

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
HELD JANUARY 8, 2019**

Mr. 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 present: Administrator, Donald Edwards (arrived at approx. 7:10 pm); Roads Supervisor, Scott Camery; Fire Chief, Paul Scherer; Zoning Inspector, Erin Hartsock; and Fiscal Officer, Darrell Coffman

The following residents were present: Gary Breeze, George Cherryholmes, Owen Emerson, John Federle, Tom Duerr, MJ Walling, Bob and Diane Colvin, Andrew Jacobs and David O'Banion (did not sign in).

Mr. Coffman asked Mr. Emerson, local Boy Scout, to lead all present in the **pledge of allegiance to the flag**.

Mr. Coffman motioned to **approve the Minutes of the December 31st** 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.

CITIZENS' COMMENTS:

Mr. Andrew Jacobs inquired if the County, with their waterline project along the bike trail, was working with the maintenance authority to remove trees.

Ms. Hartsock replied that to her knowledge, the bike trail was maintained by Friends of the Little Miami State Park, but the trail and its easements were ultimately under the control of ODNR. If the County were in their easement along the bike trail removing trees, they would be working with ODNR and/or FLMSA.

Mr. Tom Duerr inquired about a comment he previously made expressing his wish that the public meetings be recorded. No action was taken.

Ms. Diane Colvin inquired about the December 2018 effective date of the Zoning Code as posted on the Township's website— specifically what had changed.

Ms. Hartsock stated that the date is reflective of changes to temporary signage regulations in residential zones. Regulations were passed allowing for larger signs and on a greater number of residential properties.

DEPARTMENT REPORTS:

ROAD DEPARTMENT:

Road Department Supervisor, Scott Camery reported as follows:

Removing fallen branches and logs from roadways and right-of-ways is an ongoing project, due in large part, to numerous recent high wind events.

He completed several **dead tree removals**, with more on the schedule as weather and time permits. The remaining trees are not in immediate danger of falling at the present time.

Administrative building maintenance (primarily light fixtures with failing ballasts) is still on the schedule. He has been working these needs in on rainy days.

The **Western Water line** is installed on **Waynesville Road**. Residents are now currently waiting on the company to install meter pits.

Ditching has been a priority on the project list, and the department has been making very good progress.

He concluded by stating that the department is at **100% equipment availability**.

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FIRE DEPARTMENT:

Fire Chief, Paul Scherer reported as follows:

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

Ems runs for December	39
<u>Fire runs for December</u>	<u>20</u>
Total runs for December	59

Ems runs for 2019	39
<u>Fire runs for 2019</u>	<u>20</u>
Total runs for 2019	59

Year-to-date totals are down 43 from 2018.

The failing **CO monitor** in Battalion vehicle has been replaced.

Training on new **SCBAs** is ongoing. Equipment will be placing in service by end of the month.

The department is starting their **annual protocol trainings** next week.

DC Wainscott is working to update the annual **Drivers Training** which will begin in two weeks.

He is working with the Fiscal Officer to close out the **State EMS Grant**.

He shared the final copy of the revised **Payroll SOP** (legislation: Resolution 2019-05).

The concluded by sharing that the **2010 Seagrave** has been placed in cold storage while awaiting parts.

ZONING DEPARTMENT:

Zoning Inspector, Erin Hartsock reported as follows:

Four (4) permits were issued in December as follows:

- 2 Single family dwellings: 8021 Carter Rd., Ellis Custom Homes; and 9313 Bellbrook Rd., Nick Peth Builders
- 1 Residential Addition: 8659 Cedar Hill Rd., Mike Benton
- 1 Commercial Structure: 7392 E SR 73, KRF Holdings LLC

She provided an updated schedule for the **Marcum violation** case.

She shared that an alternate position will be opening up in the **immediate future for a position on the Zoning Commission**. She reminded the Board of Michael Rubiera's application for review, which was received in the fall of 2018.

She shared that she had another **EIFS quote** appointment that afternoon. As soon as the internet is back up and operational, she anticipates having another quote from which to choose from.

She concluded by sharing that DC Cox installed a few **trial VOIP phones** in the Administrative offices on Monday. All seems to be working well with them, provided the internet is functioning.

She then provided a **2018 summary report** of permitted issued and trends since 2008.

