

# MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD FEBRUARY 20, 2018

Mr. Pat Foley called the meeting to order at 7:00 pm.

Roll call: Mr. Coffman – absent; 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. Administrator, Erin Hartsock; and Fiscal Officer, Darrell Coffman.

The following *residents* were also present: George Cherryholmes, Andrew Jacobs, and Tom Duerr.

The following *guests* were also present: Larry Simms, Warren County Sheriff; David McCandless, District Representative, Congressmen Chabot's Office.

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

Mr. Patrick 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 – absent, Mr. Patrick – yea, Mr. Foley – yea.

Mr. Foley welcomed **Warren County Sheriff, Larry Simms** who shared the County Sheriff's Department 2017 Year in Review. Highlights include plans for a new County jail and administrative offices, current drug and related crime trends, funding sources.

**Mr. Foley** thanked Mr. Simms for attending the meeting and inquired when an officer might be expected to attend another meeting as it was informative for the community. Mr. Simms said that he would discuss it with his officers.

**Mr. Patrick** inquired about department staffing levels. Mr. Simms reported that staffing was satisfactory with currently only one position unfilled.

**CITIZEN'S COMMENTS:** None

## **DEPARTMENT REPORTS:**

### **ROAD DEPARTMENT:**

Road Department Supervisor, Scott Camery reported as follows:

We have received all of our signs, posts and hardware from the sign grant that we were awarded through ODOT. All material has been inventoried and **sign installation** is underway.

Snow and ice has not been much of an issue since our last meeting. **All snow removal equipment is in a 100% state of readiness.**

I scheduled an appointment for a technician to adjust our **4-post vehicle lift**. That has been completed and the lift is in operational condition.

As of today we have replaced the outdoor lights surrounding the administration building. They are now **LED lights**, which are more energy efficient.

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Mr. Edwards and I have discussed the **2018 road resurfacing schedule**. More details in the administrators report.

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

**Mr. Foley** confirmed that Mr. Camery was planning on attending the upcoming Engineer's Dinner.

### **FIRE DEPARTMENT:**

Fire Chief, Paul Scherer reported as follows:

The Fire Department experienced multiple **equipment issues**. The 2008 PL Squad was down due to oil pressure problems / Light. A sensor that had leaked and shorted out some wires in harness. Also replace front brakes and service. The 2009 PL Squad is having emissions problems and is at Ford; and Battalion 91 received new tires and servicing.

Chief Scherer had inquired about loaner vehicles while the squads were down, however neighboring jurisdictions did not have any to spare or the Fire Department's bays were too small to house them.

We have received our **2018 Ohio Drug License**.

We have started our **2018 Protocol training** and will be testing in March.

Chief Scherer also provided the following **updates**:

The Stairchair has been ordered; the replacement 4-gas meter has been ordered, he has not received any feedback regarding the Massie Twp contract or bill.

**Mr. Foley** inquired if WTFD had made any runs to Massie Township in February. Chief Scherer confirmed that there have been no calls for Wane Township to respond to calls in Massie Township in February to date.

**Mr. Foley** discussed Clearcreek Township's recent decisions/actions to not provide Mutual Aid to Massie Township but they would then keep themselves available to cover our runs if we were working a call into Massie Twp. He reiterated his desire to ensure WTFD's services are adequate for residents and they are not over extended.

### **ZONING DEPARTMENT:**

Zoning Inspector, Erin Hartsock reported on the following:

She shared an **application received** from an interested **Zoning Board** member. She discussed the applicant's stated preference of serving on the BZA, however the greater need is on the Zoning Commission. Mr. Foley requested that legislation be prepared for the next meeting.

The cold weather essentially halted all property clean-up and construction efforts as a result of **violation** citations. As the weather warms, she will continue to work on sign issues along SR 73 and other various junk and/or junk vehicle violations primarily focused in the southern portions of the township.

She has been busy getting the details for the **Magazine** together for the designer/layout. Currently, we are down to our last article, which is in editing at present.

Wayne Township will be contributing eight articles along with the Village of Waynesville (two pages), the Mary L. Cook Library (four pages) and Wayne Local Schools (two pages).

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The current anticipated distribution date is still mid-March, however it may get pushed to late March (worst-case scenario).

