

# RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES  
11420 Millersport Rd., Millersport, OH 43067

## REGULAR MEETING MINUTES

May 7, 2024 – 7:00 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; Zoning Inspector - Mike Berry; Property Maintenance Inspector - Kelly Smith; Regional Planning Commission Representative - Robert W. Slater II; and the Recording Secretary and Township Administrator - Tammy Oliver were present.

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

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

BLRC - Mike Fornataro

**Number of members of the public present:** 12 as recorded on Sign-in sheets.

### Bid Opening of the Proposed 2024 Road Projects:

Trustee Horn opened the single received bid from The Shelly Company at 7:00 PM.

Base Bid - \$270,372.00

Alternate 1 - \$354,057.00

Alternate 2 - \$139,872.60

Alternate 3 - \$7394.60

Total A (Base +Alt 2, 3) - \$417,639.20

Total B (Alt 1+ Alt 2, 3) - \$501,324.20

Trustee Horn made a motion to accept the Base Bid of \$270,372.00 and Alternate two (\$139,872.60) from The Shelley Company. Trustee Leith seconded the motion. Trustee Leith amended the motion to add Alternate 3 (\$7,394.60). Bill Yates seconded the amended motion. The motion passed with 3 yes votes.

Trustee Horn made a motion to approve the contract with The Shelley Company for a total of \$417,639.20. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

## MEETING PROCEEDINGS

### Invited Guests:

**Fairfield County Sheriff's Office – Sgt. Sean Burke-** Deputy Burke announced he will be retiring on May 31, 2024 and stated he enjoyed serving the people of Walnut Township. The Trustees congratulated him and thanked him for his service.

**BLRC - Mike Fornataro** - Mr. Fornataro proposed that the Township erect signs in the Fairfield Beach area. Mr. Fornataro stated that the signs project Civic Pride. Local Businesses will be able to advertise with small signs which will help with the Township's cost of the signs. Kessler sign Company will be designing and erecting the signs. The BLRC will be paying 90% of the cost of the signs. Andy Wolfe has offered to donate the space to erect the signs on his property for \$1 per year. The Township will verify that the signs are approved under our Zoning Resolutions with set-backs, size

**Approval of Minutes will be deferred to the June 4, 2024 Board Meeting due to Internet and Computer Issues.**

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

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

Trustee Leith made a motion to approve checks # 29374 through # 29453 and Electronic Fund Transfers #162-2024 through #231-2024, after being certified that funds are available and appropriations have been made by Fiscal Officer Underwood. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

The Fiscal Officer supplied literature showing various financial Institution Interest Rates on available CD's. No plan for investing the Township's funds was provided by the Fiscal Officer. The Trustees would like the Fiscal Officer to provide the Trustees with a short-term and long-term Investment plan for the Township's Funds. The Trustees are concerned that the Fiscal Officer is not managing the funds in a manner that is utilizing our ability to increase our interest income and that we are losing out on a significant amount of income on a daily basis. The Trustees would like a plan as soon as possible.

The Trustees were concerned with the fact that the Fiscal Officer had overdrawn the Fifth Third Bank Account which is the depository account for the EMS funds billed and collected by Change Healthcare, our Third-Party EMS Billing company. The Trustees were concerned that the Fiscal Officer was not sure of how to handle getting funds back into the Fifth Third Bank Account. Trustee Yates also expressed his concern that the Trustees were not aware that the Fiscal Officer has been writing a check with only her signature to clear the account and depositing the funds into the Township's primary checking account at Vinton County Bank.

Trustee Leith made a motion, seconded by Trustee Horn to acknowledge receiving the financial reports presented by the Fiscal Office. These reports included a Payment Listing for March 2024, Fund Status report as of April 30, 2024, Cash Summary, Appropriation Summary, Investment Listing, March 2024 Bank Reconciliation. The motion passed with 3 yes votes.

The Trustees are requesting that the Fiscal Officer attend a special meeting, at her convenience, to go over the Fiscal Officer's Action Item List and an Investment plan.

**Comments from the public:**

A resident expressed their concern with a Fence matter with their neighbor that they would like the Trustees to intervene in. Trustee Yates stated that their issue was a Civil Issue and the Trustees would not intervene. The resident made a Public Records request for the name and address of her neighbor's fence contractor. The Township Administrator will provide that information to the resident in a timely manner.

Daria Arbogast asked that she would be attending a Bike Buckeye Lake project meeting and if the Trustees wanted to her to collect any information for the Trustees. Trustee Horn wanted to know when they would be starting in Walnut Township. Trustee Horn would like to request a signage plan for the Road Supervisor to review.

A resident suggested that a Shelter House be built with the Park Grant Funds. The resident offered to build a shelter house.

A resident asked that the residents who supported "No Solar" in Walnut Township to be at the County Commissioners meeting on May 21, 2024 at 10:30 am at the Liberty Center in Lancaster.

**DEPARTMENT REPORTS**

**Township Administrator – Tammy Oliver;**

The Administrator let the Trustees be aware of a few of the items that she has been working on. Tammy let the Trustees be aware that there would be an On-site OTARMA asset appraisal on May 21, 2024. The

appraisal will include an inspection of all the Township's buildings, vehicles and miscellaneous property. The audit will be conducted by Nick Cattani with HCA Asset Management.

Tammy and Trustee Yates met with Michelle Crocket, Acrisure, to go over all our various Insurance policies. Tammy let the Trustees know that Burnham and Flower Group, the Township's Third-Party Insurance Provider, had been acquired by Acrisure and that everything is the same just a name change.

Tammy asked that the Trustees consent her to become a Public Notary. The Trustee's felt that would be an asset to the Township.

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

Chief Price stated there were 122 total runs in April 2024.

Chief Price stated the DEA Drug Takeback Day on Saturday, April 27, 2024 was a success.

Chief Price stated that Luke Bryon will be returning to Walnut Township and holding a concert in the fall of 2024.

Chief Price suggested that the Township wait until the Spring 2025 to put a Fire Levy on the Ballot. Chief Price stated that the economy would be less of a question after the Presidential election and residents would be possibly more likely to support the levy.

**Regional Planning Commission (RPC) Representative – Robert Slater II;**

Updated the Trustees of what the Regional Planning Commission has been discussing. They are looking at better defining Accessory Structures and the definition of breeze ways.

**Zoning – Mike Berry**

14 permits issued in April 2024. 3 home, 3 additions; 2 Sheds; 2 fences; 1 Pool; 3 variances; 11 Variance, 1 Violation, and 1 Citation Letters issued. No outstanding fees. Two properties received Citations for Short Term Rental Violations. Those properties being 3617 South Bank Road and 3224 Shepard Avenue.

Trustee Horn made a motion to approve Resolution # 15-2024 to direct the Zoning Inspector to enlist the aid of the County Prosecutor's office to begin Court Action on the New Salem SR 188 Shed no permit violation. The motion was seconded by Trustee Leith. The motion passed with 3 yes votes.

Seven Short term Rental citation letters will be sent in May 2024.

Returned 94 phone calls.

**Property Maintenance – Kelly Smith;**

Kelly stated she had submitted her reports for the month of April 2024 to the Trustees for their review prior to the May 2024 meeting.

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

**Parks:**

Nate said they will be removing a Tree in Runkle Park.

Nate has asked permission to proceed with the Natureworks Grant and will have the Trustees approve his resolution at the May 13, 2024 special meeting.

**Roads:**

The road repair by Columbia Gas was not acceptable on South Bank Road. Columbia Gas supervisor agreed and Columbia Gas will be redoing the paving.

Nate updated the Trustees to their schedule. Two culverts have been done. They will be starting to mow which will take about two weeks, Spray and then patch holes.

### OLD BUSINESS

1. **Grants status updates:**
2. **\$1 million federal Community Project Funding-** EPA grant we were approved. We are waiting for the procedures for the award. This will fund phase two of the Lakeside Storm Water conveyance Project. Tammy and Trustee Horn will be working on this Grant. We are required to take some training courses.
3. **Junk cars, tall grass and junk per ORC 505.86 and 505.871;**
  - A. **3272 Shepard**
  - B. **3280 Shepard**
  - C. **3308 Shepard**
  - D. **13556 Richards Street**
  - E. **13546 Hamilton Street**

Trustee Horn made the motion to approve Resolution #17-2024 allowing the Township to proceed with cleaning up these Properties. The expenses will be passed to the owners. Trustee Leith seconded the motion. The motion passed with 3 yes votes.
4. **Trustee Safe Room Update** -Trustee Yates and Tammy Oliver participated in the Zoom project meeting. Nate gave an update on the building progress.
5. **Salt Barn Facility Update** - Trustee Horn updated the Trustees that Millers Construction had not started construction. Trustee Yates made a motion, seconded by Trustee Leith that the Trustees allow Trustee Horn to send a letter to the builder stating their concern for his absence in getting the project started. The motion passed with 3 yes votes.

### NEW BUSINESS

1. **Flood Plain Letter to ODNR** - Trustee Horn presented a letter for the Trustees to send a letter to Alicia Silverio (ODNR) a letter requesting review of a gap in the FEMA floodplain study that exists in the Southfork Licking Watershed between the Licking County line and Buckeye Lake.

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

There were no comments.

**Adjournment:** At 9:30 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