

# RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd. NE, Millersport, OH 43046

## REGULAR MEETING MINUTES

September 5, 2023 -7:00 PM

### **Township Officials present:**

Trustees Terry W. Horn, William R. Yates, and Douglas G. Leith and Fiscal Officer (FO) Pam Underwood.

### **Department Heads/Staff present:**

Roads & Parks Supervisor - Nate Wagner; Fire Chief - Robert Price; Zoning Inspector - Mike Berry; Recording Secretary and Fiscal Accounting Clerk - Tammy Oliver; and Regional Planning Commission Representative - Robert W. Slater II, and Battalion Chief – Pat Redd. Property Maintenance Inspector - Kelly Smith were not present.

The meeting was called to order at 7:00 PM by Trustee Chairman Yates and the Pledge of Allegiance to the Flag was recited.

**Invited/Special guest(s) present:** Kim Radulovich, Superintendent of the Walnut Township School District.

**Number of members of the public present:** 16 as recorded on Sign-in sheets.

Trustee Leith proceeded with opening the Bids for the Construction of the Walnut Township Community Safe Room to be located at 5056 Beaver Run Road NE, Thornville, Ohio 43076.

The following bids were opened:

Elford, Inc – Base Bid \$1,966,500.00 (\$2,100,000.00 with allowances)

Ferguson Construction Company – Base Bid \$1,621,500.00 (\$1,755,000.00 with allowances)

Modern Builders, Inc. – Base Bid \$1,401,724.00 (\$1,535,224.00 with allowances)

All the bids met the minimum bid requirements. Schorr Architects will review the bids and the Trustees will consider the bids at a future date.

## MEETING PROCEEDINGS

**Special Guest:** Kim Radulovich, Superintendent of the Walnut Township School District introduced herself to the Board.

### **Approval of Minutes:**

The minutes for the Special Hearing #23-65 on August 1, 2023 at 6:30 pm for the Requested Salt Storage Facility district rezone change from RR to I-2 for the 2.01 acres of the 6.28-acre parcel (#0460005970) located at 11420 Millersport Road NE, Millersport, Ohio owned by the Walnut Township Trustees property were presented for approval. Trustee Leith made a motion to approve the minutes as corrected. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

The minutes for the Regular Meeting on August 1, 2023 were presented for approval. Trustee Horn made a motion to approve the minutes as corrected. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The minutes for the Special Meeting on August 8, 2023 for the Salt Storage Facility Bid Opening were presented for approval. Trustee Horn made a motion to approve the minutes as corrected. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

### **Financial Reports – Fiscal Office, Pam Underwood:**

#### **Approval of Checks and Electronic Fund Transfers (EFT's):**

Trustee Leith made a motion to approve checks # 25971 through # 25990, Electronic Fund Transfers # 436-2023 through # 482-2023, and approve the Fiscal Officer's financial reports for July 2023. Reports include: Investment Listings, Appropriation Summaries, Cash Summaries, Fund Status, Payment Detail Listings and the Bank Reconciliation Reports for July 2023. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Trustee Horn moved to approve Resolution # 27-2023 A Resolution Accepting the Amounts and Rates as Determined by the Fairfield County Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor. to accept the Rates for the 2024 Budget Year from the Fairfield County Auditor's Office commencing fiscal year 2024. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The fiscal office enrolled the Township in the OTA 2024 Township Education Subscription Program. The program should save the Township money with the training registration fees.

The Township is receiving a membership to The Cooperative Purchasing Program (State Bid list) is being provided for 2023-2024 at no cost.

**Comments from the public:**

There was opposition from one person in the community in regards to the building of a Salt Barn Facility. They do not see a good reason to justify the cost.

**DEPARTMENT REPORTS**

**Township Fire Department - Chief Robert Price;**

Chief Price stated there were 137 Total Runs in August 2023.

Chief Price stated that Brandon Metzger, one of our new full-time firefighters/EMT's, has resigned effective September 23, 2023 to take a position with another Township Fire Department. Chief Price has started to advertise the open position. Mr. Metzger will continue with the Township as a part-time employee.

Chief Price recommended that the Trustees approve the Special Duty Rate of \$60.00 to \$70.00 per hour for the 2023 Luke Bryan Concert Staffing. Trustee Leith made the motion to give Chief Price the flexibility for all safety personnel working the Concert to be paid between \$60 and \$70 per hour. Seconded by Trustee Horn. The motion passed with 3 yes votes.

