

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING OCTOBER 7th, 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. Elected officials present included: Trustee and Board President Brad Coffman; Trustee Diane Colvin; Trustee Andrew Jacobs; Fiscal Officer Scott Fitzsimmons. Township Staff present included: Administrator Donald Edwards; Fire Chief Jason Beckett; Road Superintendent Scott Camery; and Zoning Officer Stacey Lowing.

Guests and residents

Ellen Beckett, Todd Bramlee, Alison Brown, Daric Brown, Sam Fitzsimmons, Matt Mumma, Jeff Patton, Pam Patton, and Heather Wiseman.

Approval of Minutes

Mr. Jacobs moved and was seconded by **Ms. Colvin** to approve the **September 16th, 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

The Township Administrator reported the following resolutions were added:

- **2025-77 RESOLUTION INSTITUTING THE USE OF A TIME CLOCK SYSTEM FOR THE WAYNE TOWNSHIP FIRE DEPARTMENT EFFECTIVE THE FIRST PAY PERIOD OF 2026.**

Citizens' Comments

Matt Mumma:

Mr. Mumma addressed the Board regarding a rumor circulating in the community that he is running for trustee in opposition to the fire department or the fire chief. He stated this is untrue and affirmed his support for Fire/EMS services. He asked why the renewal fire levy was not placed on the current ballot, expressing concern that delaying it creates uncertainty for staffing and operations. He stated that voters—not the Board—should ultimately decide, and that clearer public communication about the status and timing of the renewal would help prevent speculation and misinformation.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

OCTOBER 7th, 2025

The Trustee responded that they did not support placing the renewal levy on the current ballot because they believed it would likely fail given current uncertainty surrounding property taxes and public sentiment. The Trustee stated they want the levy to appear at a time when it has the strongest chance of passage in order to protect fire and EMS operations. They also noted that no residents had approached them with concerns about the levy not being placed on the ballot and that they were unaware it was being discussed in the community.

Department Reports

Road Department:

Report from Scott Camery, Road Superintendent

1. Road Maintenance and Repair

- All hand chip-seal patching has been completed across targeted roadway sections.
- Berming work on Red Oak Road is approximately 95% complete, with the remaining section to be finished using township trucks equipped with salt spreaders.
- Superintendent Camery extended appreciation to the Warren County Engineer's Office (WCEO) for the loan of their berm box, which significantly reduced project time and improved efficiency.
- The use of milled material from Oregonia Road proved challenging but produced substantial cost savings. The applied material along the edge of pavement (EOP) will strengthen road shoulders and enhance motorist safety.
- The 5075 Tractor has been fully repaired and returned to operational status.
- The road grader is currently undergoing a cylinder rebuild to address a hydraulic fluid leak; parts have been ordered and work is in progress.
- A preliminary list of 2026 road resurfacing projects has been drafted and will be refined before submission to the County Engineer's Office to prepare for next season's bid process.

2. Vegetation Control and Right-of-Way Maintenance

- The fence line removal on Mt. Holly Road has been completed.
- Bushwhacking operations continue throughout the township and are nearing completion.
- The fourth round of mowing is scheduled to begin soon, with the goal of cleaning up field edges once crop harvesting is underway.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

OCTOBER 7th, 2025

- A honeysuckle removal campaign is underway in multiple locations, including the Road Garage property. This will remain an ongoing effort to improve visibility and aesthetics.

3. Traffic Control and Signage

- A new speed limit sign for Carter Drive has been ordered. Superintendent Camery will mark the location and have OUPS check for utilities prior to installation. Camery noted that the sign then will be posted after that weather permitting.

4. Equipment Status and Seasonal Preparation

- 100% of Road Department equipment is currently operational and available for use.
- Once smaller pending projects are complete, the department will begin inspection, servicing, and preparation of winter operations equipment as the top priority for the upcoming season.

Fire Department:

Presented by Jason Beckett, Fire Chief

Calls for Service	Monthly	Year-to-Date
EMS Runs	82	661
Fire Runs	37	349
Totals	119	1,010

1. Burn Ban and Seasonal Fire Safety

- The Ohio Department of Natural Resources (ODNR) Burn Ban went into effect on October 1 at 6:00 a.m. and remains in effect until December 1.
- During this period, open burning is prohibited from 6:00 a.m. to 6:00 p.m. The restriction will resume again in March, April, and May as part of the seasonal burn ban schedule.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

OCTOBER 7th, 2025

2. Fire Prevention Month Activities

- October is Fire Prevention Month. The department began its firehouse tours and educational sessions for Waynesville Elementary School (WES) students, focusing on kindergarten and preschool classes this week, with first-grade tours scheduled for next week.
- Chief Beckett reported strong participation and enthusiasm, with over 100 children visiting the station on the first day.
- Students engaged in interactive learning about fire safety, met firefighters, and explored department apparatus. Crews made a strong impression through their professionalism and engagement, with teachers commenting that it was the best program they had attended.
- The department received a custom-signed banner from the students expressing their appreciation, which was shared during the meeting.

3. Community Engagement

- Crews attended the WES “Fun Run” event, allowing students to view the fire apparatus and interact with personnel.
- Department members will provide EMS coverage during the upcoming Waynesville Sauerkraut Festival, which will be held this coming weekend.
- To ensure adequate staffing and safety, two 12-hour part-time positions were added to cover the festival’s operational hours.
- The Incident Action Plan (IAP) and Operations Plan for the event were distributed in draft form to Chief Copeland, the Warren County Sheriff’s Office, and other stakeholders. Final versions will be issued after review.

4. Training and Department Operations

- The department hosted an Open House on Saturday, October 4, which was well attended by residents.
- A Volunteer Training Captain Proposal will be discussed further during the upcoming work session.

5. Personnel Update

- Firefighter/EMT Sophie Nelson has submitted her resignation after accepting employment with the Miami Valley Joint Fire District and West Carrollton Fire Department.
- Chief Beckett noted that both departments are likely to offer her full-time status in the near future. He expressed appreciation for her service and professionalism during her time with Wayne Township, acknowledging her departure with gratitude and understanding.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING OCTOBER 7th, 2025

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Permit and Fee Activity

During the reporting period, the following zoning permits were issued, with total fees collected of \$2,900, all of which have been deposited into township accounts:

- a. Accessory Building Permits – \$100 each
 - 3977 O’Neall Road
 - 3118 Pekin Road
- b. Commercial Construction Permit – \$1,500
 - 4492 State Route 73 (Bentley’s Self-Storage Expansion)
- c. Sign Permit – \$100
 - 3235 E. State Route 73 (Ohio Green Works)
- d. Addition Permit – \$100
 - 5651 Thomas Drive
- e. Variance Application – \$500
 - 9944 State Route 42
- f. Conditional Use/Site Plan Application – \$500
 - 7219 State Route 42

2. Board of Zoning Appeals (BZA)

- September 18, 2025: Variance hearing held for 3090 Lytle Road – approved.
- October 16, 2025: Variance hearing scheduled for 9944 State Route 42.
- October 16, 2025: Conditional use and site plan review scheduled for 7219 State Route 42.
- Ms. Lowing noted that the recent variance hearing was approved and two additional hearings are scheduled for next week.

3. Zoning Code Text Amendments

- September 25, 2025 – Regional Planning Commission: Voted 11–1 to recommend approval of the proposed zoning text amendments.
- October 2, 2025 – Zoning Commission: Voted 4–0 to recommend approval.
- October 21, 2025 – Board of Trustees: Public hearing scheduled to review both recommendations and take final action.
- Ms. Lowing reported that all procedural steps have been completed leading up to the trustees’ public hearing.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

OCTOBER 7th, 2025

4. Publications and Township Magazine

The fall Township Magazine issue has been printed and distributed. Advertising revenue has been collected for the majority of advertisers. The final reconciliation will be completed once printing cost invoices are received, after which a full cost-per-issue analysis will be presented to the Board.

Administrator's Report

Presented by Gus Edwards, Township Administrator

1. Ohio Public Works Commission (OPWC) Project

- Administrator Edwards reported that all four participating entities—the Ohio Public Works Commission (OPWC), Village of Waynesville, Village of Corwin, and the Warren County Engineer's Office—have been invoiced and monies have been received for their respective portions of the project.
- Additional invoicing from Fillmore Construction is expected this month to finalize the project's financial reconciliation.

