

Walnut Township Trustees Meeting

September 6, 2016

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

The minutes for the Regular Trustee Meeting on August 2nd 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 Yates made a motion to approve The Resolution for Accepting The Amounts and Rates from the Fairfield County Auditor. Trustee Leith seconded the motion. The motion passed with 3 yes votes. The three copies were executed.

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

Trustee Leith made a motion to approve checks 25137 through 251526 and EFT 2016-630 through 2016-711, 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.

Comments from the Floor –

There were no comments from the floor.

Department Reports

Chief Price, Millersport Fire Department – Chief Price stated they have received a \$8,000 grant for Grain Bin Rescue equipment. There will be a demonstration on September 8th at 6:00 PM. The department purchased an Ice Rescue Sled from Violet Township for \$3. The Firefighters Association is looking to purchase a tandem axle enclosed trailer to transport any special need items. Interested parties who donate \$500 will get their name on the side of the trailer.

The new Medic is now scheduled to be delivered at the end of October. The contract was signed to purchase a Pierce Tanker. After being declared surplus by the Village of Millersport, both the out of service engines were traded in on the purchase. The purchase price was \$225,000.

Chief Hite, Thurston Walnut Township Fire Department – Shawn Harvey and Steve Owen have resigned from the department. Shawn Mosedale has taken leave. Nick Innes has received his Medic certification and will receive the corresponding raise to medic pay.

The Engine has approximately \$10,000 in rust damage that needs to be repaired. The officers decided to delay the repair.

The new furnace is installed and working. The dry wall needs to be replaced that was removed during the installation.

All the old Fire and EMS records will be stored at the Thurston Village Hall. The fire reports for 7 years and the Ems records for 6 years.

Trustee Yates made a motion to affirm the personnel changes submitted in August. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

There was a discussion regarding raises. The Millersport Fire Department gave raises at the beginning of the year. Thurston Walnut Township Fire Department has the lowest hourly rate in the area. Chief Hite would like to raise the basic rate from \$9 to \$10 and the Medic rate from \$11 to \$12.

Chief Hite asked what the Trustees thought about bringing Chris Kent back to the department. He has been gone for 4 years and would like to return.

Trustee Horn asked if Chief Hite has been checking to determine if the correct hours are being submitted by the firefighters/ems personnel. Chief Hite stated that they have not found any problems and the firefighters/ems personnel were told that it was grounds for dismissal. The officers match the log to the timesheet to verify the hours.

Nick Camaquin recently took a full time position and once he completes his orientation, he will be available to work on the time system at the station.

The body of the Excursion is being repaired.

There will be new locks on all the doors and all the firefighters/ems personnel will have their own codes.

A request has been made that the Thurston Water Department notify the department whenever there is a boil alert and any other water issue.

Chief Hite and the Officers are working on the Officer's test and it will hopefully be ready by November.

Trustee Yates made a motion to give Chief Hite approval to rehire Chris Kent as long as he meets the chief's approval and final check-off. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

David stated that he has currently worked 1,500 hours this year and would like to continue to work until he is deployed in October. He would be willing to sign a release to avoid any issues with benefits. Trustee Yates stated that Chief Hite should decide how to handle this situation. Trustee Horn stated that the Chief doesn't have any options if Burt has already worked over 1,500 hours.

Larry Neeley, RPC – Mr. Neeley stated the a highlight of the Community Neighborhood Revitalization Grant was presented at the RPC meeting this evening.

Old Business

The township received the Neighborhood Revitalization Grant. There are no other grants pending at this time.

A new notification was received from the IRS regarding a balance owed of over \$31,095.54. Fiscal Officer Kraner contacted the IRS Officer that she has been working with and was told that he is not involved with this new balance. Kraner contacted the number on the form and was told contact can be made through letters or fax only with the CAWR department. Kraner requested ledgers for each quarter from 2011 and through the present to determine where the issue is. Also, the collection effort was put on hold by IRS Agent Mrs.

Canoe until an outcome is determined by the department. Horn requested that Kraner notify Trustees whenever any information is sent or received.

