

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
DECEMBER 29<sup>TH</sup>, 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 and Trustee Diane Colvin. Township Staff present included: Administrator Donald Edwards; Fire Chief Jason Beckett.

**Guests and residents**

NONE

**Approval of Minutes**

N/A

**Additions, Removals, or Disclosures from the Posted Agenda**

NONE

**Citizens' Comments**

NONE

**NEW BUSINESS**

**1. Paying of the Bills:**

**Ms. Colvin** moved to approve the bills as presented for payment, seconded by **Mr. Coffman**. A roll-call vote was taken, and the results are as follows: Mr. Coffman – Yea, Ms. Colvin – Yea, Mr. Jacobs – Absent.

**2. Resolutions**

**a. RESOLUTION 2025-101 A RESOLUTION REQUESTING THE WARREN COUNTY AUDITOR TO PROVIDE TAX ADVANCES FOR THE CALENDAR YEAR 2026 ACCORDING TO SECTION 321.34 OF THE OHIO REVISED CODE**

**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 – absent. The resolution was adopted.

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**b. RESOLUTION 2025-102 RESOLUTION APPROVING 2025 REALLOCATIONS AND SUPPLEMENTAL APPROPRIATIONS**

**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 – absent. The resolution was adopted.

**c. RESOLUTION 2025-103 A RESOLUTION APPROVING AMENDMENTS TO THE WAYNE TOWNSHIP FIRE DEPARTMENT PART-TIME, DESCRIPTION, PAY SCHEDULE**

**Discussion**

A discussion was held regarding Resolution 2025-103, which amends the Wayne Township Fire Department part-time position descriptions, pay, and scheduling. Chief Beckett explained that the proposed changes largely mirrored the figures in the previously presented staffing model, with the only additional cost an estimated \$6,450 annual increase for the Assistant Chief position. He noted that this increase could be absorbed through higher EMS billing revenue and reallocation of funds resulting from reduced volunteer staffing.

Trustees sought clarification on whether the adjustments would affect the overall staffing model budget and were informed that the model already accounted for the revised pay rates. Additional operational savings related to fire station overhead were discussed. The Trustees and Chief discussed establishing a two-year term for the resolution's provisions, and agreed that the two-year period would apply to all positions covered by the resolution, excluding those not covered.

**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 – absent. The resolution was adopted.

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### 3. Other: re-organizational meeting appointments discussion

Township Administrator Edwards explained that the appointments were necessary to prepare the organizational resolution for the January meeting. The Board discussed the selection of officers for 2026. A motion was made to appoint Ms. Colvin as President of the Wayne Township Board of Trustees for the year 2026 and Mr. Jacobs as Vice President.

#### **Motion**

**Mr. Coffman** moved to appoint Ms. Colvin as President of the board and Mr. Jacobs as Vice President. **Ms. Colvin** seconded the motion, and a roll call vote was conducted: Mr. Coffman – yea; Ms. Colvin – yea; Mr. Jacobs – absent. The motion was approved.

#### **ADJOURNMENT**

**Mr. Coffman** motioned to adjourn. **Ms. Colvin** seconded the motion, and a Roll Call vote was taken 2 yea / 0 nay / 1 absent. The Wayne Township Board of Trustees adjourned its meeting 12:11 p.m.

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Brad Coffman – President, Board of Trustees

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Scott Fitzsimmons – Fiscal Officer