

RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd., Millersport, OH 43067

RE-ORGANIZATION MEETING MINUTES

January 5, 2026 – 7:00 PM

Township Officials present:

Trustees William R. Yates, Douglas G. Leith, Robert Slater II, 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.

Number of members of the public present: 1 as recorded on Sign-in sheets.

MEETING PROCEEDINGS

Fiscal Officer Amy Amspaugh 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 2026. Trustee Leith nominated Trustee Yates, seconded by Trustee Slater. 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 Slater, seconded by Trustee Yates. Motion passed with 3 yes votes.
2. Representative to Block Grant Board/CDBG; Trustee Yates nominated Trustee Slater, seconded by Trustee Leith. Motion carried with 3 yes votes.
3. Representative for FEMA program; Trustee Leith nominated Trustee Yates, seconded by Trustee Slater. Motion carried with 3 yes votes.
4. Representative for Issue II/OPWC Funding; Trustee Yates nominated Trustee Leith, seconded by Trustee Slater. Motion carried with 3 yes votes.
5. Trustee Leith moved to approve **Resolution 01-2026** to set meeting dates for Walnut Township Trustees Regular Meetings for 2026 as the 3rd Wednesday of the Month, 7pm at the Township House. Seconded by Trustee Slater. Motion carried with 3 yes votes.

RESOLUTION NO. 01-2026

A RESOLUTION ESTABLISHING THE REGULAR MEETING DATES OF THE WALNUT TOWNSHIP TRUSTEES FOR CALENDAR YEAR 2026

WHEREAS, the Board of Trustees of Walnut Township, Fairfield County, Ohio (the "Board"), is required by law to establish the time and place of its regular meetings; and

WHEREAS, the Board desires to set a consistent schedule for its regular meetings for calendar year 2026 to ensure transparency and public accessibility; and

WHEREAS, the Board has determined that holding regular meetings on the **third Wednesday of each month** is in the best interest of the Township and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Walnut Township, Fairfield County, Ohio, that:

SECTION 1. Regular Meeting Schedule.

The regular meetings of the Walnut Township Trustees for calendar year **2026** shall be held on the **third Wednesday of each month**, unless otherwise changed by subsequent resolution or due to legal holidays or emergencies.

SECTION 2. Time and Location.

Regular meetings shall be held at 7:00 p.m. at the Walnut Township House, 11420 Millersport, Ohio 43046 or such other location as may be lawfully designated and publicly noticed.

SECTION 3. Public Notice.

The Fiscal Officer is hereby directed to post notice of the regular meeting schedule for 2026 on the Township’s Website and the Township’s Facebook Page in accordance with Ohio law.

SECTION 4. Effective Date.

This Resolution shall take effect immediately upon adoption.

ADOPTED this ____ day of _____, 2026

6. Trustee Leith moved that the township meetings will be advertised on the Walnut Township website, Walnut Township’s Facebook page and the Township House Foyer Bulletin Board. Seconded by Trustee Slater. Motion carried with 3 yes votes.

7. Trustee Slater moved to pass Resolution **02-2026-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 and shared to the Township E-Mail address list on hand, if time permits, The Lancaster Eagle Gazette. 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.

RESOLUTION NO. 02-2026

A RESOLUTION ESTABLISHING EMERGENCY MEETING PROCEDURES FOR THE WALNUT TOWNSHIP TRUSTEES, FAIRFIELD COUNTY, OHIO

WHEREAS, the Board of Trustees of Walnut Township, Fairfield County, Ohio (the “Board”), is required to conduct its meetings in compliance with Ohio’s Open Meetings Act; and

WHEREAS, circumstances may arise that require the Board to meet on an emergency basis to address matters affecting the health, safety, or welfare of the Township; and

WHEREAS, the Board desires to formally establish procedures for calling and conducting emergency meetings in a manner consistent with Ohio law and public transparency.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Walnut Township, Fairfield County, Ohio, that:

SECTION 1. Definition of Emergency Meeting.

An emergency meeting is defined as a meeting of the Board called to address an unforeseen situation requiring immediate official action that cannot reasonably wait until a regular or special meeting.

SECTION 2. Authority to Call an Emergency Meeting.

An emergency meeting may be called by the Chair of the Board or by any two (2) Trustees.

SECTION 3. Notice Requirements.

Notice of an emergency meeting shall be given to the news media that have requested notification of

township meetings, as soon as practicable. The notice shall include the time, place, and purpose of the meeting, except when the nature of the emergency requires immediate action.

SECTION 4. Conduct of Emergency Meetings.

Emergency meetings shall be conducted in accordance with all applicable provisions of the Ohio Revised Code, including the Open Meetings Act. Minutes of the meeting shall be recorded by the Fiscal Officer and approved by the Board at a subsequent meeting.

SECTION 5. Location and Participation.

Emergency meetings shall be held at a location accessible to the public when practicable. If circumstances require alternative arrangements, the Board shall comply with all legal requirements then in effect.

SECTION 6. Effective Date.

This Resolution shall take effect immediately upon adoption.

ADOPTED this ____ day of _____, 2026, by the Board of Trustees of Walnut Township, Fairfield County, Ohio

8. Trustee Slater moved to pass Resolution **03-2026 – Procedure for calling in employees for overtime** will follow the sheriff’s office procedures which is to call in the following order: Nathan Wagner, Tony Terry, Mike King, Tammy Oliver, Bill Yates, Doug Leith, and Robert Slater II. If an emergency arises all Trustees shall be called so they are made aware of emergency. Nathan Wagner has the authorization to call in Tony Terry and 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 Leith. Motion carried with 3 yes votes.

RESOLUTION NO. 03-2026

A RESOLUTION ESTABLISHING THE PROCEDURE FOR CALLING WALNUT TOWNSHIP EMPLOYEES IN FOR OVERTIME FOR EMERGENCY PURPOSES

WHEREAS, the Walnut Township Board of Trustees is responsible for establishing policies governing township operations and employee work procedures; and

WHEREAS, emergency situations may arise that require township employees to be called in outside of their regular working hours to protect public safety and township property; and

WHEREAS, it is necessary to establish a clear and consistent procedure for authorizing and calling employees in for overtime service, particularly for emergency response coordinated with the Sheriff’s Department and Road Department;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Walnut Township, Fairfield County, Ohio, as follows:

SECTION 1. PURPOSE

This resolution establishes the authorized order and procedure for calling Walnut Township employees in for overtime work in emergency situations.

SECTION 2. DEFINITION OF EMERGENCY

For purposes of this resolution, an “emergency” includes, but is not limited to:

- High water or flooding
- Downed trees or debris obstructing roadways
- Snow and ice removal
- Severe weather events

- Any other situation requiring immediate action to protect public safety, maintain road access, or preserve township property

SECTION 3. AUTHORIZED CALL-IN ORDER

The authorized order for initiating overtime call-ins shall be as follows:

1. **Nate Wagner**, Roads Supervisor
2. **Tony Terry**, Assistant Road Supervisor
3. **Mike King**, Roads Employee
4. **Tammy Oliver**, Township Administrator
5. **Bill Yates**, Trustee
6. **Doug Leith**, Trustee
7. **Bobby Slater II**, Trustee

SECTION 4. ROADS SUPERVISOR AUTHORITY

The Roads Supervisor, **Nate Wagner**, is authorized to directly call in the following employees for emergency overtime without prior approval:

- **Tony Terry**, Assistant Road Supervisor
- **Mike King**, Roads Employee

This authority applies specifically to emergency conditions including, but not limited to, high water, downed trees, snow and ice removal, or any other emergency requiring immediate response.

SECTION 5. ADMINISTRATOR AND TRUSTEE AUTHORITY

The **Township Administrator** and any **Township Trustee** are authorized to approve and direct overtime work for township employees when emergency conditions exist and immediate action is required.

SECTION 6. COMPLIANCE

All overtime worked under this resolution shall be documented and compensated in accordance with applicable township policies, state law, and any relevant collective bargaining agreements.

SECTION 7. EFFECTIVE DATE

This resolution shall take effect immediately upon its adoption.

Adopted this 5th day of January 2026.

9. Trustee Leith 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 and shall meet a minimum of once every twelve months. All Township records will be maintained per the Township's Records Retention Schedule established. Seconded by Trustee Slater. Motion carried with 3 yes votes.
10. Trustee Slater moved to approve the IRS rate of seventy-two and one-half cents (\$0.725) per mile, or any mid-year IRS changes, when employee is using a personal vehicle for Township Business. For the Trustees and Fiscal Officer, this rate shall only apply to Township Business travel outside the Township. The Township shall also pay for all State and National conference expenses, including registration fees, mileage, parking, taxi or transportation costs, lodging, meals where applicable, and any other planned and pre-approved expenses associate with training schools or conferences attended by Trustees, the Fiscal Officer, and other Township employees. Seconded by Trustee Leith. Motion carried with 3 yes votes.

11. Trustee Slater moved to nominate Trustee Leith as the Representative to the County Health Board for 2026. Seconded by Trustee Yates. Motion carried with 3 yes votes.
12. Trustee Leith moved to appoint Trustee Slater as the representative to the Buckeye Lake Region Corporation (BLRC). Seconded by Trustee Yates. Motion carried with 3 yes votes.
13. Trustee Slater moved to compensate the Zoning Commission and BZA members at a rate of \$70.00 per meeting attended. Seconded by Leith. Motion carried with 3 yes votes.
14. Trustee Leith moved to re-appoint Alex Fant as a member of the Zoning of Board of Appeals (BZA) for the term of January 1, 2026 to December 31, 2030 (5 years). Seconded by Trustee Slater. Motion carried with 3 yes votes.
15. Trustee Leith moved to appoint Mike Berry as representative to the Regional Planning Commission. Seconded by Trustee Slater. Motion carried with 3 yes votes.
16. Trustee Leith moved to reimburse the Representative to Regional Planning Commission at a rate of \$70.00 per meeting plus mileage, if applicable. Seconded by Trustee Slater. Motion carried with 3 yes votes.
17. Trustee Leith moved to nominate Township Administrator to be the Website Administrator and Social Media Administrator for the township. Seconded by Trustee Slater. Motion carried with 3 yes votes.
18. Trustee Slater moved to appoint Township Fiscal Officer, Fire Chief, and Township Administrator as EMS Billing representatives.
19. Trustee Yates moved to nominate Fire Chief to the Walnut Township Safety Advisory Committee for 2026. Seconded by Trustee Leith. Motion carried with 3 yes votes.
20. Trustee Slater moved to appoint Trustee Leith and Trustee Yates as a member of the Volunteer Fire Fighters Dependency Fund Committee (VFDF). Members include Brandon Long, Gary Anderson, and Vince Popo. 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 Leith. Motion carried with 3 yes votes.
21. Trustee Leith moved to nominate Township Administrator as overseeing information systems for the township. Seconded by Trustee Slater. Motion carried with 3 yes votes.
22. Trustee Leith moved that all PO and checks have at least two (2) signatures on them. Seconded by Trustee Slater. Motion carried with 3 yes votes.
23. Trustee Leith moved to appoint Township Administrator to handle all Public Records Requests and maintain a log of all request as required by the Auditor of State in coordination with the Fiscal Officer. Seconded by Trustee Slater. Motion carried with 3 yes votes.
24. Trustee Leith moved to use Integrated Technology Solutions (ITS) as needed as our IT Consultants. Seconded by Trustee Slater. Motion carried with 3 yes votes.
25. Trustee Slater moved to appoint Road's Supervisor, Township Administrator, and Fire Chief to the Townships Inventory Committee. Committee to log and maintain the Township's Inventory and present to the Fiscal Officer and any other entities that require a copy. Seconded by Trustee Leith. Motion carried with 3 yes votes.
26. Trustee Leith moved to appoint Township Administrator as the Benefits Administrator for 2026. Seconded by Trustee Yates. Motion carried with 3 yes votes.

27. Trustee Leith moved to appoint the Township Administrator as the Grant Administrator with a committee consisting of the Fire Chief, Roads's Supervisor and Fiscal Officer to offer support. Seconded by Trustee Slater. Motion carried with 3 yes votes.
28. Trustee Slater moved to reappoint Mike Berry as Walnut Township Zoning Inspector/ Administrator at a rate of \$25.00 an hour for 2026. Seconded by Trustee Leith. Motion carried with 3 yes votes.
29. Trustee Leith moved to reappoint Patty McLoughlin as Zoning/BZA Board Secretary at a rate of \$20.00 an hour for 2026. Seconded by Trustee Slater. Motion carried with 3 yes votes.
30. Trustee Leith moved to reappoint Kelly Smith as Walnut Township Property Inspector and Property Maintenance at a rate of \$22.00 an hour for 2026. Seconded by Trustee Slater. Motion carried with 3 yes votes.

Trustee Leith moved to adjourn the meeting at 8:23 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

Robert W. Slater II, Vice Chairman

Douglas G. Leith