

RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd., Millersport, OH 43067

RE-ORGANIZATION MEETING MINUTES

January 15, 2025 – 7:00 PM

Township Officials present:

Trustees Terry W. Horn, William R. Yates, Douglas G. Leith, Fiscal Officer (FO) Amy C Amspaugh were present.

Department Heads present: Nate Wagner, Road and Parks Supervisor; Mike Berry, Zoning Administrator; Tammy Oliver, Township Administrator was Absent.

Number of members of the public present: 6 as recorded on Sign-in sheets.

MEETING PROCEEDINGS

Trustee Yates asked everyone to rise and say the Pledge of Allegiance to the Flag at 7:00 pm.

Fiscal Officer, Amy Amspaugh, called for Nominations for Chairperson for 2025. Trustee Leith nominated Trustee Yates, seconded by Trustee Horn. Trustee Yates agreed to continue as the chairperson for another year. Motion passed with 3 yes votes.

Fiscal Officer turned meeting over to Chairperson, Trustee Yates.

1. Chairman Yates called for nominations for Vice Chairperson; Trustee Leith nominated Trustee Horn, seconded by Trustee Yates. Motion passed with 3 yes votes.
2. Representative to RPC; Trustee Horn nominated Bob Slater, seconded by Trustee Leith. Motion carried with 3 yes votes.
3. Representative to Block Grant Board/CDBG; Trustee Yates nominated Trustee Horn, seconded by Trustee Leith. Motion carried with 3 yes votes.
4. Representative for FEMA program; Trustee Leith nominated Trustee Horn, seconded by Trustee Yates. Motion carried with 3 yes votes.
5. Representative for Issue II Funding; Trustee Yates nominated Trustee Horn, seconded by Trustee Leith. Motion carried with 3 yes votes.
6. Trustee Horn moved that if we need temporary emergency road workers and temporary office personnel, they will be paid \$15.00 an hour for 2025. Seconded by Trustee Leith. Motion carried with 3 yes votes.
7. Trustee Horn moved to pass Resolution **01-2025 to set meeting dates for Walnut Township** Trustees for 2025 as the 3rd Wednesday of each month at 7:00 pm at the township office. Seconded by Trustee Yates. Motion passed with 3 yes votes.
8. Trustee Horn moved that the township meetings will be advertised one time annually in the Lancaster Eagle-Gazette, on the Walnut Township website, Walnut Township's Facebook page and to the Township's email list. Seconded by Trustee Yates. Motion carried with 3 yes votes.
9.
 - a) Trustee Yates moved to pass Resolution **02-2025- Special Meeting Procedures-** If a special meeting is required; the Trustees can call a special meeting with 24-hour notice and will

post it on the front foyer bulletin board, the doors of the township office and garage and send to all standing e-mail addresses on hand. As time permits the Township website. The Organizational meeting notice for the forthcoming year shall be announced at the Last regular meeting of the Board for the prior year and posted as above pursuant to ORC 121.22 (F). Seconded by Trustee Leith. Motion carried with 3 yes votes.

- b) Trustee Horn moved to pass Resolution **03-2025-Emergency Meeting Procedures**-If an emergency arises; the Trustees can call an emergency meeting with 24- hour notice and will post it on the front foyer bulletin board, the doors of the township office and garage and sent to all standing emails address on hand. As time permits the Township website. The Organizational meeting notice for the forthcoming year shall be announced at the Last regular meeting of the Board for the prior year and posted as above pursuant to ORC 121.22 (F). seconded by Trustee Leith. Motion carried with 3 yes votes.
10. Trustee Leith moved to pass Resolution **04-2025 – Procedure for calling in employees for overtime** will follow the sheriff’s office procedures which is to call in the following order: Nathan Wagner, Mike King, Bill Yates, Doug Leith, and Terry Horn. Nathan has the authorization to call in Mike King for emergencies such as high water, down trees and snow and ice removal. The procedure for calling employees for overtime is any one of the trustees can call an employee in for overtime. Seconded by Trustee Horn. Motion carried with 3 yes votes.
11. All employees’ timecards require at least one trustee signature. If overtime is involved, it requires two trustee’s signatures. Motion made by Trustee Horn and seconded by Trustee Leith. Motion carried with 3 yes votes.
12. Trustee Horn moved that the Records Commission will consist of the Fairfield County Auditor, Amy C Amspaugh, Fiscal Officer; Tammy Oliver, Township Administrator and Trustee Yates and shall adopt records retention schedule (RC-2) and ORC 121.22. Seconded by Trustee Leith. Motion carried with 3 yes votes.
13. Trustee Leith moved to approve the IRS rate of \$0.70 cents per mile or, in the event of mid-year IRS changes, the then current IRS rate for travel expenses outside of the township, and pay for all State and National conferences, parking, taxi expenses and any other planned and approved expenses (meals) for training school held for trustees, the fiscal officer and other Township employees. Seconded by Trustee Horn. Motion carried with 3 yes votes.
14. Trustee Horn moved that no records for 2024 will be destroyed except per the Township’s Record Retention Schedule without the approval of the Records Commission. Seconded by Trustee Leith. Motion carried with 3 yes votes.
15. Trustee Yates moved to nominate Trustee Leith as the Representative to the County Health Board for 2025. Seconded by Trustee Horn. Motion carried with 3 yes votes.
16. Trustee Horn moved to continue to compensate the Zoning Commission and BZA members at a rate of \$50.00 per meeting attended. Seconded by Leith. Motion carried with 3 yes votes. Trustee Leith moved to amend motion and moved to compensate the Zoning Commission and BZA members at a rate of \$60.00 per meeting attended. Seconded by Trustee Yates. Motion passed with 3 yes votes.
17. Trustee Horn moved to compensate the Representative to the RPC at a rate of \$60.00 per meeting attended. Seconded by Trustee Leith. Motion carried with 3 yes votes.
18. Trustee Leith moved to nominate Township Administrator to be the Website Administrator for the township. Seconded by Trustee Horn. Motion carried with 3 yes votes.

19. Trustee Horn moved to use Integrated Technology Solutions (ITS) as needed as our IT Consultants. Seconded by Trustee Leith. Motion carried with 3 yes votes.
20. Trustee Horn moved to nominate Trustee Yates as the EMS Billing Authorized Official and Primary Contact for Change Health Care. Seconded by Trustee Leith. Motion carried with 3 yes votes.
21. Trustee Yates moved to nominate Trustee Leith to the Walnut Township Safety Advisory Committee for 2025. Seconded by Trustee Horn. Motion carried with 3 yes votes.
22. Trustee Leith moved to nominate Township Administrator as overseeing information systems for the township. Seconded by Trustee Horn. Motion carried with 3 yes votes.
23. Trustee Leith moved to reappoint Mike Berry as Walnut Township Zoning Inspector/Administrator at a rate of \$21.75 an hour for 2025. Seconded by Trustee Horn. Motion carried with 3 yes votes.
24. Trustee Leith moved to reappoint Patty McLoughlin as Zoning/BZA Board Secretary at a rate of \$18.04 an hour for 2025. Seconded by Trustee Yates. Motion carried with 3 yes votes.
25. Trustee Horn moved to reappoint Kelly Smith as Walnut Township Property Inspector at a rate of \$20.09 an hour for 2025. Seconded by Trustee Leith. Motion carried with 3 yes votes.
26. Trustee Leith moved to be on the Volunteer Fire Fighters Dependency Fund Committee. Funds are used to support the family and kids of in the event of a tragic death of one of the Township's Volunteer Fire Fighters. Seconded by Trustee Horn. Motion carried with 3 yes votes.

Trustee Leith moved to adjourn the meeting at 7:30 pm . Trustee Horn seconded the motion. Motion carried with 3 yes votes.

Minutes Recorded By: Amy Amspaugh

Amy Amspaugh, Fiscal Officer

William R. Yates, Chairman

Terry W. Horn, Vice Chairman

Douglas W. Leith