

Walnut Township Trustees Meeting

January 5, 2016

The meeting was called to order at 7:00 PM. Trustees Doug Leith, William Yates and Terry Horn were present.

Comments from the Floor –

There were no comments from the floor.

The minutes for December 15th were presented for approval. Trustee Yates made a motion to approve the minutes with the noted changes. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Trustee Horn acknowledged the receipt of the Cash Summary by Fund, Payment Listing, Fund Status and Appropriation Summary by the trustees.

Trustee Yates made a motion to approve checks 24960 through 24992, and EFT 2015-929 through EFT 2015-984 and EFT 2016-1 through 2016-27, after being certified that funds are available and appropriations have been made by Fiscal Officer Kraner. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Department Reports

Chief Hite – Thurston Walnut Township Fire Department – Chief Hite requested approval for Marshall Berry to attend the Howell Rescue Class April 30th through May 1st. Trustee Horn moved to approve Berry attending the class. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

Hite asked for a Trustee to be on the Dependency Board for 2016. Trustee Horn nominated Doug Leith to represent the Trustees on the Dependency Board. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

Ben Leonard has completed his 120 HR Fire Card and is working on Fire II. Chief Hite would like to move him to part-time. Trustee Yates made a motion to approve moving Ben Leonard to part-time. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

There was a discussion of holiday pay for Christmas 2015. Holiday pay is usually 1 ½ times the regular wage. Chief Hite would like it to be double for Christmas 2015. Trustee Yates made a motion to approve double time for Christmas 2015. Trustee Horn seconded the motion. The motion passed with 3 yes votes. Fiscal Officer Kraner will add to the next payroll.

Thurston Walnut Township firefighters will begin paying \$2/pay period toward the Kitchen Fund. All firefighters will need to sign a form agreeing to the payroll deduction. Chief Hite will forward his form to Fiscal Officer Kraner to ensure that all required information is on the form.

There was a discussion regarding having the Township begin to pay the volunteers on a monthly basis. The Trustees and Fiscal Officer are agreeable as long as it is approved by the Thurston Council. The volunteers would need to complete the information sheet that is a part of the Firefighter employment packet. They will be paid as a vendor and would receive a 1099 at the end of the year. The checks would be cut at the end of each month and mailed to the volunteers.

Kevin Clouse – Zoning Inspector – Zoning Inspector Clouse presented a wrap-up of 2015. There were 88 permits and 2 variances, also, there was the 2 rezoning applications. A breakdown of the complaint categories he worked on was included on the wrap-up.

He is currently working on updating the Zoning Resolution. In particular, the definition of conditional use under Recreational Mixed Use, pool definition, pond definition, 2 family dwellings on same lot, campground definition, and PUD fees.

He is working on organizing the files in the cabinets and in the upstairs storage.

Mike King – Recycling – No problems at this time. Trustee Horn asked if the township could dispose of the two recycling trailers that are behind the salt barn. They are owned by the

township and were previously offered to Lancaster-Fairfield Community Action Agency – but they were not interested. Tim will follow-up on selling or disposing of the recycling trailers.

Tim Morris – Roads and Parks – Tim discussed the burglary of four chain saws from the township garage on December 29th. The perpetrators were in the garage for only 4 minutes based on the times the door was open as recorded by IRIS Security System. Tim filed a report with the Sheriff and reported the claim to the insurance company. Tim received a quote from Baltimore Ace Hardware to replace the chain saws for \$3,569.50. The township does have a \$500 deductible. The inventory will be updated to reflect the new chain saws and their serial numbers. There was a discussion regarding marking all equipment with the township information.

The following are the items that the Trustees are looking at to prevent future break-ins – Always arm the IRIS security system when out of the building, Add a siren, Add cameras, Add a combination lock to the door leading to the shop, Add a guard to door knob area of the outside door.

The spreaders and plows are on all the equipment.

Tim is working with James and Holly on the Allocation Grant. He is applying to repave King, Dahlia, Elfin and Fawn.

Old Business

The registrations for the Winter OTA conference have been submitted.

All the information that the IRS requested has been submitted.

All the applications for the medical, dental, vision and life insurance have been submitted.

The new form for submitting HRA (Healthcare Reimbursement Application) has not been received yet.

New Business

The Inventory for 2016 was presented to the Trustees for their approval. Trustee Yates made a motion to approve the Inventory as prepared by Tim Morris. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The Recycling Annual Host Site contract was received. It is a maintenance agreement for 2016, 2017, and 2018. Trustee Yates made a motion to approve the contract. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Trustee Horn asked if it will be possible to breakdown the insurance expense for the Trustees and Fiscal Officer by the same percentage as the payroll. Fiscal Officer Kraner will check on this.

The Trustees asked the status of the Open Checkbook. Fiscal Officer Kraner needs to review the information to ensure it is accurate and then it will be available.

Trustee Leith suggested that a Press Release be created with the details of the Road Use Maintenance Agreement (RUMA) so that the Lake Area residents know the roads will be protected. Leith offered to write-up the Press Release and send to the Trustees for their input.

The next meeting will be on February 2nd.

Trustee Horn requested that all agendas be added to the Dropbox.

At 8:52 PM Trustee Yates made a motion to adjourn. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Lynn Kraner, Fiscal Officer

William Yates, Chairman

Terry Horn

Doug Leith