

# RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF TRUSTEES

11420 Millersport Rd., Millersport, OH 43067

## REGULAR MEETING MINUTES

January 21, 2026 – 7:00 PM

### Township Officials present:

Trustees William R. Yates, Douglas G. Leith, Robert Slater and Fiscal Officer (FO) Amy Amspaugh, were present.

### Department Heads/Staff present:

Township Administrator- Tammy Oliver; Roads & Parks Supervisor - Nate Wagner Zoning Administrator- Mike Berry; Fire Chief- Bob Price were present. Property Maintenance Inspector - Kelly Smith was absent.

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

**Special guests** – Sgt. Williams gave his report from December and also provided a yearly report broken down by month.

**Number of members of the public present:** 10 as recorded on Sign-in sheets.

## MEETING PROCEEDINGS

**Approval of Minutes:** Trustee Leith moved to approve the minutes with revisions from the Regular Board Meeting on December 17, 2025, Seconded by Trustee Yates. Motion carried with 2 yes votes. Trustee Slater abstained because he was not in attendance.

Trustee Leith moved to approve the minutes with revisions from the Special Board Meeting on December 30, 2025. Seconded by Trustee Yates. Motion carried with 2 yes votes. Trustee Slater abstained because he was not in attendance.

Trustee Leith moved to approve the minutes from the Re-organization Meeting Minutes on January 5, 2026, Robert Slater seconded the motion. Motion carried with 3 votes.

**Financial Report – Fiscal Officer, Amy Amspaugh** presented to the Trustees the Bank Reconciliation, Fund Status and Interest statement. She reported that November is almost finished.

Trustee Leith moved to accept/acknowledge the receipt of the Financial Reports, Trustee Yates seconded the motion. The motion carried with 3 yes votes.

Trustee Yates presented a letter from the County Auditor and asked to approve and adopt **Resolution 05-2026**, advance of the taxes that are due on behalf of Walnut Township. Trustee Slater moved to accept, Trustee Leith seconded the motion. The motion carried with 3 yes votes.

### **RESOLUTION NO. 05-2026**

#### **A RESOLUTION REQUESTING AN ADVANCE OF TAXES COLLECTED BY THE FAIRFIELD COUNTY TREASURER FOR AND ON BEHALF OF WALNUT TOWNSHIP**

WHEREAS, the Board of Trustees of Walnut Township, Fairfield County, Ohio, finds it necessary for the efficient operation of township affairs to request an advance of taxes collected on behalf of the Township; and

WHEREAS, Ohio Revised Code Section 321.34 authorizes the County Treasurer, upon resolution of the taxing authority, to advance to such taxing authority a portion of the current collection of taxes; and

WHEREAS, the Board of Trustees desires to request an advance payment equal to ninety percent (90%) of the current collection of taxes assessed and collected for and on behalf of Walnut Township in order to meet current operating expenses;

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

SECTION 1.

That the Fairfield County Treasurer is hereby requested and authorized to advance to Walnut Township an amount equal to ninety percent (90%) of the current collection of taxes assessed and collected for and on behalf of Walnut Township.

SECTION 2.

That said advance shall be held and treated as an advance payment on the current collection of taxes due Walnut Township at the ensuing settlement for tax year 2025, as provided by law.

SECTION 3.

That the Fiscal Officer of Walnut Township is hereby authorized and directed to certify a copy of this Resolution to the Fairfield County Treasurer and the Fairfield County Auditor.

SECTION 4.

That this Resolution shall take effect and be in force immediately upon its adoption.

Adopted this 21st day of January 2026.

**BOARD OF TRUSTEES  
WALNUT TOWNSHIP  
FAIRFIELD COUNTY, OHIO**

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Bill Yates, Trustee

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Doug Leith, Trustee

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Robert Slater II, Trustee

ATTEST:

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Amy Amspaugh, Fiscal Officer

## Comments from

### the Public:

Tim Norris addressed the Trustees regarding an ingress/egress problem on his property and complaints from his neighbors concerning a fence he put up. He shared photos with the Trustees showing the house with a lot of junk piled up. The Trustees informed Mr. Norris that this is a civil matter, however, they would share the photos with Kelly Smith, property maintenance supervisor.

Trustees were given a report on the park in New Salem. Carrie Wright, representing Fairfield Union Youth Baseball and Softball. She is not asking for monies but for priority scheduling rights for the field. Nate asked Ms. Wright for a schedule of their games and said he would give priority to her teams. Trustee Yates agreed that FUYBS should have priority rights since they were helping fund the upgrades to the park. Ms. Wright stated that FUYBS has applied for a grant and should they be awarded the grant they would dedicate those funds to further improve the field. Trustee Yates stated that the trustees would give FUYBS first rights to the field especially since they are funding the upgrades. Trustee Yates made a motion to give Fairfield Union Youth Softball program priority rights to the New Salem ball field, second by Trustee Leith.  
Motion carried with 3 yes votes.