Chief Price recommended that the Trustees approve the purchase of a UTV from the Toy Store for \$16,900.00 to be utilized by the Fire Department. The fire Department currently must borrow one from other Townships for special events. The UTV will be modified by the Fire Department to adapt to their various needs for numerous conditions and situations. Trustee Leith made the motion with Trustee Horn seconding the motion to approve the purchase of the UTV. The motion passed with 3 yes votes.

**Regional Planning Commission (RPC) Representative – Robert Slater II;**

Mr. Slater had returned from the Regional Planning Commission Hearing for the County Land Use Plan and gave a report as to the items that were addressed at the meeting. He stated there were approximately 200 people who attended the meeting. There was discussion of delaying decisions until December 2023 on the Plan.

**Zoning – Mike Berry;**

15 permits issued in August 2023: 3 home, 2 additions, 1 accessory Buildings, 1 shed, 5 fences, 3 deck. No outstanding fees.

Letters issued: 13 letters issued and 1 violation

Returned 123 phone calls.

Tourist Homes (STR) (Round 1 Citations) awaiting Zoom meeting on September 7, 2023 with the Fairfield County Prosecutor.

Fairfield County Prosecutor has the pending citations for 5032 Bateson Beach Dr. and 3617 South Bank Road. 7 pending citations are ready, but on hold.

**Parks and Roads Supervisor – Nate Wagner;**

**Parks:**

Doug sent out a photo that the residents on Leibs Island have created a free library at Huffman Park.

The Township should be hearing the results of the Nature Works grant in September or October.

**Roads:**

Nate updated the Trustees that he and Mike King have started the third mowing for the year. Three mowing's are required by law each year.

Canal Road will be closed between Millersport Road and SR 37 starting September 18th through November 23, 2023 (Thanksgiving).

Nate would like to recommend that the Township authorize Revere Roofing to handle the Salt Barn Roof Replacement and Siding Replacement negotiations with the Insurance adjusters for the insurance claim repairs. Revere Roofing will be making the gutter and other roof repairs to two of the Fire Stations and Nate would like to recommend Revere handle the work.

Trustee Horn made a motion to authorize Nate to work with Revere Roofing for the Salt Barn Roof replacement and the Township Office and Garage Siding Replacement. The motion was seconded by Trustee Leith. The motion passed with 3 yes votes.

Nate has been making multiple repairs and doing maintenance to the skid steer loader and the loader buckets. Truck 6 is currently in the shop with electrical issues.

Nate updated the Trustees in regards to the Bike Buckeye Lake signage. ODOT has sent an agreement that would require the Township to be required to purchase all the signs upfront for the maximum of \$20,138.00 and then request reimbursement from ODOT. The trustees discussed how the project and commitment from the Township was not this extensive when the project began. The cost is a pass-through cost and that Bike Buckeye Lake did not have the ability to purchase the signs up-front. The Township would then be putting in approximately 90 signs on 65 posts that the Township would be responsible for erecting the signs. Trustee Horn made a motion to adopt Resolution # 28-2023 Bike Buckeye Lake/ODOT Agreement. The resolution died as a result of no second. Trustee Leith wanted to voice his opinion that he felt that the project had become much more involved then was first presented to the Township and felt that the Township should be reimbursed for the labor to erect all the signs. Trustee Horn also stated his opinion that the Township had made a commitment and should honor the commitment with the labor of erecting the signs.

**OLD BUSINESS**

**1. Salt Storage Facility** - Trustee Horn and Greg Cotterman, JBA Architects, have discovered that the Township can purchase a Salt Barn Facility from the Ohio State Bid List. The Township would be responsible for the concrete. Trustee Horn said that he and Mr. Cotterman were going to speak to Greystone about the purchase. Trustee Yates suggested not approving any additional funds be expended for the project until there is a complete review of the possibility of using the State Bid list to purchase the Salt Storage Facility. Trustee Horn stated that they would still use the scheduled timeline for the project, the Township would release the drawings and specs on February 1, 2024 and schedule Bid opening March 13, 2024 to keep the project on schedule. Trustee Horn made a motion, seconded by Trustee Leith to reject the Salt Storage Facility Bids. The motion passed with 3 yes votes.

**2. North Walnut Township Storm Water (Lakeside/Phase One)** - Trustee Horn updated the Trustees on the status of the North Walnut Township Storm Water Phase One. The engineers have the piping laid out on the drawings and the paths for everything. The county will start looking at easements in next few days. Still working toward a November 3, 2023 final. Appropriation commitment of funds will need to be in place before the November 7, 2023 meeting.

