

# RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd. NE, Millersport, OH 43046

## SPECIAL MEETING MINUTES

March 14, 2023 -9:00 AM

### **Township Officials present:**

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

### **Department Heads/Staff present:**

Roads Supervisor – Nate Wagner; Fire Chief - Robert Price; Assistant Fire Chief - Rob Robertson; Recording Secretary and Fiscal Accounting Clerk - Tammy Oliver.

The meeting was called to order at 9:00 AM by Trustee Chairman Yates and the Pledge of Allegiance to the Flag was recited.

**Number of members of the public present:** 0 as recorded on Sign-in sheets.

### **MEETING PROCEEDINGS**

**Purpose of Special Meeting:** Salt Barn Discussion, Fire Department Safer Grant Personnel Requirements and Discussion of Community Infrastructure Funding Grant.

- 1. Salt Barn-** The Walnut Township Trustees with the road supervisor, Nate Wagner, discussed the design, location, and construction of a new salt barn. Trustee Horn showed pictures of various salt barns that Nate Wagner and Trustee Horn visited. There was discussion as to size and positioning of the Salt Barn on the Township's property. Trustee Horn discussed hiring JBA Architects in Newark, Ohio to do the design work and engineering. Trustee Horn made the motion to do a request for qualifications for a salt barn, if required, to meet ORC statutes and/or requirements for bidding. Motion was seconded by Trustee Leith. There was additional discussion that the funds would come from the Roads fund for the Salt Barn and an equal amount of ARPA funds would be used for the Township's Road projects for 2023. The motion passed with 3 yes votes.
- 2. Fire Department - Approval of 1 full-time Assistant Chief and the Job Description, Approval of \$1.00/hour pay increase for all part-time fire personnel in their respective paygrade, and Approval of pay increase for the Fire Chief.** Motion was made by Doug Leith that the following Fire Department changes be approved as a package: Effective March 14, 2023 Rob Robertson was hired as a full-time Assistant Fire Chief at an annual pay rate of \$59,483.32 and an additional \$10,000.00 Paramedic Bonus plus approved benefits. The Part-time Fire Chief's salary will be increased by \$1,100.00/month, and there will be a \$1.00/hour pay increase for all part-time fire personnel effective with the pay-period starting March 26, 2023. Motion was seconded by Trustee Horn. The motion passed with 3 yes votes.
- 3. Fire Department - Approval of the 3 full-time Firefighters to fulfill the stipulations of the Safer Grant** - Chief Price recommended that Folan Hallissey, Vince Mattia, and Brandon Metzger be hired as the full-time Fire personnel at a starting annual base pay rate of \$47,794.86 with an additional \$10,000.00 Paramedic Bonus to be paid as the new employees pass their Paramedic certifications plus approved benefits package. The positions are approved with a 3-step yearly salary schedule that was written into the Safer Grant and will be partially paid from the Safer Grant Funds. The Motion was made by Trustee Leith and seconded by Trustee Horn to approve the hiring of Folan Hallissey, Vince Mattia, and Brandon Metzger effective March 14, 2023 as required by the Safer Grant and the 3 full-time fire fighters/paramedics will start work on March 24, 2023. The funding will be reviewed and approved by the Fiscal Officer. The motion passed with 3 yes votes.
- 4. Fire Department - Approval of the Walnut Township Fire Department personnel job description/personnel work agreement that pertains to full-time firefighters** – The Trustees would like the Fairfield County Prosecuting Attorney's office review the personnel policy and handbook before it is approved. Fiscal Officer, Pam Underwood, will verify the funding.
- 5. Fire Department - Approval of the Walnut Township Fire Department SOP/SOG manual, including job descriptions for all Fire Department personnel** - The Trustees would like the Fairfield County Prosecuting

Attorney's office to review the SOP/SOG manual, including job descriptions for all Fire Department personnel before it is approved. Fiscal Officer, Pam Underwood, will verify the funding.

**6. Discussion of Community Infrastructure Project Funding Grant** – Trustee Horn stated he had no additional information on the Grant at present but may need a special meeting if the opportunity for the funds come together.

**Adjournment:** At 10:27 AM, Trustee Horn made a motion to adjourn. Trustee Leith seconded the motion. The motion passed with 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 W. Horn, Vice Chairman

Douglas G. Leith, Trustee