

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
HELD NOVEMBER 7, 2023**

Ms. Colvin called the meeting to order at 7:00 pm.

Roll call: Mr. Patrick— present; Ms. Colvin -present; Mr. Jacobs - present.

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

The following guests/residents were present: Katie Horvath, Warren County Prosecutor’s Office

Ms. Colvin led all present in the pledge of allegiance to the flag.

Ms. Colvin made a motion to approve the October 17, 2023, minutes and Mr. Jacobs seconded the motion. All were in favor.

Mr. Jacobs made a motion to approve the October 25, 2023, minutes and Ms. Colvin seconded the motion. All were in favor.

**ADDITIONS, REMOVALS OR DISCLOSURES FROM THE POSTED AGENDA:** none

**CITIZENS’ COMMENTS:** none

**DEPARTMENT REPORTS**

**ROAD DEPARTMENT:**

Scott Camery, Road Superintendent, provided the following report:

1. “Leaf Patrol” is underway and in full force.
2. Currently conducting culvert inventory/inspection.
3. Equipment preparation for winter operations is underway.
4. Working on M.O.R.E. grant.
5. Continued clean up at admin building with regards to election day.
6. I have assisted the Administrator and Fiscal officer with requested documents from the auditor.
7. 100% of Road Department equipment is available for use.

**FIRE DEPARTMENT:**

Paul Scherer, Fire Chief, provided the following report:

EMS runs for October	74
Fire runs for October	18
Public Service calls	<u>02</u>
Total runs for October	94
Ems runs for 2023	788

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Fire runs for 2023	253
Public Service calls	<u>99</u>
Total runs for 2023	1140

2022 had 212 Fire, 796 EMS, & 64 Service Calls total of 1072 calls up 68 from last year.

October reports have been emailed out.

404 Training is in-progress and items are being installed.

401 is ready for Gov-Deals

Received \$12,000.00 on the LOEB Grant used for purchases of KNOX eCores, Temp Knox boxes, EV Fire Nozzle, and 2 fire blankets for EV Fires.

Jack Mannon new applicant

**ZONING DEPARTMENT:**

Stacey Lowing, Zoning Inspector, provided the following report:

**PERMIT ACTIVITY AND FEE ACTIVITY:**

- **Accessory building** \$100  
5480 Corwin Rd., Jason Ashcraft  
8033 Lytle Trails Rd., James Rinaldi
  
- **Accessory building** \$25  
6400 Trillium Run, William Williams  
6546 New Burlington Rd., Jesse Asztalos
  
- **Addition** \$100  
8341 Stockholm Ct., Nick Herberth for Maria Harvey
  
- **Single-family residence** \$225  
6048 Oregonia Rd., Nathan Christian  
9249 Lytle-Ferry Rd., Eric Ross  
9350 Kenrick Rd., Ellis Home Builders

8 permits/fees collected for a total of \$1,025.00 All funds have been deposited.

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**Magazine final reconciliation**

Expenses:	Design	\$ 319.00
	Printing	\$7,158.66
	Postage	\$1,185.03
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TOTAL	\$8,662.69
Revenue:	\$6,600.00
TWP COST	\$2,062.69 or approximately .32 cents per copy

**Cell Tower, 8640 St. Rt. 42**

- The adjoining property owners as well as the trustees and fiscal officer received a letter regarding this proposed cell tower. There were no objections made within the allotted time frame, so per the Ohio Revised Code, the tower is allowed to proceed without zoning review.

**ADMINISTRATOR REPORT:**

Donald Edwards, Administrator, provided the following report:

**W.C. Commissioner’s Public Hearing:**

**Held on August 29<sup>th</sup>** *Consider Text Amendments to the Requirements and Standards for the design and construction of Streets and Roadway Facilities in Warren County*

The Commissioners extended the Public Hearing again until November 7<sup>th</sup>. **Update:** The final hearing was today, and the commissioners voted to approve the text amendments with a few modifications.

**Wright State University:**

Wright State University, School of Nursing, Kinesiology and Health Science, class has identified a need here in the Waynesville Community.

The Premier Health Mobile Clinic was available for seniors and anyone else that needed their services during election day at the three polling places.

**Modernizing Office Software:**

I, along with Darrell and Scott Fitzsimmons are evaluating some software solutions and comparing them against the UAN capabilities to see if there is something out there that is better for payroll, employee onboarding, and other HR programs.

I feel now is the time that if we are going to modernize any systems, we should do so, prior to the new fiscal officer coming on board in April.

**HR Butler:** (See attachments)

Very nice software package that allows a host of integrated systems that would be very beneficial and nice to have but it does come with a pretty hefty price of about \$15,000 Also uses *isolved* software which is customizable.

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**Next Request: Through CivicPlus** After demonstration and discussion on pricing. I determined that we don't have enough requests right now to warrant looking any further at this product.

### NextRequest

- As the only solution purpose-built for FOIA and Record Request Management, NextRequest is unmatched in its recognition to help agencies improve efficiency, cut costs, build transparency, and increase compliance.
- We reviewed: the intake form for your requesters to submit requests (without them having to create an account), or for your staff to input the request if it comes in a different manner (in person, email, phone, etc.). The intake form is customizable and also allows you to set up keyword triggers to divert requests to readily available records elsewhere.
- Centralized workflow area where all of your staff work on the request. The internal workflow portal contains the pertinent request information, an audit trail of all actions taken, messaging functions (internal and external), task functions, document upload, time tracking, redaction tools (standard and RapidReview), and more.
- Internal reporting areas that give quick insight into request status, request history, and other data for internal reporting (time tracking, invoice status, average days to close, etc.)
- I also shared why 650+ agencies, including Lebanon, Wilmington, Monroe, etc... use NextRequest.

### **Fire Department Open House:**

Held on Sunday, October 29<sup>th</sup> from 2 - 4 pm. Thank you to all members that helped with this project. Also, thanks to all residents that came out or were with us in spirit.

### **Coming Up:**

- Work on 2024 wage and salary adjustments after this month's CPI comes out, for the Board to consider.
- Employee Evaluations to be completed around December 1<sup>st</sup>.
- Adjustment in the Washington Township Fire & EMS contract for 2024

### Misc.:

1. **SAM.gov** annual registration renewal has been completed.
2. W.C. Consolidated Plan Stakeholder Interview Townships and Municipalities was held on November 29<sup>th</sup>
3. WCTA dinner, Thursday
4. OTA Winter Conference registration is open
5. SR-73 Bridge work start date. TBD (Thanks Diane)
6. Scott and Paul are working on their submittals for the MORE grant from OTARMA

Mr. Patrick made a motion to pay the costs for Scott Fitzsimmons to attend the OTA conference this February. It was seconded by Mr. Jacobs, and all were in favor.

### **OLD BUSINESS:**

- A. Demo of New Website (On Hold)
- B. Other-none

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**NEW BUSINESS:**

**A. Questions or Concerns Regarding the Bills:** NONE

**B. Legislation:**

**RESOLUTION 2023-74** APPROVE THE ACCEPTANCE AND HIRING OF JACK MANNON III TO THE WAYNE TOWNSHIP FIRE DEPARTMENT AS A VOLUNTEER FIREFIGHTER

Mr. Patrick motioned to adopt the resolution. Mr. Jacobs 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 7th of November 2023.

**RESOLUTION 2023-75** NOTIFICATION OF INTENT TO CONDUCT AN INTERNET AUCTION FOR THE SALE OF UNNEEDED, OBSOLETE OR UNFIT PERSONAL PROPERTY OF WAYNE TOWNSHIP THROUGH GOVDEALS

Ms. Colvin 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. Jacobs – yea; Ms. Colvin – yea. The resolution was therefore adopted the 7th of November 2023.

**RESOLUTION 2023-76** ELECTING TWO REPRESENTATIVES FOR WAYNE TOWNSHIP TO THE VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND BOARD FOR THE YEAR 2024

Ms. Colvin 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 7th of November 2023.

**RESOLUTION 2023-77** A RESOLUTION TO APPROVE AMENDING RESOLUTION 2023-20 WHICH ALLOWED FOR PREMIUM PAY OUT OF ARPA FUNDS AND AUTHORIZING THE SECOND PAYMENT TO BE PAID FROM THE FUND WHICH EACH FULLTIME EMPLOYEE IS NORMALLY PAID FROM

Ms. Colvin 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; Mr. Patrick – yea; Ms. Colvin – yea. The resolution was therefore adopted the 7th of November 2023.

**C. Other:** Ms. Colvin stated that she would like the Zoning Commission to investigate regulations for small solar energy systems under 50 megawatts.

Mr. Edwards provided an explanation about the effect of tax reassessments on property taxes. He showed that taxes would rise about 14.8 percent on a 30 percent increase in assessed value, and approximately 19 percent for a 40 percent increase in assessed value.

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**CORRESPONDENCE:**

Mr. Coffman indicated that he received a letter from Melvin Stone regarding price increases, the Warren County Health District monthly newsletter, and a notice from the Ohio Bureau of Workers' Compensation about the annual premium.

Mr. Edwards related that he received notice from the Waynesville Area Chamber of Commerce about the election of new officers.

**ELECTED OFFICIAL'S COMMENTS:** Mr. Jacobs expressed his thanks to the voters, and the fire department staff for their help. He also thanked Mr. Patrick and Ms. Colvin for their comments on social media. Ms. Colvin welcomed Mr. Patrick back to the regular meetings.

**WORK SESSION:** none

**EXECUTIVE SESSION:**

A motion was made by Ms. Colvin at 7:51 pm and seconded by Mr. Patrick to enter executive session for Personnel Matters (ORC 121.22(G)(1) to: consider the employment, dismissal, discipline, or demotion of a public employee or the investigation of charges or complaints against a public employee.

The roll call to enter executive session was as follows: Mr. Jacobs-yea; Mr. Patrick-yea; and Ms. Colvin-yea.

A motion was made at 9:10 pm to leave the executive session and all were in favor.

The public meeting was reopened at 9:11 pm. No action was taken in response to the executive session.

**ADJOURNMENT:** Ms. Colvin made a motion to adjourn the meeting at 9:11 pm, which was seconded by Mr. Patrick. All were in favor.

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President, Board of Trustees