## DEPARTMENT REPORTS

**Township Fire Department - Chief Robert Price;** Chief Price provided the run reports to the Trustees. He reported that there were 1426 runs for 2025.

Chief Price said he is doing his best to staff Station 2. There has been a lot of illness contributing to staff shortages. He said if you see a fire engine with "Speedway Fire Department" it is the Walnut Township Fire Department truck. Chief Price said by the next meeting he should be able to provide an update to the Trustees regarding the repair and return of the ladder truck.

Station 3 had to have gravel spread on the lot and Chief Price said that soon they would have to make a decision to replace the black top as it is in bad shape. Chief Price asked the Trustees for permission to upgrade the SCBA compressor at Station 3 at a cost of \$15,310.00. Trustee Leith made a motion to approve upgrade of the SCBA compressor. Trustee Slater seconded. Motion carried with 3 yes votes.

Chief Price asked the Trustees for permission to upgrade the SCBA compressor at Station 3 at a cost of \$15,310.75. Trustee Slater made a motion to approve upgrade of the SCBA compressor. Trustee Leith seconded. Motion carried with 3 yes votes.

**Zoning Reporter – Mike Berry;** For the month of December he reported 1 permit, 9 variance letters have been sent out for January. He reported 39 variances for 2025 which is more than double of 2024. A total of 163 permits were issued in 2025. The total report for 2025 was presented to the Trustees.

Tammy typed **Resolution 07-2026** for 4187 North Bank Rd. for short-term rental abuse to be sent to the Prosecuting Attorney. Trustee Leith motioned to approve sending the Resolution to the Prosecuting Attorney, Trustee Slater seconded the motion. The motion carried with 3 yes votes.

## **RESOLUTION NO. 07-2026**

**A RESOLUTION AUTHORIZING THE FAIRFIELD COUNTY PROSECUTING ATTORNEY TO PURSUE LEGAL REMEDIES FOR A ZONING INFRACTION RELATED TO THE OPERATION OF A SHORT-TERM RENTAL AT 4187 NORTH BANK ROAD, MILLERSPORT, OHIO, IN WALNUT TOWNSHIP**

WHEREAS, the Walnut Township Board of Trustees is charged with enforcing the zoning resolutions of Walnut Township, Fairfield County, Ohio, pursuant to Ohio Revised Code Chapter 519; and

WHEREAS, Walnut Township zoning regulations prohibit the operation of a short-term rental use in certain zoning districts unless expressly permitted and approved in accordance with applicable zoning requirements; and

WHEREAS, the property located at **4187 North Bank Road, Millersport, Ohio**, situated in Walnut Township, Fairfield County, Ohio, has been determined by the Walnut Township Zoning Administrator to be operating as a **short-term rental in violation of Walnut Township zoning resolutions**; and

WHEREAS, the property owner and/or responsible party has been notified of the zoning violation and provided an opportunity to correct or remedy the violation, and the violation has not been satisfactorily resolved; and

WHEREAS, pursuant to Ohio Revised Code Sections 309.08 and 519.24, the Fairfield County Prosecuting Attorney is authorized to represent the Township and to institute legal actions to enforce zoning regulations and seek injunctive relief or other appropriate remedies; and

WHEREAS, the Walnut Township Board of Trustees finds it to be in the best interest of the health, safety, and welfare of the Township and its residents to pursue enforcement of its zoning regulations through legal means.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WALNUT TOWNSHIP, FAIRFIELD COUNTY, OHIO, THAT:

1. The **Fairfield County Prosecuting Attorney** is hereby authorized and directed to **pursue all appropriate legal remedies**, including but not limited to injunctive relief, civil enforcement actions, and any other remedies permitted by law, to address and correct the zoning violation involving the operation of a short-term rental at **4187 North Bank Road, Millersport, Ohio**.
2. The Walnut Township Zoning Administrator, Township Fiscal Officer, and other Township officials are authorized to cooperate fully with the Fairfield County Prosecuting Attorney and to provide any records, inspections, affidavits, or testimony necessary to support such legal action.
3. This Resolution shall take effect immediately upon its adoption.

Adopted by the Walnut Township Board of Trustees this 21<sup>st</sup> day of January, **2026**.

**BOARD OF TRUSTEES  
WALNUT TOWNSHIP  
FAIRFIELD COUNTY, OHIO**

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Bill Yates, Trustee

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Doug Leith, Trustee

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Robert Slater II, Trustee

ATTEST:

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Amy Amspaugh, Fiscal Officer

He is working with Berne Township and continuing to act as zoning inspector for Thurston.

**Parks and Roads Supervisor – Nate Wagner**; Nate reported that Fairfield Beach playground equipment is installed, chain link fence should be installed next week. The generator is repaired at the tornado shelter.

Trustee Yates asked for a motion to acknowledge the certification of the 57.163 miles that the township maintains. Trustee Leith moved to acknowledge the mileage, Trustee Slater seconded the motion. The motion carried with 3 yes votes.

**Property Maintenance – Kelly Smith;** Kelly was not present. She provided her report for the Trustees.

### OLD BUSINESS

#### 1. **Update on North Walnut Storm Drainage Project-**

Trustee Yates asked if they were moving forward on Phase I or were they still have outstanding easements? Tammy Oliver reported that she received a report from MS Consultants. Trustee Yates shared with the public that the township was moving forward with Eric who represents the county and it doesn't cost the township any money. Trustee Leith said that in the future they should agree to pay so much per easement.

Nate informed the Trustees that he was receiving calls from the public asking when they could tap into the system. Trustee Yates told Nate to check with the County Engineer and that the Trustees would go with the recommendation of the county. Trustee Yates said he was certain that the County Engineer probably has a written policy in place. Trustee Yates asked for a motion to move forward on Phase I of the North Walnut Storm Drainage Project, Trustee Leith made the motion, Trustee Slater seconded the motion. The motion carried with 3 yes votes.

Trustee Yates informed the public that the township has changed their official logo. The Trustees adopted "Walnut Township, Fairfield County" logo, **Resolution 06-2026**, Trustee Leith motioned to accept the new logo, Trustee Slater seconded the motion. The motion carried with 3 yes votes.

## **RESOLUTION NO. 06-2026**

### **A RESOLUTION TO ADOPT THE OFFICIAL LOGO OF WALNUT TOWNSHIP, FAIRFIELD COUNTY, OHIO**

**WHEREAS**, Walnut Township, Fairfield County, Ohio desires to formally adopt an official logo to represent the Township in its governmental, administrative, promotional, and community-related activities; and

**WHEREAS**, the proposed logo visually reflects the agricultural heritage, natural landscape, and community values of Walnut Township; and

**WHEREAS**, the logo includes the official identifying phrase "**Walnut Township, Fairfield County, Ohio**" to clearly designate the governmental entity it represents; and



**WHEREAS**, the Board of Township Trustees finds that adoption of an official logo will promote consistency, recognition, and professionalism in Township communications, documents, signage, digital media, and other authorized uses.

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

1. **That the logo presented to the Board, bearing the phrase "Walnut Township, Fairfield County, Ohio," is hereby adopted as the official logo of Walnut Township.**

2. That the official logo may be used on Township correspondence, publications, websites, social media, signage, uniforms, equipment, promotional materials, and other official purposes as authorized by the Board of Township Trustees.
3. That the Township Administrator shall maintain the official digital version of the logo and ensure its consistent and proper use.
4. That this resolution shall take effect and be in full force on January 21, 2026.

Adopted this 21st day of January, 2026

**BOARD OF TRUSTEES  
WALNUT TOWNSHIP  
FAIRFIELD COUNTY, OHIO**

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Bill Yates, Trustee

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Doug Leith, Trustee

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Robert Slater II, Trustee

ATTEST:

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Amy Amspaugh, Fiscal Officer

Trustee Yates reminded the public of the OTA conference in Columbus on February 4, 5, & 6.

**NEW BUSINESS**

Permission for Board of Elections to secure equipment and use the garage on election days, Trustee Leith moved to give permission to use the garage on election day, May 5 and August 4, 2026. Trustee Slater seconded. The motion carried with 3 yes votes.

Personnel for fire department, request approval of Will Fox as full-time fire fighter as of December 26, 2025 at a rate of \$18.40 per hours. Will Fox is replacing Troy Myers who resigned as of December 11, 2025. Trustee Yates asked for a motion to accept to approve Will Fo as full-time, and to accept Troy Myers resignation. Trustee Slater made the motion. Trustee Leith seconded the motion. The motion carried with 3 yes votes.

Trustee Yates asked for approval OTA membership. Trustee Leith moved to approve the OTA membership fees. Trustee Slater seconded the motion. The motion carried with 3 yes votes.

Tammy presented a letter from the Prosecuting Attorney regarding the transfer of Station 2. Motion to accept letter from Prosecuting Attorney. Motion was made by Trustee Slater, second by Trustee Leith. Motion passed with 3 yes votes.

**Comments from the public:**

Daria Arborgast thanked the Parks and Rec for all the improvements at Fairfield Beach.

Robin Thompson said that the fence on her rental property on Lakeside was taken down by an accident. She asked if she could replace the fence over the lateral ditch. She stated that she received an insurance check from the woman who ran into the fence. She informed the Trustees that she would wait until it was completed before she replaced the fence.

**Adjournment:** At 9:15 p.m. Trustee Yates asked for a motion to adjourn, Trustee Leith made the motion, Trustee Slater seconded the motion. The motion carried with 3 yes votes.

Minutes Recorded By: Patricia McLoughlin with revisions

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Amy Amspaugh, Fiscal Officer

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William R. Yates, Chairman

Robert Slater II Vice -Chairman

Douglas W. Leith