

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

December 16th, 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.

Guests and residents

Dave Albers, Christian Anguian, AJ Buse, Chris Durosa, Sam Fitzsimmons, Kelly Martin, Matt Mumma, Jeff Patton, Megan Pheinsadel, and Rob Scott.

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

NONE

PRESENTATION

College of Modern Design Presentation – Fire Department Rebranding

Representatives from the College of Modern Design presented a proposed rebranding and community outreach concept for the Wayne Township Fire Department as part of a senior capstone project.

The presentation outlined research findings noting the township's growth, the department's evolution from an all-volunteer model, and the need to increase public awareness, community engagement, and firefighter recruitment while maintaining a small-town identity.

The proposed creative direction, titled "*Hometown Heroes*," emphasizes a photography-based approach, highlighting firefighters' involvement in community events and portraying the department as a family-oriented, community-centered organization.

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Proposed deliverables included a redesigned department website, coordinated social media content, direct-mail postcards, community magazine advertisements (including cadet program promotion and firefighter safety education), and yard signs to support recruitment and public awareness.

No action was requested or taken following the presentation.

Citizens' Comments

Kelly Martin expressed appreciation for the presentation but questioned the timing of a fire department rebranding while other unresolved township issues remain. She noted that she has submitted prior questions and is awaiting responses and public records, stating that she has been waiting nearly 20 business days for a response. Ms. Martin said that she has heard similar concerns from other community members and requested information regarding the cost of the proposed rebranding.

Department Reports

Road Department:

Report submitted by Scott Camery, Road Superintendent

Road Department Report

1. Winter Operations

Mr. Camery reported that snow removal activities have been ongoing due to recent weather conditions.

2. Facilities Maintenance

He reported that the Road Department replaced the water heater at the Administration Building. The unit was original to the building.

3. Equipment Maintenance and Readiness

Ongoing maintenance is being performed on all snow removal equipment to ensure high operational readiness. Mr. Camery reported that 100% of Road Department equipment is currently available for service. He further noted that a certified technician is expected to assist with minor calibration adjustments to snow equipment controls.

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Fire Department:

Provided by Jason Beckett, Fire Chief

1. Personnel / Training

Chief Beckett reported that a resolution was presented to appoint Matt Walker as Part-Time Training Captain. The appointment was strongly recommended, and Chief Beckett stated he believes Mr. Walker will be a strong addition in this role.

2. Community Engagement / Department Presentation

Chief Beckett acknowledged the recent College of Modern Design presentation regarding fire department rebranding and commended the students for their work and professionalism.

3. Fire Prevention / Code Enforcement – Hammel House

Chief Beckett reported ongoing coordination with the Village of Waynesville zoning department and village manager regarding the Hammel House. He stated that the property owner appeared in Waynesville Court and agreed to corrective actions, including placing the fire alarm system into service no later than February 9. Additional exterior improvements are required to meet zoning and historic code standards. Chief Beckett noted that failure to comply may result in further enforcement action.

4. Surplus Equipment

Chief Beckett reported that resolutions were presented to declare surplus equipment located at Station 92 and authorize disposal through GovDeals. He indicated that he will work with Fiscal Officer Edwards to determine reserve pricing for certain items, noting interest in the Expedition vehicle, boat, and motors. Other equipment, including furrow cots, may require additional consideration based on market conditions.

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

No Report

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Administrator's Report

Presented by Gus Edwards, Township Administrator

1. Administration Building / Facilities

The Administrator reported a leak in the Administration Building's water heater. The unit, which was over 20 years old, was entirely replaced in-house by staff members Kurt and Caleb. He also reported that HEPA air filters were replaced in all four HVAC units serving the building.

2. Employee Evaluations

Employee evaluations for the Road Department have been completed. Evaluations for Administrative staff have also been completed and are pending final review meetings with employees.

3. Appropriations / Capital Equipment

The Administrator discussed a potential capital purchase request for a skid steer with multiple attachments, estimated between \$125,000 and \$150,000. He stated that the purchase could be funded either directly from the General Fund or through a transfer to the Road and Bridge Fund. A discussion followed on whether the purchase would be included in temporary appropriations or addressed later in the first quarter.

