

RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd., Millersport, OH 43067

RE-ORGANIZATION MEETING MINUTES

January 2, 2024 - 6:00 PM

Township Officials present/absent:

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

Department Heads present:

Also present: Fiscal Accounting Clerk and Recording Secretary - Tammy Oliver

The meeting was called to order at 6:00 PM by Fiscal Officer, Pam Underwood.

Pledge of Allegiance to the Flag was led by Fiscal Officer, Pam Underwood.

Number of members of the public present: 2 as recorded on sign-in sheet.

MEETING PROCEEDINGS

Fiscal Officer, Pam Underwood, called for Nominations for Chairperson for 2024. Trustee Leith nominated Trustee Yates, seconded by Trustee Horn. Trustee Yates agreed to continue as the chairpersonship for another year. Roll Call, 3 yes votes.

Fiscal Officer turned the meeting over to Chairperson Yates:

1. Chairman Yates called for nominations for Vice Chairman; Trustee Horn was nominated by Trustee Leith. Seconded by Trustee Yates. No discussion. Roll Call, 3 yes votes.
2. Representative to RPC; Bob Slater nominated by Trustee Horn, seconded by Trustee Leith. Roll Call, 3 yes votes.
3. Representative to Block Grant Board/CDBG; Trustee Leith nominated Terry Horn, seconded by Trustee Leith. Roll Call, 3 yes votes.
4. Representative for FEMA program Trustee Horn nominated himself, seconded by Trustee Leith. Roll Call, 3 yes votes.
5. Representative for Issue II Funding; Trustee Horn nominated himself, seconded by Trustee Leith. Roll Call, 3 yes votes.
6. A motion was made by Trustee Leith that temporary emergency road workers and temporary office personnel, will be paid \$15.00 per hour for 2024. Motion was seconded by Trustee Horn. Roll Call, 3 yes votes.
7. Trustee Horn moved to pass Resolution **01-2024 to set meeting dates for Walnut Township Trustees for 2024** as the 1st Tuesday of each month at 7:00 pm at the township office just as last year, except November 5, 2024 be moved to Wednesday, November 6, 2024 to avoid election day. Trustee Yates seconded the motion. Roll Call, 3 yes votes.
8. Trustee Horn moved that the regular township meetings will be advertised one time annually in the Lancaster Eagle-Gazette, on the Walnut Township website, Walnut Township's Facebook page, and to the Township's email list. Motion was seconded by Trustee Leith. Roll Call, 3 yes votes.
9. Trustee Horn moved to pass Resolution **02-2024 –Special Meeting Procedures** – If a special meeting is required; the Trustees can call a special meeting with 24-hour notice and will post it on the front foyer bulletin board, the doors of the township office and garage and sent to all standing E-mail addresses on hand. As time permits, The Lancaster Eagle-Gazette, the Township website. The Organizational meeting notice for the forthcoming year shall be announced at the Last regular meeting of the Board for the prior year and posted as above pursuant to ORC 121.22 (F). Trustee Leith seconded the motion. Roll Call, 3 yes votes.

10. Trustee Leith moved to pass Resolution **03-2024 – The Procedure for calling in employees for overtime** will follow the sheriff's office procedures which is to call in the following order: Nathan Wagner, Mike King, Bill Yates, Doug Leith, and Terry Horn. Nathan has the authorization to call in Mike King for emergencies such as high water, down trees and snow and ice removal. The procedure for calling employees for overtime is any one of the trustees can call an employee in for overtime. Trustee Leith seconded the motion. Roll Call, 3 yes votes.
11. All employees' timecards require at least one trustee signature. If overtime is involved, it requires two trustee's signatures. Motion was made by Trustee Yates and seconded by Trustee Horn. Roll Call, 3 yes votes.
12. Trustee Leith moved that the Records Commission will consist of the Fairfield County Auditor, Pam Underwood, Fiscal Officer and Trustee Leith and shall adopt records retention schedule (RC-2) and ORC 121.22. Trustee Yates seconded the motion. Roll Call, 3 yes votes.
13. Trustee Leith moved to approve the IRS rate of \$0.67 cents per mile or, in the event of mid-year IRS changes, the then current IRS rate for travel expenses outside of the township, and pay for all State and National conferences, parking, taxi expenses and any other planned and approved expenses (meals) for training school held for trustees, the fiscal officer and other Township employees. Trustee Horn seconded the motion. Roll Call, 3 yes votes.
14. Trustee Horn moved that no records for 2023 will be destroyed except per the Township's Records Retention Schedule without the approval of the Records Commission. Trustee Leith seconded the motion. Roll Call, 3 yes votes.
15. Trustee Yates moved to nominate Trustee Leith as the Representative to the County Health Board for 2023. Trustee Horn seconded the motion. Roll Call, 3 yes votes.
16. Trustee Leith moved to continue to compensate Zoning Commission and BZA members at a rate of \$50.00 per meeting for 2024. Seconded by Trustee Yates. Roll Call, 3 yes votes.
17. Trustee Horn moved to compensate the Representative to the RPC at a rate of \$50.00 per meeting attended. Motion was seconded by Trustee Leith. Roll Call, 3 yes votes.
18. Trustee Leith moved to nominate the Fiscal Office to be the Website Administrator for the township. Trustee Horn seconded the motion. Roll Call, 3 yes votes.
19. Trustee Yates moved to use Integrated Technology Solutions (ITS) as needed as our IT Consultants. Motion was seconded by Trustee Horn. Roll Call, 3 yes votes.
20. Trustee Horn moved to nominate Trustee Yates as the EMS Billing Authorized Official and Primary Contact for Change Health Care. Trustee Leith seconded the motion. Roll Call, 3 yes votes.
21. Trustee Horn moved to nominate Trustee Leith to the Walnut Township Safety Advisory Committee for 2024. Trustee Yates seconded the motion. Roll Call, 3 yes votes.
22. Trustee Horn moved to nominate the Fiscal Office as overseeing information systems for the township. Trustee Leith seconded the motion. Roll Call, 3 yes votes.
23. Trustee Leith moved to reappoint Mike Berry as Walnut Township Zoning Inspector for 2024. Seconded by Terry Horn. Roll Call, 3 yes votes.
24. Trustee Horn moved to appoint Kelly Smith as Walnut Township Property Inspector. Trustee Leith seconded the motion. Roll Call, 3 yes votes.
25. Trustee Horn moved to nominate Trustee Leith to the Volunteer Fire Fighters Dependency Fund Committee. Funds are used to support the family and kids of in the event of a tragic death of one of the Township's Volunteer Fire Fighters. Trustee Yates seconded the motion. Roll Call, 3 yes votes.

26. Trustee Yates would like Nate to complete the annual inventory for the Township and file it in the Fiscal Office.
27. Trustee Leith moved to close the Reorganizational Meeting at 6:28 PM. The motion was seconded by Trustee Horn. Roll Call, 3 yes votes.

Minutes Recorded By: Tammy Oliver

Pam Underwood, Fiscal Officer

William R. Yates, Chairman

Terry Horn, Vice Chairman

Doug Leith, Trustee