2. Warren County Budget Commission Coordination

- Administrator Edwards noted that he and the Fiscal Officer are collaborating on a cover letter to accompany the township's annual budget submission to the Warren County Budget Commission.
- The letter will outline the rationale for yearly carryover balances, particularly in select funds where reserves are maintained for specific projects or long-term capital needs.
- This explanation will assist in ensuring transparency and understanding as the county continues its oversight role in local fiscal management.

3. Property Tax Working Group Recommendations

- Following the passage of House Bill 96, establishing the State Operating Budget for FY 2026–2027, Governor DeWine formed a Property Tax Working Group to evaluate and recommend reforms to reduce property tax burdens statewide.
- The working group—on which, as Administrator Edwards noted, townships had little to no representation—issued a final report with 20 total recommendations, including:
- Allowing County Budget Commissions to reduce voter-approved levies deemed “unnecessary or excessive,” pending statutory definitions of those terms.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

OCTOBER 7th, 2025

- Limiting carryover balances for all taxing jurisdictions to 100% of their annual budget.
- Reforming ballot language for levies to promote transparency and voter understanding.
- Implementing a senior tax deferral program.
- Edwards observed that these recommendations, if enacted, will likely delegate greater review authority to County Budget Commissions, resulting in 88 potential interpretations across Ohio. While the Ohio Township Association (OTA) has not yet taken a formal stance, the issue remains fluid and will likely evolve during upcoming legislative sessions.
- He also noted that Warren County Auditor Matt Nolan served on the state committee, which met 10–11 times over a two-month period, producing a detailed but rapidly assembled report.

4. Cybersecurity Policy

- Administrator Edwards reported that the Ohio Township Association (OTA) has recently released a sample Cybersecurity Policy and Program for township adoption.
- The township's existing policy, adopted by Resolution 2025-67, aligns closely with the OTA's model and is considered adequate and compliant at this time.

5. Community and County Events

- The Warren County Courthouse Ribbon Cutting was held on October 7 at 10:30 a.m.
- The 55th Ohio Sauerkraut Festival will take place October 11–12.
- The Waynesville Area Chamber of Commerce "Meet the Candidates Night" is scheduled for Monday, October 20 at 6:30 p.m.

Fiscal Officer's Report

Presented by Scott Fitzsimmons, Fiscal Officer

1. Banking Transition

- Fiscal Officer Fitzsimmons reported that the transition to People's Bank is actively underway.
- Required account and authorization documents have been completed and signed.
- The township initiated the ordering of new checks under the updated accounts.
- The transition remains in progress but is moving forward as scheduled.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
OCTOBER 7th, 2025**

2. Budget and Appropriations Preparation

- Fitzsimmons noted that discussions have continued with County Auditor Matt Nolan regarding the township's budget outlook and fund carryovers as part of the upcoming appropriations cycle.
- Ongoing discussions has ensured shared understanding between offices on fund structure, anticipated carryovers, and fiscal intent.
- Fitzsimmons has spent the past several weeks reviewing township revenues, expenditures, and fund balances to prepare for the upcoming appropriations discussions and work session.

OLD BUSINESS

1. Property Sale and Broker Coordination

No Updates

2. Fire Department SAFER Grant

- Chief Beckett provided an update regarding the FEMA SAFER Grant application. He reported that the federal government has begun issuing awards to departments across the country; however, no official notification has yet been received for Wayne Township and that further notifications are being delayed due to the current federal government shutdown.
- Chief Beckett noted that he had spoken with Chief O'Brien of the City of Oregon, whose department has received their grant award. Chief O'Brien advised that, at this stage, "no news is good news." Beckett has also reached out to the township's grant writer to inquire about any additional updates or insider information, but none are available at this time.

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.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
OCTOBER 7th, 2025**

2. Resolutions

- a. RESOLUTION 2025-76 A RESOLUTION ACCEPTING THE RESIGNATION OF SOPHIE NELSON A FIREFIGHTER/EMT-B FROM THE WAYNE TOWNSHIP FIRE DEPARTMENT**

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.

