

Walnut Township Trustees Meeting

October 4, 2016

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

Zach Holbert from Balestra, Harr and Scherer presented the Audit Findings for 2014 – 2015. The Audit was due to be completed by June 30, 2016. However due to the records not being received timely, an extension was authorized to July 31st. Fiscal Officer Kraner explained that the firm doing the audit was sending emails to an old email account and she was unaware of the timing until she received a phone call. The records were then provided within 3 weeks. Two weeks later a list of items needed was sent to Kraner and she provided the information within 10 days.

The findings were that (1) The township has funds that are not secured through Vinton County National Bank, (2) The documents supporting the reimbursement of the trustees for medical insurance premiums were not provided, (3) A policy for the use of the township credit cards was not provided, (4) The record retention schedule is not posted for the public, (5) The Federal 941 reports did not match the payments reported, (6) The receipts of the EMS receipts should be documented monthly, (7) Reconciling items for the bank reconciliation were not present, (8) There are adjustments and reclassifications that need to be done. There were no findings for recovery.

There was a discussion of the Hinkle System and the training that will need to take place in October.

Trustee Yates asked that the trustees be copied on all future emails regarding the audits.

The minutes for September 6th were presented for approval. Trustee Horn had requested a copy of the voice recording from the meeting on 9/7 however Fiscal Officer Kraner did not provide until 10/4. He wanted to compare the recording to his notes. He requested that the minutes be received within 2 weeks after the meeting and Fiscal Officer Kraner agreed.

Trustee Horn made a motion to table the minutes until the next meeting. Trustee Leith seconded the motion. The motion passed with 3 yes votes. Trustee Yates asked that everyone should remember that the minutes are not a deposition but a statement of the summary of the meeting. There needs to be a happy medium.

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

Trustee Yates made a motion to approve checks 25153 through 25168 and EFT 2016-716 through 2016-822, after being certified that funds are available and appropriations have been made by Fiscal Officer Kraner. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Comments from the Floor –

Charlie Prince, Trustee Union Township, Licking County discussed Union Township's concerns regarding the April 30th release of potentially hazardous materials from the seepage barrier at Buckeye Lake. They did not like the ODNR explanation of what occurred. He would like the Walnut Township Trustees to join them in drafting a joint letter to be presented to ODNR in November that calls for the best available control techniques to prevent any future incidents.

Department Reports

Pat Redd, Millersport Fire Association – The Association is asking for a variance regarding the remodeling of Fairfield Beach fire station. They want to expand the footprint of the building. They would be removing the existing living quarters and completely rebuilding them to meet commercial standards.

Trustee Yates made a motion to waive the zoning variance and zoning permit fee for the fire station renovation at Fairfield Beach. Trustee Horn seconded the motion. The motion passed with 3 yes votes. The Association will still need to follow all the variance and zoning permit regulations.

Chief Hite, Thurston Walnut Township Fire Department – Chief Hite submitted three new part-time firefighters – Steve Little, Tyler Albaugh and Cord Conrad. Dave Burt is taking leave to return to active duty and will be back in February 2017.

The estimate from Wasserstrom to repair the damage in the kitchen due to the water leak is \$30k, the department only has \$15k budgeted.

Hite asked if Trustee Yates had any information from Med3000 regarding the new Medicare rules and whether Med3000 is compliant. Hite and the officers hope to have the Officer's Test completed by next month. Chief is still waiting to hear from Aaron, Thurston Clerk, regarding raises for the firefighters.

Trustee Yates made a motion to approve the personnel presented. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Mike Berry, Zoning Inspector – There is a property owner who would like to split his property to have a repair shop and a car lot. However, B2 and B3 zoning districts were removed and B1 doesn't allow for a car lot. Berry will discuss with Holly Mattei, Fairfield RPC.

There is an ODNR meeting on October 11th at 10:30 AM, the ASI Job Trailer, to talk with Zoning Inspectors about Dam Zoning. Zoning Inspector Berry intends to attend

Mike King, Recycling – Everything is fine

Tim Morris, Parks and Road and Bridge – Tim was approached by Gary Matheny, Millersport Mayor and Vince Popo, Millersport Village Administrator regarding the creation of a Park District and assistance in maintaining the parks.

Morris talked with the Fairfield County Engineers regarding Geiger Road and whether Issue II money can be used to widen and repave this road. He did find out that the Engineers would be able to engineer the project in approximately 3 to 4 years and monies in the County held Road and Bridge fund could be used for the project. The township would need to prepare a Resolution if they want to move forward on this project. It is possible that the project could be done in sections.

When the Shelly bill for the 2016 Road Project was paid, there was 5% was retained pending Tim's approval for that the work to determine it was completed per the contract. He feels the work was completed satisfactorily. Trustee Horn made a motion to approve paying the balance of the bill. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

Truck 3, which was purchased in 2001 and has 154,000 miles on it, has approximately \$1,400 worth of front end work needed and approximately \$6,300 in body work needed. The blue book value is \$1,665. Tim recommends replacing the truck, with potentially trading in Truck 3 or selling it out right. He has priced a new truck and it is approximately \$45,500.

There was a discussion regarding the value of Truck 4. It is used as the backup snow plow truck. The question was raised regarding taking a used truck. Tim stated that it would be costly to retro-fit the truck to the township needs.

There are no funds available in the 2016 budget. There is \$50K in the 2017 budget earmarked for the purchase of either a truck or a piece of equipment. Tim will check to see if a deposit is required to order the truck.