**3. BLRC/Walnut Township logo/identity** – The Township was awarded the funds to do a Township Identity along with a logo that will move into a Fairfield Beach Identity and logo that will incorporate the newly created Walnut Township identity with the Buckeye Lake identity. Signage will be placed at each entrance to Fairfield Beach. A committee, will be organized with Rick Singer acting as Chairman and Alex Fant organizing the Fairfield Beach property owners and Tom Gill as part of the original signage group, along

with three other appointed members. The Township has the funding obligation of 10% of the design and 10% obligation of the actual signs.

**4. Solar Resolution** – Trustee Horn asked if there was a physical document that was presented as a Resolution for the Trustees to sign. Trustee Yates asked if there was follow-up of a public request for a copy of the document that was approved by the Trustees and had its waiting period requirements. Tammy Oliver stated she had sent the document to the member of the public requesting a copy. Trustee Horn asked how the zoning Resolution would be incorporated into the zoning resolution book. Trustee Horn was asking how or why the Zoning Department was using 49.99 megawatts. Trustee Horn felt that the Term "less than 50 megawatts" should be used versus the "49.99 megawatt" term. There was an in-depth discussion on the Solar Resolution's residential usage.

### **NEW BUSINESS**

**1. Zoning amendment - Residential KW** – There will need for additional research to determine if we should change/amend the current resolution to reflect a change from 10kw to 30 kw.

**2. Zoning Fee schedule** – Trustee Leith moved to adopt the following Zoning Fees schedule:

Residential under 10 kw:

Ground Mounted - \$350

Roof Mounted - \$200

Commercial 10+ kw:

Ground Mounted - \$1,000.00 plus \$100/acre per year

Roof Mounted - \$1,000 plus \$.01/Sq. Ft per year

The motion was seconded by Trustee Yates. The motion passed with 3 yes votes.

**3. Quotes to update phone** - Quotes to update the Township Building Phone system were presented by the Fiscal Office. Tammy Oliver, Fiscal Clerk, met with two companies and recommended that the Township accept the quote from Innovative Technology System (ITS). The final costs will be determined after suggested changes are made. Trustee Horn moved to accept the estimated quote by ITS for a new phone system for the Trustee Building and the motion was seconded by Trustee Leith. The motion passed with 3 yes votes.

**4. ORC 505.87 Tall grass (Update)** – Upon the recommendation of the Property Maintenance Inspector Trustee Horn moved that the Trustees adopt Resolution # 25-2023 to Clean-up a private property located at 13567 Richards Street, Millersport, Ohio 43046. The motion was seconded by Trustee Leith. The motion passed with 3 yes votes. Trustee Horn moved to approve Resolution # 26-2023 to Clean-up a private Property at 0 Lancaster-Thornville Road (Parcel #0470219300). The motion was seconded by Trustee Yates. The motion passed with 3 yes votes.

**5. Trustee Building Office Maintenance** - The Fiscal Office also presented quotes from Rockside Remodeling to do some much-needed maintenance to the Trustee Building. Trustee horn agreed it would be a great idea to update the offices with much needed fresh paint and a "freshening-up" of the Trustee Building interior. The quote included an estimate for the interior painting of all the interior walls as listed on the quote. There was also included a quote to replace the carpet in the Township meeting room to a commercial grade laminate flooring. We plan on updating the meeting tables, either new or painting them. New Meeting table chairs (7 chairs) so that the zoning committee members will all have chairs. Mike Berry stated that the zoning file cabinets are full and we desperately need more file space. We will be looking at updating the restrooms and overall cleaning up of the Trustee Building Offices.

**6. Village of Buckeye Lake – Conforming Boundaries** - Trustee Yates asked if the Trustees had seen the emails from the Fairfield County Prosecutors office. The Fairfield County Prosecutors office has been exchanging emails with the Buckeye Lake's Solicitor.

### **Comments from the public:**

There was discussion that one of the people running for Township office do not formally live in Walnut Township. Trustee Horn said this is not the place for this discussion and it was recommended that they notify the Board of Elections.

Trustee Leith moved that the Trustees move into Executive Session to discuss a matter under ORC 121.22 G (8). Trustee Horn Seconded the motion. The motion passed with 3 yes votes

The Trustees returned to Regular session at 11:22 PM

**Adjournment:** At 11:25 PM, Trustee Leith made a motion to adjourn. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Minutes Recorded By: Tammy Oliver

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Pam Underwood, Fiscal Officer

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William R. Yates, Chairman

Terry W. Horn, Vice Chairman

Douglas G. Leith, Trustee