

# MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD APRIL 4, 2017

Mr. Bradley Coffman called the meeting to order at 7:02 pm.

Roll call: Mr. Coffman – present; Mr. Foley- present; Mr. Patrick – absent (excused).

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

The following *residents* were also present: Gary Breeze, Tom Duerr and Mary Jane Walling.

*Guests* present: Major Steve Arrasmith, Warren County Drug Task Force.

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

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

## CITIZENS' COMMENTS:

**Mr. Gary Breeze** shared that he had returned the flag pole crank as he had made his own.

At 7:40 pm, **Major Steve Arrasmith of the Warren County Drug Task Force** arrived. Welcomed by the Mr. Coffman, he proceeded to share the 2016 Annual Report of the Warren County Drug Task Force including the current state of the operation, as well as challenges and successes it is facing in the coming year.

**Chief Scherer** inquired about the status of the pill drop-off at the County Sherriff's Offices.

**Maj. Arrasmith** reported that it was in the lobby of the jail and available 24-hours a day.

**Mr. Edwards** inquired if there was any specific information that Maj. Arrasmith would like to share with Wayne Township residents.

**Maj. Arrasmith** stated that simply sharing the link to his organization's website would be very helpful.

**Mr. Coffman** inquired about any data of HIV spreading along with intravenous drug use.

**Maj. Arrasmith** stated that he had not heard that HIV was an issue at present.

## DEPARTMENT REPORTS:

### ROAD DEPARTMENT:

Road Department Supervisor, Scott Camery reported as follows:

We have completed **mower preparation** for this year's mowing season.

Mr. Camery had to **close Corwin Ave. due to high water** after the last Trustee meeting (21 March). He was able to re-open it the next morning between 8:30 and 9:00 am.

All the scrub/dead tree removal on **Corwin Road** has been completed. Re-grading will begin once the ground and weather are fit.

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After the **sign grant** meeting that Gus and he attended last Friday, the Road Department has begun the process of examining our signage ensuring all are up to current code. He will also be measuring all the curves on Township roads to ensure that speed advisory signs are still accurate. Once all inventory and measurements have been made. He will tabulate the data to arrive at an accurate sign order to submit along with the grant in early June, with funding announcements expected in early July.

We have completed another round of “**pothole patrol**” as well as “**stick patrol**”.

Mr. Camery concluded by stating that the department is at **100 % equipment availability**.

**Mr. Edwards** shared that a new Township resident came in seeking information regarding where to submit a claim after his vehicle sustained damage by hitting a pothole on Lytle-Ferry Rd. Mr. Edwards related how the resident began at the Village of Waynesville and was directed to the Township. However, Lytle-Ferry Rd. is a Warren County maintained road. Mr. Edwards shared that he appropriately directed the resident to the Offices of the Warren County Engineer. Mr. Edwards concluded by commending the Wayne Township Road Department for its proactive and diligent work in identifying potholes and other maintenance issues before they get to be a hazard for the motoring public.

### **FIRE DEPARTMENT:**

Fire Chief, Paul Scherer reported as follows:

Monthly **activity reports** for March were previously distributed to the Trustees.

The Wayne Township Fire Department responded to:

63 EMS calls and

16 Fire Runs

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79 total runs.

Current responses are down three (3) from the same period in 2016.

The **Washington Township 1<sup>st</sup> quarter bill** was previously submitted to the Fiscal Officer.

The **State EMS Grant** has been submitted. The funding announcement is expected in 3-4 months.

The advertisement for **part-time positions** was reposted in the GMVEMSC list serve and to all Warren county Departments.

**Resignation letters** have been emailed out to Dave Amyx and Brad Allen.

To date, the Mat Jack Bags and controller and three (3) lots of expired SCBA Cylinders have **sold on Govedeals.com**.

Chief Scherer concluded by sharing the **Annual Spring Fish Fry** will be held April 22-23 at the Fire House.

### **ZONING DEPARTMENT:**

Zoning Inspector, Erin Hartsock reported on the following:

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**Sixteen (16) permits** were issued in March 2017:

- (6) Single Family Dwelling permits issued to: 9243 Valdosta Way, Ellis Custom Homes; 9066 Valdosta Way, Ellis Custom Homes; 9142 Valdosta Way, Ellis Custom Homes; 3215 Old Route 122, Davy Boggs; 5965 Henderson Rd., Schumacher Homes and 6300 Trillium Dr. (Lot # 11- variance granted), American Homecraft.
- (2) In-ground Pool permits issued to: 5537 Thomas Dr., Heatwave Pools and 4499 O’Neill Rd., Aquarian Pools
- (1) Accessory building addition permit issued to 9667 Haines Rd., Kuhns & Sons Construction
- (4) Accessory Building permits issued to: 9188 Old Stage Rd., Mark Fleckenstien; 9642 Kenrick Rd., Philip Payton; 8419 Twin creek Dr., Jeff Boos and 5176 Thomas Dr., Tracy Johnston
- (3) Residential Addition permits issued to: 5197 Lytle Rd., Chateau Group Const.; 9357 N. Cincinnati-Columbus Rd., South Dayton Builders and 5459 Chenoweth Rd., Jeff Qvick (CC)

Ms. Hartsock shared that the anticipated **effective date for new Zoning Code** provisions is Thursday, April 6

She went on to state that a new **Amended Fee Schedule** has been prepared for the Trustees’ consideration and legislation has been prepared.

