

## MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD NOVEMBER 1, 2016

Mr. Coffman called the meeting to order at 7:00 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; Zoning Inspector and Asst. to the Administrator, Erin Hartsock; and Fiscal Officer, Darrell Coffman.

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

Mr. Coffman welcomed those in attendance.

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

**CITIZEN’S COMMENTS:** Gary Breeze thanked Mr. Camery and the Road Department for black topping curves on the O’Neill and Corwin Rd. area to mitigate the loose gravel in the roadway.

Andrew Jacobs stated that there was lewd graffiti on the roadway near Corwin and Middletown Rds. It appeared to be a Halloween prank.

Mr. Patrick motioned to **approve the Minutes** of the October 18<sup>th</sup> regular public meeting. Mr. Foley seconded the motion. Upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea, Mr. Foley – yea, Patrick – yea.

### DEPARTMENT REPORTS:

#### ROAD DEPARTMENT:

Road Department Supervisor, Scott Camery reported as follows:

The **final round of mowing** is complete other than touch up and some trimming.

**Culvert inventory** is currently under way.

“**Leaf Patrol**” is an ongoing task until leafs are all down.

“**Beet Heet**” tanks have been locked and secured.

Excess equipment sent to **auction** on Govdeals is doing well so far.

Mr. Camery installed **new LED above ground lights** for the flagpoles at the Administration Building.

He also put a call in for an update on the **F-550** yesterday, but has not received any status updates to date.

The Department made another complete round of **patching**.

The Department also **repaired a sign for the Village of Corwin**. A bill for has been provided to Administrative staff for materials, equipment and labor.

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Mr. Camery stated that the Department is currently at **100% equipment availability**, but discussed the possibility of adding to the Departmental equipment.

As previously discussed, the acquisition of a **crack-sealer** would be advantageous for the Township and the Roads Department. Crack sealing is an economical and effective measure to prolong the life of a roadway. Crack sealing could occur in a more proactive manner if the Township had its own equipment which it could mobilize as needed and as weather permits.

Mr. Camery shared the costs of new equipment as well as a used model for sale in the Cincinnati area.

**Mr. Patrick** clarified that the Township has been borrowing other jurisdiction's equipment when it is not needed for their own roads. By the nature of the conditions needed to effectively do the work, there is often scheduling conflicts.

**Mr. Patrick** inquired if the budget would allow for the purchase and specifically not scale back other roadway improvements. **Mr. Edwards** stated that the budget has been evaluated and there is room in the equipment account. Other roadway improvements would be taken out of contract funds.

**Mr. Foley** inquired if this purchase would impact any roadway striping projects. **Mr. Edwards** stated that striping needs were being evaluated, but the purchase would come from a different fund.

**Mr. Patrick** inquired about anticipated usable life of the equipment. **Mr. Camery** responded that the equipment will last for the foreseeable future given proper care and maintenance.

**Ms. Hartsock** inquired about potential resale value. **Mr. Camery** responded that the equipment retains its value and thus a portion of purchase could be recouped if and/or when it is no longer needed.

**Mr. Coffman** inquired about the availability of a warranty for the equipment. Mr. Camery stated that he doubted any such warranty would be present, but he would look into it. However the seller has always been very fair and amenable in correcting issues with equipment in past experiences.

Mr. Coffman **motioned to approve the purchase of a crack-sealer with an authorized price of up to \$24,000**. The motion was seconded by Mr. Patrick. The motion passed by unanimous decision.

Mr. Coffman inquired about the Department's **personnel needs**. Mr. Camery replied that he would like to wait until spring to fill the PT position. He believes he is adequately staffed to get through the winter at current levels.

### **FIRE DEPARTMENT:**

Fire Chief, Paul Scherer reported as follows:

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For the month of **October**, the Wayne Township Fire Department responded to: **89 EMS calls and 14 Fires** for one-hundred and three (103) total runs. Year-to-date responses are up by sixty (60) from 2015. A report with run totals from 1974-present was shared as well as the activity report for October.

*Discussion of trending staffing challenges. The Trustees requested a recommendation for action be deemed a priority. The Trustees stated that sufficient staffing was an imperative for the Township. Chief Scherer will bring a recommendation for improving staffing levels to the Trustees after the next Officers' meeting.*

Chief Scherer continued to report that the Ohio State Patrol will be **finishing personal vehicle inspections** on November 14<sup>th</sup>.

He is currently working on an **AFG Grant** with a deadline of November 18<sup>th</sup>.

He concluded by sharing that **Rescue 91's LED light replacement** is nearly completed, but they are still awaiting lights for the front bumper.

### **ZONING DEPARTMENT:**

Zoning Inspector, Erin Hartsock reported on the following:

**Nine (9) permits** were issued for the month of **October**

- 1 Ag. Exempt structure, Susan Hetzel, 4864 Old Route 73
- 3 Residential Accessory Bldgs.: James Schuette, 5214 Thomas Dr.; Ellis Custom Homes, 8020 Carter Dr.; and Norm Speaks, 6420 Trillium Run
- 1 addition (garage): Gary Coffman, 3452 Old Route 122
- 1 swimming pool: Knickerbocker Pools, 8061 Cierra Way
- 3 single family residences: Norm Speaks, 6420 Trillium Run, Ellis Custom Homes, 5145 Lytle Rd. and Ellis Custom Homes, 8020 Carter Dr.

