

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES  
MEETING HELD JANUARY 4, 2022**

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

**Roll call:** Mr. Jacobs – present; Mr. Patrick – present; Ms. Colvin – present.

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

**The following guests were also present:** Gary Breeze, Barbara Schneider and David Dowell.

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

**CITIZEN'S COMMENTS:**

Mr. Breeze made the following comments:

He said the name plates for new trustees Diane Colvin and Andrew Jacobs were hard to read in comparison to the others.

He said the Board needed to use the microphones and sound system as sometimes it is hard to understand what is being said.

He said the clock in the meeting room needed to be replaced as it did not keep the correct time.

He also said he hoped the Board would institute the taping of future meetings as has been mentioned in the past.

He reported that the latest and greatest bottled water fountain could be purchased for \$1,500.00.

**REPORTS:**

**ROAD DEPARTMENT:**

Department Supervisor, Scott Camery provided the following report:

Bushwhacking the **bike trail** is still happening. Making good headway, taking advantage of the weather.

While the weather is treating us kindly, and I have one of my seasonal help personnel back in town for college break. I am getting some **tree trimming** done.

I am still working on the 2022 **road resurfacing project list**. I must apologize for it not being completed; I have had some family illness that has been taking up a good bit of my time. I will have it ready for next meeting.

All Road Department **equipment** is available for use.

[Mr. Jacobs asked where the tree trimming is currently taking place. Ms. Colvin said they were working at the bottom of the hill on Waynesville Road near her house.]

**FIRE DEPARTMENT:**

Fire Chief, Paul Scherer provided the following report:

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES  
MEETING HELD JANUARY 4, 2022**

Monthly **activity reports** for December were previously emailed to the trustees.

**December 2021 Activity Reports**

EMS runs for December	83
Fire runs for December	19
Public Service calls for December	<u>5</u>
Total runs for December	107

**The departments fiscal years began on December 1<sup>st</sup>.**

EMS runs for 2022	83
Fire runs for 2022	19
Public Service calls	<u>5</u>
Total runs for 2022	107

In December of 2020 we had 14 Fire, 71 EMS, and 9 Service calls, for a total of 94 calls. In December of 2021 we were up 13 calls from 2020.

I have submitted the 4<sup>th</sup> quarter 2021 Washington Twp. bill to the Fiscal Officer. We billed thru December 24th. If there are additional runs they will be added to the January 2022 bill.

Closed out the State EMS Grant and waiting on the final payment.

The replacement windows for Station 92 are on order. It will take approximately eight (8) weeks for delivery.

The annual cot testing and service was completed on December 29<sup>th</sup> with only minor repairs.

We have completed the Officers Lieutenant promotional exam process. Waiting for some additional information to finalize the results. (Possible executive session)

**ZONING DEPARTMENT REPORT:**

Zoning Inspector, Stacey Lowing provided the following report:

**2021 End of Year Zoning Report**

---

**2021 TOTALS**

**PERMITS**

16 Single Family Residences  
34 Accessory Structures  
16 Pools  
14 Additions  
6 Decks  
9 Ag exempt building

**95 A total of permits were issued.**

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES  
MEETING HELD JANUARY 4, 2022**

Of note in 2021 there was a decrease in single-family residence permits that were issued. In 2019, 24 single-family permits were issued, and 22 were issued in 2020. The average number of SFR's issued since 2006 is 23.6 per year. The subdivisions in the township are all built out now which means that the number of SFR's issued will likely continue to decline.

**BZA:**

Total meetings: 5  
Hearings: 5  
5 Variances

**Zoning Commission:**

Total meetings: 0  
Hearings: 0  
There were no rezoning applications in 2021.

[There was a brief discussion concerning zoning complaints, variances and scheduling a review of the zoning code.]

**ADMINISTRATOR'S REPORT**

Administrator, Donald Edwards provided the following report:

**Warren County COVID:**

COVID positive cases **increasing** to **8,000 – 20,500** per day in Ohio in the past two weeks. *[Warren County is averaging about 144 positive cases per day. About 27% increase in the last two weeks] HIGH TRANSMISSION rate.*

*Warren County is 35 out of 88 Counties for current case per 100,000. [915].*

**Water Reading 1100:**

Received call from Village of Waynesville on a high meter reading at the new fire station on the 2-inch domestic line. The electronic meter is showing 600,000 gallons since September 22. Meter was read

11/13 – 735k  
11-23 – 820k  
11/24 – 821k  
12/10 – 836k  
12/13 – 844k

We have checked everything in the building, and nothing is running. We surveyed everything outside and found all catch basins and storm water pipes with nothing moving. No visible soft spots or water anywhere around the premises. Working with Waynesville to get "Badger" meter representative to come out and get history from meter.

[There was a brief discussion concerning water usage and the meter reading. Mr. Edwards said he thought there may have been an error in reading of the meter.]

**Mail Server:**

The mail server was down over the weekend. Went down about 1:30 pm. Friday Steve had it back up and running around 1:00 on Sunday. This was a Microsoft issue that shut us down.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES  
MEETING HELD JANUARY 4, 2022**

It took them a few days to figure out a fix but we are up and running after an all-day programming and updating event. It was called the Y2k22 bug if you're interested. Part of the fix involved turning off the malware protection. Be extra careful when opening documents, especially from unknown sources.  
Steve Cox is a great asset to our organization.

[There was a brief discussion concerning the mail server and malware protection. Chief Scherer said we were waiting on Microsoft to rewrite the program to put it back into our server for malware protection.]

**Trustees:**

Trustees Andy Jacobs and Diane Colvin took their Oath of Office on Thursday, December 30<sup>th</sup> after our close out meeting. They brought their families, and it was great to meet everyone.

**Fiscal Office:**

Working on getting the Fiscal Officer set up with a docking station along with dual monitors, now that UAN has him on a laptop computer. I think he will like this when it is finished.

**OLD BUSINESS:**

**Other** - none

**NEW BUSINESS:**

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

**Legislation:**

**RESOLUTION 2022-01 A RESOLUTION APPOINTING WAYNE TOWNSHIP OFFICERS AND REPRESENTATIVES FOR THE YEAR 2021**

Mr. Jacobs motioned to adopt the resolution. Ms. Colvin seconded the motion and upon call of the roll thereon the vote resulted as follows: Ms. Colvin – yea; Mr. Jacobs – yea; Mr. Patrick – yea. The resolution was therefore adopted the 4th day of January 2022.

[Prior to the adoption of Resolution 2022-01 Ms. Colvin motioned that Mr. Patrick serve as President of the Board for 2022. Mr. Jacobs seconded the motion which passed with a unanimous vote.

Mr. Jacobs motioned that Ms. Colvin serve as Vice-President of the Board for 2022. Mr. Patrick seconded the motion which passed with a unanimous vote.

Mr. Patrick then congratulated Ms. Colvin as being the first female Wayne Township Trustee and first female Vice-President of the Board of Wayne Township Trustees.

Mr. Jacobs then motioned that Mr. Patrick serve as the Wayne Township Representative on the Warren County Health District Advisory Board. Ms. Colvin seconded the motion which passed with a unanimous vote.

Mr. Patrick motioned that Mr. Jacobs serve as the Wayne Township Alternate Representative on the Warren County Health District Advisory Board. Ms. Colvin seconded the motion which passed with a unanimous vote.]

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES  
MEETING HELD JANUARY 4, 2022**

**RESOLUTION 2022-02 A RESOLUTION AUTHORIZING TOWNSHIP OFFICIALS TO ATTEND LOCAL, STATE AND NATIONAL CONFERENCES AND AUTHORIZING REIMBURSEMENT PAYMENT FOR EXPENSES INCURRED WHILE ATTENDING THOSE MEETINGS FOR 2022**

Mr. Patrick motioned to adopt the resolution. Mr. Jacobs seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Jacobs – yea; Ms. Colvin – yea; Mr. Patrick – yea. The resolution was therefore adopted the 4<sup>th</sup> day of January 2022.

**RESOLUTION 2022-03 A RESOLUTION APPROVING PAYMENT OF COUNTY AND STATE ASSOCIATION DUES FROM THE GENERAL FUND FOR YEAR 2022**

Mr. Jacobs motioned to adopt the resolution. Ms. Colvin seconded the motion and upon call of the roll thereon the vote resulted as follows: Mr. Patrick – yea; Mr. Jacobs: Ms. Colvin. The resolution was therefore adopted the 4<sup>th</sup> day of January 2022.

**RESOLUTION 2022-04 TO SET OR FIX THE ANNUAL SALARY OF THE TOWNSHIP TRUSTEES AS PERMITTED AND DETERMINED BY O.R.C. 505.24**

Ms. Colvin motioned to adopt the resolution. Mr. Patrick seconded the motion and upon call of the roll the vote resulted as follows: Mr. Jacobs – yea; Mr. Patrick – yea; Ms. Colvin – yea. The resolution was therefore adopted the 4<sup>th</sup> day of January 2022.

**RESOLUTION 2022-05 ACCEPTING THE RESIGNATION OF ANDREW JACOBS FROM THE WAYNE TOWNSHIP ZONING COMMISSION**

Mr. Patrick motioned to adopt the resolution. Ms. Colvin seconded the motion and upon call of the roll thereon the vote resulted as follows: Ms. Colvin – yea; Mr. Patrick – yea; Mr. Jacobs – abstained. The resolution was therefore adopted the 4<sup>th</sup> day of January 2022.

**CORRESPONDENCE:**

**Chevrolet:** Notice of a recall on the road departments 2021 4500 Silverado.

**Ford Motor Co.:** Notice of a recall on the fire departments 2019 F-450 rescue squad.

**Other:**

Mr. Patrick said he would like to call for a work session to be put on the January 18<sup>th</sup> meeting agenda to discuss matters of transparency and to review some of the township’s policies and procedures and the possibly of making changes some of them. He further stated that he would like future meetings to be video recorded, which the other Board members have supported in the past.

Ms. Colvin said there are numerous things that she would like to discuss during a work session. She spoke of the possibility the Board sitting up a Facebook account and also reviewing a section of the personnel manual which refers to the use of such accounts.

She said when it came to a review of the zoning code she would like it to be split into two (2) separate reviews, one (1) as a review of the Village Transition PUD section of the code and one (1) as a complete review of the code.

Mr. Edward spoke briefly concerning zoning and the process of reviewing and updating the zoning code.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES  
MEETING HELD JANUARY 4, 2022**

Chief Scherer said he would like the Board to limit Western Water Company's expansion in the township as well as private water systems. He said he opposes public water systems which cannot supply water for fire suppression.

Mr. Patrick and Mr. Jacobs said they would like the Board to review and possibly change the layout of the Board's meeting agenda.

Mr. Jacobs asked if there was any kind of snow plow training or support needed from the trustees in the event of a snow storm.

Mr. Edwards said there was not. He said the road department was currently well staffed with qualified drivers.

Chief Scherer said he had just learned that his grandson would most likely be approved for stem cell therapy. He said if so, it would be within the next month or so and at that time he would be taking off work for two (2) to six (6) weeks. He said he should have more information within the next week and he would keep Board informed of the situation.

**WORK SESSION:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

Being no further business, Mr. Patrick motioned to adjourn at 7:53 p.m. Mr. Jacobs seconded the motion which passed with a unanimous vote.

---

President, Board of Trustees

---

Fiscal Officer