

# MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD SEPTEMBER 20, 2016

Mr. Coffman called the meeting to order at 7:01 pm.

Roll call: Mr. Coffman – present; 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; and Fiscal Officer, Darrell Coffman.

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

Mr. Coffman welcomed those in attendance.

Mr. Coffman asked Mr. Davidson to lead those in attendance in the **pledge of allegiance to the flag**.

Mr. Foley motioned to **approve the Minutes** of the September 6<sup>th</sup> regular public meeting. Mr. Patrick seconded the motion. Upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea, Mr. Foley – yea, Mr. Patrick – yea.

## **CITIZEN'S COMMENTS:**

Mr. Davidson stated that the Miami Cemetery's roads are in need of repaving. The Cemetery Board is nearing its budget goal enabling them to do so, but is still short. Mr. Davidson requested that the Township consider making a contribution to the project.

## **DEPARTMENT REPORTS:**

### **ROAD DEPARTMENT:**

Road Department Supervisor, Scott Camery reported as follows:

All **asphalt patches** have been completed. We were able to borrow Sugar Creek Townships' asphalt grinder after the "demonstrator" fell through with Southeastern Equipment.

Currently the department is setting up the tandem dump truck to haul asphalt so that we can continue with scheduled **wedging projects**. Currently, eight (8) tons have been laid.

Tree trimming work has been ongoing as time permits in-between other projects.

There was some **ditching** that needed to be done, most significantly on Waynesville Rd. from Red Oak. This phase is complete and this is where wedging and berm repair was started.

Still working on next years "**chip seal**" list as well as a **striping** recommendation for this year.

**Reclamite**® treatment has been applied to Gard and Waynesville Rds. The roads have also been swept for loose debris.

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On September 16, Mr. Camery attended the **Safety Council** meeting. The subject was “How to build a world class safety program”.

Mr. Camery concluded by stating that after a few minor maintenance issues which have been repaired, the Roads Department is at **100% equipment availability**.

**FIRE DEPARTMENT:**

Fire Chief, Paul Scherer reported as follows:

The **LOEB Grant** application has been submitted for turn-out gear.

The **AFG Grant** opens October 11<sup>th</sup>. Chief Scherer will start on it at that time for an SCBA and compressor.

The **Holmatro Extrication tools** were tested and certified.

On Thursday, the 21<sup>st</sup> at 10:00 am, Irwin Fire will be onsite to **service the fire extinguishers**.

The **2010 Seagrave** had a battery issue that required repairs.

Chief Scherer concluded by stating that a rescue has **strobe pack and a side flasher failing**. He would like to upgrade to LED. He is researching quotes.

Mr. Coffman inquired about the Department’s readiness for **Sauerkraut Festival**. Chief Scherer reported that WFTD. Inc. is prepared.

**ZONING DEPARTMENT:**

Zoning Inspector, Erin Hartsock reported on the following:

Full **draft of entire code revision** has been completed *at a staff level* with the last handful of topics to be discussed at the CAC. Once the CAC discusses the remaining few topics, a full draft will be distributed to Trustees as well as remaining sections submitted to legal counsel for review.

Have followed up with legal re: last submission of Art. II, edits and comments are anticipated to be complete by the end of the week.

Regarding violations/nuisances, **3076 Lytle Rd.** has removed the junk items from the front of the building. Additional comments from the WCCHD regarding septic capacity were shared with the Trustees.

A letter was received from a citizen requesting the Township to apply assert its ability to regulate a **cell tower proposed on Route 42** to the extent permitted by law. Ms. Hartsock prepared a letter to the applicant affirming this and was shared with Mr. Coffman for signing.

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Ms. Hartsock concluded by stating that a fully automated zoning permit application form along with the ability to accept credit card payments is now available on the Township's website through **SeamlessDocs**.

### ADMINISTRATOR REPORT:

Administrator, Donald Edwards reported the following:

Regarding the **Fire Station No. 2**, The Waynesville Village Council has scheduled a Public Hearing for the rezoning of the property under contract, to (EU) Exceptional Use District for Monday, October 3<sup>rd</sup> at 7:30 PM.

The Township is preparing to close on the parcel of ground just after the 30 day referendum period expires after anticipated approval of Village Council.

The submittals for **RFQ's for Design Services** for the Wayne Township Fire Station No. 2 project were received last Monday; a total of 12 (SOQ's), Statements of Qualifications were received. The FH2 committee and Board of Trustees are in the process of scoring the 12 submittals of SOQs. Mr. Cox, a member of the FH2 committee, was noted to be off the following week on vacation.

Mr. Edwards stated he would now like to start the **process of hiring a Construction Manager at-Risk**, (CMR), as part of the delivery process for the Fire Station No. 2 project.

The **community letters for Aggregation of Electric and Natural Gas** for the ballot initiative have gone out to the residents of the unincorporated area of Wayne Township with notice given for the Public Meeting set for October 12<sup>th</sup> at 6:30 PM, at the Administration Building. The office has received several inquiries about the program and the letters.

Mr. Edwards has 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 in Columbus with no answer received to date.

After reviewing the renewal packets for 2017 **OPEC-HC** health insurance renewal options. Option #2 with a 6.2% renewal increase with a \$1,000 ADR per enrollee paid out in 12 equal monthly instalments seems to be the best option for Wayne Township. Mr. Edwards reviewed the options with agent, Brian Savage, and he concurs that this is the optimal selection for the group.

On Friday the 16<sup>th</sup> of September, Terry Taylor was mowing the **Caesar Creek Pioneer Cemetery** when he discovered someone had been digging around a grave site. The Warren County Sheriff's Office was called and a report was taken and an investigation was conducted with no cause for further follow-up required. Nothing seemed to be missing or added to the site, so all excavated material was put back in place and seeded and straw. The event likely happened sometime over the Labor Day weekend after it was last mowed.

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Mr. Edwards concluded with reminders of the following for those present: Hisey Park Fall Festival Saturday, October 1<sup>st</sup> and WCTA meeting this Thursday at Union Twp. @ 6:00 pm.

**OLD BUSINESS:**

Mr. Coffman shared that a draft version of Wayne Township's **Ohio Check Book** webpage has been shared with him. He is still reviewing it. Once his review is complete, he will share it with the Trustees for further comment prior to going "live".

Mr. Edwards and Ms. Hartsock shared that **quotes for failing double paned windows** have been received for the Administration Building. With a large percentage failing in rapid succession, administrative staff were requested to obtain a quote to replace all windows while under limited warranty as wells to get the details of the existing and new warranty details.

Regarding other **Facility Improvement initiatives**, the Trustees commented that the freshly seal-coated parking lot looked good and also discussed the merits of painting high-traffic areas of the facility. No decision was made. Status reports were requested regarding other improvements including: fire code compliance, mag locks, roof repairs and HVAC needs.

**NEW BUSINESS:**

**QUESTIONS OR CONCERNS REGARDING THE BILLS:** None.

**LEGISLATION:**

**RESOLUTION 2016-31 – A RESOLUTION APPROVING OF RENEWAL RATES WITH THE OHIO PUBLIC ENTITY CONSORTIUM HEALTHCARE COOPERATIVE AND AUTHORIZING DONALD EDWARDS, ADMINISTRATOR, TO ACT AS OUR REPRESENTATIVE AND EXECUTE 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. Coffman – yea, Patrick – yea, Mr. Foley – yea. The resolution was therefore adopted the 20<sup>th</sup> day of September 2016.

**RESOLUTION 2016-32–A RESOLUTION APPROVING A PUBLIC ANNOUNCEMENT OF A CONTRACT FOR CONSTRUCTION MANAGER AT-RISK SERVICES AND REQUEST FOR QULIFICATIONS FOR BUILDING OF A NEW FIRE STATION**

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, Patrick – yea, Mr. Foley – yea. The resolution was therefore adopted the 20<sup>th</sup> day of September 2016.

**RESOLUTION 2016-33–A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS SET BY THE WARREN COUNTY BUDGET COMMISSION**

Mr. Darrell Coffman presented for consideration and Mr. Patrick moved for adoption of said

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resolution.

Mr. Foley seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea, Patrick – yea, Mr. Foley – yea. The resolution was therefore adopted the 20<sup>th</sup> day of September 2016.

**CORRESPONDENCE:** Ohio Department of Jobs and Family Services: Shared Work Ohio brochure  
R.L. Parsons & Son Equipment Co.: 2016 Farm Science Review invitation

**WORK SESSION:** None

**EXECUTIVE SESSION:** Pursuant to O.R.C. 121.22 (G)(2) Mr. Patrick motioned to enter executive session at 8:11 PM to consider the purchase or sale of public property calling the Trustees, Mr. Edwards and Chief Scherer to be present. The motion was seconded by Mr. Coffman. Motion carried unanimously.

The Board came out of Executive Session at 9:04 pm with a motion from Mr. Coffman and seconded by Mr. Patrick. The motion passed by unanimous vote. No action taken.

Being no further business, Mr. Foley motioned to **adjourn the meeting** at 9:06 pm. The motion was seconded by Mr. Patrick. The motion passed by unanimous vote.

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President, Board of Trustees