

**MINUTES OF THE:
WALNUT TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING
January 18, 2022 – 6PM**

Township Officials present:

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

Also attending Pam Shaloo and Barb Martin Fiscal Admin assistants

Number of members of the public present: 2

The meeting was called to order at 6:00 PM by Trustee Chairman Yates and the Pledge of Allegiance to the Flag was recited.

MEETING PROCEEDINGS

Advertised Purpose of Meeting:

The purpose of this meeting was for:

1. North Walnut Township storm water conveyance study.
2. Work session for the Walnut Township personnel policies and procedures.

Discussion:

North Walnut Township storm water conveyance study:

Trustee Horn discussed the next steps in the process. Mr. Horn will be meeting with the Fairfield County Engineers office (FCEO) over the next few weeks as follows:

Trustee Horn to meet at the FCEO on January 21 with Eric McCrady – Deputy County Engineer, Jonathan Ferbrache, Fairfield County Soil & Water, Jon Kochis, Fairfield County EMA Director, Nate Wagner and Mike King Walnut Township to finalize the scope of the project that will be given to the Civil Engineering Consultant.

January 21, 3:30PM Letters of Interest from Civil Engineering Consultants due for submission at FCEO.

Trustee Horn to meet at the FCEO January 26 to select the Civil Consultant based on established scoring criteria based on best qualified consultant for this project. In attendance will be Eric McCrady, Jonathan Ferbrache and Jon Kochis.

On or before January 27, Eric McCrady to send notice of selection to winning firm.

Trustee Horn to meet at the FCEO on February 1 with Eric McCrady, Jonathan Ferbrache, Jon Kochis and selected Civil Engineer to review project scope and request a fee for the project.

Trustee Horn made a motion to be given authority from the Board of Trustees to be part of the Civil Engineer selection process during the January 26 meeting at the FCEO. Trustee Leith seconded the motion. Discussion followed. Roll call vote – Horn-yes, Leith-yes, Yates-yes. Motion passed with 3 yes votes.

Work session for the Walnut Township personnel policies and procedures:

General discussion of the Personnel Handbook ensued. The current Handbook draft that we now have was authored by Barb Martin on June 2021 and was based on the 2013 Ohio Township Association and a 2010 Walnut Township unapproved version among others. Trustee Yates has made comments on his personal copy and Trustee Horn sent his marked-up copies to Barb. After the general discussion it was decided that the Trustees will hold a Special Meeting 1-hour prior to each regular meeting to work on the Personnel Handbook updates until it is finished. Trustee Horn asked Pam if she would be willing to hold and update the master Word version of the Handbook and make the updates/edits as this is being worked on and she agreed.

Trustee Leith took the opportunity to thank Barb for her excellent service to the Township as she will be leaving at the end of January. Trustee Yates and Horn were in agreement.

Adjournment: At 6:40PM, Trustee Horn made a motion to adjourn. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Minutes Recorded By: Terry Horn

Jane Baker, Fiscal Officer

William R. Yates, Chairman

Douglas G. Leith, Vice Chairman

Terry W. Horn