

## Walnut Township Trustees Meeting

November 1, 2016

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

The minutes for September 6<sup>th</sup> were submitted for approval. Trustee Yates made a motion to approve the minutes with corrections. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The minutes for October 4<sup>th</sup> were submitted for approval. Trustee Yates made a motion to approve the minutes with corrections. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

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

Trustee Horn made a motion to approve checks 25169 through 25152 and EFT 2016-823 through 2016-905, after being certified that funds are available and appropriations have been made by Fiscal Officer Kraner. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

### **Comments from the Floor –**

There were no comments from the floor.

### **Department Reports**

***Chief Hite, Thurston Walnut Township Fire Department*** – Chief Hite stated that the work on the plumbing and drywall at the station is continuing. The Medic has antifreeze leak. All the Fire Hose has been tested. The 3” hose will need to be replaced next year.

Run card for combine fires will need approval from all the county fire chiefs. There has been discussion between the Millersport and Thurston Walnut Township Fire Departments regarding the possibility of a Fire Levy and what the funds could be used for.

He distributed spreadsheets with a breakdown of the charges and receipts from EMS runs and billings.

Pat Redd, Millersport Fire Department – The Medic has been ordered, though there will be a delay due to the Ford chassis issue. They are expecting the Tanker/Engine to arrive around Thanksgiving.

All the paperwork for the Zoning variance, for station 2 at Fairfield Beach, has been turned into Mike Berry, Zoning Inspector.

At 7:15 PM, the bids for the purchase of Truck 3 were opened by Trustee Leith. Leith read all the bids aloud, with the highest bid being from Evan Martin. Trustee Yates made a motion to accept the bid of \$6,850 from Evan Martin. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

**Mike Berry, Zoning Inspector** – There are still many permits in process. There will be an ODNR briefing, regarding the dam at Buckeye Lake, in Columbus next week.

**Mike King, Recycling** – Everything is fine

**Tim Morris, Parks and Road and Bridge** – Tim has the chassis and truck bed on order. The chassis will be \$32,400 and will be available at the end of December. The utility body is on order and will be \$13,530, for a total of \$45,472.

The crack sealing is completed for this year.

Mid-Ohio Tree Service is in the process of completing the trimming on Pine Road.

Tim met with Fairfield County Engineer office, Eric McGrady, to discuss future projects. Morris recommends resurfacing Geiger Road, in 2 phases, as the next Issue 2 project for the township. The first phase would be Geiger from Old Millersport Road to Lake Road; the second phase would be Geiger from Lake Road to Cattail Road. Trustee Yates made to pass **Resolution 16-12** to start the process to have the Fairfield County Engineer to complete plans for the resurfacing of Geiger Road. Trustee Horn seconded the motion. The motion passed with 3 yes votes. Fiscal Officer Kraner will prepare the resolution for signatures.

Tim and Mike will be attending a HAZCOM training. It will cover how to communicate during a Hazardous Material spill.

Morris asked if he and Mike would be given two personal days for 2017.

### **Old Business**

There was an update on the Revitalization Grant. Tim Morris has met with RPC, ODNR, and the County Engineer regarding the sidewalk that will be along the lake in the Fairfield Beach neighborhood. All parties are discussing moving the bike path back further and attaching the ODNR path to the township's sidewalk and to the ODNR shelter houses on Lakeshore.

The paperwork for the grant for new traffic signs is in process. There will be 700 signs for the road crew to put up in the next year.

There has been no correspondence received from the IRS in response to the letters sent by Fiscal Officer Kraner.

Fiscal Officer Kraner spoke with Violet, Levy and Associates, regarding the balance owed based on the notifications received. Kraner has completed the forms that were required.

The Records Retention Policy was presented to the Trustees for approval. Kraner asked the trustees to review the list and see if there are any items that need to be included in the policy. Additional pages can be submitted as needed. Trustee Yates made a motion to approve. Trustee Horn seconded the motion. The motion was approved with 3 yes votes.

Trustee Yates stated that Walnut Township school system has purchased the tanks needed for the joint Fuel project with the township. The State Fire Marshall will be contacted so that he can inspect and approve the site for the tanks. Trustee Yates made a motion to approve the township hosting the diesel and gas fuel storage site, with the computer swipe card control per vehicle, with Walnut township donating the site prep, concrete pad, electric and fence. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Resolutions 17-13 and 04-14 were presented for approval as executed copies of the Resolutions were not located.

Trustee Horn moved to pass **Resolution 16-09** to approve the unsigned *Resolution 17-13*. Trustee Leith seconded the Resolution. The motion passed with 3 yes votes. Resolution 17-13 was executed by the Trustees.

Trustee Horn moved to pass **Resolution 16-10** to approve the unsigned *Resolution 04-14*. Trustee Leith seconded the Resolution. The motion passed with 3 yes votes. Resolution 04-14 was executed by the Trustees.

Copies of the executed resolutions will be sent to Brian Bibler at the Auditor's office along with the documentation of what each Trustee paid for medical premiums during the audit period of 2014 through 2015.

Fiscal Officer Kraner is working on the health and dental insurance refunds.

Fiscal Officer Kraner will continue to look for the township's credit card policy. If unable to locate, Kraner will prepare a new policy based on the information provided by the auditor's office.

There was discussion regarding updating the Ohio checkbook. It was agreed that it would be done a quarterly basis for now.

Fiscal Officer Kraner spoke with Mark Long at the auditor's office regarding the payment made in December 2015 to the IRS. Kraner will provide Long with copies of all the paperwork so that he can review and provide suggestions on resolution.

Trustee Horn spoke with Jason Dolin, Prosecuting Attorney for Fairfield County, to see if the township can use set percentages to distribute the insurance premiums over the various funds. Dolin did not give the township a definitive answer.

The Trustees reviewed the letter prepared by Charlie Prince, Union Township Trustee, to ODNR regarding best practices concerning the oversight of the dam project and the use of hazardous materials. It was suggested that the Ohio EPA Director also be copied on the letter. Trustee Leith made a motion to approve the letter and provide Trustee Prince the authority to tweak the joint letter to ODNR. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Tim Morris will get more information about the Natural Disaster Mitigation Plan.

**New Business**

The next deadlines for the BWC is the November 15<sup>th</sup> deadline to decide what the payment frequency will be for 2017. The true-up for 2016 is due by the end of January 2017.

There was a discussion regarding the checks held in the township lockbox.

The minutes for 2016 were available for the Trustees to sign at the meeting.

Trustee Yates brought up the property at Fairfield Beach that has chickens in violation of the Zoning Resolution.

Trustee Horn brought up the crowing roosters are in violation of the Zoning Resolution.

**Comments from the Floor –**

There were no comments from the floor.

At 8:48 PM Trustee Yates made a motion to adjourn. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

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Lynn Kraner, Fiscal Officer

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William Yates

Terry Horn

Doug Leith, Chairman