

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

December 2nd, 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. Township Staff present included: Administrator Donald Edwards; Fire Chief Jason Beckett; Road Superintendent Camery, and Zoning Officer Stacey Lowing.

Guests and residents

David Albers, Daric Brown, Sam Fitzsimmons, Matt Mumma, Jeff Patton, and Pam Patton.

Approval of Minutes

Mr. Jacobs moved, and **Ms. Colvin** seconded, to approve the **minutes of the December 2nd, 2025**, regular session meeting. 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 noted that Resolution 2025-93, a resolution to change fire employee Diane Lazar's job classification from EMT to fire firefighter/EMT, has been added to the agenda.

Citizens' Comments

NONE

Department Reports

Road Department:

Report submitted by Scott Camery, Road Superintendent

Road Department Report

1. Personnel

The Road Superintendent reported that all 2025 Employee Evaluation Reports (EERs) have been completed and submitted through the appropriate chain of command.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

December 2nd, 2025

2. Operations and Maintenance

The department has been prioritizing maintenance and readiness of snow and ice removal equipment to ensure a higher level of operational preparedness. Following a recent snow event, crews will continue post-event recovery activities, including cleaning, inspection, and routine maintenance of trucks and equipment to prepare for future weather events.

All Road Department equipment is currently operational and available for use.

3. Winter Operations

The Road Superintendent provided a verbal update on recent snow operations. Approximately five inches of snow were measured at the Road Garage, exceeding snowfall amounts reported elsewhere. Crews conducted a preemptive response beginning the prior evening and continued operations as snowfall increased. The snow event was managed effectively, and road conditions were restored without issue.

4. Infrastructure and Grounds Maintenance

Tree trimming, guardrail repairs, and bush trimming at the Administration Building remain ongoing, with some tree trimming already completed.

5. Safety and Equipment

Safety equipment has been ordered for procurement using M.O.R.E. Grant funds. Additionally, a hood strut failure on the 2023 Chevrolet 6500 plow truck was repaired under warranty at no cost to the Township.

6. Capital Planning and Projects

Proposed 2026 road projects have been submitted. The Road Superintendent noted that the remaining 2026 Road Department appropriations will require further discussion and development.

7. Facilities

The Road Superintendent reported a power outage at the Road Garage during the week of November 17. Partial power was restored using a portable generator, allowing operations to continue until Duke Energy completed repairs. The outage was noted as part of a broader service interruption affecting the surrounding area.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
December 2nd, 2025

8. Administrative Systems

Issues related to SCView timesheet processing have been resolved.

Fire Department:

Provided by Jason Beckett, Fire Chief

Calls for Service	Monthly	Year-to-Date
EMS Runs	80	818
Fire Runs	25	327
Totals	105	1,145

1. Call Volume and Activity

The Fire Chief reported that in November, the department responded to 80 EMS runs and 25 fire runs, for a total of 105 calls. Year-to-date totals include 818 EMS calls and 327 fire runs, for a combined total of 1,145 calls.

2. Personnel

The Fire Chief reported that Station Lieutenant job postings have been issued both internally and externally. In addition, postings have been opened for part-time Firefighter/EMT, Advanced EMT, and Paramedic positions.

The Fire Chief reported two resignations. Rachel Salisbury resigned after accepting a full-time position with Kettering Transport. Abbie Muterspaw also resigned due to her full-time job and personal commitments.

3. Equipment and Capital Needs

The Fire Chief noted that an AED replacement is anticipated and will be brought before the Board at an upcoming meeting.

4. Training and Community Partnerships

The Fire Chief reported that the Warren County Career Center Firefighter Level II class is using the Township fire station bay because snowy conditions limit access to their training tower. Approximately 20 student firefighters are scheduled to use the facility on the evening of the meeting and again on Thursday.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

December 2nd, 2025

The Fire Chief concluded the report and offered to answer any questions from the Board.

