

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
HELD DECEMBER 17, 2019**

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

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

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

**The following guests/residents were present and signed the attendance sheet:** Andy Jacobs, George Cherryholmes, Tom Duerr, and Diane Colvin.

Mr. Patrick led all present in the **pledge of allegiance to the flag.**

Mr. Patrick tabled **Approval of minutes** of the December 3<sup>rd</sup> meeting.

**CITIZENS' COMMENTS:**

**Mr. Jacobs** thanked the Road Department employees for keeping the roadways clear during the recent snow.

**Mr. Duerr** thanked the Trustees, Department Heads and Staff for their service this past year. He said he would also specifically like to thank Board President, Josh Patrick for his service, leadership and unwavering support of the residents, voters and taxpayers of Wayne Township.

Mr. Duerr reflected back on following events that occurred during the year:

The re-election of Mr. Patrick.

The Special Election of May 7<sup>th</sup> which was on a Petitioned Township Rezoning Referendum which overturned the Boards approval of a Village Transition - Planned Unit Development (VT-PUD).

The Board's August 20<sup>th</sup> denial of a Village Transition - Planned Unit Development (VT-PUD) zoning request.

Mr. Duerr said he and many other community members are looking forward working with the Board on issues such as zoning and providing transparency in our local government in the upcoming year.

Mr. Duerr wished everyone a Merry Christmas and Happy New Year.

**DEPARTMENT REPORTS:**

**ROAD DEPARTMENT:**

Road Superintendent, Scott Camery provided the following report:

**Carter Drive project** is complete with the exception of the paving which will be completed in the spring.

I spoke with Chad Harvel at the Warren County Engineer's Office, I should have the cost estimates for the proposed **2020 road re-surfacing** sometime this week.

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We are still doing some diagnostic work on the **2008 F150 pickup** truck. (still has a bit of a vibration at idle)

All of the equipment performed well during the **snow event** that occurred this past Sunday night/Monday morning.

We installed a new muffler on one of the **Engines for the Fire Department**. Needed this for the installation of the exhaust system magnets.

I've been working on **getting quotes for equipment** that is on our schedule to be replaced.

All **Road Department Evaluations** have been completed and turned into the Administrator.

With the exception of the F150 pickup truck, all **Road Department equipment** is available for use.

I will be attending a meeting tomorrow at the Warren Communications Center concerning **radio call out procedures**.

[There was a discussion concerning the purchase of a **"Boss" snow plow** for the new pickup truck. After the discussion Mr. Patrick motioned to approve the purchase of the snow plow from Centerville Boss Plow at the cost of, up to \$8,229.19. Mr. Foley seconded the motion. The motion passed with a unanimous vote.

There was then a discussion concerning the purchase of a new **John Deere zero turn mower**. After the discussion the Mr. Patrick motioned to purchase the John Deere Z994R Diesel Commercial Ztrak mower at a cost of \$15,081.94. Mr. Foley seconded the motion. The motion passed with a unanimous vote.

[There was a brief discussion on what would be done with the **older mower**.]

**FIRE DEPARTMENT:**

Fire Chief, Paul Scherer provided the following report:

**New squad** is at new fire station waiting on radios and other items to be installed.

Starting to move equipment into **new station** and running out of it.

Working on lots of items at **new station**.

[There was a brief discussion concerning having a special day for the departments **"Honorary Members"** to tour the new fire station.

**Mr. Foley** thanked Mr. Edwards and Chief Scherer for the additional time they have put in forwards construction of the new fire station.]

**ZONING DEPARTMENT REPORT:**

Zoning Inspector, Stacey Lowing provided the following report:

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## **Zoning Commission:**

Meeting scheduled for January 9, 2019 for an annual review of the zoning code.

## **Violations:**

Closed one complaint; continuing to work on another ongoing complaint.

## **MORE Grant Application: (\$500)**

Submitted December 13, 2019

[**Mr. Duerr** asked if the January 9<sup>th</sup> meeting would be a meeting that the Zoning Commission would review the zoning codes that have effected Mr. Federle's past zoning requests as he has asked to have done.]

**Mr. Patrick** said it would be to discuss any concerns.

**Ms. Lowing** said she would like to begin with smaller issues which she is currently working on.

**Mr. Edwards** said it would actually be an introductory meeting for Ms. Lowing with the Zoning Commission members as the last time they had met she had just been appointed to the position of Zoning Inspector. He said at the end of the meeting they would likely lay out some time lines on work that needs to be done in the upcoming year.]

## **ADMINISTRATOR REPORT:**

Administrator, Donald Edwards provided the following report:

[Mr. Edwards thanked Chief Scherer and WTFD Inc. for the invitation to their **annual Christmas Dinner**, which was held on evening of December 14<sup>th</sup>.]

### **Fire Station: Status Update**

Contractor gave permission of **full move-in** and operating out of station, on December 13, 2019.

Working on **final pay application** and items to keep on retainage along with punch-list items.

**Close-out** procedures.

**Ground sign** ready to be installed after brick cleaning and metal cap installed over brick ledge.

Road Department crew installed the **building lettering** over the bays doors. (Looks Great) Thank you!

**Fuel dispenser** scheduled for early January delivery.

**Carter Drive CDBG:** All driveway culvert pipes and cross-over pipes have been installed. Shaping of ditches, seeding and straw mat completed. The majority of driveway cuts have been repaired with like materials.

**Copiers:** Firehouse to be delivered this week.

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**IAP:** This is a Government Services Group that provides project management services in the State of Ohio. Waiting on AAI, Inc. to send electronic file of construction drawings. (Still on hold)

**Project LT-54:** (signed proposal, still waiting on signed contract)  
American Gunitite for restoration process on this project in 2020.

**Aflac Open Enrollment:**

Meeting at noon on Tuesday, Nov. 26<sup>th</sup>. (was cancelled by agent do to family emergency) still waiting to reschedule.

**Employee Evaluations:**

All have been completed with the exception of the Zoning Inspector which will be done at the end of her six-month probationary period.

**Drivers Abstracts:**

All employees driving records comply with our standards based on the Driving Policy.

**Misc.**

Thursday: RPC Exec. Meeting

Friday: Safety Council; Employee party @ 11:00 a.m.; Bunnell Hill Construction Pay App. Meeting @ 3:00  
Change last meeting of the year? To accommodate pay-out of retainage.

**OLD BUSINESS:**

**Township Magazine Status:** Mr. Patrick said it looked like the magazine was going to be a winter addition. He apologized for the continued delays.

**NEW BUSINESS:**

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

**Legislation:**

**RESOLUTION 2019-72 RESOLUTION APPROVING A CONTRACTUAL AGREEMENT WITH WASHINGTON TOWNSHIP, WARREN COUNTY, FOR FIRE AND EMERGENCY MEDICAL SERVICES TO A PORTION OF THEIR TOWNSHIP**

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. Foley – yea; Mr. Patrick – yea; Mr. Coffman – absent. The resolution was therefore adopted the 17<sup>th</sup> day of December 2019.

**RESOLUTION 2019-73 A RESOLUTION TO REVISE A “CREDIT CARD POLICY” FOR TOWNSHIP PROCUREMENTS BY ADDING ZONING INSPECTOR, STACEY LOWING AS AN AUTHORIZED USER**

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. Patrick – yea; Mr. Foley – yea; Mr. Coffman – absent. The resolution was therefore adopted the 17<sup>th</sup> day of December 2019.

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**RESOLUTION 2019-75 ACCEPTING THE RETIREMENT OF JEFF WATKINS FROM THE WAYNE TOWNSHIP FIRE DEPARTMENT**

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. Foley – yea; Mr. Patrick – yea; Mr. Coffman – absent. The resolution was therefore adopted the 17<sup>th</sup> day of December 2019.

**Other:** None

**CORRESPONDENCE:**

**County Court Judges:** Holiday Greeting card.

**Franklin Township Trustees:** Holiday Greeting card.

**Clearcreek Township Trustees:** Holiday Greeting card.

**Warren County Health Department:** Monthly newsletter.

**Ohio Dept. of Commerce:** 2020 V.F.D.F. Certificate of Annual Election of Board Members.

**Bci Capital Inc.:** Request to be added to bid list for deposit services and equipment financing.

**EXECUTIVE SESSION:**

Mr. Patrick motioned to enter into executive session at 7:28 p.m. per ORC 121.22(G)(1) to discuss personnel matters (evaluations and wages of all employees) with the Trustees and Mr. Edwards. Mr. Foley seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Foley – yea; Mr. Patrick – yea; Mr. Coffman – absent.

At 8:17 p.m. Mr. Patrick motioned to return to a regular session of an open meeting. Mr. Foley seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Patrick – yea; Mr. Foley – yea; Mr. Coffman – absent.

**RESOLUTION 2019-74 A RESOLUTION DETERMINING THE ANNUAL PAYROLL ADJUSTMENTS AND MERIT PAY BASED ON PERFORMANCE EVALUATIONS OF ALL EMPLOYEES**

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. Foley – yea; Mr. Patrick – yea; Mr. Coffman – absent. The resolution was therefore adopted the 17<sup>th</sup> day of December 2019.

**ADJOURNMENT:**

Being no further business, Mr. Patrick motioned to adjourn at 8:19 p.m. Mr. Foley seconded the motion. The motion passed with a unanimous vote.

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President, Board of Trustees

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Fiscal Officer