

# **MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING**

## **HELD MARCH 15, 2016**

Mr. Bradley Coffman called the meeting to order at 7:04 pm.

Roll call: Mr. Coffman – present; Mr. Foley- present; Mr. Patrick – present.

The following *staff* were also present: Administrator, Donald Edwards; Fire Chief, Paul Scherer, Roads Department Supervisor, Scott Camery and Zoning Inspector and Asst. to the Administrator, Erin Hartsock; and Fiscal Officer, Darrell Coffman.

The following *residents* were also present: Gary Breeze, George Cherryholmes and Andy Jacobs.

Board President, Bradley Coffman welcomed those in attendance.

Mr. Coffman led those in attendance in the pledge of allegiance to the flag.

Mr. Foley motioned to **approve the Minutes** of the previous meeting. Mr. Patrick seconded the motion. Upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea, Mr. Patrick – yea, Mr. Foley – yea.

**CITIZEN'S COMMENTS:** Mr. Gary Breeze thanked the Roads Department for taking care of O'Neill Rd.

### **DEPARTMENT REPORTS:**

#### **ROAD DEPARTMENT:**

Road Department Supervisor, Scott Camery reported as follows:

Work continues on Corwin Rd. in between rain events.

The first round of pothole filling is complete.

Mr. Camery has found a cab and chassis that he believes meets the all the criteria Wayne Township is looking for and needs. He is working with suppliers regarding quotes for snow equipment costs and options.

During rain events, the Department is working on and servicing equipment preparing for spring projects/operations, including some of the body/fender work/ repair for the front end loader.

Mr. Camery ordered and received crack seal material today.

He concluded by stating that all equipment is in 100% operational status.

Mr. Foley inquired about the status several Township roads. Mr. Camery reported that the areas will likely require additional attention such as wedging.

Mr. Coffman inquired about the status of the frontend loader. Mr. Camery reported that it is working fine.

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### **FIRE DEPARTMENT:**

Fire Chief, Paul Scherer reported as follows:

Regarding equipment, the Station has a breathing air cascade in Hydro testing at Warren Fire.

Regarding staffing, Chris Reazer is leaving to start a new job in North Carolina at the end of the month. Additionally, John Kronenberger will no longer be available during the daytime due to a new job. Chief Scherer will be recruiting new local firefighters for daytime hours only and submitted a revised payroll SOP (addressed under legislation) with the goal of attracting existing volunteers for the purpose of scheduling a stand-by daytime crew.

Discussion was held regarding the staffing gaps and strengths. Chief Scherer stated that the EMS/Squad roster is sufficiently robust, however the Fire roster has the chance to become sparse soon. WTFD is being proactive regarding staffing to ensure that there is not a decrease in service.

### **ZONING DEPARTMENT:**

Zoning Inspector, Erin Hartsock reported on the following:

Regarding the effort to revise the Zoning Code, Ms. Hartsock previously provided the Trustees the full text of Article I with a brief executive summary. Additionally, the CAC will be meeting on Wednesday, March 16<sup>th</sup> to discuss minor tweaks made to Chapters 1, 2, and 3 in Article II; Open Space Standards; Agricultural Use in Subdivisions; and, Development Standards.

Ms. Hartsock related that the Prosecutors Office hopes to have previously submitted sections back from legal review in the near future.

Regarding complaints, a complaint was received on 3076 Lytle Rd. regarding a perceived increase in the number of cars, trash and number of people living there. Ms. Hartsock is working with the WCCHD and the Building Dept. to determine when the residential conversion took place and will pursue any violations as applicable.

The status of an older violation at 8479 Lytle-Ferry Rd. was updated. Ms. Hartsock is working cooperatively with the property owner to mitigate the junk violation. Work is still underway, but making steady and satisfactory progress.

Additional discussion occurred regarding another property in close proximity. Ms. Hartsock is awaiting word from the County regarding occupancy records before making any further determinations regarding non-conformity.

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### **ADMINISTRATOR REPORT:**

Administrator, Donald Edwards reported the following:

There has been discussion among the Fire department staff about the ability to staff an engine crew during the day Monday through Friday. After which, Chief Scherer brought the matter to Mr. Edwards, who believes it merits Board consideration. At present, it is difficult to anticipate the number of firefighters that will respond to a call. Additionally, there are a couple of regular daytime volunteer responders with changing work schedules making it increasingly challenging to plan. Knowing how many responders are available is essential to providing adequate, timely and potentially life-saving service directly or calling for mutual aid. Mr. Edwards encouraged the creation of a schedule much as squad is managed and paid for stand-by time.

Additional recommendations to improve staffing would be hold a recruiting class for Fire Fighters with an emphasis on day-time availability.

Mr. Foley stated that he was in support of the measures and that the levy supported such actions.

Mr. Patrick inquired if anyone ever received a diminished quality response in time or lack of man-power. Chief Scherer responded negatively and that he was making proactive plans to ensure that no resident was negatively impacted.

Mr. Coffman asked if the two-pronged approach would do enough to attract the needed personnel. Chief Scherer thought that it might take a few weeks to see a rise in weekday AM shift availability, but he believed it would improve shortly thereafter.

All Trustees were in support of the proposed measures and wished to be kept informed on their effectiveness.

Mr. Edwards continued after discussion was satisfied by relaying that Cedar Hill Rd. had a bridge that is due to be replaced within the next five years. The County is putting in their replacement consideration list and wished to pose to the Trustees the option of not replacing the bridge and thus eliminating through connectivity. The Trustees did not approve of this proposition for reasons including, but not limited to: emergency responders' ability to reach an address in an expeditious manner; would have to consider changing road name on one section; of the concerns with school buses and the need to install turn-arounds, as well as the challenges such a road would pose to plow and salt in winter weather. They also felt there would be considerable opposition from the local residents.

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## **OLD BUSINESS:**

### **Recycle Rally:**

Ms. Hartsock provided the Trustees with a revised budget reflecting the Village of Waynesville's participation. She stated that signage will need to be ordered soon and highlighted the advertising strategy as follows: flyers and handouts will be placed at the WTFD Fish Fry and Ellis' check-out; signs will be placed at busier intersections across the Township on or about April 15; and the following websites will be used to promote the event: Wayne Township, Chamber of Commerce, Good News Fridays (email blast) and the Village of Waynesville.

### **Stream Signage Project:**

Ms. Hartsock stated that the sign order has been placed and is expected to be completed in approx. 6 weeks. She will share the proofs once they are received from the sign makers. Installation date was set with the BSA# 51 for May 21.

## **NEW BUSINESS:**

**Questions or Concerns Regarding the Bills:** Mr. Coffman expressed reservations regarding a bill from Southeastern Corp. concerning the parts from the backhoe stabilizer arms. He viewed the parts as defective, but Southeastern viewed it otherwise. Noting the equipment was out of the warranty period and seeing little viable recourse, he formally noted his disapproval of the way Southeastern Corp. handled the situation.

### **Legislation:**

#### **RESOLUTION 2016-10 A RESOLUTION AUTHORIZING THE PURCHASE OF A FORD F550 CAB & CHASSIS OFF OF THE STATE TERMS SCHEDULE FOR THE ROAD DEPARTMENT**

Mr. Edwards presented for consideration and Mr. Foley moved for adoption of said resolution.

Mr. Patrick seconded the motion and upon call of the roll thereon the vote resulted as follows Mr. Coffman – yea; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 15<sup>th</sup> day of March 2016.

#### **RESOLUTION 2016-11 A RESOLUTION APPROVING AMENDMENTS TO THE WAYNE TOWNSHIP FIRE DEPARTMENT S.O.P. PAYROLL SCHEDULE**

Mr. Edwards presented for consideration and Mr. Coffman moved for adoption of said resolution.

Mr. Foley seconded the motion and upon call of the roll thereon the vote resulted as follows Mr. Coffman – yea; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 15<sup>th</sup> day of March 2016.

#### **RESOLUTION 2016-12 A RESOLUTION APPROVING PERMANENT APPROPRIATIONS FOR 2016**

Mr. Edwards presented for consideration and Mr. Foley moved for adoption of said resolution.

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Mr. Coffman seconded the motion and upon call of the roll thereon the vote resulted as follows Mr. Coffman – yea; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 15<sup>th</sup> day of March 2016.

### **Other:**

A brief discussion took place regarding Mr. Edwards' ability to enter into contracts on behalf of the Board of Trustees. The Board agreed that a previous resolution enabled him to do so and that he had there continuing approval if entering into contracts that have been previously discussed by the Trustees.

Mr. Patrick addressed his desire to tighten-up language in the Board's policy addressing citizens' comments during Trustee meetings. The Trustees were unanimous in their agreement the intention of the public comment period is for residents to present topics and/or concerns to the Board in person. It was also determined that any correspondence brought forward at the Trustees Meeting would only be that which involves formal public business. The Trustees unanimously agreed that clarification and/or formalization of the discussed policy would be beneficial for residents as well as the orderly operation of public meetings.

Mr. Patrick will research other policies and share his findings with administrative staff to craft a revised policy.

### **CORRESPONDENCE:**

- **Ohio EPA:** Grant extension notification
- **Texas Gas Transmissions, LLC:** Pipeline Safety Guide for Public Officials
- **Enterprise Products:** Notice of routine maintenance to be performed on its pipeline throughout March

**WORK SESSION:** None

**EXECUTIVE SESSION:** None

Being no further business, Mr. Foley motioned to adjourn at 9:21 p.m. Mr. Patrick seconded the motion. The motion passed by unanimous vote.

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President, Board of Trustees

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Fiscal Officer