

## RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd., Millersport, OH 43067

### REGULAR MEETING MINUTES

March 5, 2024 – 7:00 PM

#### **Township Officials present:**

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

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

Roads & Parks Supervisor - Nate Wagner; Fire Chief - Robert Price; Zoning Inspector - Mike Berry; Assistant Fiscal Officer – Susan Singleton; and the Recording Secretary and Township Administrator - Tammy Oliver and Assistant Fiscal Officer – Susan Singleton were present. Regional Planning Commission Representative - Robert W. Slater II; and Property Maintenance Inspector - Kelly Smith were absent.

The regular meeting was called to order at 7:00 PM by Trustee Chairman Yates.

**Invited guest(s) present:** Fairfield County Sheriff's Office – Sgt. Sean Burke.

**Number of members of the public present:** 7 as recorded on Sign-in sheets.

### MEETING PROCEEDINGS

**Sgt. Burke** – Shared from the Fairfield County Sheriff's Office that the "Mega-Loads" would be coming through our county. The "Mega-Loads" are very heavy and large construction items that will be used in the Intel construction in the Johnstown/New Albany area.

#### **Approval of Minutes:**

Trustee Leith made a motion to approve the meeting minutes for the January 2, 2024 Regular Meeting with corrections. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Trustee Leith made a motion to approve the meeting minutes for the February 6, 2024 Regular Meeting with corrections. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Trustee Leith made a motion to approve the meeting minutes for the February 27, 2024 Special Trustee Meeting with corrections. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

#### **Financial Report – Fiscal Officer, Pam Underwood:**

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

Trustee Horn made a motion to approve checks # 29285 through # 29348 and Electronic Fund Transfers #2-2024 through #117-2024, after being certified that funds are available and appropriations have been made by Fiscal Officer Underwood. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Trustee Yates voiced his concern with a Purchase Order for \$25,000.00 for Rockside Remodeling LLC for the remodeling of the Township building. Trustee Yates and Trustee Horn mentioned that they did not remember approving the expense. The Fiscal Officer provided estimates that were given to the fiscal officer. Trustee Yates said that they would like to provide a "Then and Now" Purchase Order for the \$25,000.00 for the work so that the invoice can be paid and properly authorized. Trustee Leith made a motion to approve the current payments to Rockside Remodeling totaling approx. \$17,500.00, seconded by Trustee Horn. The Trustees asked the Fiscal Officer what the total for all the work was going to be. The Fiscal Officer stated it was \$32,460.00. This was over the original \$25,000.00 purchase order by \$7,460.00. The motion passed with 3 yes votes. The recording secretary was asked to check the audio

from the October 2024 Regular Board Meeting to see what the original amount of the payments to Rockside Remodeling LLC that the Trustees approved.

Trustees discussed that the township was still working with the 25% temporary appropriations that had been approved in December 2024. Trustee Horn and Trustee Yates mentioned that the State Auditors wanted to see us encumbering expenditures in a more timely and accurate manner.

Trustee Leith asked why there were checks out of number order on the check register. Susan Singleton, assistant fiscal Officer, tried explaining the Vinton County Bill Pay system. Susan and the FO explained that checks are voided if they are mistyped. All voids are in the Void binder in the FO's office and are all accounted for.

Trustee Yates would like to see that all reconciliations be balanced to the penny without adjustments if possible. Any adjustments will need clarification.

There will be a post-audit hearing on Thursday, March 7, 2024 at 1:00 pm.

The Trustees discussed the manner in which the Fiscal Office is making payments and approving Purchase Orders. The Trustees see value in the current process of having the Trustees sign the Purchase Orders along with the Fiscal officer's fund certification.

Trustee Horn asked for information about balances in the various accounts for the grants and if we have funds to maintain the facilities we are getting grant money for. The Fiscal Officer will need to verify the amount of funds. The Township Administrator will also verify the amounts.

The Trustees reviewed the list of requested Fiscal Officer Compliance items from the February 6, 2024, regular meeting:

1. In accordance with security recommendations of OTARMA and the mandated Cyber Security Plan. The fiscal office and all financial records, of the fiscal office, including file cabinets etc. are to be moved to the second-floor back room...
  - No move of the Fiscal Office will be necessary. The Township Administrator is going to take over the Zoning Inspector's current space and the Zoning Inspector will be set-up with a new space in the Road's Office.
2. All cameras must be removed from the current fiscal front office. The FO may have a camera in her office but limited to a video camera with no audio. The Trustees are to have access to past and future camera recordings at all times.
  - Cameras have been removed. Access to recordings still to be provided by Fiscal Officer.
3. The Township Administrator will be moving to the second-floor front office and is not to have any access entry to the fiscal office.
  - Not necessary because of current plan for Administrator's Office space.
4. The fiscal office to be limited to 30 hours of manpower per week.
  - Trustees will approve a total of 45 hours per week for the combined activities of the part time Assistant Fiscal Officer and the part time File Clerk.
5. Effective immediately, all warrant checks require two Trustee signatures and the FO signature per ORC 507.11. There will be no electronic signatures on any Township checks/payments.
  - Compliant with warrant checks. Fiscal Office using the Vinton County Bill Pay system which produces check payments with no signatures on these checks.
6. Effective immediately, all Purchase Orders will require the FO to sign all funding certifications and require the signature of one Trustee. A copy of all PO's will be presented to the Township Administrator for tracking.

- Complete. Administrator is not getting copy of PO's. Once the Administrator is given access to UAN, Administrator can track PO's within the UAN system.
7. Effective immediately, there will be no use of the FO's stamp. The FO must manually sign all documents in a timely manner.
    - FO is currently allowing Assistant FO to use stamp on PO's.
  8. Effective immediately, the Township Administrator, Trustee Yates and Leith will be given read access to the UAN files.
    - Access in process.
  9. Effective immediately, the Township Administrator will be handling all Human Resources for the township. All personnel Files currently maintained in the FO office will be presented to the Township Administrator and securely maintained by the Township Administrator in her office.
    - Transfer of files to be done once the Administrator's Office space is set-up.
  10. The Township Administrator will be the Benefits Administrator for the Township and will handle all communications with Insurer, Burnham and Flower.
    - Complete. Insurance companies are being notified.
  11. The Township Administrator will also communicate with insurer, OTARMA and handle all Insurance Company issues for the Township.
    - Complete. OTARMA being notified.
  12. The Trustees have decided to request a 2020/2021 post audit conference with the Fiscal Officer. The auditors have been notified.
    - Post Audit Conference scheduled for March 7, 2024 at 1:00 pm.
  13. The Township Administrator will in charge of the Township Trustee's Visa Card. The Township Administrator will track it's use per the Trustee's approved Credit Card Policy and present the FO with receipts and statements for Payment. The FO is not authorized to use the credit card.
    - Complete.
  14. To correct a Re-Organization Meeting assignment, the Trustees have appointed the Township Administrator as the Website Administrator for the township working with the Township's consultant. All postings to the Website must be approved by the Township Administrator.
    - Complete.
  15. To correct another Re-Organization Meeting assignment, the Trustees have appointed the Township Administrator to oversee all the township's information systems with the support of the Township's consultant.
    - Complete.

The Fiscal Officer still needs to provide a key to the main Fiscal Office door.

Susan Singleton presented the Fiscal Office's Budget for 2024. The budget did not include the Fiscal Officer's salary. The Assistant Fiscal Officer, Susan Singleton, did not know that all expenses must be included in the budget. No expense can be made without being included in the budget. The administrator will include the Fiscal Office budget in the Final Appropriations.

**Comments from the public:**

Daria Arbogast asked the Trustees for the Township's approval for the Fairfield Beach Property Owners to apply for an AARP Grant for the Fairfield Beach Park in the amount of approximately \$41,000.00 that she is applying for on behalf of the Fairfield Beach Home Owners Association. Trustee Leith made a motion to approve resolution #12-2024 to assist the Fairfield Beach Property Owners Association with the site prep for the playground equipment, seconded by Trustee Horn. The motion passed with 3 yes votes.

Members of the public were concerned with the size of lots that people are constructing their buildings on and if the fire department can handle the closeness of the buildings if there was a fire. Mike Berry explained the required size per the zoning resolution.

A member of the public brought up the availability of leasing AED's. Chief Price stated that the Fire Department was already in the process of leasing two AED's. One AED for the Thurston Fire Department and one for the Township Building Foyer.

## **DEPARTMENT REPORTS**

### **Township Administrator – Tammy Oliver;**

Tammy stated she was getting situated in her new position. She has had a meeting with all the Department Supervisors and they will be working on all of their budgets and final appropriations for the remainder of 2024. She is putting together an estimate for the April 2, 2024 for setting up the Administrator's office and setting up the new office space for the Zoning Inspector to be approved by the Trustees.

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

Chief Price stated there were 116 total runs in February 2024.

Chief Price stated that Off-Duty Fire department personnel will be walking door-to-door speaking with residents in the Township to support the levy.

Chief Price is talking with Pierce Representative to discuss the process of refurbishing Pump Truck #632 Chassis. The cost would be between \$250,000.00 to \$300,000.00 and take 6-9 months. A new engine truck would be over \$600,000.00 and would take 36-48 months to receive the engine truck

Chief Price has a quote from Horton to re-chassis Medic #632. The quote is for \$247,348.000 and will take about 1 year. It will be a gasoline chassis. Chief Price would like the Trustee's approval for him to move forward with the contract with Horton. EMS funds will be use to pay for the expense. Trustee Leith made a motion to approve the purchase, seconded by Trustee Horn. The motion passed with 3 yes votes.

Chief Price made the Trustees aware that Change Healthcare, a third-party company who takes care of the Township's EMS billings to the various insurance companies has sent the Township a termination notice effective in the fall of 2024. Change Healthcare is getting out of the EMS billing business. Chief Price and Trustee Yates are working to investigate bidding the service out to a new company.

Chief Price has been communicating with the newly elected members of the Thurston Village Council. He has taken them on tours of the fire station and explained how Walnut Township is staffing the station. The Council had some incorrect ideas of the Fire Station that Chief Price was able to clarify.

### **Zoning – Mike Berry**

7 permits issued in February: 4 home, 2 additions; 1 deck; 1 variance; 1 Ag exempt. No outstanding fees.

Returned 124 phone calls.

Holly Mattei with the Regional Planning Commission called Mike and let him know the County Commissioners will be picking up the tab for the "Model Zoning Resolution".

Trustee Leith made a motion to approve Resolution # 11-2024 to enlist the Fairfield County Prosecutor's office's assistance with the Short-Term Rental violation at 3617 South Bank Road. The motion was seconded by Trustee Horn. The motion passed with 3 yes votes.

Trustee Leith made a motion to approve Resolution # 10-2024 to enlist the Fairfield County Prosecutor's office's assistance with the Short-Term Rental violation at 3224 Sheppard Ave. The motion was seconded by Trustee Horn. The motion passed with 3 yes votes.

Trustee Leith made a motion to approve Resolution #13-2024 to allow Mike Berry to proceed with accepting the contract with Fairfield County Regional Planning for the "Model Zoning Resolution". Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Trustee Leith made a motion, seconded by Trustee Yates to approve the appointment of Charles Pillon as representative and Mike Berry as alternate to represent Walnut Township on the Regional Planning Steering Committee. The motion passed with 3 yes votes.

