

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
AND RECORDS COMMISSION  
HELD DECEMBER 5, 2023**

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

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

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

The following guests/residents were present: Terri Lipot, Isaiah Lipot, Matt Mumma, and Scott and Sam Fitzsimmons.

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

Ms. Colvin made a motion to approve the November 21, 2023, minutes, and Mr. Patrick seconded the motion. All were in favor.

**ADDITIONS, REMOVALS OR DISCLOSURES FROM THE POSTED AGENDA:** None initially, but later in the meeting the executive session was removed from the agenda.

**CITIZENS' COMMENTS:** None

**DEPARTMENT REPORTS**

**ROAD DEPARTMENT:**

Scott Camery, Road Superintendent, provided the following report:

1. I have purchased an AED for the Road Garage using the M.O.R.E. grant.
2. Employee evaluation reviews have been completed and forwarded.
3. I have moved the 2011 Expedition to the Road Garage for inspection and pictures for future placement on GovDeals.
4. The 1994 Seagrave Engine did not meet the reserve, so therefore did not sell. We have a couple options (discussion)
5. I will have the current bid report at the meeting on items still at auction on GovDeals.
6. We performed additional maintenance/repair with regards to exhaust system for the pump on Brush 91. Additionally, we addressed an exhaust system problem on the current Battalion Vehicle.
7. I have deciphered and digested the pavement measurements for the 2024 road re-surfacing program. I have a meeting with my sales Representative from Strawser Construction on the 8<sup>th</sup> of this month to discuss pricing.
8. We got started on re-grading the ditch on the south side of O'Neall Rd at the bottom of the hill. This project is approximately 2/3rds completed. (rain cut us out on Friday)
9. Continuing to perform maintenance on snow removal equipment to bring it to a higher level of readiness.

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10. My new plow truck is still on schedule to be completed in December.
11. I have been keeping an eye on the fuel tank level at the Fire Station. I called for fuel this past Friday. It will be fueled this week along with the generator and topping off my tank at the Road Garage.
12. 100% of Road Department equipment is available for use.

There were updates regarding the current GovDeal bids, several of which were closing during the meeting.

The Seagrave engine did not meet the reserve price, so the trustees stated that they wanted to offer it for \$11,000 to the high bidder. Mr. Camery will contact Gov Deals, who will offer it to the high bidder.

**FIRE DEPARTMENT:**

Kyle Lalich, Interim Fire Chief, provided the following report:

EMS runs for November:	66
Fire runs for November:	25
Public Service Calls:	6
Total Runs for the November:	97
EMS runs 2023 YTD:	853
Fire runs 2023 YTD:	270
Public Service 2023 YTD:	117
Total Runs 2023 YTD:	1240

Engine 404 in-service training has been completed for all Fire Apparatus Operators.

Engine 404 is operating as the first out engine.

Engine 401 failed to meet the reserve price before the auction ended on Gov-Deals.

- Scott Camery has details regarding listing
- Decision needs to be made to re-list or contact the high bidder to negotiate a purchase. (update: a decision regarding the engine was made above during Mr. Camery's report)

Staff Car 101, 2011 Ford Expedition, is ready to be listed on Gov-Deals

BWC Grant for new hoods and gloves was approved.

Mr. Patrick made a motion, which was seconded by Ms. Colvin, to list staff car 101 on GovDeals. The roll call was as follows: Mr. Jacobs-yea; Ms. Colvin-yea; Mr. Patrick-yea. A resolution will be prepared for a future meeting with a reserve price prior to listing the vehicle.

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**ZONING DEPARTMENT:**

Stacey Lowing, Zoning Inspector, provided the following report:

**PERMIT ACTIVITY AND FEE ACTIVITY:**

- **Addition** \$100  
4522 Lytle Rd., Linda McClinchy
  
- **Deck** \$50  
9580 N. Cincinnati-Columbus Rd., Scott Rentz
  
- **Single-family residence** \$225  
3192 N. Waynesville Rd., Andrew Tompkins  
9000 Bellbrook Rd., Amburgy Properties  
4315 N. Waynesville Rd., Schumacher Homes
  
- **Variance application** \$500  
7619 Cook-Jones Rd., Janet Currin

6 permits/fees collected for a total of \$1,325.00 All funds have been deposited.

**Solar Energy**

- I have asked the Prosecutor's office to review materials that I forwarded, and for answers to several of my questions before I begin to draft the amendments to the zoning code.

**BZA (December 21, 2023)**

- 7619 Cook-Jones Rd., a side yard setback variance to build a patio/roof addition in the rear of the property. The house does not meet current setback requirements. The proposed addition is setback further than the house, but still not 50 feet as required.

**ADMINISTRATOR REPORT:**

Donald Edwards, Administrator, provided the following report:

**1994 Seagrave:**

I have included email excerpts from three different fire departments on status of unsold engine. I have asked Massie Twp. to give me an answer by Tuesday's meeting. I believe it would be in the best interest of Wayne Twp and Warren County to have this piece of equipment in service in an area that would benefit us by having their department back in service. "Big Orange" is out of service indefinitely.

Update: Massie Township is no longer interested.

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**Employee Evaluations:**

All are completed except for the one I'm working on for Monday.

**S.O.P. FD Payroll:**

Now that this year's Fire Department payroll has been submitted, I'm working on a possible update pay schedule for next year. I want to take any updates and see how they would affect last year's numbers.

**W.C. Consolidated Plan Stakeholder Interview:**

This consisted of about twelve different topics that all townships and municipalities that were present, weighed in on. These may become action plans for the next five-year updated consolidated plan that is due to be approved and submitted to HUD by the end of March 2024.

**Fire Chief Open Position:**

An agreement was struck with S3D Public Safety Consultants to head up the process. Advertising for the position has started, with applications due by December 31, 2023. I have included a timeline of the process, all the way through on boarding of the new Fire Chief.

**Fire Dept:**

A special thank you to interim Chief Kyle Lalich for stepping in to guide us through this transition. Also, a thank you to Capt. Carter and Lt. Patterson for their commitment in transition and to all the officers and members.

**Coming Up:**

- Staff Christmas Party on Friday December 15<sup>th</sup>. Theme (One Dozen) and Gingerbread Community.

**Misc.:**

1. Scott submittals for the MORE grant from OTARMA (AED) / FD (collapsible safety cones for equipment)

**OLD BUSINESS:**

- A. Demo of New Website (On Hold)
- B. Other: Change June 4<sup>th</sup> meeting:  
Mr. Patrick made a motion to move the June 4<sup>th</sup> meeting to June 11, 2023, and Ms. Colvin seconded the motion. All were in favor.

Mr. Edwards spoke about when to schedule the upcoming Corwin Avenue project. Other local projects, such as the SR73 ODOT Bridge replacement and repairs, Corwin Avenue and 42 traffic light, and Waynesville's Franklin Road project need to be factored into the decision as to when to start the Corwin Ave. paving project.

**NEW BUSINESS:**

- A. Questions or Concerns Regarding the Bills: None
- B. Legislation: None

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C. Other: None

**CORRESPONDENCE:** Mr. Coffman received a holiday card from Clearcreek Township, as well as a notification from OPERS of Paul Scherer's application for retirement benefits.

**ELECTED OFFICIAL'S COMMENTS:** Ms. Colvin wished Mr. Patrick a happy birthday. Mr. Patrick extended a special thanks to the Fire Department for everything during this time of change.

**WORK SESSION:** None

**EXECUTIVE SESSION:** None although one was scheduled. The trustees wished to wait on more information.

At 7:28 pm, Ms. Colvin made a motion to adjourn the meeting, which was seconded by Mr. Patrick. All were in favor.

Immediately following at 7:30 pm, the Records Commission was convened with Mr. Coffman and Ms. Colvin. Mr. Coffman stated that there have been no changes or updates to the records retention. The Records Commission was then adjourned at 7:30 pm.

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President, Board of Trustees