Trustee Yates made a motion to budget \$46k for the purchase of a truck in 2017. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Tim will check to see if there are any local entities who might be interested in Truck 3, with full disclosure of the repairs needed.

Trustee Yates made a motion to declare Truck 3 as surplus and name Tim Morris as the agent to dispose of the vehicle on behalf of Walnut Township. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Old Business

Tim Morris, along with Holly Mattei, James Mako and Eric McCrady, met with ODNR about the Neighborhood Revitalization Grant. ODNR is looking at giving more land to put the walking paths further off the road, they are planning to connect to our path, and they are

planning to repave at the same time the township is. 2LMN has been selected as the engineer firm for the project; they will answer to the County Engineer with the township paying for their services.

Fiscal Officer Kraner sent a letter to the CAWR department at the IRS to obtain an explanation as to what the charge is from 4th quarter 2011. Trustee Horn reminded Fiscal Officer Kraner that she agreed to let the trustees know what and when she sends with anything related to the IRS and state payroll tax issues. Fiscal Officer Kraner stated she will consider providing the information.

Fiscal Officer Kraner requested documentation as to what the expenses are that are in the letters from Ohio Attorney General. An additional letter from the Attorney General dated October 1st was received requesting payment of school district taxes in the amount of \$7,726.13, Kraner will call to find out why this was received.

Fiscal Officer Kraner will respond to the findings of the State 2014-2015 audit.

There was a discussion regarding EMS reporting. The Trustees are requesting that the Fire Chiefs provide the monthly reports to them.

Trustee Horn is asking for executed copies of Health Care Resolution 17-13 and 04-14.

Trustee Horn stated that he has not received electronic versions of all minutes as requested on January 2, 2015. He provided a CD for this purpose.

The carry over letter for the Fairfield County held Road and Bridge funds was sent to the Fairfield County Engineer's office by Fiscal Officer Kraner.

Trustee Horn asked if Fiscal Officer Kraner has looked into breaking down health insurance costs and worker's comp cost by funds. Kraner stated that the worker's comp is already distributed by the percentage of employees into the General, Road and Bridge, Zoning and Fire Funds. The process of distributing the health insurance costs would be manual and would have to be adjusted every month based on the % of salary allocated to each fund. Trustee Horn has been in contact with Peg Arnett, Greenfield Township Fiscal Officer, to ask

her how their township does the allocation between funds. They have a designated percentage that they use for their breakdown.

Fiscal Officer Kraner has done research on the procedure for public record retention, but has not put down on paper.

The Township is on the Ohio Checkbook. Trustee Horn asked what the procedure is to do updates. No updates have been done yet, Doug suggested to do the updates quarterly.

New Business

At the latest DAC meeting, the Health Department stated that the majority of the fees are going up 5%.

A Lieb's Island resident is asking about the removal of sediment around the boat docks leased at the township parks. There was a discussion about how they would get in to remove the sediment as they would be going onto township property. The Township doesn't have the equipment or the time to do the removal.

Trustee Horn attended a meeting for Buckeye Lake 2030 and has offered to be the designee for the township on the committee. They are looking to meet 3 times a year. Trustee Leith made a motion to designate Trustee Horn as the designee with Trustee Yates as the alternate. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

Trustee Horn is requesting that all invoices for the Zoning Secretary are approved by the Trustees and Mike Berry, Zoning Inspector. Trustee Leith made a motion to have Trustee Horn approve the invoice for the Zoning Secretary. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

The Bonding Document for Mike Berry was received and executed by the Trustees.

Trustee Horn has initiated an investigation with the Ethics Commission and found out that is doesn't matter if the person is an employee or a contractor.

Mike Berry asked how does he handle it if a family member wants a zoning permit. He was told to check with Joshua Horachek, Fairfield County Assistant Prosecutor, who could sign.

The question was raised as to whether the Fiscal Officer's mandatory training is up-to-date. Kraner stated it was.

Trustee Horn requested a copy of the refund information regarding insurances premium overpayments in 2015 and earlier. The Anthem check stub was provided. He is requesting a breakdown of what was refunded. Additionally, he is requesting information regarding the Delta Dental overpayment.

The Fiscal Officer Monthly report was not discussed.

There was a discussion regarding the possibility of combining with the Village of Millersport and Walnut Township schools to do Diesel Fuel Storage. The school estimated that they could save \$5K/year. There would be a 1000 gallon tank for gas and a 3000 gallon tank for diesel. There would need to be a power source, a concrete base and fencing. It would need to meet the state requirements.

Tim will follow-up with Jon Kochis, EMA, regarding the 2016 Mitigation Plan.

There will be a Sweet Corn Festival dinner on October 27th.

There was a discussion regarding the walnuttownship@yahoo.com account. We are still getting Delta Dental, Careworks, Auditor of State and others. Fiscal Officer Kraner said that she does not need anything going to that email address since they go to her current email address. Trustee Horn will close the account.

Chief Hite stated that he is planning to apply for a worker's comp grant to purchase a chest compressor. It is a 3 to 1 match.

Trustee Horn told Mike Berry the Zoning laptop had been updated to Windows 10 and asked if he wanted to use it. Berry declined stating that he generally comes into the office to do all of his paperwork.

Mike Berry, Zoning Inspector, asked if wheelchair ramps are considered decks. He was told they are not. He asked if carports require a zoning permit which they do. If they are permanent, they are considered an addition.

Comments from the Floor –

There were no comments from the floor.

At 10:57 PM Trustee Yates made a motion to adjourn. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Lynn Kraner, Fiscal Officer

William Yates

Terry Horn

Doug Leith, Chairman