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ADMINISTRATOR REPORT:

Administrator, Donald Edwards reported on the following:

Regarding Fire Station No. 2:

Miter Masonry is topping out the third floor and preparing for Evers to set the steel for the west hip roofline. The "tan" brick is due to be delivered any day now and they will start the lower coursing.

Steel deck pan is going up for roof on the apparatus bay side.

Light gauge framing is scheduled to be coordinated with roofing and interior decking.

Most of interior finishes have been selected except for interior paint and window trim.

Concerning the Village of Waynesville:

The **bay door signage** has been submitted for a **variance**. No date on Variance Hearing yet.

A **waterline meeting** is scheduled for January 24th. He has not heard anything back from Tri-Tech Engineering after a pre-meeting work-session.

He went on to say that he is continuing to work on funding for **road maintenance**. As we put together this year's bid programs to go through the WC Engineer's Office (due by the end of January), we will focus on an extended maintenance and paving needs program.

He reminded all officials and staff that **annual OTA Winter Conference** reservations were due by Friday the 11th. All provided their intended schedules to Mr. Edwards.

He noted that **Lower Springboro Road** will be closed the last two weeks of January for a county waterline installation.

He further noted that **phase three** of the **Warren County waterline** began Monday on Corwin Road. The anticipated timeline completes the project near the end of March.

Major Arrasmith is scheduled to be at our meeting on March 5th to provide the **Warren County Drug Task Force's annual report**.

Driver's License abstracts are complete. All employees are eligible for coverage.

DC Cox installed trial **VOIP phones in administrative offices**. The goal is to "go live" by the end of the week. The new phones will be more user friendly, especially when retrieving voice mails remotely. Additionally, he noted that the standard greeting when calling into the offices will be different in that DC Cox will first greet callers and direct them to options to reach the Fire department or Administration Building. After which, the familiar greeting directing callers to various extensions will play. The system will be equipped to switch back to the former phone system should the internet not be reliable.

He concluded by sharing that he inspected all the **township street lights** and noted any maintenance needed. He will report all to Miami Valley Lighting for repair.

OLD BUSINESS: No updates

NEW BUSINESS:

Questions or Concerns Regarding the Bills: None

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Legislation:

RESOLUTION 2019-01 A RESOLUTION APPOINTING WAYNE TOWNSHIP OFFICERS AND REPRESENTATIVES FOR THE YEAR 2019

Mr. Coffman motioned to adopt the resolution. Mr. Patrick seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 8th of January 2019.

RESOLUTION 2019-02 A RESOLUTION AUTHORIZING TOWNSHIP OFFICIALS TO ATTEND LOCAL, STATE, AND NATIONAL CONFERENCES AND AUTHORIZING REIMBURSEMENT PAYMENTS FOR EXPENSES INCURRED WHILE ATTENDING THOSE MEETINGS FOR 2019

Mr. Foley motioned to adopt the resolution. Mr. Patrick seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 8th of January 2019.

RESOLUTION 2019-03 A RESOLUTION APPROVING PAYMENT OF COUNTY AND STATE ASSOCIATION DUES FROM THE GENERAL FUND FOR THE YEAR 2019

Mr. Foley motioned to adopt the resolution. Mr. Coffman seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 8th of January 2019.

RESOLUTION 2019-04 A RESOLUTION TO SET THE ANNUAL SALARY OF THE TOWNSHIP TRUSTEES AS PERMITTED AND DETERMINED BY O.R.C. 505.24

Mr. Foley motioned to adopt the resolution. Mr. Coffman seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 8th of January 2019.

RESOLUTION 2019-05 A RESOLUTION APPROVING UPDATES TO THE WAYNE TOWNSHIP FIRE DEPARTMENT S.O.P. FOR THE PAYROLL SCHEDULE

Mr. Coffman motioned to adopt the resolution. Mr. Patrick seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Coffman – yea; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 8th of January 2019.

CORRESPONDENCE:

Warren County Safety Council: BWC performance rebate

Warren County Engineer's Office: Invitation to participate in the 2019 Combined County and Township Annual Resurfacing, Chip Seal and Striping Projects

WORK SESSION: None

EXECUTIVE SESSION: None

ADJOURNMENT: With no further business, Mr. Foley moved to adjourn at 7:30 p.m. Mr. Coffman second the motion. The motion passed with a unanimous vote.



President, Board of Trustees