

RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd., Millersport, OH 43067

SPECIAL MEETING MINUTES

April 17, 2024 – 1:00 PM

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; Assistant Fire Chief - Rob Robertson; and the Recording Secretary and Township Administrator - Tammy Oliver were present.

The special meeting was called to order at 1:00 PM by Trustee Chairman Yates.

Guest(s) present: Steve Martin, Thurston Council President
Gina Matos, Thurston Mayor
Carly Snow, Thurston Village Administrator

Number of members of the public present: 2 as listed on sign-in sheets.

SPECIAL MEETING PROCEEDINGS

Advertised Purpose of Special Meeting:

The purpose of this meeting was to discuss the following proposed business:

1. Discussion and possible action on Tree Removal at Runkle Park - Trustee Horn made a motion, seconded by Trustee Leith to approve the removal of the tree

2. Discussion and possible action pertaining to the ODOT Salt Contract - Trustee Leith made a motion to authorize the Roads Supervisor to commit to 400 tons of Salt from ODOT on the Salt Bid Contract. Delivery will be taken by May 2025. The motion was seconded by Trustee Horn. The motion passed with 3 yes votes.

3. Discussion and possible action on Liquor Permit Application for Hook and Ladder LLC- Trustee Leith made a motion, seconded by Trustee Yates to approve the Liquor Application for Hook and Ladder LLC at **12200 Lancaster Street. Trustee Yates seconded the motion. The motion passed with 3 yes votes.**

4. Discussion of Fiscal Officer responses to the Trustee "Requests" from February 6, 2024 Board Meeting and Fiscal Officer "Requests" - Trustee Yates moved to table the discussion of the Fiscal Officer's responses and requests that were presented to the Trustees at the April 9, 2024 regular meeting, under legal advice of the Prosecuting Attorney's office, until a time that the Fiscal Officer can meet, in person, with the Township Trustees to discuss the matters. The motion was seconded by Trustee Horn. The motion passed with 3 yes votes.

5. Approval of Budget Expenses for the Zoning and Township Administrator's office relocation- Tammy Oliver put together a Budget for \$2,500 to move the Township Administrator's and Zoning Inspectors Offices with updating the Roads Office Space and a budget for \$3,500.00 for the purchase of a new color Printer for the Zoning, Roads and Administrator's offices.

6. Discussion and possible action on a Fire Levy for November 5, 2024 Ballot - The Administrator put together a timeline showing deadlines to put a levy on the November 5, 2024. Chief Price said that the Trustees needed to help with deciding the direction the Trustees wanted to go with proving personnel at all three fire stations. The Trustees included the Thurston Mayor, Council Member, and Administrator

in the discussions. The Thurston Residents would like to see the Thurston Fire Station manned with a complete staff 24/7. The Trustees decided to set-up committees to analyze the amount and timing of the levy.

7. Discussion and possible action on the Fire Personnel increase to pay rate schedules- Chief Price recommend that the Township increase the hourly rates of the Part-time and Full-time fire personnel as follows:

Part-time:

Fire Fighter - \$16.00/hour

Basic EMT - \$18.00/hour

Advanced EMT - \$19.00/hour

Paramedic- \$20.00/hour

Lieutenants - Plus Additional 5% Position Base Increase - \$21.00/hour

Captains - Plus Additional 10% Position Base Increase - \$22.00/hour

Full Time:

Battalion Chief - Plus 12% Position Base Increase - Chris Shoup \$21.39/hour

Assistant Chief - 15% Salary Base Increase - Rob Robertson \$80,458.00

\$10,000.00 Paramedic Card Bonus (Full Timers) - No Increase

Trustee Yates made the motion to approve the Fire Personnel Pay Increase as listed. The motion was seconded by Trustee Horn. The motion passed with 3 yes votes.

Trustee Leith made the motion to amend the motion to approve the pay increases effective May 5, 2024. The motion was seconded by Trustee Horn. The motion passed with 3 yes votes.

8. Discussion and possible action of updated Township Administrator's job description - The current job description is based on the description according to the ORC. The Trustees will look at a more defined job description at a future meeting for the Township Administrator. The Trustees want the Fiscal Officer to be accountable for the responsibilities of the Fiscal Officer position. The Fiscal Officer is absent for training her staff and the Township Administrator has had to answer questions on how to complete procedural tasks in the fiscal office.

The Trustees would like an in-person meeting to be set with the Fiscal Officer at a time convenient with the Fiscal Officer in the next few weeks.

Trustee Leith made a motion to move into an executive session at 3:20 PM to discuss personnel issues per ORC 121.22 (G) (1). The motion was seconded by Trustee Horn. The motion passed with 3 yes votes.

The Trustees returned to regular session at 3:40 PM.

Trustee Horn would like to address adopting a policy that there should be no dogs permitted in the Township Building. The Trustees have a concern that for security reasons there should not be any friends, children, or spouses to be in the Township Building for a prolonged time period, which is currently addressed in the Employee Personnel Policy. Also, there should be no advice provided by anyone that is outside their department.

Adjournment: At 3:45 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

Pam Underwood, Fiscal Officer

William R. Yates, Chairman

Terry W. Horn, Vice Chairman

Douglas W. Leith