

# MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

## AUGUST 5<sup>th</sup>, 2025

### CALL TO ORDER

Board of Trustees President Brad Coffman called a regular meeting of the Wayne Township Board of Trustees to order, followed by the Pledge of Allegiance. Those present included Trustee and Board President Brad Coffman; Trustee Diane Colvin; Trustee Andrew Jacobs; Fiscal Officer Scott Fitzsimmons, Township Administrator Donald Edwards; Road Superintendent Scott Camery; Assistant Fire Chief Kyle Lalich and Zoning Officer Stacey Lowing.

### GUESTS AND RESIDENTS

Sam Fitzsimmons

### APPROVAL OF MINUTES

**Ms. Colvin** moved and was seconded by **Mr. Jacobs** to approve the **July 15<sup>th</sup>, 2025**, regular session meeting minutes. A voice vote was conducted with the following results: 3 yea/0 nay/0 abstain.

### ADDITIONS, REMOVALS, OR DISCLOSURES FROM THE POSTED AGENDA

Administrator Edwards reported one addition to the agenda: Resolution 2025-52, a resolution authorizing a “then and now” purchase order.

### CITIZENS’ COMMENTS

NONE

### DEPARTMENT REPORTS

#### Road Department:

*Report from Scott Camery, Road Superintendent*

#### 1. Mowing

The Road Department has begun the third round of mowing throughout the township. This work is part of routine seasonal maintenance to ensure right-of-ways remain clear and well-kept.

#### 2. Bushwhacking

Bushwhacking activities are continuing as scheduled. Crews are working to manage overgrown areas and keep brush controlled along township roads.

#### 3. Berming

Berming projects remain on the department’s “to-do” list. These will be addressed as time and resources allow, with the goal of improving roadway shoulders and drainage.

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### 4. Ditching Requests

The department has experienced a significant increase in ditching requests from residents. A list of requests is being maintained, and each will be completed as time permits and as weather conditions allow.

### 5. Road Construction – Fillmore Construction

Fillmore Construction began roadwork on 31 July 2025. All milling work has been completed, and Clarksville Road is finished. Preparations on Corwin Avenue have also been completed, and the paving crew is scheduled to return on Wednesday, 6 August 2025, to begin and complete the overlay process. This will finalize the resurfacing project.

### 6. Pipe Installation

Pipe installation continues to be a priority item on the project list. Two specific locations have been identified for upcoming installation work to address drainage and roadway stability.

### 7. Striping Bill – Red Oak Road Project

The road department is still awaiting the final invoice for striping work completed on the Red Oak Road project. Once received, the bill will be processed for payment.

### 8. Equipment Status

All Road Department equipment is reported to be in good working condition and available for use. No equipment is currently out of service.

### Fire Department:

*Presented by Kyle Lulich, Asst. Fire Chief*

Call Type	July Calls	Year-to-Date Calls
EMS Calls	83	499
Fire Calls	44	286
<b>Total Calls</b>	<b>127</b>	<b>786</b>

### 1. Structure Fire Response

On the morning of July 29th, the department responded to a structure fire. Crews performed effectively, and the incident was managed successfully.

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### **2. Training and Certification**

Firefighters Hannah Wolfenbarger and Tyler Taylor successfully completed and passed their Firefighter Level 2 training at Warren County Career Center (WCCC). Their achievement enhances the department's overall readiness and professional qualifications.

### **3. Grants**

The department is actively working on the Loeb Grant application to secure additional funding for equipment and departmental needs.

### **Zoning Officer's Report**

*Presented by Stacey Lowing, Zoning Officer*

#### **1. Permit Activity and Fees**

##### **a. Commercial Construction Permit – \$307.20**

3235 E. St. Rt. 73

##### **b. Accessory Building Permit – \$100.00**

5536 Thomas Dr.

##### **c. Accessory Building Permit – \$25.00**

4864 E. Old St. Rt. 73

A total of three permits/fees were collected, amounting to \$432.20. All funds have been deposited.

#### **2. Board of Zoning Appeals (BZA)**

- July 17, 2025 – Variance hearing for 6478 Gard Rd. – Approved
- August 21, 2025 – Variance hearing scheduled for 8412 Stockholm Ct.

#### **3. Community Magazine**

The deadline for submitting magazine articles is September 2nd, which will allow for an early October mailing. Members with articles to contribute were encouraged to begin preparing them in the coming weeks.

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### Administrator's Report

*Presented by Gus Edwards, Township Administrator*

#### 1. ODOT – SR 73 Bridge Project (PID 100827)

- Work continues on the South retaining wall with removal and replacement underway.
- The project reverted to Phase II conditions for approximately 30 days beginning July 9th.
- Temporary barriers and traffic control lights were installed, resulting in one-lane traffic. Smith Road remains closed, while Corwin Road is experiencing only periodic short-term closures.
- **Update:** Removal and replacement of the parapeted bridge wall on the South side has been completed. The center temporary barrier wall has been removed. Debris fencing on both the North and South sides has been taken down. Temporary striping has also been removed. Traffic lights are expected to be removed on Friday, August 1st.

#### 2. Recycle Rally

- The future of this event may need to be reconsidered.
- The Rumpke Tire bill was found to be inaccurate, and a corrected invoice is still pending. The Tire Recycling Division has not yet adjusted the invoice.

#### 3. Eagle Scout Project

- Ben Federle is planning an Eagle Scout project that includes clearing a wooded path, removing honeysuckle, and installing steps to the creek. The project may also include a small crossing bridge or bench/table in the clearing.
- The project is scheduled for the weekend of August 9–10, with preliminary work beginning on August 2nd.

#### 4. OTARMA – Insurance Renewal

- The Township's Property and Casualty insurance policy renewal is scheduled for August 19th.
- The policy is up for approval and payment. No adjustments or changes have been reported since the last meeting.

#### 5. Miscellaneous

- The next meeting will include attendance from **Sheriff Riley and Major Arrasmith.**

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### **Fiscal Officer's Report**

*Presented by Scott Fitzsimmons, Fiscal Officer*

#### **1. State Audit**

All trustees have received the State Audit findings by email. The Fiscal Officer reported that the Auditor's Office will publicly release the findings once the audit is formally approved by state supervisors.

#### **2. Unclaimed Monies Project**

The Fiscal Officer reported ongoing work on a project addressing unclaimed monies. Many stale checks remain outstanding, some more than a year old. Collaboration is underway with the Auditor's Office and other agencies to establish a process, which will then be reviewed by the Prosecutor's Office.

Several of the outstanding checks involve individuals known to the Township, and attempts will be made to contact them. One vendor issue remains unresolved due to conflicting payment records. The Fiscal Officer stated the project aims to clean up financial records, noting that the problem is self-limiting as the Township has transitioned to electronic payments.

#### **3. SCView Invoice and OCR Add-On**

The Fiscal Officer presented a bill from SCView, including a proposed \$500 annual cost for an OCR search add-on, which would bring the total to \$5,500. Members were asked for input before final approval. The Fiscal Officer recommended adoption for at least one year, citing value in searching older, mislabeled documents. SCView is also giving the township \$2,500 credit for our continued business.

The group discussed long-term needs, noting that once a stronger file structure is established, reliance on OCR may decrease. It was confirmed that the OCR feature could be added or removed in the future as needed.

#### **4. Cybersecurity Requirements**

The Fiscal Officer reported that the recently passed state budget bill requires all Ohio municipalities to implement a cybersecurity program. Initial requirements must be in place by September, with additional measures due later next year. An Auditor's bulletin is expected with further guidance.

#### **5. Tax Commission Meeting**

The Administrator and Fiscal Officer will attend a Tax Commission meeting on August 27 to receive the official certificate of resources, which will guide future appropriations planning.

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### 6. State Fair Participation

The Fiscal Officer participated in the Ohio State Fair on behalf of the Ohio Township Association, where awards were presented to youth participants. Plans are in place to participate again next year.

### 7. Banking Services Discussion

The Fiscal Officer presented a comparison between current banking services with LCMB and a proposal from Peoples Bank.

- **LCNB:** Township currently incurs monthly fees averaging \$70–\$80 (\$840–\$960 annually) and earns approximately 2.25% on sweep accounts.
- **Peoples Bank:** Offers fee-free accounts and a higher interest return (3.5–4.25% range).
- **Transition Impact:** Moving accounts would require ordering new checks, updating vendor and county payment systems, and possibly running dual accounts for several months during the transition.

Trustees expressed interest in exploring Peoples Bank further, noting the potential savings for taxpayers. The Fiscal Officer will gather more concrete figures and present them at the next meeting before a final decision is made.

## OLD BUSINESS

### 1. Property Sale and Broker Coordination

The Board revisited the pending sale of Township-owned properties. Trustees discussed whether to begin with the primary property or subsidiary lots. Work has been delayed due to other priorities but remains active.

### 2. Fire Cadet Program

The Board held an extended discussion with Sam Fitzsimmons on the proposed bylaws for the Fire Cadet Program. Key points included:

- **Age & Eligibility:** Membership set for students ages 13–18. Trustees discussed clarifying rules for cadets who are 17 and graduating early, or who turn 18 while still in high school. Cadets will remain in the program until graduation or until reaching eligibility for volunteer firefighter status.

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- **Supervision:** Trustees emphasized that cadets must always be supervised by an advisor or Township employee while at the fire station. Concerns were raised about cadets being left alone at the station during runs.
- **Ride-Alongs & Training:** Cadets may participate in ride time with crews but some discuss was had about allowing cadets on EMS runs. Waivers and HIPAA compliance would be required.
- **Academic Standards:** Cadets must maintain at least a “C” average or higher. Failing classes will result in dismissal from the program.
- **Probationary Period:** Cadets will serve a six-month probationary period upon joining.
- **Technology Use:** The Board discussed whether cadets should be issued radios or pagers, concluding that pagers may be more appropriate, with radios reserved for specific circumstances.

### 3. SAFER Grant

No Updates

### 4. Historical Society Use of Firehouse

Trustees considered a request from the local Historical Society to use portions of the Township firehouse for a fundraising auction in early September. Trustees agreed to provide access to three bays (including one large bay), pending execution of a liability waiver. The Board also discussed limited restroom access and ensuring the facilities were functional prior to the event.

## NEW BUSINESS

### 1. Paying of the Bills:

**Mr. Jacobs** made a motion to approve bills as presented for payment, which was seconded by **Ms. Colvin**. A roll-call vote was taken, and the results are as follows: Mr. Coffman – Yea, Ms. Colvin – yea, Mr. Jacobs – yea.

### 2. Resolutions

**RESOLUTION 2025-51 A RESOLUTION APPROVING THE PROPERTY & CASUALTY INSURANCE PROPOSAL AS SUBMITTED BY BURNHAM & FLOWER OF OHIO FOR THE OHIO TOWNSHIP ASSOCIATION RISK MANAGEMENT AUTHORITY (OTARMA) PROGRAM AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO SIGN ALL DOCUMENTS MOTION**

**Mr. Coffman** motioned to adopt the resolution. **Mr. Jacobs** seconded the motion, and a **roll call vote** was conducted: Mr. Coffman – yea; Ms. Colvin – yea, Mr. Jacobs – yea. The resolution was adopted.

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### **RESOLUTION 2025-52 A RESOLUTION AUTHORIZING A THEN-AND-NOW PURCHASE ORDER FOR THE FIRE DEPARTMENT'S PROPERTY AND LIABILITY INSURANCE PREMIUM THROUGH OTARMA.**

**Mr. Coffman** motioned to adopt the resolution. **Mr. Jacobs** seconded the motion, and a **roll call vote** was conducted: Mr. Coffman – yea; Ms. Colvin – yea, Mr. Jacobs – yea. The resolution was adopted.

### **3. Correspondence**

The Township Administrator reported receiving correspondence:

- The Administrator received notice from the Ohio Industrial Commission regarding an October 20 hearing on lost wages.
- The Board received free passes for the **Home and Outdoor Living Show** scheduled August 22–24 at the Shenandoah Convention Center. Trustees and residents are invited to attend.
- The **Warren County Health Department** provided its August newsletter, highlighting tick-borne illness prevention, Immunization Awareness Month, and International Overdose Awareness Day on August 31. Trustees discussed making the materials available in resident information packets.

### **4. Elected Officials' Comments**

**Trustee Colvin** – Trustee Colvin reported on securing a discount on fuel purchase under the Township's purchase protection plan for 3,000 gallons, continuing a long-standing arrangement that helps manage costs.

She also attended the **Waynesville Village Council** meeting, where two issues were discussed:

- **Lytle Road Traffic Concerns:** Police Chief Copeland raised the possibility of lowering the speed limit near the Government Center. Trustee Colvin noted this is a county road and confirmed a recent traffic study had already reduced the limit to 45 mph.
- **Michener Property Annexation:** Trustee Colvin participated in discussion on a potential annexation request. She observed differing opinions on whether the property should be annexed, with some council members favoring annexation for growth control and others opposing. The developer is considering higher-density lots, which could impact zoning.



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**WORK SESSION**

The board recessed into a work session to discuss zoning codes at 7:48 p.m. The Trustees returned from the working session at 8:29 p.m.

**ADJOURNMENT**

**Mr. Coffman** motioned to adjourn. **Mr. Jacobs** seconded the motion, and a voice vote was taken 3 yea / 0 nay / 0 abstain. The Wayne Township Board of Trustees adjourned its meeting 8:38 p.m.

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Brad Coffman – President, Board of Trustees

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Scott Fitzsimmons – Fiscal Officer