

## Walnut Township Trustees Meeting

December 1, 2015

The meeting was called to order at 7:00 PM. Trustees Doug Leith, William Yates and Terry Horn were present.

The minutes for November 17<sup>th</sup> were presented for approval. Trustee Leith made a motion to approve the minutes with the noted changes. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

The minutes for November 19<sup>th</sup> Special Meeting were presented for approval. Trustee Horn made a motion to approve the minutes with the noted changes. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The minutes for November 24<sup>th</sup> Special Meeting were presented for approval. Trustee Leith made a motion to approve the minutes with the noted changes. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Trustee Horn acknowledged the receipt of the Cash Summary by Fund, Payment Listing, Fund Status and Appropriation Summary by the trustees.

The final payment for Millersport Fire Department and the Thurston Walnut Township Fire Department is expected to be available by December 29<sup>th</sup>.

Trustee Horn made a motion to approve checks 24923 through 24940, and EFT 2015-860 through EFT 2015-892, after being certified that funds are available and appropriations have been made by Fiscal Officer Kraner. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Fiscal Officer Kraner asked if the Trustees wanted to consider making the final payment to OPWC for the Juniper Road project in December, the payment is due January 31, 2016. FO

Kraner stated that there are funds remaining in the Road and Bridge fund for 2015. The Road and Bridge funds that would have been allocated for the OPWC payment in 2016 could then be allocated to an expense designated by the trustees in 2016.

Comments from the floor –

There were no comments.

**Department Reports**

**Chief Price – Millersport Fire Department** – The department is considering upgrading to Marcs Radios, the projected cost is between \$125,000 and \$150,000. Licking County is currently using these radios. They currently can use their pyramid repeater system to transfer calls to the Marcs radios in the rescue.

They are looking at adding this capability to Engine 631 due to the engine going to Perry County and also the Station Car - 'Buggy' - because it goes both ways.

They are considering the purchase of 3 dual band walkie talkies – which would have both Marcs and UHF radio – at a cost of approximately \$20K.

The department will be putting out bid requests to replace Medic 631; they would be keeping Medic 631 as a backup.

Chief Price again voiced his concerns regarding the fence that is being constructed and the lack of access to the homes along the dam during an emergency. He had been told that there would be gates every 200 feet and there would be portable bases so that the fence could easily be removed if access was needed. He was told that the existing fence was put up by the subcontractor because it was already purchased prior to the identification of the access issue. However, in the future, it is supposed to have the accessibility Chief Price was told would be there.

**Chief Hite – Thurston Walnut Township Fire Department** – Chief Hite discussed the issue that Tom Gary, a former part-time firefighter with the department, attended the Fire Academy on November 23 and 24 and billed the TWFD.

Medic 1 has paint issues and will be repainted; Medic 2 needs to have the alignment worked on.

The estimate to redo the furnace at the fire station from Fairfield Heating is \$14,300. The cost is higher than expected because the ductwork will also need to be replaced.

Chief Hite provided a list of his current expenses because there had been some question regarding how funds were being spent by the Thurston Council and Chief Hite wanted the Trustees to also be aware of all current expenses.

There was a discussion regarding the 1,500 hour rule and full-time benefits. Once 1,500 hours have been worked, it is up to the employee to request benefits.

There was a discussion regarding where the permanent employee files will be kept for the fire department. Currently, the files for the volunteer and the part-time fire fighters have been moved to the Thurston Village office and are locked in an office that Chief Hite does not have access to.

There has been a discussion regarding scanning or copying the documents for Chief Hite to have access to in the event of an emergency. It was agreed that the documents should be kept at the Thurston Village office. Trustee Leith will request copies of the documents be provided to Chief Hite, Chief to maintain his copies in a secure location.

There was a suggestion that a spreadsheet be created to track start dates as this is information that is often requested for loan applications.

Three of the four firefighters who have gone over 1,500 hours in 2015 were at the meeting to state that they are not interested in taking any of the full-time benefits. They expressed that their concern is covering all the shifts at the fire department. The Trustees thanked them for attending the meeting and stated that the Trustees want the Thurston Walnut Township Fire Department to be a good place to work.

**Kevin Clouse – Zoning Inspector** – Kevin stated that Fairfield County RPC will be assuming the administrative duties of the Non-Residential Building Department. O’Toole and

Associates, LLC, will continue to do the work, including the master plan examinations and building inspections.

There have been 85 permits to date in 2015.

Kevin attended the Professional Development Seminar which he found to cover mainly items that were common sense. It did offer an opportunity to network.

***Mike King – Recycling*** – No problems at this time.

***Tim Morris – Roads and Parks*** – Mid Ohio will start tree trimming next week; however, it will be less than anticipated due to a tree that needs to be removed on Sellers Drive.

### **Old Business**

The Millersport Salt Contract is still outstanding.

The Road Use Maintenance Agreement (RUMA) is currently being reviewed by Attorneys.

No permits have been pulled for the transportation of heavy equipment over the township roads. Tim Morris has spoken with Deputy Meade regarding this ongoing issue.

The packet was sent to the IRS with all documents except for the 941 for 2007. The reports for 2007 are no longer on the computer. FO Kraner will look through the records for a copy of the document. The Trustees would like documentation of previous documents that the IRS has sent regarding this request.

Trustee Leith will be sending a letter to Mary Borring, Mayor of Thurston, regarding how the files for the Thurston Walnut Township Fire Department Personnel Records will be handled.

### **New Business**

The Ohio Township Association's Winter Conference will be January 27 through January 30, 2016. Fiscal Officer Kraner will register, Tim, Mike, Kevin, Doug, Terry and Bill for the conference.

The State of Ohio is suing the Federal Government over the limits as to what the insurance can cover; the decision is anticipated on December 12<sup>th</sup>.

There was a discussion regarding the need to find alternates for the Zoning Commission and the Board of Zoning Appeals. Trustee Leith discussed a possible candidate for the BZA alternate - Greg Kull.

Michelle from Burnham and Flower provided an update regarding B&F managing the township's HRA. The cost is \$25/month, which is much less than Arcadia at \$75/month. The township will move forward with this change.

Fiscal Officer Kraner is currently working on the following items – Insurance participation additions and updates; Liability Insurance renewal for 2016; Final Minute reviews; Minutes books labeling; email sent to Jason Dolin; checklist for outstanding item.

At 9:30 PM, Trustee Leith made a motion to adjourn to Executive Session to discuss complaints against a public employee as allowed in ORC 121.22. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

At 9:40 PM, the trustees came out of Executive Session.

At 9:40 PM Trustee Leith made a motion to adjourn. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

---

Lynn Kraner, Fiscal Officer

---

William Yates, Chairman

Terry Horn

Doug Leith