Trustee Leith let the Trustees know that he had a conversation with the Visit Fairfield County website. Trustee Leith made a motion, seconded by Trustee Horn to approve Trustee Leith sending them a letter asking that they take down any advertisements for short term rentals on the website and sending a letter to all the local realtors and real estate brokers in the surrounding Counties. The motion passed with 3 yes votes.

**Property Maintenance – Kelly Smith;**

Kelly was not in attendance, but submitted her reports for the month of February 2024 to the Trustees for their review prior to the March 2024 meeting.

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

**Parks:**

Nate stated that he was double booked and that Tammy Attended a meeting at the County Commissioner's Hearing Room to get information on the Community Development Block Grant.

Nate asked permission to work on the application for the Community Allocation Block Grant for \$75,000.00 to get a playset for Fairfield Beach. The application is due in the middle of April 2024. Nate will bring the final plan back to the Trustees for approval

**Roads:**

Nate let the Trustees know that Truck #2 is still being repaired. The manufacturer is having to build a Transfer Case that is causing the repairs to be delayed.

Nate said he would have his Bid packets for the 2024 Road Surfacing ready for the April 2024 meeting and have the Bid Opening in May 2024.

Trustee Leith made a motion to approve Resolution # 14-2024, allowing Nate to dispose of the following equipment:

- 2011 John Deere Z820 zero turn mower S/N TC820AM020012
- Meyer 10' poly snow plow with partial mount S/N 00010609246
- Meyer 10' poly snow plow with partial mount S/N unknown

The equipment will be advertised and sold to the highest bidder on govdeals.com according to ORC 505.10. The motion was seconded by Trustee Yates. The motion passed with 3 yes votes.

**OLD BUSINESS**

1. **OPWC Grant Status Update – North Walnut Stormwater (Lakeside Phase 1)** - Township will know in June 2024 if we are approved. This project is made up of \$448,259 of grant funds and a loan for \$159,303.00.

2. **Federal “Community project funding for North Walnut Stormwater project” status** – Township was not awarded this grant, will look for other funds available.
3. **Tornado Shelter Update** – Nate gave the Trustees a progress report. The well is in, the footers are in, and Temporary electric is in. The Dome company from Texas will be here in the next two weeks. Pay requests have been submitted and we have been paid quickly.
4. **Grants** – A Critical Infrastructure Grant is available and is due April 12, 2024 and may be used for roads. Nate or Tammy can call and talk to Holly Mattei or Josh Hilberry to find out if Walnut Township would be eligible.

**NEW BUSINESS**

1. **Annual Boat Dock Renewal Letter Review** – Trustee Leith made a motion that the Township maintain the cost of \$240.00 for the 2024 dock fees. Trustee Horn seconded the motion. The letters will be sent out later in that week. Lessees are required to provide their boat registration information. This will be strictly enforced this year. The motion passed with 3 yes votes. Trustee Leith to get cost of replacing the numbered Dock Tags.
2. **Ohio Senate Capital Budget/OTSCIC Grant Request Update – North Walnut Stormwater** – Trustee Horn is preparing the application that is due April 8, 2024. The grant will be for approximately \$14,000,000.00 which will be used to finish all phases of the North Walnut Stormwater project.
3. **Copyright Logo** – Tammy will look into filing the paperwork to copyright the Township’s new logos. Tammy will report back to the Trustees at the April meeting.
4. **Land Use Plan for Walnut Township** – Trustees discussed involving residents with developing the Townships plan after we receive the counties plan.

**Additional Comments from the public:**

There were no comments.

Trustee Leith made the motion to move to executive session to discuss personnel matters per ORC 121.22 at 11:15 pm, seconded by Trustee Horn. Tammy Oliver was invited to be in the executive session. The motion passed with 3 yes votes.

Trustees returned to regular session at 12:15 am.

**Adjournment:** At 12:15 AM, March 6, 2024 Trustee Leith made a motion to adjourn. Trustee Yates 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 W. Leith