

# MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD AUGUST 4, 2020

**This meeting was held remotely by teleconferencing, through ZOOM, to comply with Governor Mike DeWine's Stay at Home order, due to the COVID-19 outbreak.**

**Mr. Patrick read the following concerning the Open Meeting Act Changes Specific to the COVID-19 Outbreak.**

The General Assembly recently made changes to Ohio's Open Meeting Act in response to the COVID-19 outbreak (HB-197). It is important to note that these changes are temporary, in effect until the end of the Governor's declared state of emergency or December 1, 2020 (whichever comes first).

Generally, the bill allows public bodies to conduct meetings and hearings electronically during the state of emergency, provided certain stipulations are met:

1. Public notice: This notice was placed on our website and on the front door of the Administration Building.
2. Public Access: Public was given access via dial-in number with meeting ID code and password. Also, a link to view and hear meeting electronically using the "Zoom" platform.

There will be NO public comments during this meeting. If you have questions or concerns, please direct them to the appropriate department head, or contact one of the Trustees.

We Thank You for your patience and consideration during these different and trying times!

**Mr. Foley** called the meeting to order at 7:01 p.m.

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

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

**The following guests were also connected online:** John Federle.

Mr. Patrick motioned to **approve the minutes** of the July 21<sup>st</sup> meeting. Mr. Coffman seconded the motion and the motion passed with a unanimous vote.

## **DEPARTMENT REPORTS:**

### **ROAD DEPARTMENT:**

Road Superintendent, Scott Camery provided the following report:

The 3<sup>rd</sup> round of **mowing** is all but completed.

I have been able to get back to some **ditching**. Made a good bit of progress, still have a good bit to go.

As of Friday 31 July I have not heard anything regarding **chip-seal** arrival. I anticipate either this week or next. The chip-seal signs have been put out on our roads.

The **5520 mowing tractor** blew an A/C line. I have the parts and will install them this week.

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With the exception of 5520 all Road Department **equipment** is available for use.

**FIRE DEPARTMENT:**

Fire Chief, Paul Scherer was on vacation therefore no report was given.

**July Activity Reports**

|                      |          |
|----------------------|----------|
| EMS runs for July    | 78       |
| Fire runs for July   | 31       |
| Public Service calls | <u>5</u> |
| Total runs for July  | 114      |

**Fiscal Year to Date Activity Reports**

|                      |           |
|----------------------|-----------|
| EMS runs for 2020    | 511       |
| Fire runs for 2020   | 157       |
| Public Service calls | <u>67</u> |
| Total runs for 2020  | 735       |

**2019** had 210 Fire & 454 EMS runs for a total of 664.

**2020** have had 157 Fire & 511 EMS runs for a total of 668. We are up 4 runs from last year.

Will email out July **Reports** and update run data when month ends.

**Water softener quotes**, I recommend going with Mitchells Plumbing bid.

I have five (5) **new applicants** and hope to get them all scheduled for interviews in the next week or so.

Starting to work on **LOEB Grant**. It will most likely be for four (4) sets of turnout gear and updated KNOX Box Decoders, as the ones that we currently have are at the end of life.

Using **101 while 102** is getting worked out with the insurance company.

I would like to **thank the Officers & staff** for their work while I was out of town. Lot of difficult calls.

**Notes:**

Working on list of items for **GOV-Deals**.

Working with **LEXIPOL** which is a company that does SOP / SOG and they are a national standard. Most departments around us are using them. The cost is \$2992.00 then we would get a 5% discount because I am member of Ohio Fire Chiefs then they are endorsed by OTARMA and they have an annual grant in the amount of \$1000 a year. So, the final annual amount would be \$1843.00. Would like for you guys to give this some thought before next meeting.

**ZONING DEPARTMENT REPORT:**

Zoning Inspector, Stacey Lowing provided the following report:

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Subject: Monthly Zoning Report—July 2020

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**PERMIT ACTIVITY AND FEE ACTIVITY:**

Single-family residence, 8945 Brandon Ln., Ellis Custom Homes - \$225.00

In-ground pool, 4675 Isaac Ct., All American Pools - \$75.00

Above-ground pools, 5400 Lytle Rd., Erica Rosner and 9556 Sandy Run, David Milburn - \$50.00 each

Deck, 3090 Shoemaker Rd., John Hugentober - \$50.00

Addition, patio roof addition, 9471 Cold Springs, Leigh McCarty - \$100.00

Accessory Structure, shed, 4732 Old St. Rt. 73, Mary Skinner - \$25.00

Variance Application, setback variance, 7605 E. St. Rt. 73, Todd Steiner - \$500.00

8 permits/fees collected for a total of \$1,075.00. All funds have been deposited.

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**UPCOMING HEARINGS:**

**BZA**

August 20<sup>th</sup> hearing; 7605 E. St. Rt. 73, Todd Steiner-requesting variance to place a pool outside of the required side or back yard location

**Administration**

Will begin soliciting advertisers for the fall magazine early in August.

