

RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd. NE, Millersport, OH 43046

REGULAR MEETING MINUTES

July 2, 2024 -7:00 PM

Township Officials present:

Trustees Terry W. Horn, William R. Yates, and 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; Recording Secretary and Administrator-

Tammy Oliver; and Regional Planning Commission Representative - Robert W. Slater II and Property Maintenance Inspector - Kelly Smith were not present.

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

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

MEETING PROCEEDINGS

Approval of Minutes:

The minutes for the Special Meeting on May 13, 2024 were presented for approval. Trustee Leith made a motion to approve the minutes as corrected. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

The minutes for the Regular Meeting on June 4, 2024 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 Office, Pam Underwood:

Trustee Horn made a motion to approve checks # 29520 through # 25970, Electronic Fund Transfers # 253-2024 through # 321-2024, and approve the Fiscal Officer's financial reports for May 2024. Reports include: Investment Listings, Appropriation Summaries, Cash Summaries, Fund Status, Payment Detail Listings and the Bank Reconciliation Reports for May 2024. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The Trustees expressed their concern that the Fiscal Officer still had not presented an investment plan that was requested in March 2024. The Township is losing approximately \$400 + a day in interest. The Administrator will check with the prosecuting attorney's Office to see what the Trustees and the Administrator can do to invest the Township's funds without the Fiscal Officer.

Trustee Yates made a motion to accept the resignation of the Fiscal Officer, Pamila Underwood, effective July 31, 2024. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Comments from the public:

Comments included a resident stating that 5051 NE Dahlia is not an STR or Bed and Breakfast any more. The resident's son was the owner of the property and they wanted the Trustees to know.

DEPARTMENT REPORTS

Township Fire Department - Chief Robert Price;

Chief Price stated there were 115 Total Runs in June 2024.

The fire department is getting prepared for the 4th of July Fireworks and festivities at Buckeye Lake.

The Fire Department put a new 35 Foot Ladder in service on engine 634. Engine has a hydraulic Ladder rack on it.

Zoning – Mike Berry;

12 permits issued in June 2024: 2 homes, 1 addition, 3 fences, 1 deck, 3 Pools. No outstanding fees.

The BZA will hear 2 variances on July 11, 2024.

The Zoning Commission will hold 2 PUD Hearings on July 18, 2024.

Letters issued: 38 letters issued, 1 violation and 1 citation.

Returned 101 phone calls.

Parks and Roads Supervisor – Nate Wagner;

Parks:

Nate would like to Thank Chet Hauck for all his work he has done in the Parks.

Roads:

Nate received a letter from Kevin Keener, Millersport Sweetcorn Festival 5K Run, asking for permission on Saturday, August 31, 2024 to temporarily close various roads in the Township for one hour for the annual 5K run. (Wright Street, North Street, Summerlin Beach and part of South Bank Road). Trustee Horn made a motion to approve the roads closure, seconded by Trustee Leith. The motion passed with 3 yes votes.

Nate updated the Trustees that he and Mike King had started patching the roads that Shelley Co. would be paving starting later in July.

Nate and Trustee Yates updated the Trustees as to the progress at the Tornado Shelter. The concrete is done, HVAC unit is scheduled to be delivered in late August, door frames are in. Trustee Yates stated he is going to test the water, there was lead and arsenic in the water at one point and there are funds budgeted to deal with any water issues which may be encountered.

Administrator – Tammy Oliver;

Tammy recommended that the Trustees enter into a lease with Gordon Flesch for a Cannon Copier. The amount of the monthly lease amount of \$149.34 per month for 5 years. All supplies (Less paper) and service are included. Motion was made by Trustee Yates and seconded by Trustee Leith. The motion passed with 3 yes votes.

OLD BUSINESS

1. Fairfield Beach Signs - Resolution and leases – Motion was made by Trustee Horn to approve the Joint Identification Sign Ground Lease contract with Andy Wolfe/Lobo Farms LLC for property to erect the Fairfield Beach/Walnut Township signs. The Township will pay for his individual signs as part of the lease. The motion was seconded by Trustee Leith. The motion passed with 3 yes votes.
2. Fairfield Beach Community Advertising Agreement – Agreement has been reviewed by the County Prosecutors Office. There will be 10 – 36-inch x 36-inch signs and 10 – 22-inch x 22-inch signs. Physical Businesses can lease signs for \$650 per year ending on December 31st of each year. Agreement will be initially for 2-year period and yearly after the initial term. Trustee Horn made a motion to approve the Fairfield County Advertising Agreement and the motion was seconded by Trustee Leith. The motion passed with 3 yes votes.
3. Trustee Horn made the motion to accept Resolution 21-2024 – A Resolution to Erect Joint Identification Signs in Walnut Township, seconded by Trustee Leith. The motion passed with 3 yes votes.
4. Dennison Junk Motor Vehicles removal update - Letters have been sent. Progress has not been timely and the property is now in probate.

5. The Trustees directed the Administrator to email/talk with the Prosecutor's office to see what the Trustees can do while we are waiting for the Fiscal Officer's resignation date to possibly get some of the Township's funds invested. Administrator is to report back with her findings.
6. Lakeside Phase 2 – EPA Community Project Grant. Trustee Horn updated the Trustees that we just need to complete the application process for the grant. \$1 Million was awarded we
7. Lakeside Stormwater mitigation project – All Phases design, project management and construction. The Township now has grant funding for the complete project. \$550,000.00 Grant from OPWC, \$1 Million from an EPA grant, \$1 Million from Ohio House of Representatives, and \$550,000.00 from the Senate Capital Budget Grant.
8. Trustee Horn made a motion to approve resolution # 22-2024 to amend our agreement with MS Consultants to do the project management and design (9 items) for the project per the recommendation of the Fairfield County Engineer's office who does not have the resources to do the work for the Township, with the approval of the Fairfield County Prosecutors Office. The resolution was seconded by Trustee Leith. The motion passed with 3 yes votes.

NEW BUSINESS

1. A motion was made by Trustee Yates and Seconded by Trustee Leith to advance \$200,000.00 from the general fund (1000) to the FEMA (4900) Fund to allow for cash flow to pay invoices in a timely manner while waiting for FEMA reimbursements. The motion passed with 3 yes votes.
2. Trustee Yates made the motion to approve of Liquor Licenses and turn down the request for a hearing, seconded by Trustee Leith for the following:
 - a. Hook and Ladder LLC - Millersport, Ohio
 - b. Key West Wings LLC - 13607 Shell Beach Road, Thornville, OH
 The motion passed with 3 yes votes.
4. Motion was made by Trustee Horn, seconded by Trustee Leith to have Kelly Smith file the property Maintenance Violations in court for properties at 0 Narcissus (Cunningham 24-22) and 11650 Summerland Beach (Boyer 21-20). The motion passed with 3 yes votes.
5. Trustee Leith nominated Trustee Yates to be the Township's Designated Person to the Ohio Power Siting Board. Seconded by Trustee Yates. The motion passed with 2 yes votes. Trustee Horn abstained.

Trustee Leith moved that the Trustees move into Executive Session to discuss personnel matter under ORC 121.22 (G)(1) at 9:13 pm. Trustee Horn Seconded the motion. The motion passed with 3 yes votes

The Trustees returned to regular session at 9:58 PM.

Trustee Horn made a motion, seconded by Trustee Leith to approve hiring 3 additional Full-time Firefighters. The pay will be based on a new 6 step salary schedule and the starting rate will be \$18.40 per hour. The current Full-time fire fighters pay will be adjusted to the new salary schedule.

Trustee Leith moved that the Trustees move into Executive Session to discuss an economic development matter under ORC 121.22 (G)(8) at 10:30 PM. Trustee Horn Seconded the motion. The motion passed with 3 yes votes.

The Trustees returned to Regular session at 11:59 PM

Adjournment: At 12:00 AM, Trustee Leith made a motion to adjourn. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Minutes Recorded By: Tammy Oliver

Fiscal Officer

William R. Yates, Chairman

Terry W. Horn, Vice Chairman

Douglas G. Leith, Trustee