

## Walnut Township Trustees Regular Meeting

March 6, 2018

The meeting was called to order at 7:00 PM. Trustee Horn, Trustee Leith, Trustee Yates & Fiscal Officer Kraner were present.

The Pledge of Allegiance was recited.

In attendance were: Chief Hite (TWFD), Mike Berry (Zoning), Mike King (Recycling), Tim Morris (Parks/Roads) and seven (7) guests.

### Approval of Minutes

**February 6:** Trustee Horn moved to approve the minutes with corrections, seconded by Trustee Yates. Motion approved with three yes votes.

**February 28:** Trustee Horn moved to approve the minutes with corrections, seconded by Trustee Yates. Motion approved with three yes votes.

**March 2:** Trustee Yates moved to approve the minutes, seconded by Trustee Leith. Motion approved with three yes votes.

### Financial Report & Bills for Payment

Fiscal Officer Kraner requested approval on check numbers 25357 – 25360 and EFT numbers 151 – 246.

Trustee Yates moved to approve the financial reports. The final appropriations had previously been approved but a new report was provided by the auditor. Fiscal Officer Kraner said this change required an approval of the new version of the final appropriations. Trustee Leith moved to approve the new report, seconded by Trustee Yates. Motion passed with three yes votes.

Trustee Leith moved to approve the invoice for Shannon's time as Recording Secretary, seconded by Trustee Yates. Motion approved with three yes votes.

### Township Department Reports

**TWFD:** Chief Hite stated that Mike Roger passed his Medic test so the Chief would like to increase his pay from \$9/hr to \$11/hr. He would also like to move Donald Cameron to part-time Medic and Gary Anderson and Joseph Gallo to part-time EMT. Trustee Yates moved to approve the personnel changes, seconded by Trustee Horn. Motion approved with three yes votes.

Chief Hite also proposes an increase to the Captains salary from \$12.80 to \$14.00/hour, and the Lieutenants salary from \$12.40 to \$13.00/hour. This would not affect their 1500-hour requirement, as it would be pulled from their bonus that is usually given at the end of the year but divided out evenly into their salary. Fiscal Officer Kraner stated to Chief Hite that he would need to provide her with a sheet each month that confirms their hours and is signed. The Trustees asked Chief Hite to run his proposal regarding salary changes by Thurston Village and also check with the Millersport Fire Department to see what their policy is.

**Zoning:** Mike stated that in the month of February, he approved one addition permit, one fence, two new homes and sent out three zoning violation letters. Projects currently in process include one new home on Lieb's Island, one commercial project on Fairfield Beach and one pool.

**Roads:** Tim stated he sent the Trustees and the Fiscal Officer a list of all roads in the Township that he feels need extra attention, along with quotes from the Shelly Company for repairs. The roads include Cherry Lane (from SR 204 to Liberty Township line, for about \$60,000), Park Ave. (from South Bank Rd to dead end for \$5,000), and Leitnaker Road West (from SR 37 to Old Millersport Rd., for \$86,000).

He stated he is also working with Greenfield and Liberty Townships to discuss sharing the cost of road improvement in various areas, which will help control costs.

Fiscal Officer Kraner stated that our budget for road projects in 2018 is around \$150,000, which would cover all three projects. However, there is a possibility the Township may need to dip into this fund to help with the cost of replacing the roof on the shop, and this budget will not cover both jobs.

Trustee Yates moved to go out to bid on more quotes for repairs of the aforementioned road sections, seconded by Trustee Leith. Tim suggested that when we go out to bid with these projects, we combine Park Ave. with Cherry Lane into one project, and Leitnaker Rd. by itself. Motion approved with three yes votes.

#### Old Business

**Requested financial info per 1/9 Trustee meeting:** Fiscal Officer Kraner stated that she has confirmed that there are no missed payments but is still working through the remainder of the request. Trustee Horn requested that she summarize her findings in writing.

**Indigent Burial Policy:** Fiscal Officer Kraner received a response from the Prosecuting Attorney on our proposed policy pertaining to indigent burial funds. She suggested a few small changes and also suggested that the Township keep the document current, as there are a few statistics included that are subject to change each year and if the document is not current when something

happens, those changes could invalidate the policy. The Resolution Fiscal Officer Kraner is proposing includes language to indicate that the policy is automatically made current each year to coincide with state guidelines. Trustee Yates moved to approve the amended policy and Resolution # 18-07, seconded by Trustee Horn. Motion approved with three yes votes.

**Dam Update:** Ditch petitions have been filed by the West Bank Homeowners Association and Ballard's Lane. The last update the West Bank home owners received was that it is held up at ODNR right now.

**Cherry Lane Phase 3 bids:** Tim requested that the Trustees accept and sign the Shelly Company's bid for completion of the Phase 3 project on Cherry Lane for \$469,981.25. Trustee Horn moved to approve, seconded by Trustee Yates. Motion approved with three yes votes.

Other bids were as follows:

Axis Civil Construction - \$496,779.82

Darby Creek Excavating - \$534,899.23

Shelly and Sands - \$592,301.21

Strawser Paving Company - \$494,449.59

**EMS Billing:** Trustee Yates stated that the Prosecutor's Office has ruled that the Township does not have to bid, but can if they choose to. He has not been successful in getting the company to lower their rate of 6.5%. Trustee Yates said that he wants to run this by both Fire Chiefs to get their take before going any further.

**Thurston Council/TFD follow-up:** Amendment to the fire contract has been sent to the Prosecutor's Office but there is no update as of yet. Trustee Yates clarified for the public that this process is merely an addendum to the contract in an attempt to reduce duplication of services; for example, they've learned recently that Worker's Compensation was being carried by both Thurston and Walnut Township, funds for which are coming from the same pool of money.

**Shop Roof Replacement:** Trustee Horn stated that if we involve an engineer, we will need to send out for Request for Engineer Qualifications. Once the engineer has been selected, we can continue work on the next steps for replacement of the shop roof. Additionally, a few foundation cracks have been discovered in the concrete block walls at all doors and corners.

Trustee Horn stated that after all inspections, assessments and labor, he estimates the cost could be around \$32,000. This proposal includes a pitched metal roof with wooden trusses. Trustee Yates made a motion to approve increasing the estimated cost of the roof replacement from

\$27,000 to \$32,000 and also preparation of an RFQ for design qualifications, seconded by Trustee Leith. Motion approved with three yes votes.

#### New Business

**Fairfield County Engineers Annual meeting:** Trustee Leith stated that the County Engineers will meet with all townships on March 15 at 2:00 pm. This is different from past years, as they used to meet one-on-one with each township.

**Discussion of replacing Truck #7:** Trustee Horn confirmed for the public that the cost of a new truck that fits the needs of the Township is \$80,000. Trustee Yates moved to approve putting Truck #7 out for bid for anyone who is interested with a minimum bid of \$19,500, seconded by Trustee Leith. All bids must be submitted by 7 pm on May 1, 2018. Motion approved with three yes votes.

Trustee Yates stated he would prefer to hold off on a motion for replacement of the truck until he can do more research on the body material of the proposed new truck. Trustee Leith stated this item will be re-evaluated at the next Trustee's meeting on April 3.

**Resolution request from Bike Buckeye Lake:** Bike Buckeye Lake is requesting the Trustee's endorsement on the group's proposal around multi-use trails on the Dam. Trustee Horn moved to approve the organization's proposed resolution (Resolution # 18-08) and endorse the multi-use trails, seconded by Trustee Leith. Motion approved with three yes votes.

**County Health Department District Advisory Council meeting report:** The 2019 budget of \$2.7M already indicates a deficit of \$50k (\$40k for CHIP program and \$8-9k for Community Health Assessment). Employee health insurance for the County Health Department will increase by 15%; employees will begin paying 10% and slowly increase to 12% over the next five years. Employees will receive a 3% salary increase. The County Health Department will increase assessed fees to Townships by 8% in 2019.

Trustee Leith moved to adjourn the meeting, seconded by Trustee Yates. Meeting adjourned at 9:02 pm.

Meeting minutes recorded by Shannon Franz, Recording Secretary.

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Lynn Kraner, Fiscal Officer

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William Yates

Terry Horn

Doug Leith, Chairman