

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD JUNE 7, 2016

Mr. Bradley Coffman called the meeting to order at 7:00 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.

The following *residents* were also present: George Cherryholmes, Gary Breeze and Kimberly and Dale Kaan.

Guests present: Lauren Bowen, Office of the Treasurer of Ohio.

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 May 17th regular public meeting. Mr. Coffman seconded the motion. Upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea, Mr. Patrick – yea, Mr. Foley– yea.

Mr. Patrick motioned to **approve the Minutes** of the May 24th work session meeting. Mr. Foley seconded the motion. Upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea, Mr. Patrick – yea, Mr. Foley– yea.

Mr. Coffman welcomed **Lauren Bowen, Public Affairs Liaison for the Treasurer of Ohio's Office.**

Ms. Bowen provided a brief presentation of a web-based program run through the Treasurer's Office called opencheckbook.com. The program was initiated as a means of enhancing government transparency as well as a useful tool to monitor spending for officials and staff.

Mr. Patrick stated that he provided his full support for participation in the program.

A brief discussion of cost and staff training needs occurred. Training time was estimated to be minimal with minimal ongoing administrative needs.

Having no further questions, Ms. Bowen was asked to provide feedback from other participating entities once a report has been generated. She was thanked for her time. The Board will consider participation in the program once the user feedback report is received.

CITIZEN'S COMMENTS: None.

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DEPARTMENT REPORTS:

ROAD DEPARTMENT:

Road Department Supervisor, Scott Camery reported as follows:

The O'Neal Rd hill drainage/safety improvement project is currently approximately 80% complete. The project is on temporary hold while awaiting Vectren Gas to get back in contact with him.

Mr. Camery plans on undertaking the Gard Rd. hill drainage project next, while ditching improvements along Waynesville Rd. from Red Oak Rd. will be coming up in the near future

He has received several drainage complaints. He is working into them into the schedule.

The Roads Department has started a sign washing expedition. Mr. Camery has the crew working on this in the in-between project times to improve visibility of signs for the motoring public.

The Trustees inquired about the process and time consumption for washing a sign. Mr. Camery stated that it was a quick swipe of a brush with soapy water and quick brush-off with clean water. Each sign takes a few minutes.

Mr. Camery continued to state that he has begun the preparations for incorporating "Beet Heat" into the snow and ice removal program. He also has put a call into the sales rep. for our snow plow truck equipment upgrades, wanting to just touch base concerning the build schedule (too see if everything is still on track). As of the writing of this report, Mr. Camery has not heard back from him.

The second (2nd) round of mowing is on track to begin later on this month, while patching, wedging and crack sealing still coming up.

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

FIRE DEPARTMENT:

Fire Chief, Paul Scherer reported as follows:

Monthly activity reports for May were previously distributed to the Trustees. The Wayne Township Fire Department responded to: 69 EMS calls and 21 Fires for 90 total runs. Year-to-date responses are up by seven (7) from 2015.

Chief Scherer continued by reporting on training. There were three (3) members take the Officers' Exam and he is in the process of scheduling the other two (2) phases of the exams.

The air-conditioning compressor and the clutch fan both went out on the 2008 Squad. While the repairs have been made, Chief Scherer is seeing a pattern of similar repairs being needed on the 2009 within a few months of each other. Funds are available for a new vehicle, however he is hoping to wait until 2017 in hopes that Ford will have a model on a van chassis that is gas powered.

Trustees: how many miles to the vehicles have?

Chief Scherer: about 64K on the 2008; 51K on the 2009.

Cots were serviced and certified with a small list of items repaired.

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Eight (8) new sets of turnout gear have been delivered and are in-service thanks to the LOEB grant. Chief Scherer stated that he had a proposal for a payroll increase to be discussed during “new business” and a new member, Emily Smitley to discuss.

ZONING DEPARTMENT:

Zoning Inspector, Erin Hartsock reported on the following:

PERMIT ACTIVITY:

Four (4) permits were issued for the month of May:

Two (2) residential accessory buildings
EverGreen Architects, 9452 Sandy Run Dr.
David Warren, 5423 Thomas Dr.

Two (2) in-ground swimming pools
David Warren, 5423 Thomas Dr
Buckeye Pools, 8419 Twin Creek Dr.

CODE REVISION:

CAC (met 6/1/2016):

Topics: home occupations, commercial/recreational vehicles in R-1 zones

Article I has been reviewed by legal counsel, RPC is incorporating suggested language changes into the text. While no substantial changes were suggested, the final draft copy will be shared as soon as they are available.

Chenoweth Road Subdivision:

Ms. Hartsock shared the preliminary plat plan submitted by Ellis Custom Homes for a 17 new home site subdivision located on 40+ acres between Thomas Dr. and Chenoweth Rd. Plan has some concerns: the narrowness of the property necessitates each lot to be quite wide (roughly 300') and proposed future road connectivity to the east looks to create a 3-fronted lot of lot #41 Haines Meadows.

The Trustees discussed the potential impact of the placement of the road to the Haines Meadows subdivision. While Ellis Custom Homes builds beautiful homes, they did not feel that the benefits to the new development were significant enough to justify the impact to the existing home sites.

Ms. Hartsock stated that these concerns would be addressed at the upcoming Warren County Regional Planning Commission meeting.

VIOLATIONS/NUISANCE COMPLAINTS:

OLD

8584 Lytle-Ferry Rd.: dump truck has been removed and various scrap items in the back yard will be removed in the next week or so.

9725 Kenrick Rd.: renovation materials have been removed.

8479 Lytle-Ferry Rd.: all remaining vehicles are licensed and operable; remaining trailer is appropriately parked. Ms. Hartsock is closing the case.

NEW

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9503 Kenrick Rd.: received a complaint alleging several boats parked in the front of home. Subsequent investigation confirmed the presence of two (2) boats improperly parked. Notice will be issued to relocate the boats.

ADMINISTRATOR REPORT:

Administrator, Donald Edwards reported the following:

There is an update of the financial status regarding our OPEC-HC insurance plan. There is no current deficit for 2016 as there was in 2015. Contributions versus claims currently have a positive revenue trend. Mr. Edwards also shared a letter regarding the unauthorized withdraw by Hamilton Township under the Membership Agreement.

On the property and casualty side of township insurance, he submitted the application for renewal with OTARMA with all adjustments and changes for the August 19th renewal date.

Administration Building:

Homeland Security Systems provided a quote for Mag-Lock door holds and found that to be in complete compliance with codes we need several other upgrades including a new enunciator panel along with eleven smoke detectors, drawings and submittals, etc. with a cost of **\$6,917.82**.

The Trustees discussed the company while affirming support of the need. They directed staff to obtain other quotes for comparison.

Quotes were also solicited for the floor jacking project. Two (2) companies provided three (3) quotes for different scenarios:

- **T. J. Luckey** provided a quote for 3/8" injection holes with high density polyurethane grout at **\$8,126.53** if favorable subsoil conditions were present. The same company stated that if subsoil conditions were unfavorable, then additional work would be needed with the resulting quote of **\$14,354.50**.
- **Dwyer** provided a quote for 2" holes (carpet and tile will need replaced too) at **\$7,400.00**.

The Trustees inquired about replacing the flooring. Staff responded that the existing flooring may be salvaged if floor jacking goes well. If not, replacement of the flooring will be a priority. The Trustees further discussed the desire to have all work completed before Election Day as the building is a polling station.

Ms. Hartsock followed by stating several other maintenance projects that have recently come up. The Trustees requested a prioritized master list of such needed improvement projects to be shared at the next meeting.

Mr. Edwards continued by sharing that salt bids came in and the lowest bidder was **The Detroit Salt Company L.L.C.** at **\$58.00** per ton dumped on site.

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Mr. Camery has talked with the “**Beet Heat**” representative and we should be able to get delivery for a cost under **\$1.40 per gallon** if we get a full load of 4600 gallon delivered. We are looking into the purchase price of a poly tank in the neighborhood of about 5,000 to 6,000 gallons along with pump, hoses and hardware.

TRC Solutions has provided a quote for an ASTM Phase I Environmental Site Assessment at **\$2,600.00**.

Sandy Run Internet project is moving along well. They are scheduling dates for customers to pick up home equipment.

The Trustees discussed allowing the residents to use this Administration Building as a pick-up location. It was agreed this was allowable due to the resident-driven initiative that directly benefits Wayne Township residents in the Sandy Run area.

OLD BUSINESS:

OLD BUSINESS

STREAM SIGNAGE:

Ms. Hartsock shared that installation went well on May 21st in large part thanks to Mr. Camery and the Roads Dept. We ran two crews and were able to get all signs installed in roughly 5 hours). The boys had a great time. Ms. Hartsock shared an email from Bret Durham, the Troop Leader. She has seen enthusiasm from the troop to submit names for numerous unnamed tributaries. Once names have been submitted, she will invite the Boy Scouts to a meeting where the Township can formally support their suggestions to expedite the process.

She continued to share that permission has been granted to the Township and DP&L to use the images of the youth from the day of the installation.

She concluded by stating that she has received positive feedback from the residents and the brochure will be sent to the printers this week, but is immediately available online.

TREBEL, LLC: ENERGY AGGREGATION:

Mr. Edwards discussed the energy aggregation proposal presented at the previous Trustees meeting.

Mr. Patrick: looked for reasons to not accept the proposal, but could find none.

Mr. Foley: Trebel had the best proposal presented to date. He also liked that there was not an opt-out fee.

Mr. Coffman: thought it best that the voters be able to make their own choice at the ballot.

The Trustees were unanimous in their support of the proposal, however requested that Mr. Edwards follow-up with Trebel regarding the participation of the Village of Waynesville and the Village of Corwin and what the next steps would be.

NEW BUSINESS:

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Questions or Concerns Regarding the Bills: None.

Legislation:

**RESOLUTION 2016-16- APPROVING AMENDMENTS TO THE WAYNE TOWNSHIP FIRE DEPARTMENT
S.O.P. PAYROLL SCHEDULE**

Mr. Edwards presented for consideration and Mr. Patrick 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 7th day of June 2016.

Action on approving membership to Wayne Township Fire Department.

Chief Scherer shared Emily Smitley’s application with the Trustees and discussed her background, qualifications and availability.

Mr. Coffman made a motion to accept Ms. Smitley’s application. Mr. Foley seconded the motion. The motion passed by unanimous vote.

Other:

Ms. Hartsock stated that the Roads Dept. computer upgraded to **Windows 10** while sitting idle, which created a host of difficulties. The update did not install correctly and continuously crashed the system upon startup. She shared that Microsoft is rumored to be forcing upgrades for security, but warned that Township computers should not be upgraded until all programs are ensured to be compatible. Update notifications will prompt users to select a time/date to schedule upgrade. Users should select a time, then DO NOT confirm. Instead, select cancel upgrade until issues are resolved.

Mr. Patrick stated his desire to **video record all public meetings** and make them available online as a means of enhancing transparency.

Through discussion of the merits of video recording as well as the potential to create a self-censored environment for residents and elected officials as a result of recording took place.

Mr. Patrick motioned to begin video recording all Trustees meetings. The motion failed for lack of a second.

Mr. Foley requested that Ms. Hartsock look into how such records would need to be managed and administered for future discussion.

CORRESPONDENCE: None

WORK SESSION: None

EXECUTIVE SESSION: Mr. Coffman motioned to enter executive session at 8:58 p.m. per ORC 121.22(G)(1) to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or

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compensation of a public employee or official. The motion was seconded by Mr. Patrick. The motion passed by unanimous vote.

At 9:25 pm, Mr. Coffman motioned to **return to open meeting**. The motion was seconded by Mr. Foley. The motion passed by unanimous vote.

Action taken: Ms. Hartsock's employment will be increased to 40 hours per week effective June 6, 2016 with all benefits offered to full-time employees with same standard hourly pay differential for opting not to enroll in Township insurance. Mr. Foley motioned for approval, second by Mr. Coffman. The motion passed by unanimous vote.

NEW BUSINESS (CONTINUED):

ENGINEERING AND DESIGN PROFESSIONALS

Mr. Edwards presented a SWOT analysis of two (2) applicable project management styles: Design Build and Construction Manager at-Risk.

There was discussion of how a project would unfold under each style.

Mr. Foley motioned to approve a Construction Manger at-Risk style with the assistance of Bricker & Eckler, Attorney s at Law.

The motion was seconded by Mr. Coffman. The motion passed by unanimous vote.

Being no further business, Mr. Patrick motioned to adjourn at 10:03 pm. Mr. Coffman seconded the motion. The motion passed by unanimous vote.

President, Board of Trustees

Fiscal Officer