

# MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD JANUARY 22, 2019

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

**Roll call:** Mr. Coffman – present; Mr. Foley- present; Mr. Patrick – present.

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

**The following residents were present:** Gary Breeze, George Cherryholmes, Tom Duerr and John Federle.

Mr. Patrick led all present in the **pledge of allegiance to the flag.**

Mr. Coffman motioned to **approve the Minutes of the January 8<sup>th</sup>** 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.

## **CITIZENS' COMMENTS:**

**Mr. Tom Duerr** inquired if he is permitted to record the public meetings. Mr. Patrick informed him he may record as he wants. Mr. Duerr further stated that he hoped the Trustees will consider video and audio recording meetings. Mr. Patrick stated that they may revisit that issue.

## **DEPARTMENT REPORTS:**

### **ROAD DEPARTMENT:**

Road Department Supervisor, Scott Camery reported as follows:

With current weather events such as they have been, Mr. Camery had no report other than his department has been contending with numerous **inclement weather events.**

Mr. Patrick shared that he had heard numerous compliments regarding the condition of Township roads. He further inquired about the performance of **Beet-Heet.**

Mr. Camery reported that he was a little dissatisfied with the performance during the last event, but the volume of rain that preceded a dramatic temperature drop did not allow for the product to be administered in a preventative manner.

### **FIRE DEPARTMENT:**

Fire Chief, Paul Scherer reported as follows:

The new **SCBAs** are in service.

He received a close out of **State EMS grant.**

He plans on starting yearly **protocol trainings** next week.

Having moved from the area, Kara and Kris Woodward have both **resigned.** They stated that they need to cut back due to life changes and stated they will be sending resignation letters, but none have been received to date.

The respirator fit tester that we share with Clearcreek Township Fire Department is at end of life. Clearcreek Township would like to share the cost of replacement with Wayne Township. He provided the following cost estimates:

**Replacement cost (total):** \$11,300

Life span 10 to 15 yrs.

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5 year warranty  
5 years pre-paid calibrations  
(6<sup>th</sup> year will begin an \$800/year calibration fee)

**Partnering with Clearcreek** (reduce costs by half): \$5,650  
(6<sup>th</sup> year will begin an \$400/year calibration fee)

Cost to **contract out** fit testing with Warren Fire:  
50 X \$54.26 per person = \$2,713/year  
Cumulative cost after 5 years = \$13,565

Josh Patrick and Pat Foley stated that the partnership made financial sense after affirming that was Chief Scherer's recommendation.

Mr. Coffman **motioned to approve the sharing of costs with Clearcreek Township as provided concerning the replacement of the in-house fit tester.** Mr. Patrick seconded the motion. The motion carried with unanimous support.

**New Member** (see legislation)

DC Wainscott is working to **update yearly Drivers Training** which will start in 2 weeks

Parts for the **2010 Seagrave** were very recently obtained. The vehicle was removed from cold storage at the Road Garage and transported back to the firehouse for service.

**ZONING DEPARTMENT:**

Zoning Inspector, Erin Hartsock reported as follows:

Regarding **EIFS estimates**, she is reaching back out to the contractors who did not provide quotes. She has received 2 quotes to date which she shared with the Trustees.

She shared that another **Future Land Use Map amendment** has been initiated. Protocol dictates that all amendments go before the Regional Planning Commission full committee. It meets again in April. After this date, it will go before the Board of Trustees for approval.

Notable changes will be mainly evident along SR 73 on the east side of the Township as a result of a contracted urban service area—an outcome of the County's mapping of the sewer district this past summer.

Additionally, we are mapping all known protected and conserved lands in Wayne Township.

She concluded by sharing that it was once again, time to start thinking about the **spring edition of the "Wayne Township Community News"** magazine. She encouraged the Trustees to think about content and/or focuses and share with her their thoughts as soon as possible. She shared that pricing will likely increase and smaller ads will be more prevalent. She asked that they help spread the word to small local businesses that could benefit from affordable ad opportunities.

Mr. Brad Coffman asked if a **Recycle Rally** was being planned for the spring.

Ms. Hartsock stated that while they are typically held every 2 years, the last one was very popular. She believed its popularity was in large part due to the fee-free collection of scrap tires. Warren County Combined Health District has pledged to continue working with the EPA grant program to offering this service to Warren County residents on an annual basis. She will share these collection events on [www.waynetownship.us](http://www.waynetownship.us) as well as the magazine if timing is favorable.

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**Mr. Tom Duerr** inquired if the Wayne Township News magazine would have space available for “letter to the editor” style submissions from residents or if he could purchase ad space in the publication for such purposes. Ms. Hartsock responded that she would treat such letters as she does other non-regular features. If submitted, she will attempt to incorporate them if/when extra space presented itself. Mr. Patrick affirmed that ultimate editorial control falls to the Board of Trustees.

**Mr. Gary Breeze** inquired about the call for zoning board members.

Ms. Hartsock stated that there will be a Zoning Commission alternate position open in the coming weeks and the Board of Zoning Appeals has been short an alternate for over a year with other openings pending.

### ADMINISTRATOR REPORT:

Administrator, Donald Edwards reported on the following:

**Regarding Fire Station No. 2:** Not much has changed on the items below due to weather conditions that have led to several days of minimal or no work performed:

- Miter Masonry is topping out the third floor and preparing for Evers to set the steel for the west hip roofline. The “tan” brick is due to be delivered any day now and they will start the lower coursing.
- Steel deck pan is going up for roof on the apparatus bay side.
- Light gauge framing is scheduled to be coordinated with roofing and interior decking.
- Most of interior finishes have been selected except for interior paint and window trim.

### Concerning the Village of Waynesville:

The **bay door signage** has been submitted for a **variance**. The hearing date has been set for Thursday, January 24<sup>th</sup> at 6:30 pm.

A **waterline meeting** is scheduled to follow the variance hearing at 7:00 pm. Tri-Tech has sent a design for a five foot man-hole to use for a “meter pit”. We are getting prices for cost of material and labor.

Discussion was had regarding the Township’s designs and implied approval after working with Village staff, who subsequently was reneged after being told that the staff person did not have the authority to approve plans.

Discussion of how the standards have been applied to other, comparable projects in the Village purview as well as possible remedies to avoid costing our mutual tax payers’ dollars more than necessary.

He went on to say that he is continuing to work on funding for **road maintenance**. As we put together this year’s bid programs to go through the WC Engineer’s Office (due by the end of January), we will focus on an extended maintenance and paving needs program. He hopes to meet with Mr. Camery on Thursday or Friday of this week.

He went on to recommend a revision in the Township’s **Purchasing Policy** (see legislation) with increases in spending limits. The old limits were set by a policy in 2008 that was based on a 2003 statute. Increases are now permitted through the passage of HB 500. Subsequently, ORC 507.1 increases the threshold that a township employee or official could incur from \$2,500 up to \$10,000 as authorized by the township board of trustees. Given that the cost of goods and services has increased over the last ten years the Coalition of Large Ohio Urban Townships requested the change. Mr. Edwards’ recommended an increase to Wayne Township’s limits, but to a level lower than the statutory maximum. The increase will allow for enhanced efficiencies that reflect Wayne Township and are reasonable for our operations.

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He shared that The Board received a very large and conceivably “broad” **request for public records**. Some if not all of the documents were part of a litigation case, so legal counsel was sought to determine how to respond to the request. After hearing back from legal counsel last week, we processed the request as advised and I sent all documents out on Saturday, January 19, 2019 to Mr. Goldman in three separate emails due to the size of the files. Mr. Edwards made particular note of this fulfillment as the delivery and read receipts he affixed to the fulfillment did not conclusively indicate that the documents had been properly delivered to Mr. Goldman’s email address as he requested. This, along with the large size of the files, led Mr. Edwards to affirm in open meeting that, to the best of his knowledge, the request had been fulfilled.

He went on to share that the **Lower Springboro Road closure** was canceled due to lack of supply and delivery of pipe. It is anticipated to commence later in February.

He concluded with a reminder that Major Arrasmith is scheduled to be at the March 5<sup>th</sup> meeting to share the **Drug Task Force’s annual report**.

**OLD BUSINESS:** No updates

**NEW BUSINESS:**

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

**Legislation:**

**RESOLUTION 2019-06 A RESOLUTION TO APPROVE THE ACCEPTANCE AND HIRING OF ELIJAH J. BYRD TO THE WAYNE TOWNSHIP FIRE DEPARTMENT AS A VOLUNTEER EMT**

Mr. Patrick motioned to adopt the 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 22<sup>nd</sup> of January 2019.

*A favorable discussion of Mr. Byrd’s skills, knowledge and abilities took place.*

**RESOLUTION 2019-07 A RESOLUTION TO REVISE A “PURCHASE POLICY” FOR TOWNSHIP PROCUREMENTS THAT WAS ADOPTED AS RESOLUTION 2008-23**

Mr. Patrick motioned to adopt the resolution. Mr. Coffman 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 22<sup>nd</sup> of January 2019.

**RESOLUTION 2019-08 A RESOLUTION TO REVISE A “CREDIT CARD POLICY” FOR TOWNSHIP PROCUREMENTS THAT WAS ADOPTED IN SEPTEMBER 2014 TO COMPLY WITH AUDITOR OF STATE BELLETIN 2018-003**

Mr. Foley motioned to adopt the resolution. Mr. Patrick 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 22<sup>nd</sup> of January 2019.

**CORRESPONDENCE:** None

**WORK SESSION:** None

**EXECUTIVE SESSION:** None

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**ADJOURNMENT:** With no further business, Mr. Patrick moved to adjourn at 7:36 p.m. Mr. Foley second the motion. The motion passed with a unanimous vote.

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President, Board of Trustees