

# MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD May 3, 2016

Mr. Bradley Coffman called the meeting to order at 7:01 pm.

Roll call: Mr. Coffman – present; Mr. Foley- absent due to work conflict; 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: George Cherryholmes.

Board President, Bradley Coffman welcomed those in attendance.

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

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

**CITIZEN’S COMMENTS:** None.

## **DEPARTMENT REPORTS:**

### **ROAD DEPARTMENT:**

Road Department Supervisor, Scott Camery reported as follows:

The Corwin Rd. project is now complete for this season.

The drainage/fence row project on O’Neill Rd. is nearly completed, with only few minor “touch-ups” to do.

Ditching complaints are behind schedule at the moment due to “high priority emergency” issues that have come up as well as having to wait for OUPS to locate the proposed dig area. Barring any major weather events he plans on being caught up by the end of the week.

Yesterday, May 2, 2016 the Roads Department assisted Warren County Engineer’s Highway Department clearing a dangerous, large tree that was struck by lightning this past weekend and had caught on fire.

The O’Neill Rd. hill drainage project is next on the schedule once the ground is suitable. Mr. Camery has been in contact with the property owner and the agricultural operator so that all interested parties are apprised of the planned work.

Mr. Camery plans to begin mowing rotations next week.

He concluded by stating that the Department is at 100 % equipment availability.

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## **FIRE DEPARTMENT:**

Fire Chief, Paul Scherer reported as follows:

Monthly activity reports for April were previously distributed to the Trustees. The Wayne Township Fire Department responded to: 74 EMS calls and 25 Fires for 99 total runs. Year-to-date responses are up by ten (10) from 2015.

Chief Scherer continued by reporting on training. Fire Fighter Cancer Prevention training was about 95% completed and a final SOP was being developed. And Officers' Exams will be given on May 18 at 4:00 pm.

Regarding scheduling, Chief Scherer stated that the May Squad schedule was difficult to fill due to ten (10) members off or unavailable.

Mr. Coffman: Are all the shifts were adequately covered?

Chief Scherer: Yes, but it was difficult.

Mr. Patrick: How is the Fire shift scheduling going?

Chief Scherer: Okay, but without a lot of excess.

## **ZONING DEPARTMENT:**

Zoning Inspector, Erin Hartsock reported on the following:

### **PERMIT ACTIVITY:**

Six (6) permits were issued for the month of April:

1 deck

Steven Bean, 9286 Wilson Rd.

2 (accessory building) additions

Chris Chenoweth dba JKL Construction, 8384 Lytle-Ferry Rd.

Mark McCann, 4924 Township Line Rd.

1 Single Family Residence

Ellis Custom Homes, 8044 Carter Dr.

2 residential accessory buildings

Timberline Buildings, 9841 Sandy Run Dr.

John Schmidt, 3119 N. Waynesville Rd.

One (1) conditional use hearing application was processed for

Jarrold Shane Murray, 3438 Lytle Rd.

### **CODE REVISION:**

CAC (meeting again 5/4/2016):

Scheduled to discuss Ag. Use in Subdivisions, adaptive reuse of historic structures and accessory use standards.

### **PUBLIC ZONING HEARINGS**

Upcoming Conditional Use hearing: May 12 at 7:00 p.m.

Home Occupation at 3438 Lytle Rd.

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### **VIOLATIONS/NUISANCE COMPLAINTS:**

Ms. Hartsock stated that she was continuing to pursue violation and nuisance complaints, however had no news to share at that time.

**Mr. Patrick inquired about the conditional use hearing.** Ms. Hartsock stated that the applicant had approached her in December regarding opening a home-based business and his potential need for signage. She provided him with instructions that the application would need to go before the BZA as a conditional use. She provided the applicant with an application at that time. The applicant never returned the application.

In March, she received a call alleging a noticeable increase in vehicular traffic at the home. After investigating, a sign was found placed on the door reading "Tranquility Home Health Solutions". Ms. Hartsock then preformed a Google search and found numerous references to the business located at 3438 Lytle Rd. with the homeowner's name listed as the business owner and the same phone number for both.

She issued a violation letter. After which the business/home owners contacted her. She arranged a special BZA meeting to expedite the hearing as the owners have an accreditation inspection scheduled.

The BZA will determine what conditions and/or restrictions on the operations of the business will be needed to ensure that the impact to the surrounding neighborhood is minimal.

### **Mr. Patrick inquired about the committee membership and role of the CAC.**

Ms. Hartsock responded that the committee was intended to be comprised of a representative sample of Wayne Township residents including, farmers, large land owners, suburban residents, developers, entrepreneurs. Additional steps were taken to be inclusive of a growing number of residents calling for lesser restrictions on agricultural activities in subdivisions as well as realtors with special expertise in local property values.

The CAC serves as a broad sounding board, open to the public where rough ideas can be hashed out where their suggestions can be presented to the Wayne Township Zoning Commission, who in an open Public Hearing will make their recommendations to the Township Trustees, who in open Public Hearing, will ultimately have the authority to adopt the new code (subject to a 30 day referendum period).

**Mr. Patrick inquired about the zoning fee schedule.** Ms. Hartsock responded that it was Trustee approved and is intended to recover some of the Township's costs incurred when either issuing a zoning permit, undergoing a zoning hearing, or BZA hearing. Costs include mailing notifications to surrounding property owners, placing legal notices in the newspaper, payment of the board members, the time the zoning inspector dedicates to the issue, and any anticipated legal costs. The Township does not bring in any excess revenue from the fees. They are intended to offset the costs incurred.

### **ADMINISTRATOR REPORT:**

Administrator, Donald Edwards reported the following:

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Warren County Engineer's office had four road closures this week to replace culverts. On Monday they closed Kenrick Road and New Burlington Road. Today they closed New Burlington Road between Wilson and Compton Road. Tomorrow they will be closing Compton Road. All road closures are expected to be "one day" closures between 7:30am – 3:00pm.

We had a Fire Safety Inspection last week at the administration building and have some work that needs to be completed. Scott has the list and will work on some of the repairs on a day that they get rained out. This will also force the Township into getting quotes for installation of mag locks for doors.

Mr. Edwards has the window company checking on our windows to see if they may still be covered under warranty. He is waiting on two companies to give him quotes on the floor jacking.

Mr. Edwards attended the 2016 "**CareWorksComp**" Public Employers Worker's Compensation & Safety Seminar last Friday. It is a requirement if you have a claim in the last twelve months. He received an update on the new public employer's Prospective Billing & True-Up Process.

On Friday April 22<sup>nd</sup>, Trustee Foley and Mr. Edwards were invited to meet with WC Drug Task Force Commander Steve Arrasmith to tour their office and facilities and discuss some of the different Teams and Divisions they have and see some of the work they have done and accomplishments since their inception back in about 1999. They are also a designated Federally Funded (HIDTA) High Intensity Drug Trafficking Area initiative and multi-jurisdictional unit specializing in the investigation of drug trafficking, prescription drug diversion, money laundering and other drug related crimes with a concentrated effort toward mid to upper level offenders.

Mr. Patrick led a discussion of the appropriateness of providing funding for the Drug Task Force. He felt that recommended donation was too exorbitant. Mr. Coffman stated his agreement. The issue was tabled for further discussion in the future.

Mr. Edwards booked the band "Haggard County" for the Independence Day celebration on Saturday, July 2<sup>nd</sup>. There also will be a parade at noon and Fireworks at 10:00pm.

The Corwin Tractor Show at Clint Fultz Park is coming up on Saturday, June 4<sup>th</sup> with a parade at noon.

Mr. Edwards is requesting approval of a budget of \$3,000 out of our Park Fund for these events.

Mr. Coffman made a motion to approve the request of \$3,000 to support the Independence Day festivities as well as the Corwin Tractor Show. Mr. Patrick seconded the motion. The motion passed by unanimous vote.

Mr. Edwards concluded by stating that administrative staff will be off site for the next few Wednesday's meeting with RPC staff and that he will be in Columbus on Friday the 13<sup>th</sup> to attend an OTAN meeting at the OTA office.

### **OLD BUSINESS:**

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## **Recycle Rally:**

Ms. Hartsock stated 20 signs have been placed across the Township at various intersections and prominent locations.

Regarding Staffing, Ms. Hartsock noted that she will be there early to help with setup, but will have to leave briefly to speak with the BSA Troop # 51 regarding the stream signage project. She stated that Mr. Foley indicated that he would be available to work the event in the morning. She inquired if the Trustees would be available to work the event, too. Mr. Coffman is unfortunately scheduled to work his other job. Mr. Patrick will be available to work in the afternoon.

## **Stream Signage Project:**

Ms. Hartsock stated that a web page has been created, however has not "gone live".

She concluded by stating that a brochure is being created by WCSWCD, however she has not received it yet. Once it is received, it will be sent off for printing to be distributed at local community and governmental centers in the Township area.

## **NEW BUSINESS:**

**Questions or Concerns Regarding the Bills:** None.

## **Legislation:**

### **Action on approving membership to Wayne Township Fire Department.**

Chief Scherer shared Lawrence Brunello's application with the Trustees and discussed his background, qualifications and availability.

Mr. Coffman made a motion to accept Mr. Brunello's application. Mr. Patrick seconded the motion. The motion passed by unanimous vote.

## **Other:**

Mr. Edwards stated that a Wayne Township youth was awarded a Warren County Township Association scholarship. He will share further details as he receives them.

Ms. Hartsock provided a draft Social Media disclaimer and guidelines for visitors as requested by Mr. Patrick. There was a discussion regarding the benefits and uses of social media, however further action was curtailed by the lack of available staff time to administer an account.

## **CORRESPONDENCE:**

- **WCCHD:** Quarterly Report
- **Medicount:** Memorandum announcing a systems upgrade

**WORK SESSION:** None

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HELD May 3, 2016**

**EXECUTIVE SESSION:** Mr. Coffman motioned to enter executive session at 8:12 p.m. per ORC 121.22(G)(2) to discuss the purchase or sale of public property with the Trustees, Mr. Edwards and Chief Scherer. The motion was seconded by Mr. Patrick. The motion passed by unanimous vote.

At 8:26 pm, Mr. Coffman motioned to return to open meeting with no action taken. The motion was seconded by Mr. Patrick. The motion passed by unanimous vote.

Being no further business, Mr. Patrick motioned to adjourn at 8:27 pm. Mr. Coffman seconded the motion. The motion passed by unanimous vote.

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President, Board of Trustees

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Fiscal Officer