**ADMINISTRATOR REPORT:**

Administrator, Donald Edwards provided the following report:

**Fire Station: Status Update**

Progressing through final punch list items.

Close-out procedures and documents.

Front entry concrete was leveled by Middleton Construction and is now ready for Spectra Flooring.

Payment Application #26 is being processed. Then proceed through warranty phase.

**Chip-Seal:**

“Henry W. Bergman, Inc.” due to arrive into Warren County soon. All roads have been listed on our web-site.

**Reclamite**<sup>®</sup>: asphalt rejuvenator to the streets listed below. (updated field measurements)

**Square**

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| <b>Street</b> | <b>Limits</b>       | <b>Yards</b> | <b>Amount</b> |
|---------------|---------------------|--------------|---------------|
| Chenoweth Rd  | Haines to Bellbrook | 12,542 @0.92 | \$11,538.64   |
| Valdosta      | Thomas to Chenoweth | 8,970 @0.92  | \$ 8,252.40   |

Waiting on asphalt repairs on Valdosta before giving the go ahead.

**OTARMA:**

Property and Casualty Insurance proposal has been received for the August 19<sup>th</sup> renewal. It has been reviewed by Trustee Foley, Fiscal Officer Coffman and Administrator Edwards and recommended for approval. It also was sent out to all other Board members and department heads for their review and comments before being approved at the August 4<sup>th</sup> Board meeting. (Approval tabled until the August 18<sup>th</sup> meeting)

**Property Damage:**

Report was submitted to OTARMA on July 19<sup>th</sup>.

PERSO sent an insurance adjuster out on July 23<sup>rd</sup> and the preliminary report came in on Friday, July 31<sup>st</sup> with the damage exceeding the value of the vehicle. We have a couple of quotes that we need to obtain to secure a settlement agreement. We are looking at a couple options that we may have. I may have further direction on this at the meeting.

**Fire Levy Renewal:**

Received back the approved ballot language from the State of Ohio, all items have been submitted to the Board of Elections and the Auditor's office. The Board of Elections will assign this an "Issue Number" later this week.

**Seasonal Help:**

We are down to just one worker left, for another week. I would like to thank Scott Camery for all the extra work that he was able to get done in this shortened season and thank the Board for allowing us to bring on these great group of individuals. They accomplished many tasks and were well worth the investment and I think everyone enjoyed working with them and we all wish them well in the future. If nothing else, they learned what hard work is and they got great experience at multiple things.

Thank you to all employees and the Board that have been cooperating in these ever changing times.

[www.coronavirus.ohio.gov](http://www.coronavirus.ohio.gov)

**OLD BUSINESS:**

**Road Dept.:** None

**Fire Station:** [Quotes for water softener] See Legislation

**LEXIPOL contract:** Tabled

**Other:** None

**NEW BUSINESS:**

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

**Legislation:**

**RESOLUTION 2020-43 ACCEPTING THE RESIGNATION OF RYAN MINIARD FROM THE WAYNE TOWNSHIP FIRE DEPARTMENT**

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. Patrick – yea; Mr. Foley – yea; Mr. Coffman – yea. The resolution was therefore adopted the 4<sup>th</sup> day of August 2020.

**RESOLUTION 2020-44 RESOLUTION APPROVING THE PROPERTY & CASUALTY INSURANCE PROPOSAL AS SUBMITTED BY BURNHAM & FLOWER OF OHIO FOR THE OHIO TOWNSHIP ASSOCIATION RISK MANAGEMENT AUTHORITY (OTARMA) PROGRAM AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO SIGN ALL DOCUMENTS**

Mr. Patrick motioned to adopt the resolution. Mr. Coffman seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Foley – yea; Mr. Coffman – yea; Mr. Patrick – yea. The resolution was therefore adopted the 4<sup>th</sup> day of August 2020.

**RESOLUTION 2020-45 APPROVING THE PURCHASE OF 210,000 GRAIN WATER SOFTENER FOR THE NEW FIRE STATION AT 1100 FRANKLIN ROAD**

Mr. Coffman motioned to adopt the resolution. Mr. Foley 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 4<sup>th</sup> day of August 2020.

**Other:** None

**CORRESPONDENCE:**

**OTARMA:** Annual report.

**Warren Co. Health District:** Quarterly report for March – May 2020.

**Ohio New Hire Center:** Information concerning the reporting of new hires.

**Delta Dental:** Information concerning what they do with personal information.

**Ohio Insurance Services:** Notice of no increase in premiums for dental, vision or life insurance.

**ADJOURNMENT:**

Being no further business, Mr. Patrick motioned to adjourn at 7:16 p.m. Mr. Foley seconded the motion and the motion passed with a unanimous vote.

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President, Board of Trustees

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Fiscal Officer