

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

NOVEMBER 18TH, 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, Cheryl Davidson, Kelli Martin, Matt Mumma

Approval of Minutes

Ms. Jacobs moved, and Mr. Colvin seconded, to approve the **November 4th, 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 Department Report

1. General Updates

The Road Superintendent reported a minor incident that occurred on Monday before Veterans Day, noting it was handled without significant issues. He reaffirmed the accuracy of the previously submitted written report to the Board and highlighted Item #6 for consideration as the Township moves into the appropriation cycle.

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He also noted ongoing “hiccups” with SCView and timesheet submissions. Adjustments have been made, and the upcoming payroll submission at the end of the week will help determine whether the issues are resolved.

2. Seasonal Operations

- **Mowing:** All mowing for the 2025 season, including bushwhacking, has been completed.
- **Leaf Patrol:** One final round of leaf collection is scheduled for this week.
- **Winter Preparedness:** All four plow trucks are fully outfitted and ready for winter operations. Routine maintenance items remain, but will be completed without disrupting snow removal efforts.

3. Maintenance & Facility Work

- **Guardrail Repairs:** Planned for this week, weather permitting.
- **Administration Building Grounds:** Bush trimming remains ongoing and is expected to be completed by the end of the month.
- **Tree Trimming:** Several locations remain on the schedule and will be addressed before year-end as weather allows.

4. Project Planning & Budgeting

- The 2026 Road Resurfacing Project proposal has been completed and submitted to WCEO, Mr. Edwards, and Fiscal Officer Fitzsimmons. The Superintendent expressed confidence that the proposal reflects reliable budget figures for appropriation planning.
- A broader meeting will be needed to review overall Road Department budgeting, including Board direction regarding General Fund carryover, which will directly influence appropriation needs.
- Work has begun on 2025 Employee Evaluation Reports (EERs), with a goal of completion by the end of November.

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5. Equipment Status

The Superintendent reported that 100% of Road Department equipment is operational and available for use.

6. OPWC Project Closeout

The Superintendent announced that Fillmore Construction has officially closed out the OPWC road project. No further payments are owed to the contractor.

However, additional calculations will be required to determine the appropriate refunds to the two villages and the county that contributed funding. The Superintendent emphasized ensuring all partner jurisdictions are treated fairly. Fiscal Officer Fitzsimmons will assist with completing the financial reconciliation.

Fire Department:

Provided by Jason Beckett, Fire Chief

1. Marketing Class Project

Chief reported that he and staff met with the high school marketing class on Friday, November 14th. The students presented several preliminary concepts, and the department provided feedback on preferred direction and adjustments.

The class would like to deliver their final presentation to the Board in mid-December. Their last day of class coincides with the second Board meeting, so they are exploring presenting one week earlier. A work session may be needed depending on the schedule. The Chief noted that the Board will likely be very pleased with what the students have developed.

Survey participation for the project was reported as very strong.

2. Staffing & Volunteer Recruitment

- The Training Captain posting closed with no internal applicants.
- Three individuals have expressed interest in joining the department as volunteer members, with a fourth inquiry received the day of the meeting.

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3. Personnel Achievements

The Chief offered congratulations to two members for their recent certification accomplishments:

- Tyler Taylor successfully passed the National Registry exam and is now certified as a Firefighter EMT.
- Diana Lazar passed her Firefighter Level I certification. In celebration, she also provided refreshments during the meeting.

The Board acknowledged both members for their achievements.

4. EMS Grant & AED Replacement Proposal

The department currently has \$3,954.18 remaining in an EMS grant, which must be spent before the end of December.

The Chief reported that the department's AEDs on the engine and utility vehicle are more than 15 years old. They were initially purchased when the department used Philips monitors; however, the department now uses LifePak monitors. The old AEDs' pads are not compatible, requiring pad changes during patient transfer—an inefficient and potentially risky process.

The department is proposing to purchase two new Stryker AEDs, which are fully compatible with current LifePak equipment.

- **Total project cost:** \$5,765.34
- **Grant funds available:** \$3,954.18
- **Remaining balance needed:** \$1,811.16

Assistant Chief Lalich will submit an official proposal at the next Board meeting.

