

**MINUTES OF THE:  
WALNUT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
JANUARY 4, 2022 - 7:00 PM**

**Township Officials present:**

Trustees Terry W. Horn, William R. Yates, Douglas G. Leith. Fiscal Officer (FO), Jane Baker absent; Pam Shaloo filling in.

**Department Heads present:**

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

Scott Arnold and Mike King absent.

The meeting was called to order by Trustee Chairman Yates.

**Invited guest(s) present:**

**Number of members of the public present: 8**

**MEETING PROCEEDINGS**

**Approval of Minutes:**

The minutes for December 7 Regular Trustee meeting, December 11 Special Meeting, & December 16 Special Meeting at High School, 2021 were presented for approval. Trustee Leith made a motion to approve the minutes. Trustee Horn seconded the motions. The three motions passed with 3 yes votes. The minutes for Dec. 28 Special Meeting were tabled until February meeting.

**Approval of the Financial Report and bills for payment December 2021** – Fiscal representative, Pam Shaloo;

Approval of Checks #: 25736 - 25749.

Approval of Electronic Fund Transfers #: EFTs 1798 - 1859

Trustee Yates made a motion to approve checks #25736 through # 25749 and Electronic Fund Transfers (EFT) # 1798 through # 1859, after being certified that funds are available and appropriations have been Payment listing, fund status, cash summary by fund, appropriation summary and investment listing made by Fiscal Officer Baker. Trustee Horn seconded the motion. Roll Call, 3 yes votes.

**Resolution 04-2022: Juneteenth Holiday, June 19, 2022;** Trustee Horn moved for Walnut Township employee's paid holiday to be approved. Trustee Yates seconds. Roll call, 3 yes votes.

**Resolution 05-2022.** Trustee Horn motions to verify policies and procedures for Walnut Township trustees for pay effective 1-1-2022. Trustee Leith seconds. Roll Call, 3 yes votes.

Indigent Burial of \$1000.00 to Hoskinson Funeral Home and Cremation in Kirkersville. Trustee Leith moved to approve, seconded by Trustee Yates. Roll Call, 3 yes votes.

FO, Jane Baker, would like to add Pam Shaloo to Credit Card. Trustee Leith moved that she be added with all the same privileges. Trustee Horn seconds. Roll Call, 3 yes votes.

Guest: Dario Arbogast- From Fairfield Beach. There has been discussion among residents that "Crystal Lagoon" is not good for the Fairfield Beach area. It totally changes the atmosphere of the community. The letter from the Trustees said it was contingent on the opinion and input from the residences of the beach and it would be studied. There will be a public meeting before any decisions are finalized. Trustee Horn provided a copy to Ms. Arbogast.

### **DEPARTMENT REPORTS**

**Township Fire Department** - Chief Price: reported on runs in December and total runs in 2021. Chief Price needs 2020 UAN report from Fiscal Officer (FO) Baker for Fire Dept. funds. 2021 funds aren't completed yet. He reported 1 resignation (Cindy May), 3 new hires, Jacob Thompson, Colton Ward, Donnie Abram, Jr. Trustee Horn moves to approve the hire of the firefighters, seconded by Trustee Yates. Roll Call, 3 yes votes.

Standard Operating Procedures (SOP) handbook still being worked on (due to merger) using boilerplate from Ohio Township Association.

First Responder grants (grant management, \$450.00 expense – for completion of grant submission.)

Chief wishes to have approval for ride-along program agreement for outside training agencies. Trustee Yates has a template he could use for the waiver. Ohio Law is already included in document. Bottom age limit 17 years with guardian signature. Trustee Yates will continue with project and investigate further.

Chief Price would like to have \$5000.00 for JAE's DOT inspection and scheduled maintenance. Trustee Horn moves to approve the purchase order, Trustee Leith seconds; Roll call – 3 yes votes.

Chief needs \$2500.00 to LogWear Uniforms Supply Co. for uniforms for fire department personnel. Trustee Yates moved to approve the open purchase order to LogWear. No second or roll call.

Chief has 6 broken recliners that needs replaced: 3 at station #2 and 3 at station #3. Coconis Furniture needs to be approved as an approved vendor and to purchase recliners as needed. Motion to approve Trustee Horn, Trustee Yates seconds. Roll Call, 3 yes votes.

Chief wants to verify/clarify credit card policy. After some discussion it was decided to hold until next meeting.

Mike Berry extends a public thank you to the chief for an emergency run to his father's home.

**Regional Planning** – Representative Robert Slater III – attended online meeting tonight. Hicks Partners hired by the county can help with grant writing through November, 2022.

**Zoning** – Mike Berry shared monthly and yearly notes. See reports for specific comments. For December 2021 the following permits were issued: 3 homes, 1 addition, 1 fence, 1 deck. 4 Letters were issued, 4 violations were issued. Zoning permits issued in 2021; 156 compared to 133 in 2020.

#1 problem of year, is people not getting a permit before putting sheds up because vendors tell them they don't need a permit. Some people want to put sheds on adjacent vacant lots – sometimes beside the person's dwelling lot. Trustee Leith thanked Mike for his work with Zoning.

**Property Inspector** – Scott Arnold - absent

**Recycling** – Mike King - absent

**Roads and Parks Supervisor** – Nate Wagner contacted Rick Thompson for mowing quote for 2022. No response yet.

OTA winter conference coming up in January, Trustees/employees notify FO Baker if they plan to attend.

The tree at Runkle Park has been removed.

### **OLD BUSINESS**

1. Mr. Duncan asked about the Tornado Shelter Project. The project is scheduled for completion this year. Shore Architects is working on the design. The survey has been completed.

2. Mr. Duncan asked about progress on the Storm water Project. Trustee Horn stated that it is being reviewed.

3. Boat Docks. the township will take over the docks again at Liebs Island. Those living on the interior of Lieb's Island, will have first access to the 44 available docks. There was discussion on what the dock fees should be and how docks would be maintained. There will be further discussion at the February meeting. Trustee Leith provided the Board with a draft of the "Walnut Township Dock Rules – 2022 for Leib's Island Township Parks".

Trustee Leith stated that at the end of Maple at Lagoon Park, about 6 docks- being used, but not being maintained by Township. Lagoon and Runkle docks are in good shape. There was a question about who will issue Lieb's Islands dock stickers. Will work with FO Jane Baker to see if the stickers will be issued from the Township office and what office hours will be dedicated for that purpose.

### **NEW BUSINESS**

1. Trustee Yates - Possible Fire Levy. All documentation will need to be provided and certified to the Board of Elections 75 days prior to the election. This needs to be completed in May to meet an August special election deadline. Trustee Yates will be contacting the Auditors office to determine how much each mil is worth.

2. Trustee Horn – There is an opportunity called Brownfield and Demolition Cleanup grant for demolition of vacant, dilapidated structures from the State. The Fairfield County Land Bank will administer the \$500,000. Trustee Horn will get out letters to potential property owners who will need to agree to the demolition of their property. It was also discussed that the Fairfield Beach Club House would be a good candidate and that the Fairfield Beach Property Owners Association should discuss this and decide if they want to take advantage of this opportunity.

3. OTA Conference – January 26-28 – FO Baker.

4. Trustee Horn signed an agreement to renew a 3-year agreement with Lancaster Community Action Agency (LCAA) for recycling at our offices. LCAA provides a payment of \$500 per year to be used for maintenance of the recycling area.

5. Trustee Horn moved to send out Letters of intent for the North Walnut Township Stormwater Conveyance Study. The deadline is January 21, 2022 at 3:30 pm to Eric McCrady at the Fairfield County Engineers office. Second by Leith. Roll Call, 3 yes votes.

6. Personnel Handbooks. It was agreed to have a **Special Meeting** work session to work on this on January 18<sup>th</sup> at 6:00 pm. Barb Martin will also join.

7. Trustee Yates - Fire Department Personnel SOG/SOP handbook – Chief Price talked about this earlier. Get that book in place – in 3-ring binder that will continually change.

8. Trustee Horn requested the spare office computer and small printer to be used by property inspector t at his residence. There were no objections.

9. Trustee Horn - has created a Recording Secretary Handbook. This includes templates of all various township meeting minutes and instructions. He noted the importance of recording anything introduced during meetings and hearings. Anything used to help trustees and Zoning Boards to make a decision on Township business will be included in the minutes.

10. Trustee Yates would like to get out road paving as early as possible this year. There is \$450,000 in budget. Road repairs desperately needed.

11. Trustee Horn moved-to go into Executive Session at 10:45 pm per ORC 121.22 (G) for the purpose of employee's evaluation and compensation. Trustee Yates, second, Roll call – 3 yes votes

At 11:30 pm Trustees came out of Executive Session. Trustee Horn moved to give Road Supervisor, Nathan Wagner a \$1 per hour raise effective after he completes his 6-month probationary period, second by Trustee Leith. Motion passed with 3 yes votes.

Trustee Horn moved to close the meeting at 11:32 pm, second by Leith. Roll call – 3 yes votes.

Minutes provided by: Recording Secretary, Diane Powell

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Jane Baker, Fiscal Officer

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William R. Yates, Chairman

Douglas G. Leith, Vice Chairman

Terry W. Horn