

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING HELD DECEMBER 1, 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. Foley 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-404). It is important to note that these changes are temporary, in effect until the end of the Governor's declared state of emergency or July 1, 2021 (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. Foley – present; Mr. Patrick – 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: Andrew Jacobs.

Mr. Patrick motioned to **approve the minutes** of the November 17th meeting. Mr. Coffman seconded the motion and the vote thereon resulted as follows: Mr. Foley – yea; Mr. Coffman – yea; Mr. Patrick – yea.

DEPARTMENT REPORTS:

ROAD DEPARTMENT:

Road Superintendent, Scott Camery provided the following report:

The Certified Power rep assisted us with some recalibrations of our equipment. While conducting this operation it was discovered that the control head in the Ford F-550 was malfunctioning. Lynn replaced that head with an updated one. We are going to use it and if there are any problems he will come back and do whatever is necessary to rectify the problem.

Update: I think we are still having some coding problems with the computer.

The delineator post project has been completed.

We have completed some end of the year cleanup at the Administration Building.

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We made it through our first snow fall without any issues. We just need to make a few tweaks to some of our equipment's spreader controls.

The buyer of the golf cart has paid for and picked up the unit. He was very pleased with his purchase.

I'm working on putting together a plan for 2021 proposed road projects.

All Road Department is available for use.

FIRE DEPARTMENT:

Fire Chief, Paul Scherer provided the following report:

Monthly activity reports for November were previously emailed to the trustees.

November Activity Reports

Ems runs for November	72
Fire runs for November	23
Public Service calls	9
Total runs for November	104

Fiscal Year to Date Activity Reports

Ems runs for 2020	784
Fire runs for 2020	232
Public Service calls	97
Total runs for 2020	1113

Items sold on GovDeals have been picked up with the exception of the truck box.

The new **floor scrubber** has been received and is being used.

The new **KNOX items** have been purchased from the LOEB Grant funds. Started programing / training of them.

Working on **end of year reports and payroll**. Hope to have them completed by the December 4th. There is a little more involved this year as we are having to break out dates due to COVID.

Would like to **acknowledge Deputy Chief, Steve Cox** on all of the extra work he has been doing with IT items for the Twp. He is spending a great amount of time on all of the items. The work he has done and systems he has put into place has saved us a lot of money.

Spring Valley Body is continuing to work on 102. **(2014 Expedition)**

ZONING DEPARTMENT REPORT:

Zoning Inspector, Stacey Lowing provided the following report:

Subject: Monthly Zoning Report --November 2020

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PERMIT ACTIVITY AND FEE ACTIVITY:

Single-family residence \$225.00

Ellis Custom Homes, 9451 Sandy Run
Ellis Custom Homes, 9484 Cold Springs Lane
Ellis Custom Homes, 6599 Sales Road

Accessory Structure \$100.00

Craig Kellogg, 9526 Valdosta Way (addition)
Ron Buxton, 5757 Fairfield Drive.

Conditional Use/site plan Application, \$500.00

Easy Living Homes (builder) Stephanie Douglass (property owner), 9555 Ferry Rd.

6 permits/fees collected for a total of \$1,375.00. All funds have been deposited.

RECENT HEARINGS

BZA, November 19th

Dennis Gates, 3297 N. Waynesville Road, variance approved
Landen Perdue, 9860 N. Cincinnati-Columbus Road, variance approved

UPCOMING HEARINGS

BZA, December 17th

Stephanie Douglass, 9555 Ferry Road, conditional use/site plan, attached secondary dwelling

ADMINISTRATOR REPORT:

Administrator, Donald Edwards provided the following report:

Fire Station: Status Update

Progressing through final punch list items.
Progressing through warranty phase.
Meeting this Friday, Dec. 4th with AAI & BHC

HB 404:

The Governor signed HB 404 this week which included an amendment to extend the ability for local governments to conduct their public meetings electronically through July 1, 2021. The authority was originally given in HB 197 and was set to expire on December 1, 2020.

Warren County EMA:

I have attached a copy of the latest Situation Report from Warren County EMA.

Bridgewired:

No confirmed date as to service installation yet.

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IT:

We are working on having a server installed at the administration building along with upgrades to computer work stations in preparation of broadband installation thanks to Deputy Chief, Cox. Work continues to progress.

Warren County BOE:

Received our ***Certificate of Results of Election*** for the Fire Levy Renewal. Total number of votes cast 5,236 with 3,517 For the tax levy and 1,719 Against the tax levy.

Warren County is still a **Level 3 Red** Public Emergency on the COVID Ohio Public Health Advisory System this week. [Very high exposure and spread] went from 8,000 to over 11,000 positive case per day in Ohio in the past two weeks. Numerous positive cases in our community.
Placed on the Purple watch level for one week.

CARES ACT:

Based on HB 614, Warren County Auditor did their Redistribution to Subdivisions of unused CARES Act CRF funds. Wayne Township share was \$25,652.55

Please keep your circle of friends and family as small as possible and follow safety guidelines for COVID in order to minimize exposure.

OLD BUSINESS

LEXIPOL contract: Tabled

Chamber Board of Directors voting: Voting ballots have been submitted.

Other: None

NEW BUSINESS:

Questions or Concerns Regarding the Bills: None

Legislation:

RESOLUTION 2020-61 RESOLUTION TO ESTABLISH WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING DATES FOR THE YEAR 2021

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. Coffman – yea; Mr. Foley – yea; Mr. Patrick – yea. The resolution was therefore adopted the 1st day of December 2020.

RESOLUTION 2020-62 A RESOLUTION DETERMINING THE ANNUAL PAYROLL ADJUSTMENTS AND MERIT PAY BASED ON PERFORMANCE EVALUATIONS OF ALL EMPLOYEES.

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. Patrick – yea; Mr. Coffman – yea. The resolution was therefore adopted the 1st day of December 2020.

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RESOLUTION 2020-63 FINDING AND APPROVING THAT THE FIRE CHIEF HAS BEEN SUBSTANTIALLY DEDICATED TO THE COVID MITIGATION AND RESPONSE

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. Foley – yea; Mr. Coffman – yea; Mr. Patrick – yea. The resolution was therefore adopted the 1st day of December 2020.

RESOLUTION 2020-64 APPROVING SUPPLEMENTAL APPROPRIATIONS FOR THE CORONAVIRUS RELIEF FUND FOR FISCAL YEAR 2020

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 1st day of December 2020.

RESOLUTION 2020-65 ENCUMBRANCE OF DIRECT CHARGE PAYMENTS OF WAGES, SALARIES AND OTHER ASSOCIATED CONTRIBUTIONS OR CHARGES WHICH WILL BE PAID FROM THE CORONAVIRUS RELIEF FUND

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 1st day of December 2020.

Other: None

EXECUTIVE SESSION:

Mr. Foley made a motion to go into executive session at 7:17 pm with the trustees and Mr. Edwards., per ORC 121.22(G)(1), to discuss personnel matters

At 8:02 p.m. Mr. Coffman made a motion to go out of executive session and return to an open meeting. The motion was seconded by Mr. Patrick and the motion passed with a unanimous vote.

Once the Fiscal Officer had logged back into the meeting the Board voted on and approved **RESOLUTION 2020-62.**

ADJOURNMENT:

Being no further business, Mr. Foley motioned to adjourn at 8:05 p.m. Mr. Patrick seconded the motion and the motion passed with a unanimous vote.

President, Board of Trustees

Fiscal Officer