Regarding the **Lytle Trails Lot**, it appears that a majority of residents in the subdivision must approve of the replat. Additionally, their approval must be in notarized signature form on a second page of Mylar. Logistically, this may be challenging. She is working with Mr. Edwards regarding the best approach.

### **ADMINISTRATOR REPORT:**

Administrator, Donald Edwards reported the following:

Regarding **Fire Station No. 2**, David Helmers of AAI Inc. has put together some preliminary floor plans and new elevations based on the input so far. These will be shared with the Schueler Group to get input for types of materials and estimated costs.

We met with Waynesville’s Planning Commission on Wednesday, March 22<sup>nd</sup> to review and receive input on the new fire station design and layout. They liked what they saw so far and gave us some good feedback of what they need for final review.

**Mr. Foley** inquired about specific feedback.

**Mr. Edwards** responded that it was mostly general feedback regarding the anticipated rooflines. However, Dr. Cronley was pleased. One resident of the Victoria Glen condo community believed that mounding would extend the entire length of Bayberry Dr. However, it is only planned for the areas that buffer the facility itself. Additionally, traffic flow has not been established as of yet with the issue of sharing a drive with the dentist’s office or having a dedicated entrance still pending the Village of Waynesville’s Planning Commission’s input.

Mr. Edwards attended the pre-application meeting in Columbus on Friday, March 31<sup>st</sup> along with Mr. Camery that is mandatory prior to submitting the **O.D.O.T. Sign Grant**.

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On Monday, we started with the first step of determining all of our sign needs. This application is going to be a good exercise in updating our records from the old "Master-Mind" system but will take quite a bit of man power and time to convert.

**Mr. Camery** added that the under-roof portion of the project was approximately  $\frac{3}{4}$  done with the physical roadways needs evaluation next.

Regarding **aggregation**, Trebel LLC has put us in a group of six jurisdictions and sent out bids for electric generation rates. They have asked us to schedule a Special Board meeting for the purpose of reviewing bids that are received on Monday, April 10, 2017 @ 6:00 pm. The Village of Corwin will have its meeting following at 7:00 pm. We will review the quotes and try to make a determination at the April 10<sup>th</sup> meeting in order for them to process these rates within 3-5 days as they are subject to change. It will still probably take until the June billing cycle hits before any new rates take effect.

Opt-out letters are anticipated to go out in May to all residents who are not currently under other contracts.

We have a scheduled meeting with **KLA Risk Consulting** for this Wednesday @ 2:00 pm. For review of our tri-annual loss prevention program through OTARMA. All department heads are invited to participate.

Mr. Edwards concluded by adding to Ms. Hartsock's statements regarding the Lytle Trails lot. He shared concerns about drainage easements becoming overgrown and becoming a hazard. He wishes to address the location and responsibility of these drainage easements with residents as we reach out to gain support for the replatting.

### **OLD BUSINESS:**

#### **Potential property acquisition:**

Mr. Edwards shared that there is some issues arising with ownership and deed descriptions. Additionally, one property will be larger than the 1 acre initially discussed with the addition of road right-of-way.

#### **Pozzi replacement windows:**

Windows have been received by Premier Builders. They are being stained at present, installation will be scheduled in the coming week or two.

### **NEW BUSINESS:**

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

#### **Legislation:**

#### **RESOLUTION 2017-31 A RESOLUTION ESTABLISHING A NEW FEE SCHEDULE FOR THE WAYNE TOWNSHIP ZONING DEPARTMENT**

Mr. Edwards presented for consideration and Mr. Coffman moved for adoption of said resolution with amended language reflecting previously submitted parameters. 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 – absent. The resolution was therefore adopted the 4<sup>th</sup> day of April 2017.

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**Mr. Foley** inquired about the fee for finishing a basement.

**Ms. Hartsock** stated that such activity should building permits. As such a zoning permit need be issued. **Mr. Edwards** added that some basements may be in the floodplain and zoning review could catch such issues.

**RESOLUTION 2017-32 NOTIFICATION OF INTENT TO CONDUCT AN INTERNET AUCTION FOR THE SALE OF UNNEEDED, OBSOLETE OR UNFIT PERSONAL PROPERTY OF WAYNE TOWNSHIP FOR THE CALENDAR YEAR 2017**

Mr. Edwards presented for consideration and Mr. Coffman moved for adoption of said resolution with no reserves. 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 – absent. The resolution was therefore adopted the 4<sup>th</sup> day of April 2017.

**Other:**

The **2016 Annual Report** was shared.

Chief Scherer shared an application and testing results of a **new Fire Department applicant, Justin Young**. After discussing the applicant's qualifications, Mr. Coffman motioned to accept the applicant. Mr. Foley seconded. Motion passed with unanimous vote.

**Mr. Foley** thanked Ms. Hartsock for her role in maintaining a well-balanced hearing on March 21<sup>st</sup>.

**CORRESPONDENCE:**

- **Warren County Combined Health District:** Quality Report for Dec. 2016-February 2017
- **DPL Energy:** Second of Two Electricity Service Agreement Required Renewal Notices

**WORK SESSION:** None

**EXECUTIVE SESSION:** None

Being no further business, the Mr. Coffman motioned to adjourn at 8:25 p.m. Mr. Foley seconded the motion. The motion passed with a unanimous vote.

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President, Board of Trustees