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Permit and Fee Activity

The Zoning Officer reported the following permit activity and fees collected:

- Accessory building, 5424 Thomas Drive — \$100
- Single-family residence, 4030 Pekin Road — \$225
- Shed, 6431 Trillium Drive — \$25
- In-ground pool, 9433 Sandy Run Drive — \$75
- Permit issued at 3305 O'Neall Road

A total of five permits were issued, with fees collected totaling \$500.00. All funds have been deposited.

2. Board of Zoning Appeals (BZA)

The Zoning Officer reported that three variance hearings were held on November 20, 2025.

- 5852 Oregonia Road, height of solar array — approved
- 11193 Elm Tree, lot standards — approved
- 3211 Lytle Road, number and footprint of accessory buildings — denied

Two variances were approved, and one was denied at the hearing.

3. Planning and Development

The Zoning Officer reported that she will be attending a subdivision concept plan meeting at Regional Planning on Thursday, December 4, 2025, at 10:00 a.m. The meeting will review a proposed 15-lot subdivision on Lytle-Ferry Road.

The Zoning Officer concluded her report and was thanked by the Board.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

December 2nd, 2025

Administrator's Report

Presented by Gus Edwards, Township Administrator

1. Employee Evaluations

The Administrator reported that Road Department employee evaluations have been completed. Administrative staff evaluations have also been completed and are pending review meetings with employees.

2. Appropriations and Capital Planning

The Administrator requested discussion regarding a proposed capital purchase of a skid steer with multiple attachments, estimated between \$125,000 and \$150,000. Funding options discussed included purchasing directly from the General Fund or transferring funds to the Road and Bridge Fund for the purchase.

The Administrator reviewed preliminary capital planning concepts and provided a working list of potential capital items for future consideration. Discussion included the importance of prioritizing capital needs, reducing General Fund carryover balances, and demonstrating a structured capital improvement plan to the County Budget Commission. The Administrator noted that capital planning remains a work in progress and will be further developed in coordination with appropriations and future budget discussions.

3. Facilities and Security (LaForce / IMS)

The Administrator reported receiving quotes from LaForce for multiple security-related options, including repair of the Administration Building back door lock, potential replacement of four doors with electronic key card access, and possible integration with Firehouse security systems, including a cloud-based option.

A second company, IMS, evaluated the doors and access controllers and determined that the Administration Building back door requires locksmith repair due to worn lock pins. A repair technician has been scheduled to complete the repair. Additional quotes for controller upgrades will be reviewed once received.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

December 2nd, 2025

4. Property Sale – 165 Miami Street

The Administrator reported that the Notice of Sealed Bid for the commercial government property at 165 Miami Street has been published. The bid opening is scheduled for December 16, 2025, at 5:00 p.m. Pre-bid visual inspections will be held on December 3, 2025, from 1:00 p.m. to 5:00 p.m. The Administrator indicated that bid tabulation materials will be prepared for Board review.

5. Meetings and Events

The Administrator reminded the Board of the following upcoming events:

- **December 9, 2025:** Meeting with Warren County Auditor Matt Nolan at 6:30 p.m. at PAC
- **December 22, 2025:** Clearcreek Township Trustee Ed Wade's retirement reception from 11:30 a.m. to 1:30 p.m.
- **December 22, 2025:** Township employee Christmas party

The Administrator concluded the report and thanked the Board.

Fiscal Officer's Report

The Fiscal Officer was absent, and no report was given.

1. Appropriations

The Fiscal Officer reported that preliminary materials related to Temporary Appropriations have been distributed to the Board and may require minor adjustments. The formal resolution was not presented at this meeting and will be brought forward at the next regular meeting. The Board discussed next steps, including whether a work session may be needed. It was agreed that the Board will review the materials in advance, develop any questions, and determine at the next meeting whether a work session is necessary before taking action on the Temporary Appropriations resolution.

2. OPWC Project Refunds

The Fiscal Officer reported that checks for OPWC project refunds were approved and signed. Refunds will be issued this week to the Warren County Engineer's Office, the Village of Corwin, and the Village of Waynesville.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

December 2nd, 2025

3. Capital Improvement Planning

The Fiscal Officer reported that initial materials related to the Township's Capital Improvement Plan (CIP) will be distributed to department heads this week for review and input. This effort will build upon preliminary planning already underway.

4. Training and Year-End Closeout

The Fiscal Officer reported that he will be attending end-of-year training in Columbus, focused on year-end financial procedures, closing the Township's books, and preparing for the start of the new fiscal year.

5. Legislative Update

The Fiscal Officer reported that House Bill 335 has passed, including provisions to cap inside millage at the current inflation rate. The Fiscal Officer has contacted the Warren County Auditor to seek clarification regarding whether the provisions will apply prospectively or retroactively, as this may impact future financial planning.

The Fiscal Officer concluded the report and was thanked by the Board.

OLD BUSINESS

1. Fire Department SAFER Grant

The Board discussed the status of the Fire Department SAFER Grant application. Earlier today, Lieutenant Patterson submitted a request for an update on the application status. At this time, no determination has been received.

2. Website Address Naming Discussion

The Board discussed naming convention options for a new web address. Board members shared their preferences, with consensus forming around the second option presented: waynetownshipwcoh.gov. The Board noted the need to verify the availability of the selected name and confirmed that the designation would accurately reflect the Township. No formal action was taken.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
December 2nd, 2025

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 2025-86 A RESOLUTION DETERMINING THE ANNUAL PAY ROLL ADJUSTMENTS AND MERIT PAY BASED ON PERFORMANCE EVALUATIONS OF ALL EMPLOYEES.

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 – nay. The resolution was adopted.

b. RESOLUTION 2025-89 APPROVE THE RESIGNATION OF LT. DAVID DOWELL FROM THE WAYNE TOWNSHIP FIRE DEPARTMENT.

Motion

Mr. Coffman 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 – nay. The resolution was adopted.

c. RESOLUTION 2025-90 ACCEPTING THE RESIGNATION OF RACHAEL SALISBURY, A FIRE FIGHTER / PARAMEDIC FROM THE WAYNE TOWNSHIP FIRE DEPARTMENT.

Motion

Mr. Coffman 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.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
December 2nd, 2025

- d. **RESOLUTION 2025-91 ACCEPTING THE RESIGNATION OF ABBIE MUTERSPAW, A FIRE FIGHTER / EMT 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.

- e. **RESOLUTION 2025-92 ELECTING TWO REPRESENTATIVES FOR WAYNE TOWNSHIP TO THE VOLUNTEER FIRE FIGHTERS’ DEPENDENTS FUND BOARD FOR THE YEAR 2026.**

Discussion

The Board held a brief discussion regarding the Fire Dependents’ Fund. As part of that discussion, Trustee Diane Colvin and Trustee Andy Jacobs volunteered to serve as the Board’s representatives to the program.

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.

- f. **RESOLUTION 2025-93 APPROVING THE RECLASSIFICATION AND PAY INCREASE OF DIANA LAZAR AS A WAYNE TOWNSHIP PART-TIME FIREFIGHTER / EMT. Motion**

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.

Elected Officials’ Comments:

Trustee Jacobs

Mr. Jacobs expressed appreciation to Mr. Dowell for his service and contributions to the Township. It was noted that Mr. Dowell has provided assistance well beyond specific tasks, including support with communications and other needs, and that his efforts have had a meaningful and lasting impact on the Township. Mr. Jacobs thanked Mr. Dowell for his dedication and service.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
December 2nd, 2025

Correspondence

None

RECORDS RETENTION COMMISSION

At 7:30 p.m., the Board entered into a public hearing for Annual Records Retention as required by Ohio Revised Code Section 149.42, which governs records retention and disposition for townships. The purpose of the hearing, as required by law, is to provide an opportunity for public comment before the approval or implementation of any records retention schedules or records disposition actions by the Township Records Commission.

Fiscal Officer Scott Fitzsimmons reported that there were no records retention or disposition items requiring action by the Records Commission at this time and advised that he was available to answer any questions from the Commission or the public.

There being no questions or additional business, the public hearing concluded at 7:31 p.m.

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 7:32 p.m.

Brad Coffman – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer