea” vote and the motion passed with resolution **16-04-04**. (A copy of the resolution is included in the minutes)

Mrs. Boggs informed the trustees of the need to amend permanent appropriations in the amount of \$60,000.00 due to the additional income from the I-71 TIF. Mrs. Sams made a motion, seconded by Mr. Jones to amend appropriations for year ended 2016 to include the \$60,000.00 needed to cover expenses of the board. All voiced a “YEA” vote and the motion passed with resolution **16-04-06**. (A copy of the resolution is included in the minutes)

Mrs. Boggs also informed the trustees she believe an amendment would be needed to resolution 16-02-02 regarding accrual of vacation time. Instead of gaining 4 weeks of vacation at the inception of Mrs. Boggs employment as administrator, a normal employee basis should be used to accrue vacation. Mr. Sams made a motion to approve Mrs. Boggs to accrue vacation per the personnel policy manual on a bi-weekly basis. Mr. Jones seconded and the motion was passed with resolution **16-04-07**. (A copy of the resolution is included in the minutes)

Trustees Reports:

Mr. Sams and Mrs. Boggs informed the board that the Otterbein conference call resulted in inquires being made to the county auditor regarding how parcels of land can be divided and counted in a TIF and which method should be used to insure the boundaries of the TIF parcel. Mrs. Boggs is requesting that the land be professionally surveyed per discussions with Warren County Auditor Matt Nolan to insure that a legal measure is being obtained to conform the proposed TIF districts.

Mr. Jones had no additional inquires or reports for the board.

Mr. VanDeGrift and Mr. Sams welcomed Mr. Johnson and Mrs. Boggs into their new roles with the township. As part of the discussion, Mrs. Boggs presented the trustees and Mr. Johnson with a list of duties she had obtained from research and adjoining townships for the Administrator. The trustees reviewed the document with Mrs. Boggs regarding the duties listed.

General Reports:

Correspondence:

IN:

Warren County Rural Zoning Commission rezoning for Greentree Golf Course
Email from SMBP regarding discovery request
Letter from OVDC regarding mini cell towers
Letter from Medical Mutual regarding healthspan customers
Letter from Camp Safety Equipment regarding new owner
Child Advocacy Center requesting a donation of \$500.00
Notice from Department of Commerce regarding liquor license permits
Warren County Regional Planning regarding Lebanon Jr High Record Plat
Notice of public hearing on subdivision changes (Thursday April 28th at 1:00)
Warren County Board of Zoning Appeals regarding a variance for Howard/Moore
Warren County Regional Planning Commission final plan for Otterbein Stage 3
Phase 1A
2015 Annual Report for Warren County Soil and Water Conservation District

OUT:

Tax exempt form from Trupointe

**RESOLUTION 16-04-02
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING THE ADDITIONAL VACATION CREDIT
FOR RON CHASTEEN**

WHEREAS, Ron Chasteen has completed his eighth (8) year of service on April 7, 2016;

WHEREAS, Ron Chasteen is entitled to an additional forty (40) hours of vacation credit effective April 7, 2016;

WHEREAS, Turtlecreek Township's Personnel Policy and Procedure Manual states in Section 6.02 (d) that upon an employee's completion of 8 years of service, the employee will be credited with the additional vacation leave of (40 hours) during the pay period in which the anniversary date falls;

WHEREAS, Ron Chasteen vacation credit should be added to pay period ending April 15, 2016;

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approved the credit of additional vacation leave of (40 hours) to be added to the pay period ending April 15, 2016.

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

Mr. VanDeGrift -
Mr. Jones -
Mr. Sams -

Resolution adopted this 11th day of April, 2016.

**THE BOARD OF
TURTLECREEK TOWNSHIP TRUSTEES**

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-04-03
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 Fire Fund, for needed expenses, from Account 2192-760-740-0000 (Machinery, Equipment and Furniture) the amount of \$25,000.00 to 2192-220-590-0006 (Other Expenses – Fire Training). 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 11th day of April, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-04-04
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION AUTHORIZING THE TRANSFER OF
SICK LEAVE BALANCE FOR TAMMY BOGGS**

WHEREAS, Tammy Boggs has been hired by Turtlecreek Township effective April 1, 2016 as the Township Administrator;

WHEREAS, Tammy Boggs has a sick leave balance of 133.24 hours accumulated with Warren County;

WHEREAS, Warren County Auditor has issued a letter to Turtlecreek Township stating that the sick leave balance to transfer is 133.24;

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approved the balance transfer of 133.24 hours of sick time to Tammy Boggs and that this balance be credited to her Turtlecreek Township sick leave balance.

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

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

Resolution adopted this 11th day of April, 2016.

**THE BOARD OF
TURTLECREEK TOWNSHIP TRUSTEES**

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-04-05
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION TO AUTHORIZE REIMBURSEMENT FOR LOCAL GOVERNMENT CONFERENCE FOR
GREGORY JOHNSON**

WHEREAS, it is the intent of the Turtlecreek Township Board of Trustees to authorize reimbursement of cost incurred at the Local Government Conference in the amount of \$533.06 to Mr. Johnson.

WHEREAS, the township has a resolution authorizing the cost of expenses incurred during a conference for elected officials be paid for by the township;

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 11th day of April, 2016.

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**REVISED PERMANENT
16-04-06
TOWNSHIP ANNUAL APPROPRIATION RESOLUTION**

The **Board of Trustees** of TURTLECREEK TOWNSHIP, in WARREN COUNTY, OHIO met in REGULAR session on the 11th day of APRIL, 2016, at the TOWNSHIP MEETING HALL with the following members present:

JIM VANDEGRIFT

DAN JONES

JONATHAN D.SAMS

Mr. Sams moved the adoption of the following Resolution:

BE IT RESOLVED by the *Board of Trustees* of TURTLECREEK TOWNSHIP, WARREN COUNTY, OHIO that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending **December 31, 2016**, the following sums be and the same are hereby set aside and **appropriated** for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

Mr. Jones seconded the **Resolution** and the roll being called upon its adoption the vote resulted as follows:

MR. JIM VANDEGRIFT "YEA"

MR. DAN JONES "YEA"

MR. JONATHAN D. SAMS "YEA"

Adopted APRIL 11, 2016

Board of Township Trustees Fiscal Officer

THE STATE OF OHIO, WARREN COUNTY, ss:

I, GREGORY S. JOHNSON Fiscal Officer of the Board of Trustees of Turtlecreek Township, in Warren County Ohio, and in whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing **Annual Revised Permanent Appropriation Resolution** is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and correct copy thereof.

WITNESS my signature, this 11th day of APRIL, 2015.

Township Fiscal Officer

**ANNUAL APPROPRIATION
REVISED PERMANENT
RESOLUTION**

BOARD OF TOWNSHIP TRUSTEES

Turtlecreek Township,
Warren County, Ohio.

Passed APRIL 11, 2016

For the Fiscal Year Ending
December 31st, 2016

Filed _____, 20____

County Auditor

By _____
Deputy

RESOLUTION 16-04-07

**TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**RESOLUTION AMENDING RESOLUTION 16-02-02
REGARDING ACCURAL OF VACATION TIME**

WHEREAS, Tammy Boggs has been hired by Turtlecreek Township effective April 1, 2016 as the Township Administrator;

WHEREAS, Tammy Boggs anniversary date for accrual of vacation time will be May 25, 2000;

WHEREAS, Turtlecreek Township's Personal Policy Manual states that vacation accrual be credited on a bi-weekly basis;

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that the trustees approve accrual time for vacation based on the anniversary date of May 25, 2000 and that the vacation time be credited on a bi-weekly basis.

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

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

Resolution adopted this 11th day of April, 2016.

**THE BOARD OF
TURTLECREEK TOWNSHIP TRUSTEES**

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-04-08
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

BE IT RESOLVED by the Board of Trustees of Turtlecreek Township, Warren County, Ohio, that they shall make a donation to the Child Advocacy Center of Warren County in the amount of \$500.00. Source of the funds will be from the General Fund #1000-110-591-0000 (Contributions to other Organizations). Resolution was initiated by Mr. Jones seconded by Mr. Sams. All voiced a "YEA" vote and the resolution passed.

Adopted this 11th day of April, 2016

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-04-09
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

**HIRING OF LEGAL SERVICES FOR ASSISTANCE WITH
ADMINISTRATION OF TAX INCREMENT FINANCING PROJECTS**

WHEREAS, the Board of Turtlecreek Township has instituted Tax Increment Financing projects within the township;

WHEREAS, the Tax Increment Financing projects require additional moderating of the service payments received;

WHEREAS, the Board of Turtlecreek Township is requesting the legal services of Ms. Brenda Wehmer, Dinsmore & Shohl LLP to provide the legal services;

NOW THEREFORE BE IT RESOLVED, that Ms. Brenda Wehmer will provide legal services to the township in regards to Tax Increment Financing projects.

Mr. Jones moved to adopt the foregoing Resolution, being seconded by Mr. Sams. Upon call of the roll, the following vote resulted:

Resolution adopted this 11th day of April, 2016.

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer