

Walnut Township Trustees Meeting

March 7, 2017

The meeting was called to order at 7:05 PM. Trustees Doug Leith, Bill Yates and Terry Horn were present. Fiscal Officer Kraner was not present.

Comments from the Floor –

Deborah Floyd, Laurel Rd Fairfield Beach, asked what can be done to slow down traffic. Trustee Horn stated it has been reported and suggested that she continue to contact the Sheriff's office. The Fairfield County Community Watch has been out once. Trustee Leith stated that the township is not permitted to do speed bumps. Tim Morris stated they can't use Stop signs to control speed. A traffic study was done in the past and the stop signs are where they are needed.

Johanna Hartfield suggested that an auxiliary officer is needed as they have done on North Bank for vandalism.

Johanna Hartfield, North bank Rd, expressed her concern regarding the letter from ODNR and the storm drainage on the new dam. Water from all the homes will be in yards and in homes and township roads if it can't go into Buckeye Lake. There is no outlet to allow it to go into the lake and any rain will cause flooding. Trustee's Horn and Leith agreed that it is a serious issue for the township.

Ed Parrish suggested Walnut Township ask ODNR for results of the study that was done on the drainage issues. He stated that if his pump doesn't drain into the lake that Millersport Road would be impassable during substantial rain events. Trustee Horn believes that the outfall piping could be designed by ODNR as part of the project design and reminds everyone of the Lakewood High School meeting and the Millersport High School meetings on Wednesday and Thursday from 5:30 – 7:30 PM with ODNR.

Johanna Hatfield wants to be proactive and work together. There is a need for a storm sewer or some fix as there could be a great loss in home values. Trustee Leith encouraged everyone to come to the meeting at Millersport School. He stated a need to get organized

with Representatives and Senators. Trustee Yates stated there was a possibility of devastation with flooding. Johanna Hartfield stated that the Trustees need to be involved in the design meetings for the new dam.

Old Business

Megan Roschek of Burnham and Flower brought copies of the Liability Insurance policy for 2017. Trustee Yates brought up the fact that the township has one-half interest in the Thurston Walnut Township Fire equipment and wondered if that falls under Good Samaritan clause. Megan would need to see a copy of the contract to see if this could be added to the policy. Trustee Yates stated that the township is adding a Fuel Dispensing station with fuel tanks and this will need to be added to the coverage. A letter was distributed stating that the Township would be receiving a \$200 check for the OTARMA 30 year Anniversary Loyalty Distribution and \$681.11 check for the 2017 Capital Distribution.

Department Reports

Chief Hite, Thurston Walnut Township Fire Department – Chief Hite needs the Thurston Walnut Township Fire Department financial budget for 2017 for the AFG grants.

Trustee Horn made a motion to dispose of Thurston Walnut Township Fire Department assets that were presented by Chief Hite and per the Village of Thurston's request. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

Trustee Horn questioned the EMS Billing totals decrease over the past few years.

Trustee Yates made a motion to accept the Chief's Report. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The Fire Levy was approved and will be on the ballot in May. The Fire Chiefs need to prepare a list of the needs for their stations. They are in the process of getting signs made to promote the levy through their respective fire associations and no township fire revenue will be used for this purpose.

Mike Berry, Zoning Inspector – Mike has been working on permits for signs, new homes, combining lots and splitting lots, solar fields, nuisance issues and junk cars. There is a

possibility of a proposal from AEP for a 200 acre solar field on what is currently the Keller farm on St. Rt. 37.

Ben Patterson was introduced as the new member of the Zoning Commission.

Mike King, Recycling – Everything is fine

Tim Morris, Parks and Road and Bridge – Tim and Mike reviewed the mowing costs. They are recommending mowing Fairfield Beach and New Salem parks weekly, Lieb's Island parks monthly and the cemeteries as needed.

The new utility truck will be picked up 3/8/17. The running boards will be added later. Tim is pricing the cost of lettering the new truck at Columbus Sign Works.

Truck 7 is out of service.

Tim is working on a Safety Grant for safety signs with the new reflective coating.

The contract for cracksealing materials for 2017 is \$3,500. Trustee Yates made a motion to approve the crack sealing for 2017. Trustee Horn seconded the motion. The motion passed with 3 yes votes. Tim will order the tar.

There are parts needed for the mowers and the backhoe from JD Equipment for \$728.10.

Tim will be attending the Buckeye Lake dam meeting on March 9th and the CDBG application meeting on March 21st.

There are approximately 300 tons of salt remaining.

Old Business

Trustee Horn requests IRS Income tax interest and penalty cost back to 2007 with past Fiscal Officer and 2010 with current fiscal officer.

Trustee Horn read his Fiscal Officer Accountability. See Addendum B.

Contained in the document are several motions, for Resolutions, that Trustee Yates asked that these be tabled until they have a legal opinion by the Fairfield County Prosecutor to determine if the trustees have a legal right to make them.

Trustee Horn states that there is help available. Trustee Yates would like more information about the UAN system. He recommends asking Melissa Tremblay to help with access to the UAN system. Yates asks that Fiscal Officer Kraner set a time to work with Melissa and have a deadline for the State Audit results.

Johanna Hartfield stated that this was frustrating and Alan Trumbull stated it reflects back on the Trustees.

New Business

The Millersport Cemetery is partially in Walnut Township and partially in the Village of Millersport.

The last Zoning Secretary's invoice for \$48 was paid by the Fiscal Officer without signed approval by Trustee Horn as was agreed upon in a previous meeting. The Zoning Secretary has not responded to Horn's request for the invoice to be written in an invoice format after making three requests.

Trustee Yates made a motion to hire Melissa Tremblay for up to 8 hours consulting at \$40. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The Trustees will be attending the ODNR Open House on March 9th. Trustee Leith will post a Special Meeting notice so that all the Trustees may attend.

Jason Wesley with ODNR, talked with Trustee Leith regarding Dock Permits for 2017. There will be no fees charged again this year. Trustee Leith suggested doing the same with the Township docks. A letter will be sent to residents who had previously leased one of the township's docks.

A Zoning Permit check Log was created by Trustee Horn to keep track of all checks. There will be two drawers for township checks. The Zoning Inspector will use one for zoning permit checks coming in and one for checks that the Fiscal Officer has written and needs to

be signed by trustees. The keys will be labeled and put in Fiscal Officer Kraner's mailbox. Trustee Horn made a motion to adopt this procedure. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

The Fairfield County Township Association is holding tours of the new jail during the March 18th quarterly meeting. RSVP's are required.

A letter will be sent to Dave Farrell thanking him for serving on the Board of Appeals. A forwarding address is needed.

Tim sent an email to all those who were interested in the information regarding the ODNR Listening meeting at the Millersport School on Thursday.

The Thurston Village Council would like to have a joint meeting, possibly on March 16th at the Walnut Township office.

Trustee Leith attended a County Health Board Meeting on March 6th. Brian Oliver and Dr. Kapetanskye were elected. The amount for Walnut Township to contribute to the 2018 Health Department budget is \$39,048.24.

Trustee Yates made a motion to adjourn. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Carol King was the recorder for the meeting.

Lynn Kraner, Fiscal Officer

William Yates

Terry Horn

Doug Leith, Chairman

Addendum B

The following represents my on-going concerns with Fiscal Officer (FO) Kraner as of March 6, 2017. See also my "Specific Performance Concerns" addressed to the FO at the February 7, 2017 meeting.

The FO has a long history of not responding to fiscal and information requests in a prompt manner and many more times than not, not at all. When it's provided, it is only after several attempts are made and many weeks and sometimes months have passed. Nearly every problem if not all, has its roots in a failure of the FO to respond to an invoice or notice, a second notice and a third followed up almost always with a phone call to the FO and then to a trustee (myself many times) and then a call, text and email from me or another trustee.

This report and accompanying list of strong appeals, is due to several serious issues that have surfaced over the course of time that I reported on at the February 7, 2017 meeting. For several months now, The FO has tried to minimize and un-report the seriousness of the concerns with missed IRS and State income tax payments that she has stated were made on time. I will be unrelenting in my endeavor to see these issues resolved to my satisfaction and to those I serve.

1. None of the issues I addressed to the FO in the February 7, 2017 meeting have been addressed to my knowledge. Last month's meeting minutes have once again been delayed to at best the day of the meeting.
2. FO Accountability – I will continue to require of the FO a full accounting of spending of township funds for late fees, penalties and interest on IRS and State Income tax payments along with her repayment of same. She must comply with all statutory requirements of the office of FO. The FO is to provide;
 - a. A copy of all credit card statements each month. Further, I want to see past statements back through 2014.
 - b. A current copy of all health insurance, dental and vision statements. Further, provide a copy of these statements when the status of anyone on the plan changes, including the addition or removal of anyone on the plan.
 - c. Deposit of public monies. Provide a copy of all deposit slips for all checks received each month. Plus a copy of all deposit slips from 2017 through 2014.
 - d. I hereby move to pass a Resolution requiring that the FO report to the Trustees in detail (copy of all relevant documentation), within 3 business days when any of the following events occur:
 - i. Fees, penalties and un-scheduled interest is due or paid on anything.
 - ii. When a payment is delinquent/overdue and when paid.
 - iii. When scheduled payments to the FD are missed and when made.
 - iv. When payroll is missed and when paid.
 - v. When required IRS documents such as W-2's and 1099's are not issued and when issued.
 - vi. Communications with government partners i.e. County Engineer, Co. Auditor when the Trustees have directed the FO to do so.
 - vii. Communications with any federal, state and county entity that relates to a failure of the FO to perform her statutory duties.
 - viii. Communications with any entity as it relates to resolving the issues with delinquent payments to the IRS and State income tax.
 - ix. FO Reports are overdue/late and when issued.
 - x. When anyone communicates to the FO and states she is late with a payment or providing information as part of the duties of FO.
 - xi. Legal ads are placed.
 - xii. Important documents are received by the FO. For example insurance coverage updates, Audit reports.
 - xiii. When there is a loss of coverage of insurance and Workers Compensation coverage.
 - xiv. When the FO does not comply with any statutory requirements."
 - e. That the FO completes the Monthly FO Report for each meeting.
 - f. In order to comply with the Public Records Act (Sunshine Laws) of providing prompt Meeting Minutes, "I hereby move to pass a Resolution that the FO provide Draft Meeting Minutes within two weeks after the previous meeting when we are on a one meeting per month schedule or within one week when the

Trustees meet twice a month. And once those minutes are approved by the Trustees, that the final minutes be made available for the public within three (3) business days and a PDF copy emailed to the Trustees. Provide accurate footers on the Meeting Minutes as has not been the case.”

- g. Employee employment and salary verification.
 - i. In order to assist our employees with timely employment and salary verification for loans of any kind and for any other legal reason. “I hereby move to pass a Resolution that the FO must provide employee employment and salary information to those who are legally permitted to have it, within three (3) business days of making the request.”
- h. I move to direct the FO to provide Trustee Meetings audio files and handwritten notes for 2017 and 2016 to be provided by March 17, 2017 and all others by April 15, 2017. These are to be can be provided on the township computer or on a CD given to Trustee Horn.
 - i. These files are to be in MP3 format, clearly labeled as to audio or handwritten notes, with the meeting date. For example “2017 01 03 Meeting Minutes” and “2017 01 03 Meeting Notes”.
- i. Township and FO Email – The FO has two active email accounts. According to her, she does not monitor her Yahoo email account on a regular basis, apparently never, and has resulted in her using that as an excuse for not receiving important township information. “I move, due to the FO negligence of not monitoring all of her active email account and not responding to email sent to her, that a Resolution be passed that Township Officials and employees only have one (1) active Township email account in place.” I also move that each official and employee shall check their email messages once each business day.” We live in a digital age, many, actually most people use email as a vital form of communication. When people cannot reach, for example the FO by phone or text they have few options left. An email at least provides documentation that there was an attempt to communicate and the receiver (FO) cannot later deny it. Requiring officials and employees to read their email makes them accountable of course we only have one individual with that problem.
- j. 2014-2015 State Audit – I move that the FO shall provide a written reply to the State Audit 2014-2015 findings and any other comments for eventual submission to our constituents and to the Auditor of State for record. The reply is to clearly state how each finding was or will be resolved in a way that provides our constituents with a clear understanding that we will make corrections that will result in a clean audit the next time. A draft version of this ‘reply’ shall first be submitted to the Trustees for review and comment by April 1st. Further versions shall be as directed by the Trustees.