

## Walnut Township Trustees Meeting

April 4, 2017

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

The minutes for February 7<sup>th</sup> were submitted for approval. Trustee Yates expressed his concern about the length of the minutes and requested that Trustee Horn's letters become addendums. Trustee Leith made a motion to approve the minutes with the changes noted. Trustee Horn seconded the motion. Leith – Yes, Horn – Yes, Yates - N.

During the review of the February 7<sup>th</sup> minutes, Fiscal Officer Kraner stated that the Legal Ad announcing the 2017 meetings appeared in the Lancaster Eagle Gazette on February 9, 2017.

The minutes for March 7<sup>th</sup> were submitted for approval. Trustee Leith made a motion to approve the minutes with the changes noted. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

The minutes for the Special Meeting on March 16<sup>th</sup> were submitted for approval. Trustee Horn made a motion to approve the minutes with the changes noted. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Trustee Leith made a motion to approve checks 25260 through 25288 and EFT 2017-186 through 2017-296, after being certified that funds are available and appropriations have been made by Fiscal Officer Kraner. Trustee Leith seconded the motion. Trustee Leith – yes, Trustee Horn – abstain, Trustee Leith – yes. The motion passed with 2 yes votes.

### Comments from the Floor

There were no comments.

### **Department Reports**

**Chief Hite, Thurston Walnut Township Fire Department** – Chief Hite stated that letters were sent to all non-active firefighters requesting their status. The Rules and Regulations from 2016 need approval from the Trustees and the Thurston Village council. Trustee Leith requested the pages that have had changes on them following the meeting between Chief Hite, Trustee Leith and Mayor Boring. Jeremy Lust has resigned and David Burt has returned from his tour of duty.

Trustee Yates made a motion to approve Chief Hite's recommendations in personnel. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Chief Hite needs a copy of the township's 2017 budget for the Thurston Walnut Township Fire Department for his Grant applications. Fiscal Officer Kraner will provide this to the Chief in time to make the application.

Medic 1 needs the battery replaced, which is under warranty. The air valve is bad on the Breathing Air. The Thurston Council approved the Disposable Equipment List on March 14<sup>th</sup>; the Trustees had approved the list on March 7<sup>th</sup>. Trustee Yates requested that all the hard drives are wiped clean on any computers that are to be disposed of or removed and destroyed.

Chief Hite is working with Thurston to increase the value of Medic 1 on the insurance from \$212K to \$220K.

The two fire departments are planning to start going door to door in 2 weeks to obtain voter support on the Fire Levy.

Chief Hite will need access to the Township's BWC account in order to apply for the BWC Grant. Fiscal Officer Kraner will assist with this information. They are looking to purchase a Chest Compression machine at approximately \$22K and a Stair Chair at approximately \$7K. The grant is a 3 to 1 match.

**Mike Berry, Zoning Inspector** – Mike has been working on permits for additions, new homes and a pool. He met with representatives for a potential site for Dollar General. The site would need to be rezoned and has a Federal wetland designation. Trustee Horn suggested contacting the Army Corp of Engineers regarding the site.

Mike is working with two different nuisance sites, one at 3160, 3170 and 3180 Lakeside Road and 4615 Canal Rd.

**Mike King, Recycling** – Everything is fine

**Tim Morris, Parks and Road and Bridge** – The mowing has started at the Parks. New Salem and Fairfield Beach will be mowed weekly and the cemeteries and Lieb's Island parks will be mowed as needed.

The cost for lettering Truck 3 is \$215.60. Trustee Yates made a motion to approve the same lettering as on the other township vehicles at a cost of \$215.60. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The Salt contract for 2016/2017 does have a 220 tons remaining for the township to take. Tim has ordered 120 tons for next week and the remaining 100 ton will be taken at the end of the contract time frame.

There was discussion regarding the salt contract for 2017/2018. Historically, the township has taken 500 tons for the last 3 years. However, they are carrying over 200 ton more than last year. Tim is recommending the new contract be for 300 tons; which the township will be required to take 90% and will be allowed to go over by 10%. Trustee Horn made a motion to contract for 300 tons of salt for the 2017/2018 Salt Contract. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

Tim asked what funds would be available for road work in 2017. There is \$70K that is reserved for the Neighborhood Revitalization Grant, that be needed in 2017 or could a portion of those funds be available for paving projects? The Trustees requested that Tim create a priority list of highway projects with cost estimates.

At the meeting with the Fairfield County Engineers, there was a discussion regarding the Cherry Lane Phase III, Buckeye Lake Dam issues and the West Bank flood area and the Geiger Road engineering project.

The signs and posts purchased through the Sign Grant have been ordered. All signs will meet the new code with the exception of Road name signs.

Tim and Mike have started the Durapatching. They will be attending the County Safety Meeting.

### **Old Business**

Trustee Leith mailed letters to all previous Boat Dock Leasees to inform them of ODNR's policy to not charge for Dock Permits in 2017. Nine of them came back for bad addresses.

Trustee Yates has provided a fuel contract to the County Prosecutor to review for the Fuel Sharing Agreement. The first order had a savings of \$1,719.40 over the cost previously paid through Circle K. The Walnut Township Schools will be purchasing the fuel and will bill back each of the entities monthly.

There was an update from the meeting with ODNR. Trustee Horn stated that they will not use a public entity to handle storm water. Ron Craig, President of the Buckeye Lake Civic Association, has agreed to send out emails to his membership regarding the Open Comment Period to the Army Corps of Engineers for the Buckeye Lake Dam project, which ends April 29<sup>th</sup> requesting his members send comment letters. Brad Smith, President of the West Bank Homeowners Association, has also agreed to send letters to their association requesting comment letter be sent to the Army Corps.

Bob Slater stated that the Firefighters and EMS personnel need to be protected in the event that there is flooding and the water becomes electrified or the roads are impassable.

Trustee Leith suggested a joint letter with Union Township expressing concerns about the sewage issue, potential flooding and hazards for fire personnel.

Additional suggestions were to have Save the Lake Facebook page encourage residents to write letters during the Open Comment period; to request letters from the Millersport and Thurston Walnut Township Fire Chiefs and all those Fire Chiefs whose teams provide Mutual Aid.

James Zehringer, Director of ODNR, responded to the letter sent from the Walnut and Union Township Trustees that addressed their concerns regarding airborne contaminants during the Buckeye Lake Dam construction project. The Trustees felt his response was

essentially a Thank you for letter note but lacked any commitment to prevent future incidents.

Trustee Charles Prince, Union Township, laid out two potential Zoning Amendments that the Trustees could look at to protect the residents of Walnut Township. The first would prohibit the operating of machinery that caused air contaminants without an EPA permit and the second would restrict omitting Fugitive dust in the course of construction activities in a residential area. Trustee Horn made a motion to take the two zoning amendments to Regional Planning who would then send to the Zoning Commission to start the process to change the Zoning Resolution. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

Fiscal Officer Kraner met with Melissa Trembley regarding the IRS and State Tax issues and the Audit Findings. They discussed a plan to review all the quarters of Federal Taxes to see what else can be refunded from the IRS. Fiscal Officer Kraner is unable to project how long it will take review all the quarters. The State Taxes will be handled in the same way. Melissa stated that a file should be created and a resolution for each finding included.

The OTARMA policy was undated with the Fuel Dispensing station and the new truck. Megan Roschek of Burnham and Flower will provide an updated listing. Trustee Yates will send copies of the fire contracts to Megan.

Fiscal Officer Kraner reviewed the information regarding BWC discount programs previously distributed. These didn't seem to apply to the township. Kraner will check with Andy Frank to see if there are any other programs to consider.

The Trustees are discussing what they need to do to receive an additional portion of the license fees from the county.

There is no update on the request for reimbursement of the \$1,000 paid toward dental services for a previous employee.

**New Business**

There was a discussion regarding the opening in the Zoning Secretary position. The opening was advertised on the township Facebook page. Trustee Horn made a motion to accept the resignation of Jeannie Downey as Zoning Secretary effective immediately. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Trustee Horn and Zoning Inspector Berry interviewed Jody Johnson for the position. Trustee Horn made a motion to contract with Jody Johnson as the Zoning Board Recording Secretary at \$12.00/hour. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

There was a discussion regarding the contract for the Zoning Secretary. She will need to sign the OPERS document and provide a W-9.

The budget paperwork was previously emailed to the Trustees for them to compile the budget for 2018. Fiscal Officer Kraner stated that the cable franchise receipts was incorrect on the document and will make sure it is correct on the budget that is submitted. The Trustees will need to provide budget information to Kraner so that the budget can be compiled. The budget will be available to discuss at the regular Trustee meeting in June. A Public Hearing will need to be scheduled once the Trustees approve the budget. The budget must be submitted to the Fairfield County Auditor by July 15<sup>th</sup>.

The Audit and UAN fees are distributed evenly over 5 funds – General, Road and Bridge, Thurston Fire, Fire and EMS.

The State of the County will be held April 25<sup>th</sup>.

The Trustees discussed placing an ad in the Sweet Corn Festival Ad. They will pay for the ad themselves.

Trustee Horn suggested a township policy of having two signatures on all requests for reimbursement from elected officials and employees.

Trustee Leith informed the Trustees the Fiscal Officer Kraner would no longer be taking the minutes for the Trustee Meetings. There was a discussion regarding whether the Zoning Secretary could also be the person who takes the minutes for the trustee meetings.

At 9:56 PM, Trustee Leith made a motion to adjourn. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

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Lynn Kraner, Fiscal Officer

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William Yates

Terry Horn

Doug Leith, Chairman