4. Security / LaForce Door Systems

The Administrator reported that multiple quotes were received for security improvements at the Administration Building, including options to repair the rear door lock, convert four doors to electronic key card access, and potentially integrate the Firehouse door security system into a cloud-based platform shared with Administration. A second vendor inspected the doors and controllers and determined the rear Administration Building door required locksmith repair due to worn lock pins. Repairs were completed by rekeying the lock and replacing internal pins. Additional quotes are pending and will be provided to the Board upon receipt.

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5. 165 Miami Street Property

The Administrator reported that notice of sealed bids for the commercial government property at 165 Miami Street was published, with bids opened at 5:00 p.m. on December 16, 2025. A pre-bid visual inspection was held on December 3, 2025, from 1:00 p.m. to 5:00 p.m., with approximately 15–20 attendees. Five bids were received. The Administrator noted that an executive session will be required to review the bids before notifying the selection committee.

6. Property Tax Levy

The Administrator reported that a Fire Department renewal levy requires adoption of a Resolution of Need. He stated that the resolution is expected to be prepared for the Board's consideration at the first meeting in January, subject to Board approval.

7. Miscellaneous / Upcoming Events

The Administrator reminded the Board that the staff Christmas party is scheduled for Friday, December 19, at 11:00 a.m. He also noted that the retirement reception for Clearcreek Township Trustee Ed Wade will be held on December 22 from 11:30 a.m. to 1:30 p.m.

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Fiscal Officer's Report

Presented by Scott Fitzsimmons, Fiscal Officer

1. Year-End Financial Activities

The Fiscal Officer reported that his primary focus has been on year-end closeout activities and appropriations preparation.

2. Volunteer Insurance Fund

The Fiscal Officer reported that the Township has overcollected employee contributions to the volunteer insurance fund. He stated that the excess will be applied to the upcoming year's insurance billing. A resolution was presented to reduce the employee collection rate to approximately one-quarter percent, reflecting increased Fire Department payroll levels since the rate was initially established.

3. Appropriations

The Fiscal Officer reported that a resolution for temporary appropriations was presented to the Board for consideration.

OLD BUSINESS

1. Fire Department SAFER Grant – No Update

NEW BUSINESS

1. Paying of the Bills:

Mr. Jacobs moved to approve the bills as presented for payment, 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.

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2. Resolutions

- a. **RESOLUTION 2025-94 NOTIFICATION OF INTENT TO CONDUCT AN INTERNET AUCTION FOR THE SALE OF UNNEEDED, OBSOLETE, OR UNFIT PERSONAL PROPERTY OF WAYNE TOWNSHIP THROUGH GOVDEALS**

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 2025-95 A RESOLUTION AUTHORIZING THE HANDLING OF VACATION AND COMPENSATORY TIME FOR EMPLOYEES THAT MAY OR MAY NOT BE CONSISTENT WITH THE WAYNE TOWNSHIP POLICY AND PROCEDURE MANUAL OR EMPLOYEE CONTRACT**

Discussion

Trustee Diane Colvin asked whether Resolution 2025-96, authorizing the payout of accrued vacation and compensatory time to eligible hourly and salaried employees upon request, contained anything unusual.

Township Administrator Edwards responded that the resolution reflects standard practice consistent with prior requests. He noted that although overall liability for accrued time increased during the year, the amount requested for payout is lower, resulting in a remaining liability of approximately \$25,000 for 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.

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- c. **RESOLUTION 2025-96 APPROVE THE ACCEPTANCE AND HIRING OF MATT WALKER TO THE WAYNE TOWNSHIP FIRE DEPARTMENT AS THE TRAINING CAPTAIN.**

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.

- d. **RESOLUTION 2025-97 APPROVE THE PURCHASING OF AEDS FOR FIRST RESPONDER EQUIPMENT FOR THE WAYNE TOWNSHIP FIRE DEPARTMENT**

Discussion

Trustee Diane Colvin inquired about the remaining balance of the EMS grant to be applied toward the purchase of two AEDs. Fire Chief Beckett noted that approximately \$3,000 remains in the grant, which covers the majority of the cost. He stated that the Township's out-of-pocket expense is expected to be roughly \$1,800.

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.

- e. **RESOLUTION 2025-98 AUTHORIZING THE FISCAL OFFICER TO WITHHOLD AMOUNTS NEEDED TO PAY FOR THE “VFIS” PREMIUMS FROM EMPLOYEES’ PAY IN ORDER TO RECEIVE MAXIMUM BENEFITS FROM THE POLICY**

Discussion

Township Administrator Edwards explained that Resolution 2025-98 adjusts the employee payroll withholding for the Fire Department VFIS policy from 1% to 0.25%. He stated that the original withholding rate was established in approximately 2017, and that growth in staffing has resulted in employee contributions exceeding the actual cost of the coverage, with the policy now primarily funded through the Fire Fund.

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Administrator Edwards noted that the reduced withholding maintains employee participation in the cost of coverage, which is required to ensure full benefit eligibility for accident or injury recovery, while correcting the overcollection.

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.

f. RESOLUTION 2025-99 A RESOLUTION PROVIDING FOR TEMPORARY APPROPRIATIONS FOR THE EXPENSES AND OTHER EXPENDITURES OF WAYNE TOWNSHIP, WARREN COUNTY, OHIO

Discussion

The Fiscal Officer and Board discussed Resolution 2025-99, which establishes temporary appropriations for the fiscal year 2026. It was noted that changes to the General Fund were incremental, with the primary adjustment being the reserve for anticipated retirement payouts.

The Fire Fund reflected the most significant change, driven by increased payroll costs. Road and Bridge Fund appropriations were described as incremental and consistent with planned maintenance and equipment needs. Other Street Department–related funds were set in accordance with previously identified requests.

No significant changes were noted for the Street Lighting Fund, although projected revenue was adjusted upward to support fixture-related expenditures. Projected revenues across funds were conservatively adjusted to reflect anticipated property tax reductions, with the understanding that higher-than-projected receipts would be favorable.

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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- g. RESOLUTION 2025-100 RESOLUTION APPROVING THE SALE THROUGH SEALED BIDS OF THE "OLD FIRE STATION" TO DEATON PLUMBING, LLC IN THE AMOUNT OF \$550,000**

Discussion

Trustee Coffman reported that five bids were received for the sale of Fire Station 92 located at 165 Miami Street. Based on the bids presented, Trustee Coffman moved to adopt Resolution 2025-100 authorizing the sale of the property to Deaton Plumbing for a purchase price of \$550,000.

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.

Elected Officials' Comments:

Trustee Colvin

Trustee Colvin thanked those who attended the recent tax information session held at the Performing Arts Center and reminded the public that the session is available for viewing on the Township's YouTube channel. She noted that the video has already received significant viewership and stated that the session was successful.

Trustee Coffman

Trustee Coffman thanked Trustee Colvin for organizing the recent tax information session and expressed appreciation to Matt Nolan for participating and engaging with the community. He stated that the session was educational and well presented.

Trustee Jacobs

Trustee Jacobs thanked Trustee Colvin for organizing the tax information session and for making the presentation available on YouTube. He also thanked Matt Nolan for his participation.

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EXECUTIVE SESSION

Mr. Coffman made a motion at 7:34 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. **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.

Mr. Coffman motioned at 7:59 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.

EXECUTIVE SESSION

Mr. Coffman made a motion at 8:03 p.m. to enter an executive session under Ohio Revised Code Section 121.22(G)(1) to discuss township personnel compensation. **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 9:20 p.m. to exit the executive session. Seconded by **Mr. Jacobs**. A voice vote was taken, resulting in the following: 3 yea/ 0 nay/ 0 abstain.

No legislative action was taken during the executive session.

Correspondence

The Township Administrator reported receipt of correspondence from the Warren County Board of Health advising that Chris Fauster will assume the position of Health Director effective January 1. He noted that the Township is familiar with Mr. Fauster and has previously worked with him.

The Administrator also reported receipt of holiday cards from Forest Lawn Engineering, Warren County Courts, Clearcreek Township, and Foley Simpkins Insurance Corporation.

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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 at 9:22 p.m.

Brad Coffman – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer