

**MINUTES OF THE:
WALNUT TOWNSHIP BOARD OF TRUSTEES
RE-ORGANIZATION MEETING
January 4, 2022 - 7:00 PM**

Township Officials present:

Trustees Terry W. Horn, William R. Yates and Douglas G. Leith. Fiscal Officer(FO) Jane Baker was absent.

Department Heads present:

Fire Chief - Robert Price; Zoning Inspector – Mike Berry; Property Maintenance Inspector – Scott Arnold;
Recycling – Mike King; Roads & Parks Supervisor – Nate Wagner;

Also present - Pam Shaloo and Barb Martin Fiscal Assistants

Call Meeting to order – Pam Shaloo, substituting for Fiscal Officer Jane Baker.

Pledge of Allegiance to the Flag – was led by Trustee Bill Yates.

Number of members of the public present: 8

MEETING PROCEEDINGS

Fiscal assistant, Pam Shaloo, called for Nominations for Chairperson for 2022- Trustee Yates nominated Trustee Horn, seconded by Trustee Leith. Trustee Horn stated that he is unable to fulfill the position and do justice to it this year. The nomination dies. Trustee Yates nominated Trustee Leith. He also declined the nomination. Discussion followed. Trustee Leith nominated Trustee Yates and he agreed to continue the chairpersonship for another year. Seconded by Trustee Horn. Roll Call, 3 yes votes.

Fiscal Officer turns the meeting over to Chairperson Yates:

1. Chairman Call for nominations for **Vice Chairman**; Trustee Leith is nominated by Trustee Yates. Seconded by Trustee Horn. No discussion. Roll Call – 2 yes, 1 abstention.
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 Horn nominated Nate Wagner, seconded by Trustee Leith. Roll Call, 3 yes votes.
4. Representative for **FEMA program** Trustee Yates nominated by trustee Horn, seconded by Trustee Leith. Roll Call, 3 yes votes

5. Representative for **issue II Funding**; Trustee Horn nominated by Trustee Yates, seconded by Trustee Leith. Roll Call, 3 yes votes.
6. If the township needs to hire any additional road workers, in an emergency, they will hire them at \$14.00 per hour and any additional office help at \$ 15.00 per hour. No changes from last year.
7. Trustee Yates moved to pass Resolution **01-22 to set meeting dates** for Walnut Township Trustees for 2022 as the 1st Tuesday of each month at 7:00 pm at the township office just as last year. Discussion as to how and when a special meeting is called. Trustee Yates refers guest to #9. He then makes a motion to accept. Trustee Horn seconds the motion. Roll Call, 3 yes votes.
8. Trustee Yates moved that the township meetings will be advertised in the Lancaster Eagle-Gazette, Seconded by Trustee Horn. Discussion included the use of a website and Facebook page as well. Trustee Yates said he will work on that. Trustee Horn said that we don't have a fulltime office staff to keep a Facebook page current. Roll Call, 3 yes votes.
9. Trustee Horn moved to pass Resolution **02-22 –Emergency Meeting Procedure** – If an emergency arises; the Trustees can call an emergency meeting with 24-hour notice and will post it on the front sign, the bulletin board, the doors of the township office and garage and all standing E-mail addresses on hand. If time permits, The Lancaster Eagle-Gazette, website, and Facebook (Trustee Horn worried page will take more than 24 hours to organize) include the notice. Trustee Yates seconds. Roll Call – 3 yes votes.
10. Trustee Leith moved to pass Resolution **03-22 – Procedure for calling in employees for overtime will be:** the current procedure for the sheriff's office call order is Wagner, King, Yates, Leith, and 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 Horn seconds. 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.
12. Trustee Yates moved that the **Records Commission** will consist of the Fairfield County Auditor, Jane Baker Fiscal Officer and Trustee Leith and shall adopt records retention schedule (RC-2) and ORC 121.22. Trustee Horn seconds. Roll Call, 3 yes votes.
13. Trustee Leith moved to allow **the IRS rate** of \$.58.5 for travel expenses outside of the township, and pay for all State and National conferences, parking, taxi expense and any other planned and

approved expense for training school held for trustees and the fiscal officer. Trustee Horn seconds. Roll Call, 3 yes votes.

14. Trustee Yates moved that **no records will be destroyed** from 2021 without the approval of the Records Commission. Trustee Horn seconds. Roll Call, 3 yes votes.
15. Trustee Yates moved to nominate Trustee Leith to continue as our Representative for the **County Health Board for 2022**. Trustee Horn seconds. Roll Call, 3 yes votes.
16. Trustee Yates moved to continue to **reimburse Zoning Commission and BZA members** at a rate of \$40.00 per meeting. Mike Berry, Zoning Inspector, suggests a rate of \$45.00 for 2022. Seconded by Trustee Leith. Roll Call, 3 yes votes.
17. Trustee Leith moved to nominate Trustee Horn to be the **Website Administrator** (with Integrated Technology Systems) for the township. Trustee Yates seconds. Roll Call, 3 yes votes.
18. Trustee Leith moved to nominate Trustee Yates as **the EMS Billing** Authorized Official and Primary Contact for Change Health Care. Trustee Horn seconds. Roll Call, 3 yes votes.
19. Trustee Horn moved to nominate Trustee Yates to the **Walnut Township Safety Advisory Committee** for 2022. Trustee Leith seconds. Roll Call, 3 yes votes. Thurston and Millersport need to nominate members to work with Walnut township (at least one more per township).
20. Trustee Horn moved to re-appoint **Mike Berry** as Walnut Township Zoning Inspector at a rate of \$18.00 hour for 2022. Trustee Leith seconded. Roll Call, 3 yes votes.
21. Trustee Horn moved to appoint **Diane Powell** to the position of Zoning / BZA Board and Township Recording Secretary at a rate of \$ 15.00/hour for 2022. Trustee Yates seconded. Roll Call, 3 yes votes.
22. Trustee Horn moved to appoint **Scott Arnold** as Walnut Township Property Inspector at a rate of \$16.00/hour and max load of \$12,000.00 for 2022. Trustee Leith seconded. Roll Call, 3 yes votes.

Minutes Recorded By: Diane Powell

Jane Baker, Fiscal Officer

William R. Yates , Chairman

Douglas G. Leith , Vice Chairman

Terry W. Horn