Mike Berry, new Zoning Inspector, and Kevin Clouse will be meeting with Holly Mattei at Fairfield Regional Planning tomorrow. Berry stated that there have been numerous applications from the Crescent Cove area recently.

Trustee Horn asked that Z.I. Berry keep an eye on the home at 7433 Lancaster-Newark Rd as there has been ongoing remodeling that looks like a business start-up. We need to make sure a business is not taking place.

Several properties that have had nuisance complaints were discussed to ensure that Berry is following-up on compliance. One specific one is 13088 W. Bank, the Zoning Inspector is to follow-up on tall grass and dilapidated house.

There was a discussion regarding a complaint at five houses on North Bank Rd. Define residential use complaints allege a commercial operation to provide a home for prostitutes and drug addicts with a religious base. The Sheriff's office has already been informed and has been investigating. The concern for the township is to make sure no zoning violations exist. Trustee Yates said there is a property on Taylor Ave., Dwayne Holstein wants to know what the steps he needs to take to clean-up a property near him, the parcel # was given to the Zoning Inspector.

Kevin Clouse's last official day will be September 17th.

Trustee Horn made a motion to pay Mike Berry for the hours worked prior to officially becoming the Zoning Inspector, August 11th through August 28th at the hourly rate of \$15. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

Berry asked about the process for giving checks ready for deposit to Fiscal Officer Kraner. He is to put them in the small township locked box and text Kraner so that she can pick up the checks within 3 days. For checks that are to be held for Zoning reasons, the Zoning Inspector will put a note on the check that it is to be held until he informs the Fiscal Officer to deposit it.

Fiscal Officer Kraner is working on the outstanding amounts from the State of Ohio. Kraner has a call into the Local Government unit to see if they can assist and will contact the number on the notice to request documentation as to the nature of the debt. She has ten days to resolve. Horn requested Kraner notify the Trustees when additional information is sent and received. Same process as the IRS issue.

Trustee Horn wants to know why there is a large discrepancy with lower revenue in the last two years. Kraner said it was due to the ebb and flow of the billing. Horn said per his conversation with the third party auditor, he indicated that one thing he noted was that payments were being posted late. The trustees discussed having the two Fire Chiefs provide monthly documentation of the information inputted into the FireHouse software.

Trustee Horn submitted a request to Fiscal Officer Kraner to complete a report on a monthly basis regarding any outstanding payments records requests. Kraner did not complete the report. When asked why it was not completed, Kraner stated she felt it could be discussed at the meeting. Horn asked Kraner if she knew why he had asked her for the report and she said no. He said for one example Kraner had allowed the worker's comp coverage to lapse 52 days because the premium payment was not made. Horn asked the following questions of Kraner and received no response from her. Since the last meeting, were there late payments, delinquent payments late fees or penalties paid? Are there any outstanding public records requests?

Trustee Horn asked where the copies of the Health Insurance Resolutions were that he had previously requested. The Health Insurance Resolutions were made an available at a previous meeting but Kraner did not make copies for Horn at that time.

Trustee Horn asked that the email that Delta Dental sends to the contact email address be stopped. He had previously asked that Kraner take care of this but it has not been done as yet.

The Ohio Checkbook for Walnut Township is live and there should have been a press release in the Lancaster Eagle Gazette.

Trustee Horn asked if the new Record Retention schedule had been worked on and Fiscal Officer Kraner stated it had not and she plans to.

Trustee Horn asked Fiscal Officer Kraner why the requested information for the audit wasn't provided timely. Kraner explained that the outside firm completing the audit initially was sending emails to an old email address. That is not the email address that is registered with UAN and the state. Once they sent the request to the correct address, all the documents were submitted within 3 weeks. This did require an extension of the filing period of the audit. Additionally, a follow-up email was received requiring additional information after two weeks and Kraner provided that information within 10 days. Trustee Horn questioned whether the email was responded to because the Trustees were not copied on any response. Kraner stated that the information was provided to the audit firm and the Trustees were not excluded from the email response for any particular reason. . Horn stated that according to the outside audit firm that he spoke to after the audit was submitted to the auditor of state that there was missing information.

Trustee Horn stated that he has offered to meet with Fiscal Officer Kraner but she has refused to meet with him. Kraner stated that she has not refused to meet with Horn but has not elected to do so at this time. Horn clarified that Kraner did not respond.

Horn requested that Kraner let him know when Mike has his bond in place and Kraner indicated to the affirmative, she would.

Trustee Horn asked Fiscal Officer Kraner is she had reviewed the amount of insurance premiums paid to cover former trustee Dupler and his wife. Kraner responded those were refunded.

Trustee Horn brought to the attention of the other Trustees that the Zoning Secretary, Jeannie Downey, is Fiscal Officer Kraner's sister. Kraner stated that Downey works for the Zoning Commission and the Board of Zoning Appeals and is a contracted worker who receives a 1099. She is not an employee of the township. He requested documentation regarding the number of hours that Downey has worked on the behalf of the Fiscal Officer and Kraner agreed. Horn said to resolve the issue he could contact the Ethics Committee to see if Jeannie worked as a contractor vs. hired as an employee would there be a conflict in that situation. Kraner affirmed this was acceptable. Horn noted that this would open up an investigation.

There was discussion regarding where the titles for Manufactured Homes are kept.

Z.I. Berry asked about consolidating of lots and was told that it is done at RPC.

There was a discussion regarding open positions and expiring terms for the Zoning Commission and Board of Zoning Appeals. Ron Sharpe's term expires at the end of 2016 for the BZA and Greg Rose's term expires at the end of 2016 for the ZC. Mike Berry was on the Zoning Commission so his position will also need to be filled.

New Business

The OTA meeting is September 17th.

There was discussion regarding engaging 2LMN to be the engineer for the Neighborhood Revitalization Grant project. Trustee Horn made a motion to hire 2LMN to be the engineer design for the Neighborhood Revitalization Grant project. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

In previous years, the funds in the county held Road and Bridge Fund, has been held to be used toward Cherry Valley Lane Phase III. Trustee Yates made a motion to carryover the funds from 2016 for the Cherry Valley Lane Phase III project. Trustee Leith seconded the motion. The motion passed with 3 yes votes. Fiscal Officer Kraner will submit the request to the Fairfield County Engineer.

Tim would like to do prepare a survey, to handout to the Fairfield Beach community, to gather information for the next Community Development Block Grant. Trustee Horn made a motion to approve the creation and distribution of the survey. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

Salt Contracts for Winter 2016 – 2017 have been prepared for the Villages of Pleasantville, Millersport and Thurston. Trustee Yates made a motion to approve the Salt contracts for Winter 2016 – 2017. Trustee Horn seconded the motion. The motion passed with 3 yes votes. The contracts were executed and will be mailed to the villages.

Jason, ODNR, will begin tagging docks that need to be brought up to requirements or will need to be torn out. If residents want silt removed, they need to contact ODNR and

complete the required form. There was a question raised as to whether the township would allow equipment on township property for the purpose of removing silt.

There was a discussion regarding what will happen to the berm material used in the Dam construction project. Tim will check on the material to determine if the township might be the recipients of any of the material when it is removed.

There was a discussion regarding the berm on Cattail Road. After discussion, Trustee Horn made a motion to approve adding berm to Cattail Road with an expense of up to \$5,000. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Trustee Horn made a motion to approve A&A Safety to stripe the center line on Cattail Road at a cost of \$2,117.16. Trustee Yates seconded the motion. The motion passed with 3 yes votes.

House Bill 528 is pending in the Ohio House. It would increase the Local Permissive Vehicle Tax by \$5, which would go to the township.

There will be a Buckeye Lake Update meeting at the Lakewood High School on September 14th at 9:00 AM.

Comments from the Floor –

There were no comments from the floor.

At 9:45 PM Trustee Yates made a motion to adjourn. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

Lynn Kraner, Fiscal Officer

William Yates

Terry Horn

Doug Leith, Chairman