

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES  
MEETING HELD NOVEMBER 16, 2021**

**Mr. Coffman** called the meeting to order at 7:00 p.m.

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

**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 were also present:** Diane Colvin, Gary Breeze, Andy Jacobs, Tanner Patterson, Alex Becker.

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

Mr. Coffman motioned to **approve the minutes** of the November 2<sup>nd</sup>. Mr. Patrick seconded the motion which passed with a unanimous vote.

**CITIZEN'S COMMENTS:**

Mr. Breeze thanked all of the candidates for trustee, in the recent election, for a good clean campaign and congratulated those that won.

He spoke concerning the used car lot near the intersection of S.R. 73 and Township Line Road. He said they were not holding up to their part of the agreement, made during the zoning hearings, of keeping the vehicles only on the paved area. He said they are now parking vehicles in the grass.

He asked Mr. Patrick if he had found out anything concerning the passing lanes on U.S. Route 42 near its intersection with Township Line Road.

Mr. Patrick said he had not.

Mr. Breeze said he had called the Ohio Department of Transportation (ODOT) again and it seemed that nobody was really sure of who was in charge of marking the highways. He said he spoke to the lady in charge of the district and was told the state would be evaluating all of the intersections on the state highways, which may take place around the first of the year, but if there is snow it made be March before they could get it re-marked, if they find the current marking is not proper. He said it would be and unsafe condition until it is fixed. He then asked if anyone had drove by there to see what he was referring to.

Trustee, Coffman said he had drove by that area and it was the only intersection that he has noticed that allowed passing near an intersection.

**REPORTS:**

**ROAD DEPARTMENT:**

Department Supervisor, Scott Camery provided the following report:

I'm working on the annual **employee evaluations**.

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Warren County Engineer's "**New Burlington Road Project**" has been completed and the road has been re-opened.

I hope to get the Fire Department's **rescue unit** in the garage this week to install the on-spot snow chains that Chief Scherer had ordered.

We have the trucks about 92 percent saddled up with the **snow and ice removal equipment**, but still waiting on parts for the liquid system on the new truck.

Once all of the trucks are ready for the winter snow season we will get back to bushwhacking along the **bike trail**.

### **FIRE DEPARTMENT:**

Fire Chief, Paul Scherer provided the following report:

Updated complete **Records Management System and Electronic PCR System** on November 9<sup>th</sup> but still not at 100 percent.

Conducted annual **Drivers Training Skills** on November 6<sup>th</sup> and 7<sup>th</sup> and have approximately 70 percent complete.

Working to close out last year's **LOEB Grant**. (KNOX System upgrade & 3 sets Turnout gear)

Closed out the **Firehouse Sub Grant**. (Battery Power Extrication tools and shoring struts)

Working to close out this year's **State of Ohio EMS Grant**. (ordered AED for Battalion in place of replacing monitor)

Would like to order new **Lifepak 15 monitors**. Ours are end of life in January. I placed one on the LOEB Grant and usually get around \$20,000 (announcement due any time). Quote for 2 monitors after trade in is \$59,813.44. Will need to purchase vehicle mounts \$2,247.00 and add the cell data packages for 12 lead transmission that is required per State of Ohio scope of practice. Had \$125,000.00 budgeted for 2022. Physio states 90 plus days on delivery and payment 30 days after delivery.

[Trustee, Coffman made a motion to approve the purchase of two (2) **Lifepak 15 monitors** and needed accessories. Mr. Patrick seconded the motion which passed with a unanimous vote.]

Station 91 is a drop off location for the **Local Food Pantry**. It's in the lobby of the station. Please pass on the word as supplies are low this time of year plus demands are high.

Waiting on a company to schedule quotes on the needed **repairs at Station 92**.

Have completed **Officers Lieutenant promotional exam** process. Waiting for some additional information to finalize the results. (Possible executive session during the next meeting)

Due to the supply chain issues the delivery date for the **new fire engine** that is on order has been pushed back from the early part of 2022 to early summer 2022.

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We had budgeted \$250,000.00 for the purchase of a new squad unit, which will be pretty close. We are looking at least a year and possibly two (2) years to get a chassis unless we decide to go with a demo.

Meet with company interested in use of the kitchen and adjoining room at **Station 92**. Will schedule a meeting with them and administrator later in week.

**ZONING DEPARTMENT REPORT:**

Zoning Inspector, Stacey Lowing provided the following report:

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**Violation:**

Sent a warning letter to a property on Haines Road regarding junk, vehicles not in running condition, and a camper and boat in front of the house. If the situation is not remedied within the timeframe that I provided, a violation letter will be sent.

**CARES Act funds:**

Ordered additional eligible items for the administration building

**BZA:**

Upcoming hearing - November 18<sup>th</sup>, 4865 Mazola Court, variance for a second accessory building (pergola) over 200 square feet.

**Other:**

I have received a lot of calls from residents asking if they were allowed to have farm animals on their property.

**ADMINISTRATOR'S REPORT**

Administrator, Donald Edwards provided the following report:

**Warren County COVID:**

COVID positive cases **increasing** to **2,600 – 5,500** per day in Ohio in the past two weeks. *[Warren County is averaging about 50 positive cases per day. About 12% increase in the last two weeks] HIGH TRANSMISSION rate. Warren County is 74 out of 88 Counties for current case per 100,000. [318].*

**ARP:**

*American Rescue Plan Act*

Continue to file all forms and wait for final guidance that is expected to come out around the end of the year.

**Washington Twp. Fire, EMS Contract:**

Washington Township to consider a 10% across the board increase in their contract for 2022 for one year to justify full collection of their existing levy. Have verbal approval, waiting on execution.

**Road Department:**

Will be; processing Mr. Patton on the 22<sup>nd</sup> of November for start date of Nov. 29<sup>th</sup>.

New Burlington Road pier project finished on Friday Nov. 12<sup>th</sup> @ 4:00 pm and road re-opened. Project times was five days from start to finish.

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### **Camp Stonybrook:**

Working with Girl Scouts of Western Ohio and ODNR on a Joint Use Agreement (JUA), for a \$100,000.00 grant through the State Capital Improvement Budget, SB-310.

State capital funds will be used to complete Phase 1 projects, including trailheads and wayfinding, observation stations, and conservation efforts. These capital projects will upgrade camp offerings to attract more participants and elevate camp experiences.

*[The Joint Use Agreement has been signed by both parties since last meeting.]*

### **Mileage Certification:**

ODOT's Location Based Response System (LBRS) establishes partnerships between State and County government for the creation of spatially accurate street centerlines with address ranges and field verified site-specific address locations.

ODOT has been working with the Ohio Geographically Referenced Information Program (OGRIP) to develop a comprehensive, statewide Geographic Information System (GIS). The resulting Location Based Response System (LBRS) will include highly accurate field verified data that is current, complete, consistent and accessible.

LBRS provides many benefits:

Improves 911 response using current, accurate data.

Improves accuracy of road inventory for better planning and assignment of work crews.

Ensures accurate data for calculating mileage affecting funding.

Ensures accurate municipal, township, and county boundaries for allocation of resources and costs.

Reduced redundant data collection efforts while sharing data among all government entities.

Saved taxpayer dollars.

[ODOT Location Based Response System | Ohio Department of Transportation](#)

## **OLD BUSINESS**

### **Old SR. 73 and SR. 73 Intersection**

No update, other than per Mr. Patrick, ODOT has responded to State Representative, Scott Lipps office concerning the matter.

### **Old Fire Station 92:**

We are still waiting on a second quote for replacement windows for the building and waiting to meet with the company that is interested in use of the kitchen and adjoining room at the station.

Trustee, Coffman said he would like to wait until there is a full Board before further discussion on either topic and Mr. Patrick agreed.

**Other:** None

## **NEW BUSINESS:**

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

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**Legislation:**

**RESOLUTION 2021-58 RESOLUTION TO APPROVE THE PURCHASE OF A JOHN DEERE 5090E CAB UTILITY TRACTOR FOR THE ROAD DEPARTMENT OFF OF OHIO STS 515 PRICING**

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 - absent; Mr. Patrick - yea. The resolution was therefore adopted the 16<sup>th</sup> day of November 2021.

**RESOLUTION 2021-59 RESOLUTION APPROVING A CONTRACTUAL AGREEMENT WITH WASHINGTON TOWNSHIP, WARREN COUNTY, FOR FIRE AND EMERGENCY MEDICAL SERVICES TO A PORTION OF THEIR TOWNSHIP**

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 - absent; Mr. Patrick - yea; Mr. Coffman - yea. The resolution was therefore adopted the 16<sup>th</sup> day of November 2021.

**RESOLUTION 2021-60 ELECTING TWO REPRESENTATIVES FOR WAYNE TOWNSHIP TO THE VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND BOARD FOR THE YEAR 2022**

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 - absent; Mr. Patrick - yea; Mr. Coffman - yea. The resolution was therefore adopted the 16<sup>th</sup> day of November 2021.

**RESOLUTION 2021-61 RESOLUTION TO ESTABLISH WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING DATES FOR THE YEAR 2022**

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 - absent; Mr. Patrick - yea. The resolution was therefore adopted the 16<sup>th</sup> day of November 2021.

**RESOLUTION 2021-62 RESOLUTION DETERMINING THE PAYROLL ADJUSTMENTS AND MERIT PAY BASED ON PERFORMANCE EVALUATIONS OF ALL EMPLOYEES**

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 - absent; Mr. Patrick - yea; Mr. Coffman - yea. The resolution was therefore adopted the 16<sup>th</sup> day of November 2021.

[Prior to a vote on the resolution Mr. Edwards told of how he had concluded on his pay rate increase recommendation.]

**RESOLUTION 2021-63 A RESOLUTION APPROVING AMENDMENTS TO THE WAYNE TOWNSHIP FIRE DEPARTMENT S.O.P. SECTION OF PART-TIME JOB DESCRIPTION, PAY 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. Foley - absent; Mr. Patrick - yea; Mr. Coffman - yea. The resolution was therefore adopted the 16<sup>th</sup> day of November 2021.

[Prior to a vote on the resolution Mr. Edwards and Chief, Scherer spoke briefly concerning the pay increase and the employee status of the department.]

[After the resolution was adopted Trustee, Coffman made a motion that the pay increase begin on November 28<sup>th</sup>, the pay period which will include the first eleven (11) days of December. Mr. Patrick seconded the motion which passed with a unanimous vote.]

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**Other:** None

**CORRESPONDENCE:**

**Airgas:** Cylinder lease agreement information.

**Waynesville Area Chamber of Commerce:** Election of Board members for 2022.

**Warren County Engineer's Office:** Requesting information on the striping and resurfacing projects planned for 2022.

**WORK SESSION:**

Chief, Scherer spoke briefly about getting a plan together towards consideration of a new tax levy to support additional employees for the Fire and EMS services provided by the fire department.

Trustee, Coffman suggested that Chief, Scherer give the same presentation that he gave at the November 2<sup>nd</sup> meeting to the incoming trustees so they are informed of the circumstances the department is facing with a shortage of personnel to cover the shifts.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

Being no further business, Mr. Coffman motioned to adjourn at 7:50 p.m. Mr. Patrick seconded the motion which passed with a unanimous vote.

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President, Board of Trustees

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Fiscal Officer