- b. RESOLUTION 2025-77 A RESOLUTION INSTITUTING THE USE OF A TIME CLOCK SYSTEM FOR THE WAYNE TOWNSHIP FIRE DEPARTMENT EFFECTIVE 1ST PAY PERIOD IN JANUARY 2026.**

Motion

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

3. Domain Name Transition Discussion

Lt. David Dowell of the fire department led a discussion on beginning the process to transition the township's website and email domain to a .gov address to enhance cybersecurity and align with state recommendations for local governments.

He noted that WayneTownship.gov is currently available; however, new .gov domain applications are temporarily paused due to the federal government shutdown.

Alternative domain options such as WayneTownshipOH.gov and WCOH.gov were also discussed in case greater specificity is required for approval.

Mr. Dowell explained that the transition process would run parallel to the current WayneTownship.us domain, allowing time for staff email migration and a gradual phase-out of the old domain. Once approved, the changeover would be straightforward and largely seamless, with an estimated approval timeline of a few months after government processing resumes.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING OCTOBER 7th, 2025

4. AFLAC Insurance – Open Enrollment Discussion

Administrator Edwards provided an update regarding the AFLAC insurance open enrollment period. He noted that while enrollment had occurred in October last year, no open enrollment has yet been initiated for this year.

Edwards stated that several employees have expressed interest in adding vision coverage through AFLAC, which now offers both vision and general health plan options. He recommended considering the vision plan in coordination with the township's existing disability insurance and health coverage programs already in place.

He also reminded the Board that AFLAC benefits are only available to full-time employees and that previous participation by part-time employees had resulted in administrative complications and unplanned costs to the township.

5. IT Systems

Trustee Diane Colvin led a discussion regarding the township's information technology (IT) systems and potential service provider options.

Colvin noted that the township had previously obtained a quote from Elite Computers early last year and reviewed a list of identified cybersecurity and network risks. She expressed appreciation for David Dowell's work maintaining the township's IT infrastructure but suggested it may be beneficial to engage an outside IT service provider to ensure broader support coverage, particularly given the increased cybersecurity requirements now affecting local governments.

Potential vendors discussed included:

- Elite Computers, which previously assessed the township's systems; and
- HiCAP, the current IT provider for the Village of Waynesville, as well as other local jurisdictions such as Clearcreek Township, the City of Franklin, the City of Germantown, and Miami Valley Fire District.

It was agreed that Dowell and Lt. Tanner Patterson could coordinate to obtain updated quotes and service comparisons from potential providers for the Board's consideration.

Dowell provided an update on recent IT improvements already completed internally, including:

- Migration of all township email, data storage, and collaboration systems to Microsoft 365, OneDrive, and SharePoint;

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING OCTOBER 7th, 2025

- Transition of phone and server functions to the cloud, reducing reliance on local hardware;
- Implementation of daily system backups with multiple retained versions; and
- Repurposing of older fire department servers for limited network login and security camera storage.

These changes have significantly reduced cybersecurity risks and improved accessibility, allowing remote administration and system oversight. Dowell acknowledged, however, that a contracted IT provider could offer real-time network monitoring and faster incident response during his absence.

The Board concurred that Elite Computers should be invited to update their prior proposal based on the township's current IT environment. No formal action was taken at this time.

Correspondence

NONE

Elected Officials' Comments

- **Trustee Brad Coffman** reminded everyone that the Waynesville Sauerkraut Festival is approaching and encouraged residents and visitors to be patient and stay safe on the roads throughout the event weekend. He thanked the Road Department for their extensive preparation work and the Fire Department for coordinating with neighboring municipalities to ensure community safety during the festival. Coffman closed by encouraging everyone to enjoy the weekend and have fun.
- **Trustee Colvin** Trustee Diane Colvin reported that she attended the Fire Department Open House on Saturday and commended Chief Beckett and the department staff—including T.C., David, Josh, Jennifer, and Molly—for their professionalism and enthusiasm. She shared that the group held a productive brainstorming discussion on ways to increase community engagement with the department. Ideas included hosting CPR classes, partnering with the career center to borrow training equipment, organizing a blood drive, and creating a child safety seat installation events.

