

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
HELD AUGUST 18, 2016**

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

Roll call: Mr. Coffman – absent; Mr. Patrick – present; Mr. Foley–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. Mr. Coffman was on vacation.

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

The following guests were present: Kim Clark from the Southwestern Ohio Council on Aging.

Mr. Foley welcomed those in attendance.

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

Mr. Patrick motioned to **approve the Minutes** of the August 2nd regular public meeting. Mr. Foley seconded the motion. Upon call of the roll thereon the vote resulted as follows: Mr. Mr. Foley – yea, Patrick – yea.

Mr. Foley welcomed **Kim Clark** who was in attendance to share information on the Elderly Services Renewal Levy to be on the fall ballot. She provided a brief rundown of the scope and scale of the services provided by the Elderly Services Program and also provided statistical information regarding tax payer savings realized by keeping area seniors independent in their homes rather than admitting them into nursing facilities.

The program is 91% funded through the levy and served 71 clients in Wayne Township alone.

Mr. Edwards inquired about the connection of the Elderly Services Program and Warren County Transit.

Mr. Patrick inquired about the program's role in the Meals on Wheels program.

Mr. Foley thanked her for her time.

CITIZEN'S COMMENTS:

None

DEPARTMENT REPORTS:

ROAD DEPARTMENT:

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD AUGUST 18, 2016

Road Department Supervisor, Scott Camery reported as follows:

The **O'Neall and Corwin Roads improvement project** is completed including seeding and overlaying straw. Mr. Camery encouraged the Trustees to visit the site.

He continued to share that the "**Beet Heet**" **storage tanks** are installed, plumbed and ready to receive the liquid treatment. The refitting necessary for the trucks is underway with the hydraulic components complete and the tanks scheduled for completion later this week. The **F-550** will be taken to Henderson Trucking in Bucyrus to complete the build and be returned in approximately 45-60 days in time for winter weather events.

The **6200 tractor** had been down due to a broken swing arm. It is now back in service.

Mr. Camery concluded by stating that a **4th round of mowing** will commence as weather permits around the second week of September.

And with favorable weather forecasts, the first part of next week looks like the temperatures will be down slightly as well as humidity. These are favorable conditions for **crack-sealing**.

FIRE DEPARTMENT:

Fire Chief, Paul Scherer reported as follows:

July activity reports were previously distributed.

He shared that the **records management** system is running at 99% and is still working on clients. While the EPCR operating at 100% with the next upgrade to **NEMESIS 3** in September.

Chief Scherer shared three (3) quotes he received back for the **wide body plates** for the Township's cot. He recommended the lowest and cost as the company is local and made the cot the plates are to be installed on.

Mr. Patrick motioned to **approve the quote from SAMECA for \$1526.18** including installation and mounting. **Mr. Foley** seconded the motion. The motion passed by unanimous vote.

Chief Scherer continued by reminding the Trustees that the contract for fire and EMS service expires on December 31 as it was a one (1) year contract. He stated that he would meet with the Administrator to look over figures.

Mr. Foley requested that Chief Scherer and Mr. Edwards keep the Trustees apprised of the discussions.

Chief Scherer concluded by stating that the Township had not been awarded the **2015 AFG Grant** for a new SCBA and Compressor. He plans on resubmitting the grant for the next cycle which reopens in the coming weeks.

ZONING DEPARTMENT:

Zoning Inspector, Erin Hartsock reported on the following:

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD AUGUST 18, 2016

Regarding the **revision of the Zoning Code**, Ms. Hartsock stated that a full final draft copy of Article I, Chapters 1-3 were previously distributed. She anticipates having Article II, Chapters 1-3 returned from legal review in the near future.

She went on to share a legal opinions regarding enforcement options of the increased occupancy of **Lytle Hall, 3076 Lytle Rd.** She is still collecting information from other agencies and potential liability concerns and legal strategies. She will share her findings with the Trustees in the coming weeks.

Mr. Foley was interested in gathering information regarding liability coverage offered by OTARMA.

Ms. Hartsock also shared that the **billboard installation** planned at the intersection of Township Line and Rt. 73 has been delayed due to an increase in height of the structure from the submitted plans. She is currently working with the company to resubmit approvable plans.

She concluded by stating that she and Mr. Edwards had a recent meeting with a real-estate development team led by a Keller Williams Associate. The team is evaluating predominantly residential possibilities for **80+ acres on SR 73** just outside the Village of Waynesville's border. She will continue to apprise the Board as plans emerge.

ADMINISTRATOR REPORT:

Administrator, Donald Edwards reported the following:

Regarding the new Fire Station No.2, the Village of Waynesville Planning Commission is scheduled to hold a Public Hearing for the **re-zoning** of the proposed location of Fire Station No2 on August 31st at 7:00 PM. The Township is applying for the Exceptional Use (EU) zone.

The public announcement of contract for professional design services and **request for qualifications** went out on August 8th with submittals due on September 12th. The Legal Ad was in the August 14th edition of the Dayton Daily News and will run again in the August 21st edition.

