

# RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd., Millersport, OH 43067

## SPECIAL MEETING MINUTES

January 29, 2024 -10:30 AM

### Township Officials present/absent:

Officials present – Trustees, Terry W. Horn, William R. Yates and Douglas G. Leith. Officials absent – Fiscal Officer, Pam Underwood.

### Department Heads present:

Zoning Inspector – Mike Berry; Property

### Number of members of the public present: None

The meeting was called to order by Trustee Chairman Yates and the Pledge of Allegiance to the Flag was recited.

### Advertised Purpose of Meeting:

1. Deliberate and vote on the need for a position and job description for Township Administrator/Clerk/Assistant (any or all needs with-in ORC 505.032.)
2. If needed - Executive Session under ORC 121.22 - To consider the appointment, employment, of a public employee or official.
3. Township logos

### Discussion:

#### Item #1 - Administrator/Clerk/Assistant:

There was discussion on personnel changes that occurred on January 19, 2024, when Fiscal Officer Pam Underwood notified the Trustees that the Fiscal Clerk was being relieved of her duties.

Motion was made by Trustee Leith and seconded by Trustee Yates to go into Executive Session at 10:38 AM. Motion passed with 3 yes votes. Tammy Oliver joined the Trustees by phone at approximately 11:30 AM. Out of Executive Session at 12:45 PM.

Motion by Trustee Leith to move Tammy Oliver to full-time position for the Township Trustees effective January 19, 2024, seconded by Trustee Yates. Motion passed with 3 yes votes.

Motion by Trustee Leith to create the position of Township Administrator in accordance with ORC 505.032 effective January 29, 2024, seconded by Trustee Yates. Motion passed with 3 yes votes.

Motion by Trustee Leith to promote Tammy Oliver to the position of Township Administrator effective January 29, 2024, seconded by Trustee Yates. Motion passed with 3 yes votes.

#### Item #3 - Township Logos:

Trustees reviewed updated Logo's for Walnut Township and Fairfield Beach from Boulder Creative, dated 01/12/2024.

It was agreed that the Walnut Township logo is accepted as provided. It was also agreed to accept the logo provided for Fairfield Beach, with the exception of the logo that did not include "Walnut Township" in the name, not be accepted. Motion to accept Walnut Township and Fairfield Beach Logos designed and created by Boulder Creative with the noted exception, by Trustee Yates and seconded by Trustee Leith. Motion passed with 3 yes votes.

**Adjournment:** At 1:00 PM, Trustee Yates made a motion to adjourn. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Minutes Recorded By: Trustee Horn

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Pam Underwood, Fiscal Officer

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William R. Yates , Chairman

Terry W. Horn, Vice Chairman

Douglas G. Leith