Colvin noted her appreciation for the department's younger members who are motivated and eager to contribute to outreach initiatives. She also provided a follow-up from a prior meeting, confirming that the Volunteer FLSA law change referenced by Cheryl Davidson occurred in 1985, not in recent years.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING OCTOBER 7th, 2025

WORK SESSION

Fire Department

Fire Chief Beckett led a discussion with the Board regarding his proposal to create a Volunteer Training Captain position within the Wayne Township Fire Department.

Chief Beckett explained that this position previously existed and he is proposing to reinstate it as a volunteer role with a monthly stipend. The individual would be responsible for developing and maintaining the annual training calendar, coordinating and delivering fire, EMS, and driver training, overseeing onboarding and orientation for new members, maintaining training records, and managing the FireRescue1/Lexipol online training platform. The Training Captain would also serve operationally as a fire officer, functioning within the chain of command between the lieutenants and assistant chief.

Beckett stated that the position would carry an expectation of 15–20 hours per month, and the stipend would be in lieu of hourly or per-call compensation. He recommended that the position remain focused on training quality and supervision, not disciplinary matters. The anticipated start date would be January 1, pending Board approval.

Minimum qualifications for the position include:

- Minimum of three years of supervisory experience at lieutenant rank or higher.
- Fire Officer II certification (or ability to obtain within 12 months).
- Ohio Firefighter I & II, Instructor I (Instructor II preferred), and Paramedic certification.
- ICS 200 required; ICS 300/400 preferred or obtainable within two years.
- Experience in conducting fire and EMS training and maintaining related records.

Chief Beckett noted that one potential candidate has expressed interest and lives nearby, though no internal candidates currently meet all minimum requirements.

Trustee Discussion:

- Trustees emphasized the importance of maintaining a transparent and consistent selection process.
- Trustees agreed that internal candidates should be given the opportunity to apply or interview when qualified, both for fairness and for leadership development within the department.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

OCTOBER 7th, 2025

Fiscal Office

Fitzsimmons explained that he had revised the township's tax budget to tighten expenditure estimates and obtain more accurate projections now that nearly all 2024 property tax revenues have been received. He noted that County Auditor Matt Nolan's office has provided updated inside millage estimates for 2025, reflecting modest increases across funds.

- The General Fund is projected to receive approximately \$673,000 in revenue next year, compared to \$648,990 in 2024, with total estimated expenditures of \$686,788.
- Based on these figures, the township's carryover balance is projected to exceed the 100% threshold allowed under the new guidance, by roughly \$702,000.
- Fitzsimmons advised that the township must develop a plan to address the overage, as the Warren County Budget Commission may begin enforcing limits on fund balances exceeding one year's operating budget in the coming fiscal cycle.

Fitzsimmons outlined several options for addressing the carryover, including:

1. Allocating funds toward capital or infrastructure projects, such as a new parking lot or facility improvements for the Road and Fire Departments.
2. Temporarily reducing inside millage collections, allowing the township to "spend down" excess carryover, with the option to restore millage levels later if needed.
3. Developing and adopting a long-term Capital Improvement Plan (CIP) to formally demonstrate financial intent and justify retained balances to the Budget Commission.

He emphasized that while no immediate action is expected this year, the Budget Commission will likely require corrective plans beginning in 2026, and township action during this appropriations cycle will strengthen future compliance.

Discussion followed among the Trustees regarding the need for a comprehensive capital plan to link equipment and facility replacement schedules with funding strategies.

Fitzsimmons noted that while the township has informal replacement schedules, these have not historically been tied to specific funding sources or reserve accounts.

The Board agreed that additional work sessions will be needed to develop plan and determine the best approach for managing fund carryovers in compliance with anticipated Budget Commission standards.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
OCTOBER 7th, 2025**

ADJOURNMENT

Mr. Coffman motioned to adjourn. **Ms. Colvin** seconded the motion, and a voice vote was taken 3 yea / 0 nay / 0 abstain. The Wayne Township Board of Trustees adjourned its meeting 8:02 p.m.

Brad Coffman – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer