

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

OCTOBER 21ST, 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

David Albers, Daric Brown, Chris Colvin, Cheryl Davidson, Sam Fitzsimmons, James Harris, Chris Hice, Michell Hice, Heather Johnston, Andy Martin, Kelly Martin, Matt Mumma, Richard Scott, Tyler White, and Hannah Wolfenbarger.

Approval of Minutes

Ms. Colvin moved and was seconded by **Mr. Coffman** to approve the **October 7th, 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

NONE

Citizens' Comments

Mr. Chris Colvin:

Mr. Colvin provided an update on the *Convention of States* initiative, noting that House Joint Resolution 2 and Senate Joint Resolution 3 have passed this session and that related “faithful commissioner” bills are advancing. He recently attended a national conference in Indianapolis and is collaborating with counterparts in other states to support similar local efforts. Mr. Colvin announced a rally scheduled for the 28th and expressed optimism about strengthening local governance and retaining more control of tax dollars locally.

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Mrs. Kelly Martin:

Mrs. Martin raised several questions regarding the Fire Department, including staffing levels, volunteer retention, job descriptions, residency requirements, and the department's long-term vision. She also inquired about budget transparency, the legality of part-time employees volunteering, and run statistics. Trustee Coffman requested that Mrs. Martin submit her questions in writing via email so the township can provide detailed responses.

Mrs. Cheryl Davidson:

Ms. Davidson asked several questions regarding the Fire Department, including staffing during the Sauerkraut Festival, the number of current volunteers, their average experience level, and whether new personnel are hired from the local career center or mentored by experienced members.

Department Reports

Road Department:

Report submitted by Scott Camery, Road Superintendent – Report reviewed by Gus Edwards

1. General Maintenance and Repairs

Hand chip-seal patching and fence line removal on Mt. Holly Road have been completed. The 5075 tractor has been repaired and returned to service. The grader is undergoing a cylinder rebuild due to a hydraulic issue, and Road Supervisor Camery noted that replacement or retirement of this older piece of equipment may need to be considered as finances allow. At present, 100% of all Road Department equipment is available for use.

2. Berming and Material Utilization

Approximately 95% of berming on Red Oak Road has been completed. The remaining work will be finished using township trucks equipped with salt spreaders. Mr. Camery extended appreciation to the Warren County Engineer's Office for the loan of their berm box, noting it made a significant difference in efficiency. He reported that the reclaimed material obtained from the milling of Oregonia Road was somewhat challenging to work with but produced *substantial cost savings*. The material has strengthened the road edges, reduced break-off, and improved overall safety for motorists.

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3. Vegetation Control and Property Maintenance

Bushwhacking continues and is nearing completion for the 2025 maintenance season. The department has also launched a honeysuckle removal campaign at several township locations, including the Road Garage property. Progress has been made, but the project will be ongoing.

4. Mowing Operations

Another round of roadside mowing is planned. Mr. Camery hopes the fall harvest will be well underway to allow the department to “clean up” field edges during this pass.

5. Signage and Traffic Control

A new speed limit sign for Carter Drive has been ordered. Mr. Camery will mark the location for installation and contact OUPS for utility locates before placement. Additionally, it was noted that signage restricting truck traffic on North Street, Main Street, and Mt. Holly Road will be reviewed, with a potential resolution to be drafted in 2026 to formalize the restrictions.

6. Upcoming and Ongoing Projects

Smaller seasonal projects remain on the schedule, after which the department will shift to preparing for winter operations. This includes equipment inspections, servicing, and installation of saddles and salt spreaders. Guardrail repairs are also scheduled in the near term.

7. Future Planning

Mr. Camery indicated that planning work has begun for the 2026 road resurfacing program. The department is continuing to identify areas in need of maintenance and evaluating materials and cost-saving options for next year’s work.

