

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
NOVEMBER 4TH, 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; and Zoning Officer Stacey Lowing.

Guests and residents

Oliver Abney, David Albers, Sam Fitzsimmons, Keith Gregory, Gavin Gregory, Liz Gregory, Matt Mumma, Jeff Patton, Cole Rice, Chase Wical, Logan Wical, and Hanna Wolfenbarger.

Approval of Minutes

Ms. Colvin moved and was seconded by **Mr. Jacobs** to approve the **October 21st, 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

None

Department Reports

Road Department:

Report submitted by Scott Camery, Road Superintendent

Road Superintendent Scott Camery stood on his written report as submitted and provided the following expanded updates for the Board.

1. Mowing, Bushwhacking, and Visibility Work

- Bushwhacking for the 2025 season is now fully completed, with crews shifting attention to several visibility-related trouble spots that required additional trimming and cleanup.

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- Mr. Camery reported the south end is roughly one day from finishing its final mowing cycle of the season. Once completed, crews will immediately begin the last round of mowing in the north end to close out annual vegetation maintenance.

2. Seasonal Operations and Facility Maintenance

- Leaf-patrol operations continue at full pace, reflecting the peak period of heavy roadside leaf accumulation. Crews are working proactively to prevent drainage issues, improve roadway visibility, and maintain safe travel conditions.
- Guardrail repairs have been delayed for another couple of weeks due to workload prioritization and the need to complete higher-demand seasonal tasks first.
- A fall spruce-up of the Administration Building was completed ahead of Election Day, including grounds maintenance and exterior cleanup to ensure the facility was presentable for increased public activity.

3. Preparation for Winter Operations

- As mowing operations wind down—and particularly on rainy days when fieldwork is limited—the department is shifting its attention to winter preparation activities.
- Mounting of salt spreaders and other winter-related equipment has already begun, ensuring the fleet is ready ahead of the first winter event.
- Mr. Camery noted that 100% of Road Department equipment is currently in service and fully operational, which puts the township in a strong readiness posture for the coming winter season.

4. Vehicle Maintenance and Recall Updates

- Both 6,500-series trucks previously subject to manufacturer recalls have now been fully serviced and cleared. With these concerns addressed, the department anticipates no further recall-related interruptions during the winter season.
- The bucket truck required replacement of all three of its batteries. Mr. Camery noted the previous set lasted thirteen years—an unusually long and impressive service life.
- The F-150 battery was also replaced after six years, far exceeding its rated lifespan of two and a half years, reflecting both strong maintenance practices and reliable equipment performance.
- Mr. Camery remarked that this was only the second time in his career he has replaced batteries after such extended periods, joking that it serves as its own reminder of how long he has been in the profession.

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5. 2026 Road Resurfacing Program Proposal

- The proposed 2026 Road Resurfacing Program has been completed.
- Mr. Camery will meet with Fiscal Officer Fitzsimmons and Administrator Edwards to review the plan in detail, confirm funding availability, and ensure the proposal is aligned with temporary appropriations and long-range planning priorities.
- He stated he does not foresee any budgetary challenges or implementation issues at this time.

6. SCView Timesheet and Email Issues

- Mr. Camery reported ongoing difficulties with timesheet submissions and email functionality within the SCView system.
- He and Fiscal Officer Fitzsimmons have been actively working with SCView support to diagnose and correct the issues.
- Recent adjustments appear promising, and the upcoming pay-period closeout will provide the first full test of whether the system is now functioning correctly.

Fire Department:

Provided by Jason Beckett, Fire Chief

Calls for Service	Monthly	Year-to-Date
EMS Runs	82	742
Fire Runs	32	383
Totals	114	1,125

At the time of the Fire Department report, Chief Jason Beckett and on-duty personnel were dispatched to an active structure fire. As a result, Township Administrator Gus Edwards read the Chief’s written report into the record on his behalf.

1. Community Engagement – Trick-or-Treat Coverage

- Fire Department crews were out in Furnas Forge and the Village during Trick-or-Treat activities, providing visibility, assisting with community safety and handing out candy.
- Chief Beckett personally provided coverage and handed out candy in the Sandy Run area.

2. Vehicle and Equipment Maintenance

- Oil changes were completed on both squads and on the Tahoe.
- The Tahoe also received a tire rotation as part of routine seasonal maintenance.

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3. Cadet Program

- Mr. Edwards noted that the Cadet Induction Ceremony for the first class of Fire Department Cadets would take place later in the evening.
- A brief celebration with cake was planned following the ceremony to recognize the Cadets' entry into the program.

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Permit and Fee Activity

Ms. Lowing reported a total of 10 permits issued for the month, resulting in \$2,400.00 in fees collected, all of which have been deposited. The permits issued included:

Accessory Building – \$100 each

- 8140 Township Line Rd.
- 8603 New Burlington Rd.
- 6186 Gard Rd.
- 5940 Gard Rd.
- 9730 Bellbrook Rd.

Temporary Sign – \$50

- 4492 State Route 73

Single-Family Residence – \$225

- 3090 Lytle Rd.

Addition – \$100

- 3090 Lytle Rd.

Variance Applications – \$500 each

- 5852 Oregonia Rd.
- 11193 Elm Tree
- 3211 Lytle Rd.

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Ms. Lowing noted that this month saw a steady level of construction-related activity, ranging from new accessory structures to residential development and zoning variance submissions.

2. Board of Zoning Appeals (BZA)

Ms. Lowing advised the Board that the Board of Zoning Appeals will meet on **November 20, 2025**, and will conduct three variance hearings that evening. The cases scheduled include:

- 5852 Oregonia Rd. – Variance for the height of a solar array.
- 11193 Elm Tree – Variance related to lot standards.
- 3211 Lytle Rd. – Variance regarding the number and footprint of accessory buildings.

She noted that this docket represents a full evening and will likely be a busy session for the BZA.

Administrator's Report

Presented by Gus Edwards, Township Administrator

1. OPWC Project

- Mr. Edwards reported that the OPWC project is nearly complete.
- The Township is currently waiting on the final invoice, and the remaining payments and disbursements are being processed to formally close out the project.

2. Appropriations and Long-Range Planning

- Mr. Edwards stated that, with departmental input now coming in—including materials submitted by the Fiscal Officer—he is working on preliminary appropriations and forecasting for 2026 and beyond.
- This effort includes identifying anticipated and needed projects over the next several years so that the Township can:
 - Forecast and appropriate funds in the correct budget years; and
 - Ensure that expenditures are aligned with anticipated legislation and guidance.
- He indicated that a draft of these materials should be available to the Trustees sometime in November or early December for review.

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3. Facility Security and LaForce Door/Access Control Proposals

Mr. Edwards reported that LaForce has provided quotes for several security and door hardware solutions at the Administration Building and potentially other Township facilities.

The immediate concern involves the far north back door at the Administration Building, where the existing lock is functioning only marginally and is no longer manufactured, necessitating replacement or upgrade.

Options under consideration include:

- Replacing four doors (two rear doors, the front door, and the basement door) with electronic key card access, and
- Integrating these doors into a unified access control system that could also include the new fire station and, potentially, the road garage.
- Mr. Edwards explained that the current key card system at the new fire station is no longer fully serviceable because the original software provider was acquired by a larger company, and the existing system either requires significant upgrades or replacement.
- One proposal would place all Township buildings on a single, cloud-based access control platform, enabling the doors to be managed and interfaced together.
- He noted that the estimated cost range is approximately \$4,000 to \$16,000, depending on how many doors and facilities are included in the project. Because of this range and the need for further review, he emphasized that he is not ready to move forward or “pull the trigger” yet.
- Mr. Edwards also pointed out that full integration of the road garage would likely require a dedicated internet connection, as he is currently relying on a hotspot at that location.
- He advised that he will circulate the LaForce proposal packet to the Trustees so they can review the various options and recommendations in detail.

In collaboration with Zoning Officer Stacey Lowing, Mr. Edwards is also considering additional internal security measures inside the Administration Building. Possibilities include:

- Making the interior office hallway doors lockable, especially when civic groups are using the meeting space;
- Using different keying or access arrangements on certain doors to limit access to office areas while still allowing community use of the building.

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- He reiterated that these discussions are preliminary and part of broader efforts to improve facility security and access control as the Township plans for 2026 and beyond.

4. Miscellaneous and Upcoming Events

- Mr. Edwards reminded the Board that the Warren County Township Association and Warren County Engineer's Dinner will be held on Thursday, November 6, at 6:00 p.m.
- He also noted the observance of Veterans Day on November 11.

Fiscal Officer's Report

Presented by Scott Fitzsimmons, Fiscal Officer

Fiscal Officer Scott Fitzsimmons provided a brief update to the Board, noting ongoing coordination with the Administrator regarding appropriations and upcoming financial planning activities.

1. Training and Financial Planning

- Mr. Fitzsimmons reported he will be attending a training session on Thursday in Columbus with the Ohio Treasurer of State's Office, focused on financial planning and related fiscal procedures.
- He noted that this training will support the ongoing work toward preparing the Township's appropriations and long-range financial posture for the coming year.

2. Appropriations and Scheduling a Work Session

- Mr. Fitzsimmons confirmed that, as Administrator Edwards mentioned earlier, there is significant ongoing work toward the 2026 appropriations involving multiple departments.
- He expressed his intention to schedule a work session at the next regular meeting to begin discussing and refining appropriation plans in detail.
- His goal is to move the process forward so that appropriations can be finalized and approved in November or December, allowing the Township to enter the new fiscal year in a well-prepared position.
- Mr. Fitzsimmons indicated he plans to coordinate with Mr. Edwards to finalize the timing and structure of this session.

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.

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OLD BUSINESS

1. SAFER Grant:

No Update Due to Federal Government Shutdown

2. Domain Name Change:

No Update Due to Federal Government Shutdown

3. Fire Training Captain Position:

Mr. Coffman has noted that there has been some discussions on the topic. However, no additional discussions at this time.

4. 165 Miami Street Property:

Township Administrator Gus Edwards provided a brief update regarding preparations for the sale of the former firehouse located at 165 Miami Street. He reported that Ms. Colvin will be meeting with him later in the week and that most of the required materials are nearly ready, with only a few remaining adjustments to finalize. The primary outstanding decision involves whether to list the property as multiple parcels or as a single parcel; Mr. Edwards noted that the Township's Consultant, Mr. Kretz, is recommending listing all three parcels together as one unit.

In response to a question from the Board, Mr. Edwards stated that Mr. Kretz has not yet mentioned any charge for his work, though there has been a standing gentleman's agreement that he would receive a stipend for assisting with this portion of the process.

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 2025-82 APPROVE THE RECLASSIFICATION AND PAY INCREASE OF RICHARD SCOTT AS A WAYNE TOWNSHIP FIRE DEPARTMENT PART-TIME FIREFIGHTER/ PARAMEDIC**

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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- b. **RESOLUTION 2025-83 APPROVE THE ACCEPTANCE AND HIRING OF CODY A. SMELTZER TO THE WAYNE TOWNSHIP FIRE DEPARTMENT AS A PART-TIME FIREFIGHTER/ EMT**

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.

- c. **RESOLUTION 2025-84 RESOLUTION FOR POSTING A REGULATORY "NO TRUCKS" SIGN IN MT. HOLLY ON MAIN STREET AND MIDDLE STREET**

Discussion

The Board discussed Resolution 2025-84, regarding the placement of regulatory No-Truck signs in the Mount Holly area. Road Superintendent Scott Camery explained that the Township has experienced multiple incidents involving tractor-trailers attempting to travel through the alleys in Mount Holly based on GPS routing. Despite visual cues indicating the roadway is not suitable, drivers continue to rely on their navigation systems, resulting in trucks entering areas that cannot safely accommodate them.

Mr. Camery noted that the alleys are not navigable by tractor-trailers, and although the Township has double-chipped the surface, it cannot withstand heavy truck traffic. Because *No-Truck* signage is regulatory and enforceable, with associated penalties and fines, formal Board action is required before installation.

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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d. RESOLUTION 2025-85 A RESOLUTION INDUCTING THE INAUGURAL CLASS OF THE WAYNE TOWNSHIP

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.

Comments:

Trustee Coffman

Following the passage of Resolution 2025-85 inducting the inaugural class of Wayne Township Fire Department Cadets—**Oliver Abney, Sam Fitzsimmons, Gavin Gregory, Cole Rice, Chase Wical, and Logan Wical**—Trustee Brad Coffman offered congratulatory remarks.

Trustee Coffman expressed his enthusiasm for the launch of the program and thanked Fiscal Officer Scott Fitzsimmons for taking the initiative to develop and lead the effort, along with support from Sam Fitzsimmons. He commended the cadets for stepping forward to serve their community and stated that he believes the program will be a meaningful and formative experience for each of them.

He encouraged the cadets to embrace the opportunities ahead, noting that if they ultimately choose to pursue a career in the fire service, this program will help answer important questions and build a strong foundation. He concluded by expressing appreciation for their enthusiasm, leadership, and commitment to public service.

Trustee Colvin

Trustee Diane Colvin also offered her congratulations to the newly inducted Fire Department Cadets. She noted that although Chief Beckett was not present due to the active structure fire response, she had previously asked him to provide the cadets with information about training opportunities available through the Warren County Career Center.

Trustee Colvin explained that there may be age restrictions, but the Career Center offers free fire and EMS training programs, and Chief Beckett would supply the cadets with details on eligibility, requirements, and the commitment involved. She reiterated her congratulations and expressed her support for the cadets as they begin their service.

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Trustee Jacobs

Trustee Andy Jacobs also extended his congratulations to the newly inducted cadets, expressing his enthusiasm for the launch of the program. He thanked Fiscal Officer Scott Fitzsimmons for his work in bringing the cadet initiative to life.

Trustee Jacobs remarked that, through his own experience coaching youth, he recognizes the value of giving young people opportunities to step into new roles and discover their potential. He emphasized that the cadets represent the next generation of leaders and carry an important responsibility as they begin this journey.

He encouraged them to be excited about the path ahead, noting that this is an important and meaningful moment in their lives. He closed by offering additional thanks to Sam Fitzsimmons for his support and involvement in the program.

Cadet Induction Ceremony

The Board paused the regular business meeting to conduct a brief induction ceremony for the inaugural class of Wayne Township Fire Department Cadets. During the ceremony, each cadet was presented with an official membership certificate and a challenge coin recognizing their entry into the program.

Family members were invited forward for photographs with the cadets, and the moment was commemorated with group pictures and individual presentations. Following the meeting, attendees enjoyed cake and refreshments, celebrating the launch of the cadet program before the Board resumed its regular meeting agenda.

3. DRAFT proposal of personnel manning of the fire department

- Discussions put on hold until a follow up meeting.

Correspondence

None

Elected Officials' Comments

None

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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 7:28 p.m.

Brad Coffman – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer