

# MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD DECEMBER 5, 2017

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; Roads Department Supervisor, Scott Camery; Zoning Inspector and Asst. Administrator, Erin Hartsock; and Fiscal Officer, Darrell Coffman.

The following *residents* were also present: Andrew Jacobs, Gary Breeze, Tom Duerr and Tim Henderson.

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

Mr. Patrick motioned to **approve the Minutes of the November 7<sup>th</sup>** meeting. Mr. Coffman seconded the motion. Upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea, Mr. Patrick – yea.

Mr. Patrick motioned to **approve the Minutes of the November 21<sup>st</sup>** meeting. Mr. Foley seconded the motion. Upon call of the roll thereon the vote resulted as follows: Mr. Foley – yea, Mr. Patrick – yea.

**CITIZENS' COMMENTS:** Mr. Gary Breeze shared that he brought a summer sausage tray from Davidson's for all present to enjoy. He also shared his support of regulating temporary portable signs in the right-of-ways and on corners in response to Mr. Patrick's call to evaluate repealing such regulations at the November 7th meeting. Mr. Breeze stated he believed residents should be able to place signs in their own yard, but he believed there were an excessive number of them in his neighborhood and at multiple corners.

## DEPARTMENT REPORTS:

### ROAD DEPARTMENT:

Road Department Supervisor, Scott Camery reported as follows:

He received an email from ODOT on Monday stating that the Township's sign order, as part of the **ODOT sign grant**, has been submitted to multiple vendors. Additionally, he expects to hear from post and hardware vendors at any time.

Typical of this time of year, **deer collisions** are plentiful. The department has picked up many deceased deer.

We had some **minor equipment malfunctions**, all of which have been repaired.

Currently we are working **on trimming trees** and bringing **snow removal equipment** up to the highest level of readiness.

He has completed the **2017 EER's for the Road Department**. They have been submitted to Mr. Edwards.

Mr. Camery concluded by stating that the Road Department is currently at **100% equipment** availability.

**Mr. Coffman** asked if they have done any crack sealing during the nice weather. **Mr. Camery** responded that he had not. He was still trying to get as much tree trimming done as possible, however they were still behind.

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## FIRE DEPARTMENT:

Fire Chief, Paul Scherer was not present, Administrator, Gus Edwards reported in his place as follows:  
Monthly **activity reports** for November were previously distributed to the Trustees.

The Wayne Township Fire Department responded to:  
60 EMS calls and  
16 Fire Runs

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**76 total runs.**

Year-to-date totals are down 118 from 2016.

**Cots** have had their semi-annual inspection. Minor service and repairs were needed.

Monday, November 27<sup>th</sup>, the OSP conducted the **annual vehicle inspections** on 9 POV with lights.  
3-4 that still waiting to be inspected.

Parts are on order for the **1994 Seagrave**. Vogelpohl will schedule service once parts come in.

The WTFD Kids **Holiday Party** was last Sunday and was well attended. The adults' Dinner is Saturday evening.

## ZONING DEPARTMENT:

Zoning Inspector, Erin Hartsock reported on the following:

**Three (3) permits** issued in November as follows:

(2) Residential accessory structure permits: 9775 Haines Rd. to Alex Robinson; and 8402 Lytle Trails Rd. to Craig Stockton

(1) Residential Addition permit: 5012 Lytle Rd. to Joe Reno.

**Additionally, one (1) address sign** sold, and **one (1) hard copy of the Zoning Code**.

Ms. Hartsock went on to remind those present that the **Zoning Amendment regarding** language to Art. II, Chapter 4 (**Groundwater overlays**) to consider including language from the OEPA and WCCHD, will be held by the Zoning Commission this Thursday at 7:00 pm. The Board of Trustees' Public Hearing following this hearing will be held on Dec. 19<sup>th</sup>. If approved on December 19<sup>th</sup>, it will be effective January 19<sup>th</sup>.

Ms. Hartsock continued to share the current **temporary portable Sign removal regulations** as well as the policy. She had also made a brief survey of other Warren County Township-level zoning regulations to begin a discussion regarding Mr. Patrick's desire to discuss repealing regulations regarding temporary portable signs as he directed at the November 7<sup>th</sup> meeting.

After discussing the function of such regulation and the desire to maintain regulation of such signs by the other Trustees. Mr. Patrick stated that he did not necessarily believe that regulating signage in the right-of-

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way and the enforcing policy is a legitimate use of tax payer dollars and that it stifled local business and civic groups.

More discussion ensued. The Trustees wished to reevaluate the implementation of the regulations and policy at a later meeting early in 2018 when stakeholders could be invited to participate in a work session.

### ADMINISTRATOR REPORT:

Administrator, Donald Edwards reported the following:

We have another scheduled **Village of Waynesville Planning Commission** meeting on December 14, Thursday at 7:00 to **discuss final details and requirements for the new fire station**. After the previous meeting they have required us to abandon the shared driveway access, firm up calculations on detention pond, add curb and gutters, sidewalks and move the front parking lot 150 feet away from intersection along with a few other items.

We have all of 2018 to get the **1.8 mil Fire Department Levy renewed**. The timing of issues for the Board of Elections this year will be to file by February 7<sup>th</sup> for May 8<sup>th</sup> Primary Election for Renewal.

We need to pass two Resolutions to put the issue on the **ballot**. First we must pass a resolution to have the WC Auditor Certify the total current tax evaluation and dollar amount of revenue that would be generated by the 1.8 mill **renewal**. This is in tonight's legislation.

Washington Township has signed a one year renewal of their **Fire and EMS Contract** for 2018 with the same terms and conditions. I am presenting it to our Board for approval and signing. This is in tonight's legislation.

**Regarding insurance claims**, the Township is currently working with PERSO for the Expedition (Check received and work was completed on December 1st.) final payments for secondary claims for additional work and for decal and striping.

Regarding **Health Insurance**, Mr. Edwards is getting final quotes and need all insured employees to fill out the FormFire questionnaire in order to receive exact quote.

Neil Tunison, WC Engineer, received a letter from ODOT recently informing him of **planned culvert replacements on SR 42**. He reached out to ODOT and all the traffic will be maintained on US 42 during the project. There has been no timeframe provided to date.

On a separate note, WCEO is planning to **replace the small bridge on Cedar Hill Road** during the summer of 2018 or 2019 and **the New Burlington Road Bridge over Shaffer's Run** in 2019.

**Mr. Foley** asked Mr. Camery to follow up with the County and try for a mid-summer timeframe so that crops would be in the field and school bus traffic would not be an issue.

Mr. Edwards concluded by reminding all present that the **annual OTA Winter Conference** was coming up and that he would make reservations to attend on Thursday.

**OLD BUSINESS:** None

**NEW BUSINESS:**

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HELD DECEMBER 5, 2017**

The **Township Records Commission** convened for their annual review of the Records Retention Schedule and to ensure that all records that were destroyed, were in conformance with the schedule.

The Commission determined that all was actions and retention periods were in accordance with pertinent laws and in line with the Township's needs.

Ms. Hartsock shared that she had amendments to the schedule that she will bring forward in the new year.

Having no further business, the Records Commission adjourned.

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

**Legislation:**

**RESOLUTION 2017-59 A RESOLUTION REQUESTING THAT THE COUNTY AUDITOR CERTIFY TO WAYNE TOWNSHIP THE TOTAL CURRENT TAX EVALUATIONS OF WAYNE TOWNSHIP; AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY A 1.8 MILL RENEWAL TAX LEVY**

Mr. Edwards presented for consideration and Mr. Coffman 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. Patrick – yea; Mr. Foley – yea. The resolution was therefore adopted the 5<sup>th</sup> day of December 2017.

**RESOLUTION 2017-60 A RESOLUTION DETERMINING THE ANNUAL PAYROLL ADJUSTMENTS AND MERIT PAY BASED ON PERFORMANCE EVALUATIONS OF ALL EMPLOYEES**

Mr. Edwards presented for consideration and Mr. Foley moved for adoption of said resolution. Mr. Coffman seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea; Mr. Patrick – yea; Mr. Foley – yea. The resolution was therefore adopted the 5<sup>th</sup> day of December 2017.

**RESOLUTION 2017-61 A RESOLUTION APPROVING A CONTRACTUAL AGREEMENT WITH WASHINGTON TOWNSHIP, WARREN COUNTY, FOR FIRE AND EMS TO A PORTION OF THEIR TOWNSHIP**

Mr. Edwards presented for consideration and Mr. Coffman 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. Patrick – yea; Mr. Foley – yea. The resolution was therefore adopted the 5<sup>th</sup> day of December 2017.

**RESOLUTION 2017-62 A RESOLUTION TO ESTABLISH THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING DATES FOR THE YEAR 2018**

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. Patrick – yea; Mr. Foley – yea. The resolution was therefore adopted the 5<sup>th</sup> day of December 2017.

**RESOLUTION 2017-63 A RESOLUTION AUTHORIZING THE WAYNE TOWNSHIP ADMINISTRATOR, DONALD EDWARDS, TO SIGN AND EXECUTE A CONTRACT TO PURCHASE REAL ESTATE ON BEHALF OF THE BOARD OF TRUSTEES**

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 –

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yea; Mr. Patrick – nay; Mr. Foley – yea. The resolution was therefore adopted the 5<sup>th</sup> day of December 2017.

### CORRESPONDENCE:

- **Warren County Park District:** 2017 Annual Report
- **CompManagment:** solicitation to analyze account
- **Premier Health EMS Center of Excellence:** Invitation to Public Safety Leadership Appreciation Lunch
- **ChoiceOne Engineering:** Happy Holidays card
- **Waynesville Lions Club:** Happy Holidays card
- **LCNB National Bank:** Happy Holidays card

**WORK SESSION:** None

### EXECUTIVE SESSION:

Mr. Coffman motioned to enter executive session at 8:07 p.m. per ORC 121.22(G)(1) to discuss personnel matters with the Trustees and Mr. Edwards. The motion was seconded by Mr. Patrick. The motion passed by unanimous vote.

At 9:07, Mr. Coffman motioned to return to open meeting. Mr. Patrick seconded the motion and all were in favor. *The Board then approved Resolution 2017-60 (see legislation).*

At 9:08, Mr. Foley motioned to reenter executive session per ORC 121.22(G)(2) to discuss the purchase or sale of public property with the Trustees and Mr. Edwards. The motion was seconded by Mr. Patrick. The motion passed by unanimous vote.

At 9:17, Mr. Coffman motioned to return to open meeting. Mr. Coffman seconded the motion and all were in favor. *The Board then approved Resolution 2017-63 (see legislation).*

There was a discussion regarding the need to meet with **Massie Township Trustees to discuss current Fire and EMS operations with a potential date of December 13th.**

Being no further business, the Mr. Coffman motioned to adjourn at 9:34 pm. Mr. Foley seconded the motion. The motion passed with a unanimous vote.

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President, Board of Trustees