8. Summary

The Road Department has completed a majority of its seasonal maintenance projects, including chip-seal patching, berming, and vegetation control. Equipment is in full working order, and preparations for winter operations are underway. Cost savings from material reuse and equipment sharing with the County have improved both efficiency and safety across township roads.

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Fire Department:

Presented by Jason Beckett, Fire Chief

Fire Department Report – Chief Jason Beckett

1. Ohio Sauerkraut Festival Recap

Chief Beckett provided a detailed report on Fire Department operations during the Ohio Sauerkraut Festival weekend:

- **Friday, October 10:** One serious motor vehicle accident (MVA) requiring CareFlight transport.
- **Saturday, October 11:** Nine emergency calls outside the festival area and one serious MVA requiring CareFlight. Personnel on duty included volunteer members Firefighter Derek Brown and Lieutenant David Dow, along with part-time staff Firefighter/Paramedics Brad Lawson, Taylor White, and Molly Doyle; Firefighter/EMTs Diana Lazar, Robert Scott, and Greg Worth; and Chief Beckett.
- **Sunday, October 12:** Eleven total calls, including two serious crashes — one involving a hill climb participant requiring CareFlight, and another post-festival crash requiring UC AirCare transport. Crews included volunteers Firefighter Derek Brown, Firefighter/EMT Josh Carter, and Lieutenant David Dow, as well as part-time members Firefighter/Medic Tyler White; Firefighter/EMTs Todd Bramlee, Jenna Key, Diana Lazar, and Robert Scott; Lieutenant Patterson; Assistant Chief Lalich; and Chief Beckett.

Chief Beckett noted that during one multi-patient accident, both township squads were committed and mutual aid was requested from Massie Township, which was also covering the Renaissance Festival that weekend. He expressed appreciation to Massie Township, Turtlecreek Township, and Clearcreek Fire District for their mutual aid assistance during this busy weekend.

2. Partnership with Premier Health

Premier Health provided on-site medical coverage inside the festival grounds, treating over 20 patients. Their special events medical team handled walk-up first aid incidents and facilitated patient transfers to township ambulances when transport was needed. Chief Beckett described this as a strong reciprocal partnership, as WTFD assists Premier Health at the Dayton Air Show each year in return.

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3. Community Engagement

The department participated in the *Waynesville Elementary School “Touch-A-Truck”* event on October 14, which was well attended by students and families. Later in the month, crews were scheduled to visit *Waynesville Christian School* to present their fire safety program to first graders. Chief Beckett noted this year’s program is being brought to the school instead of hosting students at the fire station due to class size and time constraints.

4. Operations Update

Annual hose testing has begun, as required for compliance. All in-service fire hose will be tested to ensure readiness and safety standards are met.

Zoning Officer’s Report

Presented by Stacey Lowing, Zoning Officer

1. Board of Zoning Appeals (BZA)

- October 16, 2025: A variance request for 9944 State Route 42 was approved.
- October 16, 2025: A conditional use and site plan request for 7219 State Route 42 was denied. Ms. Lowing noted that the hearing was split into two parts; however, since the conditional use was denied, the site plan did not proceed.

2. Zoning Code Text Amendments

A public hearing on the proposed zoning text amendments was scheduled before the Trustees for October 21, 2025.

3. Magazine Reconciliation

Ms. Lowing presented the reconciliation for the most recent township magazine:

Expense Category Amount

Postage \$1,372.39

Printing \$7,526.22

Design \$319.00

Total Cost \$9,217.61

Revenue: \$5,397.50

Township Cost: \$3,820.11 (approximately \$0.61 per copy mailed)

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Administrator's Report

Presented by Gus Edwards, Township Administrator

1. Ohio Public Works Commission (OPWC) Project

Mr. Edwards reported that the Township is awaiting the final invoice and disbursements to officially close out the current OPWC infrastructure project. All other project components have been completed successfully.

