

# RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd. NE, Millersport, OH 43046

## REGULAR MEETING MINUTES

April 4, 2023 -7:00 PM

### **Township Officials present:**

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

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

Roads & Parks Supervisor - Nate Wagner; Regional Planning Commission Representative - Robert W. Slater II, Fire Chief - Robert Price; Zoning Inspector - Mike Berry; and Recording Secretary and Fiscal Accounting Clerk - Tammy Oliver; Property Maintenance Inspector - Kelly Smith.

The meeting was called to order at 7:00 PM by Trustee Chairman Yates and the Pledge of Allegiance to the Flag was recited.

**Invited guest(s) present:** Fairfield County Sheriff's Office – Sgt. Sean Burke.

**Number of members of the public present:** 10 as recorded on Sign-in sheets.

### **MEETING PROCEEDINGS**

**Fairfield County Sheriff's Office - Sgt. Burke** presented a report to the Trustees for February and March 2023 that includes all calls for service within the Township. Announced that the Sheriff's office was able to acquire a boat that the Sheriff's office from the military and plan to patrol on Buckeye Lake at least a couple days each week during the summer of 2023. Sgt Burke asked if there were any concerns that needed addressed. There were concerns for items being stolen from properties on the lake.

### **Approval of Minutes:**

The minutes for the Special Hearing on March 7 , 2023 were presented for approval. Trustee Horn made a motion to approve the minutes with corrections. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The minutes for the Regular Meeting on March 7 , 2023 were presented for approval. Trustee Horn made a motion to approve the minutes with corrections. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The minutes for the Special Board Meeting on March 14, 2023 were presented for approval. Trustee Horn made a motion to approve the minutes with corrections. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The minutes for the Special Board Meeting on March 31, 2023 were presented for approval. Trustee Horn made a motion to approve the minutes. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

### **Financial Reports – Fiscal Officer, Pam Underwood:**

#### **Approval of Checks and Electronic Fund Transfers (EFT's):**

Trustee Horn made a motion to approve checks # 25837 through # 25842 and Electronic Fund Transfers # 99-2023 through # 210-2023, after being certified that funds are available and appropriations have been made by Fiscal Officer, Pam Underwood. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Trustee Leith made the motion to approve the Fiscal Officer's financial reports for February 2023. Reports include: Investment Listings, Appropriation Summaries, Cash Summaries, Fund Status and Payment Detail Listings and the Bank Reconciliation Reports for January 2023. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Fiscal Officer, Pam Underwood let the Trustees know that she will be hiring a part-time person to work in the Fiscal Office during the Summer of 2023. This person's duties will include cleaning up files and any other necessary items that the Fiscal Office may need assistance with.

Trustee Horn made a motion to approve payment of Invoice #6144061-00-10 from MS Consultants dated March 9, 2023 in the amount of \$ 6,901.03 from the ARPA Grant Funds/Stormwater Subgrant. Seconded by Trustee Leith. The motion passed with 3 yes votes.

**Comments from the public:**

1. There were comments from the public that kids were taking the new Rip Rap along Beaver Road and throwing the large rocks into the ditch.
2. There was public discussion about the fire department not being covered with personnel at Fairfield Beach. Discussion was that the Fire Department were being covered by the required needs by runs at each Station. Chief Price mentioned that the Fairfield Beach Fire Station is being covered with the personnel that is available and that Fairfield Beach is covered by Fire/EMS protection at all times. Chief Price mentioned that there is a need for volunteer firefighters along with our full-time firefighters.
3. There was public discussion that prime farm land in Walnut Township not be used for solar projects.
4. Citizens expressed concern for the flooding on Fairfield Beach. There was discussion about cleaning out the culverts.

**DEPARTMENT REPORTS**

**Township Fire Department - Chief Price;**

Chief Price stated there were 98 Total Runs in March 2023.

Updated the Trustees on the maintenance and repairs of the Fire Department vehicles.

Updated the Trustees on the maintenance and repairs being made at the various stations. Voiced concern for the damage to the driveway at the Thurston station by a large truck and wanted suggestions as to if a fence should be installed or concrete barricades.

**Regional Planning Commission Representative – Robert Slater II;**

Mr. Slater reported that he attended the April 4, 2023 meeting. James Mako, Executive Director of the Regional Planning Commissioner, was replaced by Darryll Wolnik.

**Zoning – Mike Berry;**

16 permits issued in March 2023: 3 homes, 2 commercial additions, 3 accessory building, 2 fences, 1 deck, 2 variances. No outstanding fees.

16 letters issued: 1 violation, all three Appeal Hearings in March were denied. Prior violations: Accessory Bldg. on Alder and Ivy, Prosecuting Attorney sent final letter of complaint for resident living in a camper at 5557 Alder Road, 13516 Newark Road, Semi-Trailer, and several sheds, ongoing. There will be 2 BZA variance hearings on April 13, 2023. The Solar Amendment was presented to regional Planning. Regional Planning will review at the May 2023 meeting. There is a need for permit fees to be updated to include addition for commercial structures.

Returned 125 phone calls.

**Parks and Roads Supervisor – Nate Wagner;**

**Parks:**

New Salem Park needs to increase fall protection (mulch) where our equipment is anchored in. The concrete sticking up out of the ground. Nate is trying to repair without much expense, but Nate may need to come back for Trustee approval.

One of the large Ash trees at Huffman Park is in the roads right-a-way, so the tree removal can be paid with Roads and Bridges funds.

Nate would like approval for Resolution 13-2023 to apply for ODNR Nature Works Grant to make improvements to Township Parks on Leibs Island. \$5,000 was bequeathed by George Abdala for the purpose of improving Township Parks at Leibs Island. The resolution would allow for acceptance of the \$5,000 donation to be used the Township's matching funds for the NatureWorks grant. The funds would be used for trash cans and swing sets at the parks. The resolution authorizes the Park Supervisor, Nate Wagner, to apply for the NatureWorks grant in an amount not to exceed \$28,000 for the project.

The motion was made by Trustee Leith and seconded by Trustee Horn to approve Resolution 13-2023 titled "A Resolution to Apply for ODNR NatureWorks Grant". The motion passed with 3 yes votes.

"No fishing from docks" signs were put up on the Leibs Island Park docks.

Nate said that baseball practice had begun in the parks and that the Port-a-Johns were to be delivered the week of April 3, 2023.

**Roads:**

Nate announced that there had been two high water events, two high wind events and one snow event since the last regular board meeting on March 7, 2023.

Roads department is patching holes and installing berm on Geiger Road.

Updates on equipment repairs to the injection pump on the big tractor, replace two hydraulic lines on the big case loader and replace the fuel pump on the Ford Ranger.

Nate went over the proposed Resolution 14-2023 that authorizes Walnut Township's participation in the ODOT Road Salt Contracts awarded in 2023. Nate stated he planned on ordering 300 tons of salt. The barn is completely full which is approximately 400 – 500 tons.

Trustee Horn made a motion to approve Resolution 14-2023 "Resolution Authorizing Participation in the ODOT Road Salt Contracts Awarded in 2023" to approve the participation in the ODOT program and committing to purchasing 300 tons of salt. The resolution was seconded by Trustee Leith. The motion passed with 3 yes votes.

Nate informed the Trustees that there had been some vandalism to the Roads equipment at the Township Building and trash being left. Nate is planning to install "empty" cameras.

Nate went over his 6-year Road Maintenance Schedule he would like to utilize. The plan for the 2023 Roads Maintenance would be approximately \$375,522.36. Trustee Horn recommended that we use \$250,000.00 from ARPA funds in this year. Then in 2024 potentially use the balance of ARPA funds of \$191,000.00 for road paving. Then us Road and Bridge funds to pay for the Salt Storage Facility in 2024.

Trustee Leith made the motion for the Roads Supervisor to put out his bid packet to start the Bidding process for the 2023 Road Maintenance and accept bids at the May 2, 2023 Regular meeting. The motion was seconded by Trustee Horn. The motion passed with 3 yes votes.

The Trustees will approve a resolution with more detail pertaining to the 2023 Roads project at the May 2, 2023 Regular Board meeting including how the Road paving will be funded.

Nate would like to purchase a ditching attachment for the Township's mower. Will present information at the Regular Board meeting on May 2, 2023 .

**OLD BUSINESS**

**1. Safe room update (Fairfield Beach Tornado Shelter)** – Trustee Yates and Nate Wagner discussed that the Township has been granted an extension through Oct 2023 for the project to commence. The Township was originally granted \$800,000.00 through the Hazard Mitigation Grant Program with the Township committing \$100,000.00 and the State committing \$100,000.00. Cost estimates to complete the project were \$500,000.00 over our original project funds available. Additional funds have become available

to cover the cost estimates for construction of the Safe Room/Tornado Shelter. If the Township moves forward with the project, so that the additional Federal Funds can be requested, the Township will need to commit additional funds. Trustee Yates made the motion, seconded by Trustee Leith to approve Resolution #15-2023 "A Resolution to secure funds for the Walnut Township Safe Room" committing a 12.5% match of the total funds the Township is granted through the Hazard Mitigation Grant Program with the State providing the remaining 12.5%. These funds will allow the Township to pursue the additional funding for the completion of the project. The motion passed with 3 yes votes.

**2. Zoning Commission Appointment** - Motion was made by Trustee Leith to appoint Daria Arbogost to the Zoning Board as an Alternate for a 5-year term ending in 2027. Motion was seconded by Trustee Yates. The motion passed with 3 yes votes.

**3. DEA Take Back Event and Recycle/Shredding opportunities** – Reminder that this event will take place April 22, 2023 10 am – 2 pm at Station 631. Flyers will be distributed.

### **NEW BUSINESS**

**1. North Walnut Township Storm Water** – There will be a special meeting scheduled for April 20, 2023 at 7:00 pm at the Walnut Township Elementary School Auditorium in Millersport, Ohio for the final public review of the north Walnut Township Stormwater Conveyance Study.

**2. Salt Storage Facility** – Trustee Horn made the motion to approve Resolution 12-2023 "A Resolution Providing for a New Salt Storage Facility" approving the qualifications and entering into an agreement with JBA Architects, 53 Julia Street, Hebron, Ohio 43025 and their sub consultants to perform Architect/Engineer Designs services at a fee of \$36,060.00 for JBA's services. The funds for the project will be paid using the Roads and Bridges Fund (Fund 2031). Motion was seconded by Trustee Yates. The motion passed with 3 yes votes.

A motion was made by Trustee Horn and seconded by Trustee Leith to sign the Architect/Engineer Professional Design Services Agreement with JBA Architects, 53 Julia Street, Hebron, Ohio 43025 dated April 3, 2023 for the sum of \$36,060.00. The motion passed with 3 yes votes.

A motion was made by Trustee Horn and seconded by Trustee Leith to sign the Anticipated Construction Schedule Proposal (Exhibit 1) with JBA Architects, 53 Julia Street, Hebron, Ohio 43025 dated April 3, 2023 for the sum of \$36,060.00. The motion passed with 3 yes votes.

**3. Bike Buckeye Lake** – A motion was made by Trustee Horn that the Trustees sign the letter dated April 4, 2023 in support of the Buckeye Lake Bike route. The motion was seconded by Trustee Leith. The motion passed with 3 yes votes. There was discussion as to the location of the trail and what work will be done by Township personnel.

Trustee Horn made the motion to approve Resolution #10-2023 "For Local Bike Route in Walnut Township (Bike Buckeye Lake)" seconded by Trustee Yates. The motion passed with 3 yes votes.

**4. Future Grant Opportunity** - Trustee Horn wanted to follow-up that he applied for the \$2,000,000.00 Community Project Funding Grant for Lakeside Stormwater Conveyance for Phase 2, 3, and 4 through Congressman, Troy Balderson's office. This is an earmark. We will be using the OPWC Phase 1 Lakeside grant as the 20% local match.

**5. Legislative notice regarding the applied for liquor permit for Dilligaf Paradise LLC & Patio, 13607 Shell Beach Road, Thornville, Ohio 43076** - There was no objection by the Trustees.

**6. DAC (Health Department Advisory Council Meeting** – Trustee Leith gave an update with appointments, discussed a 3% increase of \$2,400.00 giving Walnut Townships fees at approximately \$45,000.00 per year.

**7. Move the July 4th Regular Meeting** – Motion was made by Trustee Leith and seconded by Trustee Yates to move the Regular July 4, 2023 Board of Trustee Meeting, because of the meeting being on the holiday, to Tuesday, July 11, 2023. The motion passed with 3 yes votes.

**8. Bike Buckeye Lake Continued** - Trustee Horn requested further discussion of the Bike Buckeye Lake project and what The Township's support would mean regarding maintenance responsibilities. Trustee Horn suggested the Trustees make a motion to clarify the sign maintenance the Township will be responsible for. Nate stated that the County will be adding all regulatory signs to their inventory and maintaining them from then on. All Route signs will not be provided by the County. The Trustees feel that Bike Buckeye Lake should provide all route signs and that The Township will provide the labor to install the Route signs.

Trustee Horn made a motion that each jurisdiction will maintain their sections of the Buckeye Lake Bike trail and provide replacement regulatory signs or make alternative agreements with Bike Buckeye Lake. Motion was made by Trustee Horn and seconded by Trustee Leith that all signs, posts and equipment will be provided by Bike Buckeye Lake and installed by the Township. Motion passed with 3 yes votes.

**Comments from the public:**

1. There were no additional comments.

**Adjournment:** At 11:00 PM, 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