The **contract to purchase** property Addendum No. 2 was signed by the property owner and extends the contract for an additional ninety (90) days until November 10th.

TRC Solutions has submitted a Final publication of their **Environmental Phase I study** on the property.

The **Fire Station No. 2 planning committee** met yesterday to review the RFQ procedure and to get updated on the ranking process along with the timeline of the design process. We have tentatively scheduled a day for a couple Fire Station tours and dates to review submittals.

The community **Aggregation of Electric and Natural Gas ballot** initiative has been submitted to the Board of Elections. The Village of Corwin passed their Ordinance which will also be on the ballot along with Franklin Township. As part of the educational campaign, informational mailers will be sent out to residents around the 1st of October with a Public Hearing scheduled for Wednesday, October the 12th at 6:30 PM.

Mr. Edwards continued by stating, that he filed a request for a waiver from the requirements of Phase II of the Clean Water Act to Mr. Harry Kallipolitis, Director of the Division of Surface Water, 401WQC/Storm Section of the OEPA in Columbus, as the analysis of the 2010 census data revealed only 293 people live in the Urbanizing Area within Wayne Township. Subsequently, the area does not

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD AUGUST 18, 2016

contribute substantially to the pollutant loadings of a physically interconnected Ohio NPDES permitted **MS4**.

Street Lighting District assessments have been calculated and with a 5% increase in our cost from our provider due to begin January 1, 2017. The Township was able to hold the assessment rates equal to the 2015 level due to the fact that we have not been paying the administration fee out of this fund since its inception as permitted by statute. This has led to a small reserve to cover this 5% increase for right now.

Our **property and casualty insurance policy** is up for renewal with the Ohio Township Association Risk Management Authority (OTARMA). This is a consortium of townships that have created a pool of insured entities and managed by the Burnham & Flower Insurance Group of Ohio.

The OTARMA Board of Directors will distribute excess reserves funds to all its members for 2016 totaling one million dollars. Wayne Township's distribution portion will be \$2,781.78 to be paid within two months of renewal.

OLD BUSINESS:

Mr. Edwards shared that Lauren Bowen met with staff and the Fiscal Officer to go over the process for getting Wayne Township interfaced with **Ohio Check Book**. The process was straightforward and intuitive. The Auditor's Office is currently putting together a page for Wayne Township for the Trustees to review.

Ms. Hartsock reported that she spent time undergoing training on the **Seamlessdocs** platform. Several fillable forms are functional and complete but have not been linked to the website yet. She shared that the platform also offers the ability to take credit cards online through a third party service called "Stripe". She will discuss the details with the Fiscal Officer when he returns from vacation.

NEW BUSINESS:

QUESTIONS OR CONCERNS REGARDING THE BILLS: None.

Mr. Edwards shared a **Traffic Study** for Franklin Rd. The study is available online.

LEGISLATION:

RESOLUTION 2016-27 – A RESOLUTION AUTHORIZING THE WAYNE TOWNSHIP ADMINISTRATOR TO SIGN AND EXECUTE ADDENDUM NO. 2 TO PURCHASE REAL ESTATE ON BEHALF OF THE BOARD OF TRUSTEES

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. Patrick – yea, Mr. Foley - yea. The resolution was therefore adopted the 18th day of August 2016.

RESOLUTION 2016-28—A RESOLUTION LEVYING A SPECIAL ASSESSMENT ON LANDS IN WAYNE TOWNSHIP FOR STREET LIGHTING DISTRICTS

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
HELD AUGUST 18, 2016**

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. Patrick – yea, Mr. Foley - yea. The resolution was therefore adopted the 18th day of August 2016.

RESOLUTION ~~2016-29~~—A RESOLUTION APPROVING THE PROPERTY & CASUALTY INSURANCE PROPOSAL AS SUBMITTED BY BURNHAM & FLOWER OF OHIO FOR THE OHIO TOWNSHIP ASSOCIATION RISK MANAGEMENT AUTHORITY (OTARMA) PROGRAM AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO SIGN ALL DOCUMENTS

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. Patrick – yea, Mr. Foley - yea. The resolution was therefore adopted the 18th day of August 2016.

CORRESPONDENCE: **Warren County Combined Health District:** Monthly newsletter
Carl E. Oeder & Sons Sand & Gravel: invitation to 28th annual roast
United Way of Warren County: 2016 Kickoff Table Sponsorship invitation

WORK SESSION: None

EXECUTIVE SESSION: Pursuant to O.R.C. 121.22 (G)(1) Mr. Patrick motioned to enter executive session at 7:51 PM to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official. Mr. Foley seconded the motion. The motion passed unanimously.

The Board returned to regular session at 8:29 PM with no action taken.

Being no further business, Mr. Foley motioned to **adjourn the meeting** at 8:31 pm. The motion was seconded by Mr. Patrick. The motion passed by unanimous vote.