She is currently working with Warren County Solid Waste in obtaining a "micro-grant" to offset our limited expenses associated with the **Recycle Rally**. She will continue to report as she receives news.

### **ADMINISTRATOR REPORT:**

Administrator, Donald Edwards reported the following:

Advertisement for bids for the **Fire Station No. 2** went out on January 21<sup>st</sup> and The Schueler Group will be accepting bids until 5:00 pm on February 15<sup>th</sup>.

Since the above advertisement went out, he was notified by the Schueler Group two days before the bids were due, that they were still getting "RFI"s Request for Information, and our design team has not been able to turn all of these around and still get bids returned by the due date. It was recommended and agreed to, that a notice would be sent out to all potential bidders that we were extending the dates;

All "RFI"s due in by 12:00 on the 19<sup>th</sup> of February.

Design Team will get answers and Shueler will send out an addendum to all bidders.

Bids due back in 12:00 noon on 28<sup>th</sup> of February.

Plans have been submitted to the Warren County Building department and they have sent out their list of items that they need clarification or changes on the drawings. Those items have now all been addressed on the drawings and returned to the W.C. Building Department.

Mr. Edwards provided a copy of the coverages for Accident & Sickness policy through **VFIS**. This year's premium has been turned in for payment.

### **Regarding the W.C. Chip-Seal and Striping Program, he provided the following:**

#### **Roads in the queue for chip-sealing include:**

7 Year roads: Old St. Rt. 73\*; O'Neall (Corwin to Middletown)      2.3 miles

6 Year roads: Cook-Jones; Corwin Ave.; Elbon; Pekin                      4.3 miles

5 Year roads: Sales; O'Neall (Middletown to Dead-End)              2.0 miles

Old Route 73 will be given special consideration as it will be anticipating heavy construction traffic in the near future as a result of the new Fire Station No. 2. and the traffic volume on this road lends to the desire for pavement.

#### **Roads in the queue for striping include:**

Center-line this year's chip-seal roads

Edge-line last year's chip-seal roads

The entire list will be submitted for initial inclusion in the County bid considerations. Then a reevaluation will be performed.

**Mr. Foley** requested that Mr. Camery contact Greene County regarding the product used on Wilmington Pk. Specifically, he is interested in the value of the product as it seems to be holding up well.

Mr. Edwards prepared legislation that will assist employees and management in tracking and keep employees apprised to usage of items in the **Uniform Allowance policy** under Article IX, Section 9.4 of the

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Personnel Policy Manual. Allowance statuses will be reflected on payroll stubs and be paid out as reimbursements to qualifying employees.

He concluded by sharing that he is still needing to complete the **Census Boundary Survey** and he confirmed RSVPs for the **Warren County Engineer's meeting/dinner** on March 8<sup>th</sup>. Attendees will include Mr. Foley, Mr. Patrick, Mr. Darrell Coffman and Mr. Camery.

**OLD BUSINESS:** None

**NEW BUSINESS:**

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

**Legislation:**

**RESOLUTION 2018-08 A RESOLUTION TO APPROVE ADJUSTMENTS CONSISTENT WITH ARTICLE IX, SECTION 9.4. OF THE PERSONNEL POLICY MANUAL FOR UNIFORM ALLOWANCES**

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 – absent; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 20<sup>th</sup> day of February 2018.

**RESOLUTION 2018-09 A RESOLUTION TO APPROVE THE ACCEPTANCE AND HIRING OF DAVID M. DOWELL TO THE WAYNE TOWNSHIP FIRE DEPARTMENT AS A PART-TIME FIRE FIGHTER**

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 – absent; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 20<sup>th</sup> day of February 2018.

There was discussion of Mr. Dowell's availability, proximity and work history—all was deemed satisfactory.

**CORRESPONDENCE:**

- **Warren County Combined Health District:** Monthly Newsletter
- **Vectren:** Initiation to participate in fixed rates
- **District 10 Public Works Integrating Committee:** Call for nominations to serve on their board

**WORK SESSION:** None

**EXECUTIVE SESSION:** None

Being no further business, Mr. Foley motioned to **adjourn the meeting** at 8:02 p.m. The motion was seconded by Mr. Patrick. The motion passed by unanimous vote.

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President, Board of Trustees

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Fiscal Officer