Regarding **violations**: *8648 Compton Rd.:* (Junk cars). As of the 21<sup>st</sup>, 4 vehicles been sold and removed from the site with another vehicle used for parts being removed imminently and another slated for removal. *3076 Lytle Rd (Lytle Hall):* (various complaints). 2 units recently received orders from the Health Department for guano, holes in walls/ceilings and mold. *9822 Sandy Run Rd.:* (improperly located carport) Ms. Hartsock has communicated with the home owner, who stated he will remove the structure. A call was received reporting a truck on blocks and a boat in the driveway for two residences on Kenrick Rd. Investigation revealed no evidence of either.

Regarding the **OEEF Grant**, Ms. Hartsock just submitted the final paperwork closing the grant. The final reimbursement check for the Name that Stream project should be received shortly.

Mr. Foley inquired about the number of permits for new single family homes. Ms. Hartsock stated that she did not have these numbers on hand, but the number did seem to be down with permits for pools and accessory structures remaining high.

### **ADMINISTRATOR REPORT:**

Administrator, Donald Edwards reported the following:

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Regarding the **Fire Station No. 2** project, the submittals for RFQ's for Design Services have been qualified by the committee with the top three (3) in ranked order:

1. KZF Design, Inc.
2. AAI, Inc.
3. WDC Group

Mr. Edwards has a meeting with KZF's project coordinator, Mark Shoemaker, on Wednesday at 1:30 to begin the contractual agreement process and discuss the progression from here.

Today is the deadline for SOQ submittals for the Construction Manager at Risk. We are scheduled to have these short-listed by November 14<sup>th</sup>

He is also working on setting up a closing for the property purchased.

Mr. Edwards 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. Having still received no response, Mr. Edwards discussed the status of the request with Chuck Petty of the County Engineer's Office, who stated that such requests can commonly take 6 months to a year for a response from the EPA.

Regarding potential **roadway striping**, Mr. Edwards shared multiple quotes for striping approx. five (5) miles of roadways ranging from \$5,780.51-\$13,450. Discussion was had regarding the costs and how the timing of the work affects it by being independent from the larger County-wide bid.

After extensive discussion of Ohio roadway regulations, the current conditions as well as resurfacing schedules, the work was tabled until spring when it could be lumped in with the County bid. While the implementation of a revised maintenance schedule led to the need for striping this fall, the Trustees were insistent that a needs assessment be closely examined to ensure that all planned maintenance was anticipated a year in advance.

Mr. Edwards also elaborated on the **crack sealer purchase request**. We have first option on the purchase of a 2013 used Crack Pro 125 gallon melter with heated hose. This unit has 1200 hours on it and has been 100% in the municipality rental fleet. It will be fully serviced and has been priced to us for \$24,000. It sells new for about \$60,000. It runs on diesel engine that also powers a compressor for blowing out cracks and heating the double jacketed oil filled melting tank.

Funding will come out of this year's Road and Bridge Fund under "Machinery and Equipment that has an appropriation of \$127,000 which \$102,000 has been spent on the new F-550 snow plow truck and equipment along with the retro fit of liquid dispensing on the other trucks and also the "Beet Heet" tank storage and dispensing equipment. This would finish out this year's capital equipment purchases.

Images of the equipment were shared.

Mr. Edwards concluded with reminders to **vote on November 8<sup>th</sup>** and that the **W.C.T.A. Dinner** meeting is coming up on Thursday, November 10<sup>th</sup>.

### OLD BUSINESS:

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**Electric aggregation:** Mr. Edwards reported that another mailer should be sent out to residents advising them of the ballot issue.

**Ohiocheckbook:** Mr. Darrell Coffman stated that he had submitted a few question to the Treasurer's Office and has not received answers to-date. However if no answer is received soon, he will share it as is.

**Miami Cemetery:** Mr. Brad Coffman inquired about the status of the paving project. Board and Staff did not know the answer.

**NEW BUSINESS:**

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

**LEGISLATION:**

**RESOLUTION 2016-37 AGREEMENT FOR SNOW AND ICE REMOVAL FOR UNACCEPTED STREETS IN PHASE "1" OF WINDFIELD ESTATES**

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, Patrick – yea, Mr. Foley – yea. The resolution was therefore adopted the 1st day of November 2016.

**RESOLUTION 2016-38 ACCEPTING PHASE 4 OF "SANDY RUN ESTATES" AND THE STREETS WITHIN THE SUBDIVISION FOR PUBLIC MAINTENANCE**

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 1st day of November 2016.

**RESOLUTION 2016-39 ACCEPTING THE FIRE HOUSE NO. 2 PLANNING COMMITTEE'S RECOMMENDATORY SELECTION FOR DESIGN FIRM/PROFESSIONAL**

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 1st day of November 2016.

**WORK SESSION:** None.

**CORRESPONDENCE:**

**Warren County Combined Health District:** Monthly Newsletter

**Warren County Auditor's Office:** Notice of property tax adjustment

**Sunrise Cooperative:** Notice of merger between Trupointe and Sunrise Cooperatives

**EXECUTIVE SESSION:** None

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Being no further business, Mr. Coffman motioned to **adjourn the meeting** at 8:34 pm. The motion was seconded by Mr. Foley. The motion passed by unanimous vote.

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President, Board of Trustees