

## RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd., Millersport, OH 43067

### RE-ORGANIZATION MEETING MINUTES

January 10, 2023 - 6:00 PM

#### **Township Officials present/absent:**

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

#### **Department Heads present:**

Zoning Inspector – Mike Berry; Recycling - Mike King; Roads & Parks Supervisor - Nate Wagner

Also present: Fiscal Accounting Clerk - Tammy Oliver

The meeting was called to order at 6:00 PM by Fiscal Officer, Pam Underwood.

**Pledge of Allegiance to the Flag** was led by Fiscal Officer, Pam Underwood.

**Number of members of the public present:** 7 as recorded on sign-in sheet.

#### **MEETING PROCEEDINGS**

Fiscal Officer, Pam Underwood, called for Nominations for Chairperson for 2023. Trustee Leith nominated Trustee Horn, seconded by Trustee Yates. Trustee Horn declined the nomination. The nomination died. Trustee Horn nominated Trustee Yates and he agreed to continue as the chairpersonship for another year. Motion was seconded by Trustee Leith. Roll Call, 3 yes votes.

#### **Fiscal Officer turned the meeting over to Chairperson Yates:**

1. Chairman Yates called for nominations for Vice Chairman; Trustee Horn was nominated by Trustee Leith. Seconded by Trustee Yates. No discussion. Roll Call, 3 yes votes.
2. Representative to RPC; Bob Slater nominated by Trustee Leith, seconded by Trustee Horn. Roll Call, 3 yes votes.
3. Representative to Block Grant Board/CDBG; Trustee Horn nominated Nate Wagner, seconded by Trustee Yates. Roll Call, 3 yes votes.
4. Representative for FEMA program Trustee Horn nominated himself, seconded by Trustee Leith. Roll Call, 3 yes votes.
5. Representative for Issue II Funding; Trustee Leith nominated Nathan Wagner, seconded by Trustee Yates. Roll Call, 3 yes votes.
6. A motion was made by Trustee Yates that temporary emergency road workers and temporary office personnel, will be paid \$15.00 per hour for 2023. Motion was seconded by Trustee Horn. Roll Call, 3 yes votes.
7. Trustee Horn moved to pass Resolution **01-2023 to set meeting dates for Walnut Township Trustees for 2023** as the 1<sup>st</sup> Tuesday of each month at 7:00 pm at the township office just as last year. Trustee Leith seconded the motion. Roll Call, 3 yes votes.
8. Trustee Horn moved that the regular township meetings will be advertised one time annually in the Lancaster Eagle-Gazette and on the Walnut Township website and Facebook pages. Motion was seconded by Trustee Leith. Roll Call, 3 yes votes.
9. Trustee Horn moved to pass Resolution **02-2023 –Emergency/Special Meeting Procedures** –the Trustees can call an emergency/special meeting with 24-hour notice and will post it on the bulletin board, the doors of the township office and garage and sent to all standing E-mail addresses on

hand. As time permits, The Lancaster Eagle-Gazette, the Township website, and Township Facebook pages include the notice. Trustee Yates seconded the motion. Roll Call, 3 yes votes.

10. Trustee Yates moved to pass Resolution **03-2023 – The Procedure for calling in employees for overtime** will follow the sheriff's office procedures which is to call in the following order: Nathan Wagner, Mike King, Bill Yates, Doug Leith, and Terry 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 Leith seconded the motion. 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. Motion was made to accept by Trustee Yates and seconded by Trustee Horn. Roll Call, 3 yes votes.
12. Trustee Yates moved that the Records Commission will consist of the Fairfield County Auditor, Pam Underwood, Fiscal Officer and Trustee Leith and shall adopt records retention schedule (RC-2) and ORC 121.22. Trustee Horn seconded the motion. Roll Call, 3 yes votes.
13. Trustee Horn moved to approve the IRS rate of \$0.655 cents per mile or, in the event of mid-year IRS changes, the then current IRS rate for travel expenses outside of the township, and pay for all State and National conferences, parking, taxi expenses and any other planned and approved expenses for training school held for trustees the fiscal officer and other Township employees. Trustee Yates seconded the motion. Roll Call, 3 yes votes.
14. Trustee Yates moved that no past records will be destroyed except per the Township's Records Retention Schedule without the approval of the Records Commission. Trustee Horn seconded the motion. Roll Call, 3 yes votes.
15. Trustee Yates moved to nominate Trustee Leith as the Representative to the County Health Board for 2023. Trustee Horn seconded the motion. Roll Call, 3 yes votes.
16. Trustee Leith moved to continue to compensate Zoning Commission and BZA members at a rate of \$40.00 per meeting for 2023. Seconded by Trustee Horn. Roll Call, 3 yes votes.
17. Trustee Yates moved to nominate Trustee Horn to be the Website Administrator for the township. Trustee Leith seconded the motion. Roll Call, 3 yes votes.
18. Trustee Horn moved to use Integrated Technology Solutions as needed as our IT Consultants at a discounted rate of \$75.00/hour. Motion was seconded by Trustee Yates. Roll Call, 3 yes votes.
19. Trustee Leith moved to compensate the Representative to the RPC at a rate of \$40.00 per meeting attended. Motion was seconded by Terry Horn. Roll Call, 3 yes votes.
20. Trustee Horn moved to nominate Trustee Yates as the EMS Billing Authorized Official and Primary Contact for Change Health Care. Trustee Leith seconded the motion. Roll Call, 3 yes votes.
21. Trustee Leith moved to nominate Trustee Yates to the Walnut Township Safety Advisory Committee for 2023. Trustee Horn seconded the motion. Roll Call, 3 yes votes.
22. Trustee Yates moved to discuss hourly wages for the Zoning Secretary, the Property Inspector and the Zoning Inspector for 2023 during an executive session during the regular January 2023 Board Meeting. Seconded by Terry Horn. Roll Call, 3 yes votes.
23. Trustee Horn moved to close the Reorganizational Meeting at 6:50 PM and move to the Regular Meeting. The motion was seconded by Trustee Leith. Roll Call, 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 Horn, Vice Chairman

Doug Leith, Trustee