

Walnut Township Trustees Regular Meeting

January 9, 2018

The meeting was called to order at 7:27 PM. Trustee Horn, Trustee Leith, Trustee Yates & Fiscal Officer Kraner were present.

The Pledge of Allegiance was recited during the Re-Organization meeting, held prior to this discussion.

In attendance were: Chief Hite (TWFD), Chief Price (MFD), Larry Neeley (Regional Planning), Mike Berry (Zoning), Mike King (Recycling) and two (2) guests.

Approval of Minutes

December 5: Trustee Horn moved to accept the minutes with discussed corrections, seconded by Trustee Yates. Motion passed with three (3) yes votes.

December 19: Trustee Horn moved to accept the minutes with no corrections, seconded by Trustee Yates. Motion passed with three (3) yes votes.

Financial Report & Bills for Payment

Trustee Yates moved to approve Shannon's invoice for time spent reviewing and completing the meeting minutes, seconded by Trustee Horn. Motion approved with three (3) yes votes.

Fiscal Officer Kraner asked for approval of remaining bills from 2017; EFT #'s 1142-1252 and check #'s 25340-25343, as well as first bills in 2018; EFT #'s 1-40 and check # 25344. Trustee Yates moved to approve all checks & EFT's, seconded by Trustee Leith. Trustee Yates also moved to acknowledge the reports. The reports reviewed were:

Payment Listing - December 2017
Appropriation Summary - December 2017
Cash Summary by Fund - January 2018
Appropriation Summary - January 2018
Payment Listing - January 2018
Investment Listing - 2018
Fund Status - as of 1/16/18

Fiscal Officer Kraner stated that the renewal of the liability insurance is \$10,431; a bit higher than in the past but this is due to the Township having made some claims last year that they have not done before. The Anniversary Acknowledgement form was reviewed and signed by Trustee Leith. There is also a form included to consider raising the coverage amounts and consequent premium.

Fiscal Officer Kraner will ask Wendy French, the insurance representative, what factors the Township should consider when deciding whether or not to raise the coverages. For the time being, Trustee Yates made a motion to approve moving forward with the current annual premium rate of \$10,431, seconded by Trustee Leith. Fiscal Officer Kraner will follow up with Wendy.

Trustee Horn submitted official request/motion to Fiscal Officer Kraner for specific information pertaining to late tax penalties and interest charges. Copy of the motion is below. Motion seconded by Trustee Leith and approved with three (3) yes votes.

January 9, 2018

I move to request the following information from Fiscal Officer Kraner:

1. Provide the status and **verifiable documentation** for the following late tax penalties and interest charges. Also include when the actual tax was deducted from the employee's paycheck and when the township made the payment to the taxing entity:
 - a. State income tax penalties and interest charges for late payments in 2012, 2013, 2014, and 2015 totaling \$247.64.
 - b. RITA Municipal Income tax penalties and interest charges for late payments in 2011, 2016 and 2017 totaling \$343.97 and tax payments of \$164.81.
 - c. City of Pickerington Tax Dept. penalties and interest charges for late payments in 2013, 2014, 2015 and 2016 totaling \$215.00.
 - d. Newark City income tax penalties and interest charges for late payment in 2016 totaling \$150.00.
 - e. IRS penalties, interest and fee charges for approximately 13 late payments dating from 9/30/2011 to present. According to the spreadsheet that Fiscal Officer Kraner provided the Trustees in March 2017, it appears that according to her information there was \$7,218.37 in penalties and interest paid by Walnut Township. It also appears that there were unpaid taxes of \$15,134.41 during that same period. Since then, she has been able to recover some of those penalties and interest payments from the IRS. Provide a summary and documentation of where we stand at present and include:
 - i. Explanation of how she was able to recover some or all of those funds.
 - ii. Total interest and penalties for ***each*** event to date.
 - iii. Total repayment from the IRS for ***each*** event to date.
 - iv. Total outstanding amount of interest and penalties.
2. Provide an explanation and **verifiable documentation** of why on 12/24/2016, there were larger than usual earnings posted to two (2) employees OPERS accounts.

3. Documentation showing any late fees and penalties paid in 2017, including, but not limited to late invoice payments, credit cards and etc.

Items 1a, 1e and 2 have been previously requested.

Please provide within 30-45 calendar days.

Terry W. Horn

Township Department Reports

Millersport FD: The total number of emergency runs for 2017 was 959, up from 888 in 2016 and 814 in 2015.

Chief Price stated that he visited the address requested by Trustee Horn at 3061 Maple Ave. Leibs Island, with Larry Hanna of the Department of Health; however, they did not enter the residence so were unable to make a determination on habitability of the home.

The department needed to replace 26 SCBA bottles (Self-Contained Breathing Apparatus) due to expiration and the cost was \$9,000.

Resident, Kelly Ballard, asked Chief Price if the addition to Station House 632 meant it would now be staffed 24/7? Chief Price stated that that station has been manned 24/7 for the past three years (manpower permitting, depending on illness of employees).

Trustee Horn will send a 'thank you' to Fisher's Marina, who allowed the fire department to use one of their boats during the flooding in July and then officially donated it to them.

TWFD: Trustee Yates asked Fiscal Officer Kraner for a confirmation of 2017's expenditures in billing which will help them in negotiating prices with the EMS billing contractor. Fiscal Officer Kraner confirmed that we paid the EMS billing company \$3,000 in November plus an additional fee of \$925 for computer-specific work.

Trustee Horn asked Chief Hite if he ever came up with a formal policy to incentivize employees to stay on with the department after we have paid for additional training/development? Chief Hite stated that no, at this time he does not have any policy developed but he will work on that and get it to the Trustees.

Zoning: In 2017, there were a total of 78 permits issued (New home: 17; House addition: 12; Accessory buildings: 15; Shed: 1; Deck: 8; Fence: 11; Pool: 5; Signs: 3; Commercial: 1; Ag-Exempt: 5).

Mike stated all of the archive files in the attic are currently filed by year but he would like to change that to, by address. Mike also stated that regarding the requirement to fence in a pool,

he's had a request from a resident to accept an automatic pool cover instead, as insurance companies are accepting them as replacements for a fence. Mike asked the Trustee's if they would consider allowing this? Trustee Horn stated he would like to see documentation confirming that insurance companies do officially allow these pool covers in place of a fence.

Recycling: Walnut Township Recycling was recognized in the Lancaster-Fairfield County Community Action newsletter as the recycling drop-off trailer in the Township increased by 2,000 pounds of recyclables in the 4th quarter of 2017.

Parks/Roads: In Tim's absence, Trustee Leith stated that Tim had asked him to make sure the Trustee's signed the resolution to approve the construction drawings for the Walnut Township park improvements at Fairfield Beach. Trustee Leith moved to approve the construction drawings. Trustee Yates seconded the motion.

Trustee Leith confirmed that additional salt has been ordered.

Old Business

Indigent Burial Funds: Fiscal Officer Kraner stated that she has not received a response from Joshua Horacek with an update.

Dam Update: Trustee Leith received an email from resident, Mr. Parrish, who confirmed that "things are moving quickly on the pump station issues with County Engineer, Jeremiah Upp."

Liability Insurance: Trustee Leith asked if Megan Roschek got what she needed? Trustee Yates stated the contract negotiations are still ongoing. Trustee Leith asked Chief Hite if he could ask the Thurston Village counsel.

EMS billing/contract talks: Per Trustee Yates, contract negotiations are still in progress.

2018 Health Insurance: Fiscal Officer Kraner stated we received a letter from Medical Mutual today that the coverage for 2018 has been approved.

OTA Convention: Scheduled for the end of the month. Trustee Leith stated that the Parks & Roads employees are registered to attend if they would like to do so.

Hanna Annexation Clerical Changes: The attorney requested approval for some clerical changes related to Regional Planning. Trustee Yates moved to accept the clerical changes per the December 27 letter from Stebelton-Snyder Attorney's office in regard to the Hanna Annexation. Trustee Horn seconded the motion.

New Business

Regional Planning County Land Use Project: Larry Neeley stated that according to the proposed map provided by the Regional Planning Commission, there are 15% of vacant homes in Walnut Township and this rate is being included in the future planning of development for the lake area. However, Larry is concerned that this rate is not accurate and gives a false impression. Trustee Yates questioned what the definition of 'vacant' is? The map states that this information is pulled from the most recent census. Trustee Horn will reach out to the Regional Planning Commission Chairman, Loudan Klein, to inquire how they came to this number of 15% vacancies.

BLRC 2018 Membership: Annual membership cost is \$450. Trustee Horn moved to continue the membership into the organization for 2018. Trustee Yates seconded the motion. Motion passed with three (3) yes votes.

2018 Township Inventory: Trustee Leith moved to approve the inventory list taken by Tim on December 27, 2017. Trustee Yates seconded the motion.

BZA (Board of Zoning Appeals) and Zoning Commission Appointments: Trustee Horn moved to appoint Mike Wolfe to the Zoning Commission and Jane Hanley to the BZA. Their term date is through December 31, 2022, Trustee Yates seconded the motion. Motion passed with three (3) yes votes. Trustee Horn moved to appoint Kelly Ballard as alternate to the Zoning Commission, seconded by Trustee Yates. Motion passed with three (3) yes votes. Shannon will update the Member List.

Additional Comments

No comments.

Trustee Leith moved to adjourn the meeting at 9:28 pm. Trustee Horn seconded the motion.

Lynn Kraner, Fiscal Officer

William Yates

Terry Horn

Doug Leith, Chairman