

# RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd., Millersport, OH 43067

## REGULAR MEETING MINUTES

April 9, 2024 – 7:00 PM

*The regular meeting scheduled for April 2, 2024 was postponed for safety reasons because of the violent weather forecast during the scheduled meeting time.*

### **Township Officials present:**

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

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

Roads & Parks Supervisor - Nate Wagner; Fire Chief - Robert Price; Zoning Inspector - Mike Berry; Regional Planning Commission Representative - Robert W. Slater II; and the Recording Secretary and Township Administrator - Tammy Oliver were present. Property Maintenance Inspector - Kelly Smith was not present.

The regular meeting was called to order at 7:00 PM by Trustee Chairman Yates.

**Invited guest(s) present:** None

**Number of members of the public present:** 8 as recorded on Sign-in sheets.

## MEETING PROCEEDINGS

### **Approval of Minutes:**

Trustee Leith made a motion to approve the meeting minutes for the February 15, 2024 Special Meeting with corrections. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Trustee Horn made a motion to approve the meeting minutes for the March 5, 2024 Regular Meeting with corrections. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Trustee Horn made a motion to approve the meeting minutes for the March 7, 2024 Special Meeting with corrections. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Trustee Horn made a motion to approve the meeting minutes for the March 13, 2024 Special Meeting. The meeting was not an official meeting because there was not a quorum of the Trustees present, but minutes were taken to document the Bid Opening for the Salt Storage Facility. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Trustee Leith made a motion to approve the meeting minutes for the March 19, 2024 Special Meeting with corrections. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Trustee Leith made a motion to approve the meeting minutes for the March 28, 2024 Special Meeting with corrections. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

### **Financial Reports – Fiscal Officer, Pam Underwood (Not Present):**

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

Trustee Horn made a motion to approve checks # 29374 through # 29419 and Electronic Fund Transfers #2-2024 through #188-2024, after being certified that funds are available and appropriations have been made by Fiscal Officer Underwood. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Trustee Leith made a motion, seconded by Trustee Horn, to request the Fiscal Officer to research better ways to invest the Townships funds to get a bigger return on those funds. The Trustee's want the Fiscal Officer to present her findings and recommendations at the May 7, 2024 Board Meeting. The Trustees would like the Fiscal Officer to shop CD's and other investments. The motion passed with 3 yes votes.

Trustee Horn made a motion and seconded by Trustee Leith requesting the Fiscal Officer report to the Trustees on a quarterly basis starting May 7, 2024 on how the FO is investing the Townships funds. They would like an analysis of how the financial markets are performing in comparison to the Township's Investments. The motion passed with 3 yes votes.

Trustee Horn suggested and on-going "Action Item List" of all Fiscal Office action items that need to be done in a timely manner and will be shared with the Trustees and the Fiscal Officer on items. The Trustees are still requiring that all checks require two Trustee signatures and the Fiscal Officer's signature per ORC 507.11.

Outstanding 2020-2021 Audit issues have been addressed by the Fiscal Office. The Fiscal Office produced proof that the 2020-2021 Audit has been published in the Lancaster Eagle Gazette and that the 2023 Hinkle Report has been filed. A copy of the 2020-2021 Audit Report is in the Township Building Foyer and available to the public for review.

Trustee Horn made a motion, seconded by Trustee Leith to approve the financial reports presented by the Fiscal Office. There was discussion as to why there are a large number of adjustments. The Trustees had a concern as to the absence of the actual bank statements being presented for the Trustee's review which had been done prior to February 2024 monthly. The Trustees would like to see them on a monthly basis with the financial statements.

The Trustees agreed to pay Rockside Remodeling LLC for the work the company performed that the Fiscal officer had arranged without the prior approval from the Trustees. They are agreeing to pay contingent upon requiring a "then and now" Purchase order be initiated by the FO for the additional unapproved expense and that the Trustees are not responsible for the extra unapproved expense and are holding the Fiscal Officer as being personally responsible for the unapproved expense.

Trustee Horn made the motion to approve the financial reports that were presented by the Fiscal Officer. Seconded by Trustee Leith. The motion passed with 3 yes votes.

The Fiscal Officer had requested a number of items and permissions on. The Trustees received the list at the board meeting and will need time to review the items.

#### **Comments from the public:**

A member of the public brought up the Fairfield County Commissioners are preparing a map that will make all 13 townships exclusionary zones for industrial scale solar, with the exception of eastern cottontail, who will be grandfathered in, has already leased 2,300 acres and is still leasing additional land. Eastern Cottontail states that it will be only approximately 900 acres that will be affected. The Solar group against Solar in Walnut Township has hired legal counsel and is beginning to litigate Eastern Cottontails stances and attempting to make sure that the Eastern Cottontail leased property is not excluded on the Commissioners map.

A member of the public commended the Fire Departments prompt and professional handling of a medical emergency with his mother. The resident expressed his appreciation for the care his mother received and that the Fire Personnel were primarily responsible for her recovery.

#### **DEPARTMENT REPORTS**

##### **Township Administrator – Tammy Oliver;**

Administrator's office and setting up the new office space for the Zoning Inspector to be approved by the Trustees. Tammy expressed that she is working on getting approval from the for the property tax abatement for the Millersport Fire station. Tammy sent the Trustees the February Tax settlement for review so that they are aware of the breakdowns. She is reviewing the Budget to determine if the Trustees and the Fiscal Officer are being paid the proper amount, by law, based on the Township's

budget. Tammy is working with the Supervisors and building a good stream of communication between the departments and the Trustees.

**Township Fire Department - Chief Robert Price;**

Chief Price stated there were 124 total runs in March 2024.

Chief Price stated that they have received the AED for the Township Building Foyer leased for a year. We are waiting for the Mounts and that we may need to install a small heater in the foyer. An App/Software on your cell phone will tell you the closest AED if you have an emergency requiring an AED. Chief price will be making a special presentation of the Thurston AED to the Thurston Village Council on Wednesday, April 10th that has been installed.

Reminder that DEA Drug Takeback Day will be Saturday, April 27, 2024 from 10:00 AM to 2:00 PM.

Chief Price wanted to let the Trustees know that they are training fire personnel on the Boat on Buckeye Lake.

Chief Price has requested a special board meeting to review how the Trustees would like to proceed with the Proposed Fire Levy. The Trustees tentatively decided to have a meeting on Thursday, April 11, 2024 at 1:30 pm. The Recording Secretary will take care of the public notice.

Chief Price let the Trustees know that we are posting an announcement educating the Public on the open fire rules in Ohio.

**Zoning – Mike Berry**

13 permits issued in February: 4 home, 1 addition; 2 Accessory Buildings; 1; 2 decks; 1 Pool; 1 variance; 2 Ag exempt. 5 Variance Letters issued. No outstanding fees. Two properties will be receiving Citations for Short Term Rental Violations. Those properties being 3617 South Bank Road and 3224 Shepard Avenue.

Short term Rental violations are starting to subside again that the spring/summer season are starting.

Returned 123 phone calls.

**Property Maintenance – Kelly Smith;**

Kelly was not in attendance, but submitted her reports for the month of March 2024 to the Trustees for their review prior to the April 2024 meeting.

Trustee Horn made the motion to approve that the Property Maintenance Inspector submit the following properties for non-compliance to the City of Lancaster's, Law Director's Office for review and possible court action if still not in compliance within the next 30 days. These properties being: 0 Aspen Road (Bailey 23-31); 130082 Aspen Road (Mynes 23-40); 3089 North Street (Black 23-37); and 13062 Hawthorne (Purple Monkey 23-41). Trustee Leith seconded the motion. The motion passed with 3 yes votes.

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

**Parks:**

Porta-Johns have been delivered to the Parks for the summer.

Nate had met with a concerned citizen who had gone through the parks and done a thorough list of items at each of the Township's parks that need to be repaired. Nate is working on addressing the citizen's list and making repairs that are necessary.

Nate and Terry are working on an allocation grant from the county with an April 12, 2024 deadline.

Residents of Liebs Island would like to apply for a Nature works grant again this year.

**Roads:**

Nate would like to put together Bid Packets for the 2024 Road Improvements and have the bids opened at the May 7, 2024 Regular Board Meeting. The estimates for the work to be done is approximately \$400,000.00. Trustee Yates made a motion, seconded by Trustee Horn to allow Nate to proceed with putting the bid packages together. The motion passed with 3 yes votes.

**OLD BUSINESS**

**1. Grants status updates:**

- A. \$448k OPWC grant- We are waiting for June/July for approval.
- B. \$1 million federal Community Project Funding- EPA grant we were approved. We are waiting for procedures for the award. This will fund phase two of the Lakeside Storm Water conveyance Project.
- C. \$75k Chloride Reduction Grant for salt storage building- Awaiting a response on this grant.
- D. \$2.39 million Ohio Senate Capital Budget / OTSCIF- Trustee Horn just applied for these funds. These funds would be enough funds to complete Lakeside Storm Water conveyance Project phases three and four and fund all the engineering for the project.
- E. \$75k CDBG Allocation grant for FB play set - Nate and Trustee Horn are working on completing the grant application for \$87,500.00 for Playground equipment, mulch, gravel and fencing on Fairfield Beach. The deadline is April 12, 2024 and goes to Regional Planning and the Fairfield County Board of Commissioners.

**NEW BUSINESS**

- 1. **Annual Boat Dock Rental Update**—Trustee Leith let the Trustees be made aware that we had some of the Lessee's without boats were subletting their docks. The Lessee's must list their Ohio Boat Registration Information on their Boat Dock Application. The Trustees decided that the Lessee's must have a boat starting in 2025 or they forfeit the right to a dock. Residents/Property Owners of non-lakefront properties are on the Township's Dock List.
- 2. **Resolution to engage the Fairfield County Engineer to help with engineer selection and administration of Phase 2 of the Lakeside Stormwater improvement project**- Trustee explained that the Trustees should begin thinking about how the Township will mesh Phase 2 and Phase 3 of the Project. Trustee Horn made a motion to approve resolution #16-2024 to engage the Fairfield County Engineer to help with engineer selection and administration of Phase 2 of the Lakeside Stormwater improvement project. The motion was seconded by Trustee Leith. The motion passed with 3 yes votes.
- 3. **Liquor License Approval**-The Trustees would like the Administrator to check with the Attorney and check the jurisdiction that should be approving the Liquor License application for Hook and Ladder at 12200 Lancaster Street.
- 4. **District Advisory Committee Meeting Update**- Trustee Leith gave an update on the committee happenings. Trustee Leith stated that the formula is confusing for how the Health Department determines charges they pass to the Township and Villages in the County.

**Additional Comments from the public:**

There were no comments.

**Adjournment:** At 9:38 PM Trustee Leith made a motion to adjourn. Trustee Horn 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 W. Leith