

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
HELD DECEMBER 20, 2016**

Mr. Coffman called the meeting to order at 7:02 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, Chad Ellis and Scott Teeters.

Mr. Coffman **welcomed** those in attendance.

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

Mr. Coffman opened the **Public Hearing for Windfield Estates Street Lighting District** at 7:03 pm.

Mr. Edwards discussed the general nature of lighting districts and the roles of the Township as the tax assessor and Miami Valley Lighting as the equipment Lessor.

He then shared the placement and specifications from a proposal submitted by Miami Valley Lighting for eight (8), 17 foot (17') direct bury poles with 9500L HPS Acorn fixtures for street lights along Valdosta Way and at the intersection of Chenoweth Rd.

Mr. Edwards asked if Mr. Ellis had anything additional to contribute. Mr. Ellis replied that he anticipated completing the work near April 1, 2017 and that he was in agreement with the proposal as provided by Miami Valley Lighting.

Mr. Breeze inquired about how such districts were paid for. Mr. Edwards replied that the developer installs the lights, then the annual cost of electric and maintenance is divided equally among property owners within the subdivision as a special property tax assessment.

Mr. Coffman closed the public hearing at 7:05 pm with all Trustees and Mr. Ellis satisfied with the discussion.

**RESOLUTION 2016-51 ESTABLISHING A STREET LIGHTING DISTRICT FOR WINDFIELD ESTATES
SUBDIVISION**

Mr. Edwards presented for consideration and Mr. Foley 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 20th day of December 2016.

**RESOLUTION 2016-52 LEVYING A SPECIAL ASSESSMENT ON LANDS IN WINDFIELD ESTATES
SUBDIVISION FOR STREET LIGHTING DISTRICT**

Mr. Edwards presented for consideration and Mr. Coffman moved for adoption of said resolution.

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

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 20th day of December 2016.

Returning to usual business, Mr. Patrick motioned to **approve the Minutes** of the December 5th 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.

CITIZEN'S COMMENTS:

Gary Breeze had three items to address: 1.) He thanked Mr. Camery for raising the flags after Senator John Glenn's interment; 2.) He inquired if he could access the crank so that he might raise and lower the Township Administration Building's flags as needed- The Trustees agreed unanimously that an extra crank could be made available to Mr. Breeze for such purposes; and 3.) he wanted to restate that the street signage at Red Oak and Waynesville Rd. was still unclear to the unfamiliar motorist. Mr. Camery is aware of the issue and will address it as time allows.

DEPARTMENT REPORTS:

ROAD DEPARTMENT:

Road Department Supervisor, Scott Camery reported as follows:

The new **F550 plow truck** is working out very well. While it is still experiencing some calibration issues, Mr. Camery anticipates having Certified Power Inc. here this week to properly calibrate the equipment.

The last **winter storm events** came and went without incident. The snows did hit hard at the same time school dismissed which did cause some delays, but nothing significant.

Mr. Camery negotiated a price for the **crack sealer/melter** at \$1000 under the approved budget. The transaction should be finalized before the end of the year.

Employee evaluations have been completed and reviewed. He has forwarded them on to Mr. Edwards.

Mr. Camery concluded by stating that the Roads Department is at **100% Equipment Availability**.

FIRE DEPARTMENT:

Fire Chief, Paul Scherer reported as follows:

The new **LUCAS 2** unit has arrived and is currently in service.

The **gear extractor** went down with a bad door seal and a water valve. It has since been repaired.

Chief Scherer went on to discuss his desire for the Trustees to temporarily amend the **SOP regarding Membership eligibility part-time shift roles** for the month of January and February 2017. He shared the temporary need for all Fire Department Volunteers to serve least two (2) volunteer shifts per month before they can qualify for a PT schedule shift.

After a brief discussion about the department's immediate needs, **Mr. Coffman motioned to amend the SOP for the month of January and February 2017 to state that all Fire Department Volunteers must**

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
HELD DECEMBER 20, 2016**

serve at least two (2) volunteer shifts per month before they can qualify for a PT schedule shift. The motion was seconded by Mr. Foley. The motion passed by unanimous vote.

Chief Scherer went on to share that a **meeting of the Fire Department Membership** was planned for January 9th at 7:00 p.m.

The Trustees underscored that they wanted all presentation materials shared with them for review prior to the meeting.

ZONING DEPARTMENT:

Zoning Inspector, Erin Hartsock reported on the following:

Regarding the **revision of the Zoning Code**, Final legal meeting scheduled for morning of January 5. No major adjustments anticipated.

Open House brought about minor language adjustments which have been incorporated.

Mr. Coffman inquired about language to allow agricultural **animals in subdivisions as part of 4-H projects**.

Ms. Hartsock stated that the CAC was unable to reach a consensus on the topic, but she would provide the Trustees with a minority and majority opinion with context, but ultimately the decision to allow or to continue to prohibit such agricultural activity on non-exempt platted properties ultimately fell to the Trustees and the Zoning Commission.

She went on to report that a recent **variance** was approved for inadequate frontage, but front lots were required to be replatted and combined with the rear acreage prior to any permits being issued.

She concluded by sharing that she has been involved in initial discussions regarding the church at the 3-way stop on Lytle and Ferry to operate under a **PUD** as a dance studio. The completed application is expected the first week of January.

ADMINISTRATOR REPORT:

Administrator, Donald Edwards reported the following:

Regarding the **Fire Station No. 2** and the **Design Professional**, we are now waiting on Architects Associated Inc. for their pricing schedule and then on a contractual agreement. Pricing is expected by the end of this week.

December 14th and 15th interviews were held with the short-listed firms for **Construction Manager at risk**. Pricing and Technical Proposals were compared and a Best Value firm was identified. Legislation is prepared for the Trustees for Mr. Edwards to enter into contractual agreements with the firm.

Mr. Edwards went on to share that the Township closed on the Wright and Shanks **property** on the 7th of December. Work continues on getting a contract signed on the AMB property as of today.

Regarding **energy aggregation**, all forms for PUCO have been signed, notarized and turned in. Releases of Duke and DP&L customers have been requested along with past usage demands.

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

Mr. Edwards briefly shared the topics and takeaways from a recent **Ohio Township Administrators Network (OTAN) fall forum** he attended:

Ohio Check book: Good, Bad & Ugly
Ohio Public Works Commission: Environmental Infrastructure Grants for Urban Townships
Legislative Update & Roundtable Discussion (largely Workers' Comp changes)
Dealing with Long-time & Incentivizing Employees
HB 523 – Medical Marijuana

All employees have had their **driver's license abstracts** pulled. He is pleased to report there were very few violations.

The **Miami Cemetery Board** would like to discuss the sale of approximately one acre of land. Mr. Coffman stated that he has discussed the matter with the Cemetery Board and plans on attending their next meeting on January 16th. He will report back afterwards.

John Byers would like to do an **Eagle Scout Project** up at the Caesar Creek Cemetery. Byers will be at the Administration Building on Thursday to discuss plans between Mr. Edwards and Mr. Camery.

Employee evaluations are completed.

Mr. Edwards concluded by sharing that the **Christmas lunch** is set for this Friday, December 23rd at 12:00 pm.

OLD BUSINESS:

Mr. Coffman inquired about the status of **replacement windows**.

Ms. Hartsock replied that the order has been placed. The holidays bring about a multi-week factory shut down for vacation and equipment servicing, which will likely mean a delay in receiving the final product. However the stain matching will be done ahead of receiving the windows and installation can proceed in any weather short of heavy snow or strong winds.

NEW BUSINESS:

Records Commission: The Township Records Commission convened for their annual review of the Records Retention Schedule and to ensure that all records that were destroyed, were in conformance with the schedule.

The Commission determined that all was actions and retention periods were in accordance with pertinent laws and in line with the Township's needs.

Having no further business, the Records Commission adjourned.

QUESTIONS OR CONCERNS REGARDING THE BILLS: None.

LEGISLATION:

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
HELD DECEMBER 20, 2016**

RESOLUTION 2016-50 AUTHORIZING THE HANDLING OF VACATION AND COMPENSATORY TIME FOR EMPLOYEES THAT MAY OR MAY NOT BE CONSISTENT WITH THE WAYNE TOWNSHIP POLICY AND PROCEDURE MANUAL OR EMPLOYEE CONTRACT

Mr. Edwards presented for consideration and Mr. Foley moved for adoption of said resolution.

Mr. Coffman 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 20th day of December 2016.

There was discussion of the monetary liability carried by the Township regarding unused paid leave. Mr. Patrick inquired about the liability value increasing over time and what if anything could be done to mitigate this trend.

The increasing liability was attributed to varying staffing levels and wage increases over time coupled with busy schedules that were not conducive to scheduled time off.

RESOLUTION 2016-53 AUTHORIZING ADMINISTRATOR, DONALD EDWARDS, TO ENTER INTO CONTRACTS ON BEHALF OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES IN ORDER TO CONDUCT THE TOWNSHIP'S BUSINESS

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 20th day of December 2016.

RESOLUTION 2016-54 ACCEPTING THE FIRE STATION NO. 2 PLANNING COMMITTEE'S RECOMMENDATORY SELECTION FOR DESIGN FIRM PROFESSIONAL SERVICES

Mr. Edwards presented for consideration and Mr. Foley 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 6th day of December 2016.

Discussion occurred of the final meeting of the year required to ensure a smooth fiscal transition between fiscal years. The scheduled date for the meeting was also discussed. It was determined unanimously that the **final meeting should be scheduled for Friday, December 30th at 12:00 pm** rather than Saturday, December 31st at 12:00 pm.

WORK SESSION: None.

CORRESPONDENCE:

"Seasons' Greetings": Various organizations and vendors.

Warren County Board of Commissioners: Retirement party announcement for Pat South

Warren County Engineer's Office: request for striping and paving needs

EXECUTIVE SESSION: None.

Being no further business, Mr. Foley motioned to **adjourn the meeting** at 8:18 pm. The motion was seconded by Mr. Coffman. The motion passed by unanimous vote.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
HELD DECEMBER 20, 2016**

President, Board of Trustees