The Chief noted that while additional needs always exist, the AEDs represent the most urgent and operationally significant upgrade at this time.

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Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Upcoming Variance Hearings

The Zoning Officer reported that three variance hearings are scheduled for Thursday, January 20, 2025. The cases include:

- 5852 Oregonia Road – variance request regarding the height of a solar array.
- 1193 Elm Tree – variance related to lot standards.
- 3211 Lytle Road – variance concerning the number and footprint of accessory buildings.

2. Ongoing Development Activity

Ms. Lowing noted significant construction activity underway throughout the township, particularly along State Route 73, involving projects previously approved by the Board.

3. Current Projects in Progress

- The Bentley site is actively under development.
- The self-storage facility at the intersection of State Route 73 and Township Line Road is also progressing.
- Country Lakes appears to be preparing for an anticipated construction start in the spring.

Administrator's Report

Presented by Gus Edwards, Township Administrator

1. OPWC Project Closeout

The Administrator reported that the OPWC project has been fully completed and no additional construction activity is pending. Refund amounts have been calculated, with approximately \$1,900+ due back to the county and roughly \$600+ owed to each of the two villages. The Administrator confirmed that Fiscal Officer Fitzsimmons previously distributed a spreadsheet detailing the breakdown and will ensure the Trustees receive a copy.

2. Appropriations & Staffing Recommendations

The Administrator recommended that the Board consider the Department Heads' Staffing Model, the proposed Captain position, and annual payroll adjustments following discussion in Executive Session.

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These actions are outlined in Resolutions 2025-26 through 2025-28. A resolution will be prepared reflecting the Board's decisions after the Executive Session concludes.

3. LaForce Security System Proposals

The Administrator provided an update on security-related proposals submitted by LaForce, including options ranging from replacing the Administration Building's rear door lock to a multi-door upgrade utilizing electronic key-card access.

Additional options include modernizing the Firehouse security system to enable both buildings to operate on a unified, cloud-based access control platform.

Given Fiscal Officer Fitzsimmons' background in physical security, he has requested a review of LaForce's proposals and an opportunity to obtain a comparative quote from another vendor. All LaForce documents have been forwarded to him for that purpose.

4. 165 Miami Street – Old Fire Station Sale

The Administrator reported that the Notice of Sealed Bid for Commercial Government Property for the Old Fire Station has been published, with the bid opening scheduled for December 16th, 2025, at 5:00 p.m. Pre-bid visual inspections will take place on December 3rd from 1:00–5:00 p.m.

This process is being executed under the authority granted by Resolution 2025-18, covering Parcels 09-06-254-013, 09-06-254-003, and 09-06-254-002, in compliance with all applicable legal requirements, including Ohio Revised Code 121.22.

The Township's consultant will be on-site during the pre-bid inspections to serve as a neutral party. He will answer appropriate questions and ensure that no additional information is disclosed that would require equal disclosure to all bidders. Township staff were advised not to attend to avoid inadvertent disclosure.

5. VFIS Supplemental Insurance

The renewal application for the Volunteer Firefighter Insurance Services (VFIS) supplemental insurance policy has been submitted. The Administrator expects the renewal documents to be received before year-end for Board action.

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Fiscal Officer's Report

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

OLD BUSINESS

1. SAFER Grant:

No determination has been received. Chief Beckett noted that he email a coordinator about the grant status today.

2. Domain Name Change:

Mr. Dowell shared that the embargo on websites has been lifted since the federal government shutdown has been resolved. Mr. Dowell stated he would email the trustees with website names for their review.

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 ***TABLED*****

- b. RESOLUTION 2025-87 A RESOLUTION CREATING A TRAINING CAPTAIN POSITION WITHIN THE WAYNE TOWNSHIP FIRE DEPARTMENT**

Discussion

The Trustees discussed revisions to Resolution 2025-87, specifically agreeing to remove the language referencing a monthly stipend. The Board clarified that the position referenced in the resolution should allow flexibility to classify the individual as either a volunteer or part-time member, depending on the candidate and the Board's decision at the time of appointment.

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The Trustees agreed that the resolution will be corrected and re-signed at the next meeting. A printed copy was marked up during the discussion so that the updated version can be finalized for approval at the following session.

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 – nay. The resolution was adopted.

c. RESOLUTION 2025-88 A RESOLUTION APPROVING AN INCREASED STAFFING MODEL FOR THE WAYNE TOWNSHIP FIRE DEPARTMENT FOR 2026 APPROPRIATIONS

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 2025-88 A RESOLUTION APPROVING AN INCREASED STAFFING MODEL FOR THE WAYNE TOWNSHIP FIRE DEPARTMENT FOR 2026 APPROPRIATIONS~~

Discussion

Chief Beckett provided an in-depth explanation of the proposed fire staffing model connected to Resolution 2025-88. The plan calls for adding two additional part-time personnel per 24-hour shift, including one shift lieutenant, to ensure an engine is staffed 24/7 and to support simultaneous EMS runs. The goal is to maintain at least one paramedic and one driver on duty at all times, improve response times, and sustain ALS coverage even during overlapping calls.

Chief Beckett explained that implementation must be phased in, as part-time recruitment is increasingly difficult. Full staffing is anticipated by January 1, 2027, with a mid-year target of being fully staffed 50% of the time by July 1, 2026. He also described how the department uses a mix of rotation schedules and PRN personnel to manage shift coverage while staying within FLSA requirements.

Trustees discussed the duration of the staffing commitment. Trustee Coffman recommended a one-year commitment to evaluate staffing levels, budget impact, response times, and operational effectiveness before committing further. Chief requested a two-year window but agreed the Board may revisit progress at any time.

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.

Elected Officials' Comments:

Trustee Colvin

Trustee Colvin noted that she is coordinating a session on December 9th at 6:30 p.m. at the Performing Arts Center, where County Auditor Matt Nolan will present information regarding taxes affecting Wayne Township. She encouraged all Board members to attend.

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She added that representatives from both villages and the school district have been invited, and residents are also being encouraged to participate. Trustee Colvin stated that she previously shared an agenda for the event with the Board.

Correspondence

Township Administrator Edwards

Mr. Edwards reported several items requiring Board acknowledgment and approval. Donations included: \$25 from the Chamber of Commerce for Sauerkraut Festival vendor parking, a \$114.08 contribution from Trustee Andrew Jacobs to close out his campaign account designated for the Food Pantry, and a \$50,000 distribution from the Bob and Vivian Planck Living Trust for Wayne Township Rescue. This brings total trust distributions to \$200,000, with one final distribution anticipated in 2026, estimated at \$11,000–\$12,000.

Additionally, correspondence was received from the Warren County Health Department noting the retirement of Health Commissioner Dwayne Stansbury after 30 years of service, with well-wishes encouraged.

Motion

Mr. Coffman motioned to adopt the resolution. **Mr. Jacobs** seconded the motion, and a voice vote was conducted: A voice vote was conducted, with the following results: 3 yea, 0 nay, 0 abstain.

EXECUTIVE SESSION

Mr. Coffman made a motion at 7:19 p.m. to enter an executive session under Ohio Revised Code Section 121.22(G)(1) to discuss personnel matters about staffing plans for the fire department. Ms. 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.

Mr. Coffman motioned at 9:38 p.m. to exit the executive session. Seconded by Ms. Colvin. A voice vote was taken, resulting in the following: 3 yea/ 0 nay/ 0 abstain.

No legislative action was taken during the executive session.

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EXECUTIVE SESSION

Mr. Coffman made a motion at 10:05 p.m. to enter an executive session under Ohio Revised Code Section 121.22(G)(2) to discuss the sale of the property at 165 Miami Street.

Mr. Jacobs 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.

Ms. Colvin motioned at 10:19 p.m. to exit the executive session. Seconded by **Mr. Coffman**. A voice vote was taken, resulting in the following: 3 yea/ 0 nay/ 0 abstain.

No legislative action was taken during the executive session.

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 10:21 p.m.

Brad Coffman – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer