

RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES
11420 Millersport Rd., Millersport, OH 43067
SPECIAL MEETING MINUTES
May 13, 2024 – 7:00 PM

Township Officials present:

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

Department Heads/Staff present:

Recording Secretary and Township Administrator - Tammy Oliver and Assistant Fiscal Officer – Susan Singleton was present.

The regular meeting was called to order at 7:15 PM by Trustee Chairman Yates.

Number of members of the public present: 7 as recorded on Sign-in sheets.

Purpose Of Meeting

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1. Correction to the OPWC Grant Paperwork: Trustee Horn made a motion to clarify and correct the loan amount of \$159,303.00 for the OPWC Grant. This is a \$25,000.00 increase. The Fiscal Officer will follow-up with a letter clarifying the amounts. The motion was seconded by Doug Leith. The motion passed with 3 yes votes.

2. Status of Trustee's " Action Item List" for the Fiscal Officer originated on February 6, 2024 and all action items to date:

- A. In accordance with security recommendations of OTARMA and the mandated Cyber Security Plan. The fiscal office and all financial records, of the fiscal office, including file cabinets etc. are to be moved to the second-floor back room...
 - The Township Administrator is currently in the Zoning Inspector's prior space in the meeting room and the Zoning Inspector is set-up with a new space in the Road's Office. The Township's records will be moved to the back room on the second floor Fiscal Office space. New lock will be placed on door and keys to the Second floor Fiscal Office space and the "records room" will be provided to the Trustees for access.
- B. All cameras must be removed from the current fiscal front office. The FO may have a camera in her office but limited to a video camera with no audio. The Trustees are to have access to past and future camera recordings at all times.
 - Cameras have been removed. Access to the past recordings was not produced as requested to the Trustees as requested. The Fiscal Officer stated the recordings were no longer available and are only available for a few days. The delay to not provide the recordings from the original date requested caused the recordings to expire. The administrator stated her research with amazon and Blink (camera/audio brand) showed that the recordings are available for 45 days. When the FO was asked about if she had saved the recordings on a device, the FO denied saving the recordings even though the Fiscal Officer had purchased a Blink flash drive to save the recordings per amazon invoices. No access was provided.
- C. The Township Administrator will be moving to the second-floor front office and is not to have any access entry to the fiscal office.
 - Not necessary because of the current plan for Administrator's Office space to be in the meeting room office space. The Trustees stated that access to the Township's records needs to be available.
- D. The fiscal office staff to be limited to 30 hours of manpower per week.

- Trustees will approve a total of 45 hours per week for the combined part-time Assistant Fiscal Officer for 30 hours and the part-time clerk for 15 hours. The funds for the estimated pay were budgeted.
- E. Effective immediately, all warrant checks require two Trustee signatures and the FO signature per ORC 507.11. There will be no electronic signatures on any Township checks/payments.
- Compliant with warrant checks. Fiscal Office using the Vinton County Bill Pay system which produces check payments with no signatures on these checks. The Fiscal Office may use Vinton County Bill Pay system to pay the AEP Bills. The Trustees continue to want to have the two original trustee signatures and the original signature of the Fiscal Officer. The Trustees would, preferably, have the Trustee sign the checks before the Trustees.
- F. Effective immediately, all Purchase Orders will require the FO to sign all funding certifications and require the signature of one Trustee. A copy of all PO's will be presented to the Township Administrator for tracking.
- Complete. Administrator now has access to UAN and can track Purchase Orders.
- G. Effective immediately, there will be no use of the FO's stamp. The FO must manually sign all documents in a timely manner.
- FO is signing most documents.
- H. Effective immediately, the Township Administrator, Trustee Yates and Leith will be given read access to the UAN files.
- Read Access has been provided to PO, Appropriation/Budget Info. There is not read access to Vendor info, investment info and a number of other areas in UAN.
- I. Effective immediately, the Township Administrator will be handling all Human Resources for the township. All personnel Files currently maintained in the FO office will be presented to the Township Administrator and securely maintained by the Township Administrator in her office.
- Transfer of files for Human Resource matters have been separated from Payroll information and presented to the administrator and securely stored.
- J. The Township Administrator will be the Benefits Administrator for the Township and will handle all communications with Insurer, Burnham and Flower.
- Complete.
- K. The Township Administrator will also communicate with insurer, OTARMA and handle all Insurance Company issues for the Township.
- Complete.
- L. The Trustees have decided to request a 2021/2022 post audit conference with the Fiscal Officer. The auditors have been notified.
- Complete.
- M. The Township Administrator will in charge of the Township Trustee's Visa Card. The Township Administrator will track it's use per the Trustee's approved Credit Card Policy and present the FO with receipts and statements for Payment. The FO is not authorized to use the credit card.
- Complete.
- N. To correct a Re-Organization Meeting assignment, the Trustees have appointed the Township Administrator as the Website Administrator for the township working with the Township's consultant. All postings to the Website must be approved by the Township Administrator.
- Complete.

- O. To correct another Re-Organization Meeting assignment, the Trustees have appointed the Township Administrator to oversee all the township's information systems with the support of the Township's consultant, Innovative Technology System (ITS).
 - Complete.
- P. The Fiscal Officer is to provide a key to the main Fiscal Office door.
 - Not completed. New lock will be placed on door and keys to the Second floor Fiscal Office space and the "records room" will be provided to the Trustees for access.
- Q. The Fiscal Officer is asked to provide a Quarterly Investment Report.
- R. Fiscal Office Guests.
 - There have been a couple occasions that the Assistant Fiscal Officer has had guest in the office for an extended time. This is against Article XVI, Section 16.0 (Other Than Employees at Work) of the Walnut Township Personnel Policies and Procedures (1998). This is not permitted unless prior consent by the Trustees. This is also a security issue. The fiscal Officer stated that there will be no extended visitors in the future.
- S. Trustee's Pet Concerns - Decision to not allow pets in the Township Building.
 - The Administrator will get with the county prosecutor to suggest a policy.
- T. Fifth Third Bank Account (EMS) - Two Trustees signatures must be on every check along with the Fiscal Officers original signature.

3. Fiscal Office Procedures, concerns and requests:

- A. **Fiscal Office Procedures recently implemented** - There is good cooperation between the Administrator and the Assistant Fiscal Officer and day to day processes are being put into effect. The Fiscal Officer talks with the Assistant Fiscal Officer daily and approves all Purchase order requests prior to them being assigned in UAN. The Fiscal Officer signs the Purchase Orders before the Trustees. All checks are verbally approved before they are written or paid via ACH then given to the Trustees for signature.
- B. **Fifth Third Account (EMS Billing) issue** - The Fiscal Officer overdraw the EMS/Fifth Third Account. The Fiscal Officer was asking the Trustees how they wanted her to handle the deficit she created by overdrawing the account. The Trustees did not understand why the Fiscal Officer did not know what needed done to get the account to a "good standing" status and why the Trustees were being asked what the FO should do to correct the overdrawn status. The Fiscal Officer was directed by the Trustees to prepare a check from EMS fund and deposit at Fifth Third Bank.
- C. **Auto-pay items and ACH's** - The Trustees approved allowing the Fiscal Office to set up the Medical Mutual Life Insurance account to be automatically deducted from the Township's Bank Account. Also, the Amazon bills are approved to be paid via ACH.
- D. **Approval for the signing of checks for regular monthly bills (utilities) and all previously approved expenditures outside of meetings** - The Trustees and Fiscal Officer agreed that checks will be put in the administrator's office cabinet biweekly on Thursday and Trustees given notice that the checks are prepared, written and signed by the Fiscal Officer and ready for two Trustee signatures. This will give the Trustees time to come in over the weekend to sign the checks by Monday.
- E. **Approval for electronic payments for OPERS, OP&F, BWC monthly, and AEP when due** - The Trustees approved the Fiscal Office to process the OPERS, OP&F, BWC and all AEP payments via ACH and utility bills. Documentation will be provided if requested.

F. Approval of adding the Fiscal Assistant to banking accounts for online access.

Trustee Leith made a motion to approve a Resolution to approve the Assistant Fiscal Officer to be given permission to have the ability to make mobile deposits and have Information Access only for accounts at Vinton County Bank. The motion was seconded by Trustee Horn, the motion passed with 3 yes votes.

Adjournment: At 9:12 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