

# MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD FEBRUARY 6, 2018

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

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

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

The following *residents* were also present: George Cherryholmes, Andrew Jacobs, Tom Duerr, Mary Jane Walling.

The following *guests* were also present: Anna Ludwick (Southview Hospital); Katie Horvath (WC Prosecutor's Office); Steve Cox, Matt Mumma, Jessie Lamb, Paul and Rhonda Bernard, Beth and Randy Daniels, John Kronenberger, Tommy Carter, Justin Young, James Butler, Dr. Mathew Kiefaber and many other friends and family of Wayne Township Fire Department including Russell Wylie; and Clearcreek Township Fire Department's Ron Bell, Justin Buehler and Naveed Khan.

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

Mr. Coffman motioned to **approve the Minutes of the January 16<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.

Mr. Coffman welcomed **Ms. Anna Ludwick**, EMS Coordinator from Southview Hospital. The Trustees shared their appreciation for the Wayne Township Fire Department members. Congratulated them on jobs well done in providing emergency services for two cardiac patients who were treated and subsequently released from the hospital and thanked them for dedication and hard work.

Mr. Coffman then opened the floor to MS. Ludwick who presented the following Fire Department members with Kettering Medical Center's first ever Challenge Pins for excellence in emergency medical assistance:

*For outstanding emergency medical services provided to a patient on December 19, 2017:*

Jessie Lamb and Matt Mumma from Wayne Township Fire Department; and  
Ron Bell, Justin Buehler and Naveed Khan of Clearcreek Township Fire Department

*For outstanding emergency medical services provided to a patient on January 13, 2018:*

James Bulter, Steve Cox, Paul Scherer, Roger Wainscott, Tom Carter, Bridgett Oesterling, Beth Daniels, Paul Bernard, John Kronenberger, Wade Easterling, Justin Young and Bryan Arnold.

Mr. Coffman called for a brief recess while the awardees then went into the main hall for photos.

Upon returning to the meeting, Mr. Coffman welcomed **Katheryn Horvath** from the Warren County Prosecutor's Office.

Ms. Horvath stated that she merely wished to introduce herself and meet the Township officials as she was recently transferred to the Civil Division of the Prosecutor's Office and would likely be working with the Township in the future.

The Trustees thanked Ms. Horvath for her time and looked forward to working with her.

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**CITIZENS' COMMENTS:** Mr. Andrew Jacobs stated his appreciation for the Wayne Township Road Department for keeping the roads clear and safe from ice and snow.

Mr. George Cherryholmes echoed the same appreciation.

**DEPARTMENT REPORTS:**

**ROAD DEPARTMENT:**

Road Department Supervisor, Scott Camery reported as follows:

**Snow** has been keeping the crew very busy.

In between snow events, the Department has completed a **round of pothole filling**. Potholes have been particularly rampant this season as the extended period of extreme cold temperatures intermixed with periods of thawing have wreaked havoc on our roads.

The **hydraulic issues** in the **white International truck** have been resolved and repaired.

The **diesel fuel tank pump** at the road garage has been repaired and is working properly again.

Mr. Camery is endeavoring to work on **2018's road resurfacing list** at the request of the engineer's office.

The hydraulic cylinder, which operates the **vehicle lift** had to be rebuilt as result of normal wear and tear and aging. That has been completed and the cylinder has been re-installed. We will need to have a technician come and re-adjust the lift, which has been tentatively scheduled for Friday.

Mr. Camery concluded by sharing that with the exception of the vehicle lift we are at complete **equipment availability**.

The Trustees thanked Mr. Camery and the Road Department for their hard work.

**FIRE DEPARTMENT:**

Fire Chief, Paul Scherer reported as follows:

Monthly **activity reports** for December were previously distributed to the Trustees.

Wayne Township responded to:

55 Ems calls

15 Fire runs

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**70 total runs (January)**

Year-to-date totals are up 3 from 2017.

The **lost pager was found** fully functional the same day that the non-refundable replacement was found. He placed the replacement pager at Marvin's house.

The **Stairchair** has been ordered.

We have received **26 sets of fire gear** and are in service.

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**AFG Grant** has been submitted for 24 SCBA & 2 RIT Packs (\$172,000). The AFG Grants are typically awarded in February, however bidding must take place in October as the current equipment will have exceeded its end of life by that time.

The hoods and gloves have all been ordered as part of the \$7800 grant from BWC.

A quote for a **replacement 4 gas meter** was previously distributed. After discussing the matter, Mr. Coffman motioned to approve the purchase with BlueTooth capabilities for \$879. Mr. Patrick seconded the motion. Motion passed by unanimous vote.

A draft of a proposed **Fire and EMS Services Contract** with an invoice for January services rendered for Massie Township was discussed under Old Business.

The Trustees thanked Chief Scherer for organizing the awards ceremony and they congratulated him again for his Department's good work.

### **ZONING DEPARTMENT:**

Zoning Inspector, Erin Hartsock reported on the following:

Five (5) permits were issued in January as follows.

- (3) Single Family Dwellings: 6401 Trillium Dr., EJR Construction; 9191 Valdosta Way & 9346 Valdosta Way, both to Ellis Custom Homes.
- (1) Deck: 6360 Trillium Dr., Wayne Baise & Son LLC;
- (1) Accessory structure under 200 sq. ft.: 5970 Middletown Rd., Ron and Mary Frommling

She went on to say that she attended the **Ohio Township Assoc. annual conference** last week. While, she is still digesting information gleaned and how it may be best applied to our Zoning operations, she has learned that our approach to agricultural structures and uses are in line with the rest of the State and our simple spreadsheet tracking of permits issued is the best practice model of free in-house approaches.

**The Wayne Township News magazine** is coming together.

She is still waiting on a few advertisers and content contributors, but it is coming together nicely with a target distribution in mid-March.

The Trustees requested that Ms. Hartsock cover the Challenge Pin award that 14 members of WTFD.

The **Recycle Rally** is coming together. The date is set for Saturday, April 28<sup>th</sup> (9-2) at Waynesville High School. Items that will be accepted include:

Scrap tires free of charge thanks to OEPA grant and WCCHD

Scrap metal

Prescription drugs (partnership between SLS and Village of Waynesville Police Dept).

Permanent drop off locations will be located at the Village Police Department and at Waynesville Pharmacy.

Personal documents for secure shredding thanks to LCNB

Bulk trash thanks to Village of Waynesville's municipal contract

And a canned good will be collection for the Waynesville Food Bank.

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She aimed to provide an opportunity for the community to clean out their garages, barns, yards as well as their filing cabinets, medicine cabinets as well as their pantries.

She also shared that a representative from Rumpke will be attending the 3/27 Trustees meeting to discuss **community contracting/aggregation** for Wayne Township.

The Trustees thanked her for her hard work.

### **ADMINISTRATOR REPORT:**

Administrator, Donald Edwards reported the following:

Regarding **Fire Station No. 2**, advertisement for bids went out on January 21<sup>st</sup> and The Schueler Group will be accepting bids until 5:00 pm on February 15<sup>th</sup>. They will open and review and have some recommendations for the February 20<sup>th</sup> meeting.

Plans have been submitted to the Warren County Building department and they have sent out their list of items that they need clarification or changes on the drawings. Those are supposed to be submitted by this Thursday.

There have been numerous requests for additional information from sub-contractors along with clarifications.

All the paperwork and documentation has been filed with the Board of Elections for the **Fire Levy renewal**.

Regarding **Chip-Seal and Striping** needs for 2018, he and Scott are working on putting together this year's roads to submit. He also intends to try out a new formula for striping: freshly chip-sealed roads will get a (ODOT Item #642 latex center line), roads chipped the previous year will get (ODOT Item # 643) polyester edge lines and roads chipped the year before that will get polyester centerlines (Item #643).

Mr. Foley stated that if Corwin Ave. were on the list that a fog seal should be applied to keep dust down for the occupants who live or do business right along the road.

Mr. Edwards responded that in previous years the contractors that performed the work subcontracted the sweeping, which led to long delays and a lot of dust. At this point, the contractors have their own sweepers so dust should not be as bad.

Mr. Edwards briefly discussed a plan to change an **employee policy** to provide vouchers for essential items for employees with annual allocation tracked on payroll stubs. There would be no change in funding, but this way of tracking would make it easier for the Fiscal Officer and the employees to track.

Mr. Edwards confirmed how all public officials wanted their contact information to appear in the **2018 Warren County Public Officials Directory**.

Mr. Edwards concluded with the following **miscellaneous updates**: VFIS application has been filed for 2018 with no response received to date; OBWC 300 AP report has been completed and sent in; he still needs to complete the online Census Boundary Survey; the Warren County Engineer's meeting is set for March 8<sup>th</sup>; and the BWC True-up is due by February 15<sup>th</sup>.

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**OLD BUSINESS:**

Chief Scherer provided a **draft invoice** for Massie Township for Fire and EMS services rendered. Mr. Foley asked for Mr. Edwards recommendation regarding the January invoice prepared. Mr. Edwards recommended sending the invoice to Massie Township as an introduction to the contract.

A **draft contract** for Massie Township for Fire and EMS services rendered. Mr. Foley also requested that the contract contain language regarding a defined geographic area of Massie Township that Wayne Township would cover.

The Trustees all agreed that this was in the best interest of Wayne Township residents as areas further away would take the Fire Department too far away from home to respond adequately to resident's needs. Additionally, the contract would not need to be permanent.

**NEW BUSINESS:**

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

**Legislation:** None

A letter form the Warren County Drug Task Force requesting funding in the amount of \$4925 was received. It was noted that in 2017, the Trustees opted to fund operations in the amount of \$1500. Mr. Foley motioned to support the WCDF unit in the amount of \$2000. Mr. Foley's motion failed for lack of a second.

Mr. Patrick expressed concerns about the appropriateness of supporting the unit with General Fund dollars. He felt that the duty to support the operation was more in line with the County Commissioners.

Mr. Coffman requested more time to consider the funding request.

Mr. Coffman and Mr. Patrick stated they would tour the WCDF soon.

**CORRESPONDENCE:**

- **Warren County Engineer's Office:** Request for 2018 resurfacing needs
- **Warren County Drug Task Force:** Request for funding

**WORK SESSION:** None

**EXECUTIVE SESSION:** None

Being no further business, Mr. Coffman motioned to adjourn at 8:05 pm. Mr. Foley seconded the motion. The motion passed with a unanimous vote.

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President, Board of Trustees