2. Ohio Sauerkraut Festival (OSF)

Mr. Edwards thanked the Road Department, Fire Department, Administrative Staff, and Elected Officials for their participation and teamwork during another successful Ohio Sauerkraut Festival. He noted that the event was well organized, benefited from excellent weather and strong attendance, and saw a significant increase in Fire and EMS activity compared to prior years. Coordination issues related to the Hill Climb event are being reviewed for improvement next year. Mr. Edwards commended all departments for their professionalism and cooperation, which contributed to a smooth and well-managed event.

3. Fire Prevention Week

Mr. Edwards recognized Chief Beckett and the Fire Department for their active community engagement during Fire Prevention Week. The department conducted several public education events and outreach activities to remind residents about home fire safety, including checking smoke detectors and promoting prevention awareness.

4. Hisey Park Fall Festival

Mr. Edwards reported another successful Hisey Park Fall Festival held on October 4, with an estimated attendance of 600–900 people. Over 300 free pumpkins were distributed to children. The event continues to grow each year under the support of the Friends of the Warren County Park District, who sent a letter of appreciation for the Township's ongoing support and participation.

5. Appropriations and Financial Planning

Mr. Edwards noted that the administration has begun forecasting future appropriations and project needs for the next several years. This forward-looking approach will help ensure expenditures are properly aligned with future budgets and anticipated legislative changes, including updates under House Bill 309.

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6. Administrative and Miscellaneous Items

- **AFLAC Open Enrollment:** Scheduled for Friday, October 24 at noon at the Administration Building. Employees will have the opportunity to review and adjust their current coverages.
- **Chamber “Meet the Candidates Night”:** Held on Monday, October 20, with strong attendance and positive community engagement.
- **Township Magazine:** Mr. Edwards extended appreciation to Zoning Administrator Stacey Lowing for her work in producing the Township magazine, noting that it is distributed to all residents at a cost of less than postage alone, providing excellent value for the community.

Summary

Mr. Edwards concluded that Township operations remain steady, community events have been highly successful, and proactive fiscal and administrative planning efforts are underway to position the Township for continued efficiency and compliance in the coming year.

Fiscal Officer’s Report

Presented by Scott Fitzsimmons, Fiscal Officer

1. Training and Continuing Education

Mr. Fitzsimmons reported that he recently attended Auditor of State training, which focused on audit processes and best practices. He stated that while the township’s most recent audit is already complete, the session provided useful insight and updates. He will attend the Center for Public Investment Management (CPIM) Conference next month, as required by law due to the township’s investment activities, and another training session in December to prepare for year-end financial closeout and the transition to the new fiscal year.

2. Banking and Financial Operations

Mr. Fitzsimmons stated that the township’s transition to Peoples Bank is progressing smoothly. He has a training session scheduled with the bank on Friday to implement electronic payment systems, and the safety deposit box will also be moved to Peoples Bank this week. He will notify the Board by email once this process is complete.

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3. Fiscal Planning and Budget Preparation

Mr. Fitzsimmons has been in communication with other fiscal officers throughout Warren County and neighboring areas to gather input on House Bill 309 and related fiscal management considerations. He outlined his plan to begin circulating a capital planning document through the Administrator to help organize and prioritize upcoming capital purchases.

He further discussed the creation of capital improvement funds, reserve balance accounts, and budget stabilization funds to provide clearer financial structure and align with statutory limits. These accounts will also improve transparency with the County Budget Commission and strengthen long-term fiscal stability.

Mr. Fitzsimmons noted that the appropriations process will incorporate these structural changes and serve as the framework for future planning. He recommended scheduling a budget work session on November 18 to review and refine the proposed appropriations so that the Board can formally adopt them at the December meeting.

4. Investment Review

Mr. Fitzsimmons also met with the township's financial advisor and confirmed that township investments are performing well. He will scan and distribute the advisor's report to the Board for review.

Summary

Mr. Fitzsimmons concluded by emphasizing the importance of forward financial planning and transparency, noting that the coming months will focus on finalizing capital plans, preparing appropriations, and positioning the township for a smooth fiscal year transition.

OLD BUSINESS

1. SAFER Grant:

No Update Due to Federal Government Shutdown

2. Domain Name:

No Update Due to Federal Government Shutdown

3. 165 Miami Street Property:

Mr. Edwards reported that he and Mr. Kretz have been working extensively on revisions to the sale documents for the property at 165 Miami Street. The agreement contains numerous tracked changes, which are currently being finalized. While the original release date was planned for November 3, it may be delayed slightly to ensure all updates are complete.

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Mr. Edwards noted that additional interest has been received in the property, including two new inquiries, one from an out-of-town party who recently toured the station. Final document revisions are expected to be completed and circulated to the Board and legal counsel within the next few days.

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

a. RESOLUTION 2025-78 RESOLUTION TO ESTABLISH WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING DATES FOR THE YEAR 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 2025-79 A RESOLUTION CONCERNING ZONING TEXT AMENDMENTS TO THE WAYNE TOWNSHIP ZONING RESOLUTION PERTAINING TO SECTIONS OF THE ZONING CODE AS ATTACHED TO THIS RESOLUTIONRESOLUTION

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.

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- c. **RESOLUTION 2025-80 A RESOLUTION ADOPTING THE WAYNE TOWNSHIP FISCAL POLICY REGARDING REWARD, FREQUENT-FLYER, AND DISCOUNT PROGRAMS IN ACCORDANCE WITH AUDITOR OF STATE TECHNICAL BULLETIN 2025-012, AND OHIO ETHICS COMMISSION ADVISORY OPINION 2025-02.**

Discussion

Mr. Fitzsimmons explained that under updated Ohio Ethics Commission guidance and Auditor of State recommendations, personal use of vendor rewards is now permissible when earned in the same manner as the general public and without additional cost to the township. He clarified that while township-issued credit cards already accumulate and retain points for the township, employees or officials using personal accounts for authorized purchases may earn incidental rewards (e.g., sandwich shop loyalty programs) as long as they comply with disclosure requirements.

The policy requires an annual declaration of any vendor loyalty or rewards programs an employee or official participates in to ensure transparency and prevent misuse. These disclosures serve as a control mechanism to identify potential patterns of favoritism or repeated use of specific vendors.

Following the discussion, a motion was made to adopt Resolution 2025-80, establishing the policy in alignment with Ohio Ethics Commission Advisory Opinion 2025-02 and Auditor of State Technical Bulletin 2025-012.

Motion

Mr. Jacobs motioned to adopt the resolution. **Ms. Colvin** 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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d. RESOLUTION 2025-81 A RESOLUTION ADOPTING THE WAYNE TOWNSHIP FISCAL POLICY REGARDING SALES TAX REIMBURSEMENT FOR TAX-EXEMPT PUBLIC OFFICE PURCHASES

Discussion

Fiscal Officer Scott Fitzsimmons explained that recent Auditor of State bulletins clarified proper procedures for using a public entity's tax-exempt certificate. He noted that some issues statewide had arisen where individuals used their personal credit cards while presenting a government tax-exempt form, which is not permissible.

Under the updated guidance, tax-exempt forms may only be used when purchases are made directly with a township credit card, an authorized purchase order, or through an approved vendor account already set up under the township's name.

Mr. Fitzsimmons added that while employees may occasionally make small or emergency purchases with personal funds, they must pay sales tax at the point of sale, and the township may reimburse the tax afterward. However, this should be infrequent and limited to emergency situations.

He emphasized that the Auditor's Office is tightening enforcement on tax-exempt compliance, noting an increase in findings for recovery against entities improperly claiming exemptions or paying sales tax unnecessarily. The clarification aims to ensure full compliance and prevent audit findings related to misuse of tax-exempt status.

Motion

Ms. Colvin 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.

ZONING HEARING

At 7:30 p.m., Trustee Coffman called the scheduled zoning meeting into session to discuss proposed text amendments to the Wayne Township Zoning Code. The hearing was led by Zoning Officer Stacey Lowing, who presented the proposed changes and provided an overview of the amendments for discussion. No legislative action was taken during the zoning hearing.

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Ms. Lowing reported that the Warren County Regional Planning Commission Executive Committee voted 11–1 to recommend approval of the amendments with one minor revision, and that the Wayne Township Zoning Commission voted 4–0 in favor of approval.

Summary of Key Amendments Presented:

- **Site Plan Requirements:** All site plans will now require professionally prepared drawings by a licensed architect, engineer, landscape architect, or surveyor. Hand-drawn or informal sketches will no longer be accepted.
- **Public Notice Procedures:** Updated to allow public notices to be published on the township website and social media in addition to or in place of newspaper publication, as permitted by recent legislation.
- **Cannabis Regulations:** New language prohibits cannabis cultivation, processing, and dispensary operations in all zoning districts, as recommended by the Warren County Prosecutor’s Office.
- **Solar Energy Regulations:**
 - Accessory solar energy systems (serving on-site homes or businesses) will continue to be permitted in all zoning districts, subject to height and placement standards.
 - Principal solar energy production facilities under 50 megawatts are prohibited. Facilities over 50 megawatts remain under the jurisdiction of the Ohio Power Siting Board and cannot be locally prohibited.
- **Secondary Dwelling Units:** Allows the Zoning Inspector to approve detached secondary dwelling units on lots of five acres or more when all standards are met. Smaller lots will still require Board of Zoning Appeals approval.
- **Conservation Design Option (CDO):** Removes CDO as a “by-right” development option and incorporates it into the Planned Development District (PDD) framework to provide more oversight and flexibility in subdivision design.
- **Definitions Section:** Updated to include new terms related to cannabis regulation, solar energy facilities, and removal of outdated conservation design language.

No public comments were offered during the hearing. Following the presentation, trustees thanked Ms. Lowing for her detailed explanation.

Ms. Colvin moved to close the hearing which was seconded by Mr. Jacobs. A voice vote was taken with the following results 3 yea/0 nay/0 abstain.

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Correspondence

Gus Edwards

Mr. Edwards reported receiving a letter of appreciation from the Warren County Park District thanking the township for its participation and support during the Hisey Park Fall Festival. The letter was included in the trustees' meeting packets.

He also noted that trustees should have received an email from the Warren County Prosecutor's Office announcing a Community Organizational Training Program for nonprofit leaders, board members, officers, directors, volunteers, churches, schools, and charitable organizations. The program offers free consultations and training sessions for community groups, with registration required through the Prosecutor's Office.

Elected Officials' Comments

- **Trustee Colvin** Trustee Diane Colvin thanked the fire department for their hard work during the Sauerkraut Festival.

WORK SESSION

A work session was conducted by Fire Chief Jason Beckett to present and discuss his proposed staffing plan for the Wayne Township Fire Department. Chief Beckett outlined a proposal to increase staffing levels to four (4) firefighter/paramedics per 24-hour shift to improve emergency response capability and overall operational efficiency.

No decisions or legislative actions were taken during the work session.

EXECUTIVE SESSION

Trustee Coffman made a motion at 8:38 p.m. to enter an executive session under Ohio Revised Code Section 121.22(G)(1) to discuss personnel matters in the fire department.

Trustee Colvin seconded the motion. A roll call vote was taken, resulting in the following: Mr. Coffman – Yea; Ms. Colvin – Yea; Mr. Jacobs – Yea.

The Board of Trustees entered into an executive session with the Township Administrator Gus Edwards and Fire Chief Beckett.

Trustee Coffman motioned to exit the executive session. Seconded by Trustee Colvin. A voice vote was taken, resulting in the following: 3 yea/ 0 nay/ 0 abstain.

No action was taken during the executive session.

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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 9:40 p.m.

Brad Coffman – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer