

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
January 6th, 2026

CALL TO ORDER

Board of Trustees President Diane Colvin 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 Diane Colvin; Trustee Andrew Jacobs; Trustee Bradley Coffman; Fiscal Officer Scott Fitzsimmons. Township Staff present included: Administrator Donald Edwards; Fire Chief Jason Beckett; Road Superintendent Scott Camery; and Zoning Officer Stacey Lowing.

Guests and residents

Dave Albers, Caryn Crouse, Chris Crouse, Cheryl Davidson, Sam Fitzsimmons, Brett Hunter, and Jeff Patton.

Approval of Minutes

Mr. Coffman moved, and **Mr. Jacobs** seconded, to approve the minutes of the **December 16th, 2025**, regular session meeting. A voice vote was conducted, with the following results: 3 yea, 0 nay, 0 abstain.

Mr. Coffman moved, and **Ms. Colvin** seconded, to approve the minutes of the **December 29th, 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

Citizens' Comments

Mrs. Cheryl Davidson expressed concerns regarding accountability, transparency, and staffing within the Wayne Township Fire Department. She referenced the loss of a significant number of volunteers over the past two years, questioned the department's current staffing capacity, and raised concerns about the township's reliance on mutual aid from neighboring jurisdictions. She also questioned whether sufficient efforts had been made to retain and recruit volunteers, including direct communication and consideration of compensation options permitted under law.

Mrs. Davidson further raised concerns regarding delays in a public records request and questioned why the matter was referred to the Prosecutor's Office. She also questioned departmental leadership's awareness of operations, including the cadet program, and

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urged township leadership to take action to restore confidence and staffing within the fire department.

The Trustees responded that the public records request was reviewed by the Prosecutor's Office to ensure legal compliance and protect privacy, and that delays were due to the prosecutor's workload. It was noted that compensation and staffing matters had been discussed in public meetings.

Department Reports

Road Department:

Report submitted by Scott Camery, Road Superintendent

1. Winter Operations

The Road Superintendent reported that snow removal remains the department's primary focus. Despite several recent snow events, the department successfully cleared roads without incident. Trustees commended the Road Department for its performance during winter weather operations.

2. Equipment Configuration & Calibration

The Road Superintendent reported that the BeetHeet liquid application system was reconfigured on three plow trucks to match the configuration of the newest truck, which applies liquid at the spinner. The changes are working well and have improved application effectiveness. He continues fine-tuning spreader and salt application calibrations to better align computer data with actual material usage and will further evaluate performance during the next snow event.

3. Maintenance & Readiness

Routine equipment maintenance remains ongoing to ensure operational readiness. In addition, the department has begun mower maintenance procedures in preparation for the upcoming mowing season. It was reported that 100% of Road Department equipment is currently available for use.

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4. 2026 Road Projects & Capital Planning

The Road Superintendent advised that the 2026 Proposed Road Project Report has been revised to fine-tune cost estimates and is believed to be the most accurate projection until bid numbers are received. He also reminded the Board that, depending on decisions regarding General Fund carryover, two equipment purchase requests and several additional road improvement projects could potentially be completed in 2026.

Fire Department:

Provided by Jason Beckett, Fire Chief

DECEMBER 2025 STATS		
Calls for Service	Monthly	Year-to-Date
EMS Runs	77	901
Fire Runs	23	435
Totals	100	1,336

1. Call Volume Summary

Chief Beckett reported that during December, the Fire Department responded to 77 EMS calls and 23 fire calls, for a total of 100 runs. For the year, the department responded to 901 EMS calls and 435 fire calls, totaling 1,336 emergency responses. He noted that these figures reflect only 911-initiated responses and do not include service calls, such as open burn notifications, which will be incorporated into the final end-of-year report and may result in minor adjustments to the totals.

2. Staffing & Personnel

Chief Beckett reported that shift lieutenant interviews are scheduled for the 22nd of the month. Candidates will participate in a panel interview with area fire chiefs, followed by an executive interview with the Chief and Assistant Chief, with final rankings based on interview scores. He also reported Volunteer Firefighter Joshua Carter's resignation.

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3. Equipment & Grants

The Chief advised that newly ordered AEDs are being delivered in stages, with the majority of the purchase funded through the Ohio EMS Grant. He stated that the department anticipates placing the AEDs into service by February 1, pending receipt of the remaining components.

4. Cadet Program & Standards

Chief Beckett reported that the Cadet Standards Manual has been completed by Scott Fitzsimmons and distributed to department leadership and crews. He stated that the document clearly outlines cadet expectations, roles, and limitations, and expressed appreciation for the quality of the work.

5. Administrative Updates

Chief Beckett reported that work has begun on the department's end-of-year report. He concluded his report and indicated he had no further updates at this time.

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Permit Activity & Fees (December)

The Zoning Officer reported the issuance of six zoning permits during December, including accessory buildings at 3211 Lytle Rd., 8569 New Burlington Rd., 3664 Township Line Rd., and 5852 Oregonia Rd. (solar array), an addition permit, and a single-family residence at 6626 Gard Rd. Permit fees collected totaled \$725.00, and all funds have been deposited.

2. 2025 Zoning Activity Summary

The Zoning Officer provided a summary of 2025 zoning activity for informational purposes. Permit activity included 15 single-family residences, 29 accessory buildings, 7 additions, 6 sheds, 3 decks, 7 in-ground pools, 1 above-ground pool, 4 commercial permits, 1 temporary housing permit, 1 sign, 1 temporary sign, and 6 agricultural exemptions. Trustees conducted one site plan hearing and two rezoning hearings. The Zoning Board of Appeals held 10 hearings, nine of which involved conditional uses. The Zoning Commission addressed two rezonings and zoning code amendments, including the transition to the updated zoning code.

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3. Subdivision & Development Activity

The Zoning Officer reported ongoing work related to subdivisions, including Country Lakes and Settlers Grove. She also reported a recent site meeting for the proposed Saddlebrook Estates development on Lytle Ferry Road, attended by representatives from County Regional Planning, Civil and Water, the school district, the Fire Department, and other stakeholders. The concept plan is scheduled for a public hearing before the Regional Planning on January 22.

4. Variance Request – Street Lighting

The Zoning Officer reported that the developer of the proposed Saddlebrook Estates subdivision has requested a variance from County subdivision standards related to street lighting. She explained that County Regional Planning indicated the request would be considered on an “all-or-nothing” basis and that any Township comments must be submitted in writing by January 15 for inclusion in the Regional Planning packet for the January 22 meeting.

The Trustees discussed the variance request and the potential street lighting needs for the subdivision. Following the discussion, the Board stated that it could not support an all-or-nothing variance approach and expressed a preference for requiring at least one street light. The Trustees recommend denial of the variance and directed the Zoning Officer to submit a letter to County Regional Planning conveying the Township’s comments and recommendation for inclusion in the January 22 meeting materials.

Administrator’s Report

Presented by Gus Edwards, Township Administrator

1. Appropriations & Capital Planning

The Township Administrator reported a request to amend appropriations to allow the purchase of a skid steer with multiple attachments, estimated at \$125,000 to \$150,000. He presented two options for consideration: purchasing the equipment directly from the General Fund or transferring funds from the General Fund to the Road and Bridge Fund. The Trustees discussed the options and indicated a preference for a direct General Fund purchase to avoid additional interfund transfer resolutions. It was noted that appropriations would need to be adjusted, and a resolution will be prepared for a future meeting following further coordination with the Fiscal Officer.

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2. Administration Building Security / LaForce

The Administrator reported receiving multiple quotes to improve security at the administration building, including replacing four doors with electronic keycard access and potentially integrating the system with the firehouse for a cloud-based solution. A second company inspected the doors and controllers and determined that the administration building's rear door required locksmith repair due to worn lock pins. Repairs have since been completed. Additional security upgrade options were tabled pending review of all quotes.

3. 165 Miami Street Property

The Administrator reported that notice of a sealed bid sale for the township-owned commercial property at 165 Miami Street was published, with bids opened on December 16, 2025. He further advised that the Prosecutor's Office expects to have the purchase and sale agreement documents prepared this week for Board review and next steps.

4. Fire Department Renewal Levy

The Administrator advised that the Fire Department renewal levy requires adoption of a Resolution of Necessity. He reported that Resolution 2026-06 was prepared and placed on the agenda for consideration, explaining that this is the first step in the two-resolution process required to place a renewal levy on the ballot, and that the levy would not increase taxes.

5. Saddlebrook Estates – Street Lighting Variance

The Administrator referenced the Saddlebrook Estates variance request related to street lighting requirements under County subdivision standards, noting that the applicant seeks to install individual residential lamp posts in lieu of street lights. This item was discussed further under zoning matters.

6. IT Services & Technology

The Administrator reported that proposals were received from Elite Computer and Net X IT Solutions for IT services. He advised that the costs appeared significant and recommended tabling the matter until an additional proposal is received for comparison.

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7. ODOT Update – U.S. 42 & Old State Route 122

The Administrator provided an update on discussions with ODOT regarding the intersection of U.S. Route 42 and Old State Route 122. He reported that accident data has increased in recent years and that ODOT plans to install interim “Intersection Ahead” LED warning signs during the first quarter. Long-term plans include engineering work toward a roundabout, potentially targeted for 2028–2029, with efforts underway to elevate the project’s priority.

8. Miscellaneous / Conferences

The Administrator reminded the Board that open registration for the Ohio Township Association (OTA) Conference closes this week. He concluded his report by noting continued year-end closeout activities and stated that updated financial carryover figures are expected to be available for the next meeting.

Fiscal Officer’s Report

Presented by Scott Fitzsimmons, Fiscal Officer

1. Year-End Financial Activities

The Fiscal Officer reported being focused on closing out December, the quarter, and the year-end financials. While he doesn't have many updates, he confirmed that January's books are open and bills are currently being paid. He hopes to finalize December's figures this week to determine the carryover balance. He concluded by saying that he's been deeply involved in this year-end work and had no additional updates for the evening.

OLD BUSINESS

NONE

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NEW BUSINESS

1. Paying of the Bills:

Ms. Colvin moved to approve the bills as presented for payment, seconded by **Mr. Jacobs**. 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 2026-01 A RESOLUTION APPOINTING WAYNE TOWNSHIP OFFICERS AND REPRESENTATIVES FOR THE YEAR 2026

Discussion

The board briefly reviewed Resolution 2026-01, which formalizes officer appointments for the year. Ms. Colvin stated that, as previously discussed at the last meeting, she would serve as President and Mr. Jacobs would serve as Vice President. The resolution also appoints Township Administrator Edwards and Zoning Officer Lowing to serve on the Executive Committee of the Warren County Planning Commission.

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 2026-02 A RESOLUTION AUTHORIZING TOWNSHIP OFFICIALS TO ATTEND LOCAL, STATE, AND NATIONAL CONFERENCES AND AUTHORIZING REIMBURSEMENT PAYMENT FOR EXPENSES INCURRED WHILE ATTENDING THOSE MEETINGS FOR 2026

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.

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c. RESOLUTION 2026-03 A RESOLUTION APPROVING PAYMENT OF COUNTY AND STATE ASSOCIATION DUES FROM THE GENERAL FUND FOR THE YEAR 2026

Motion

Mr. Jacobs 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.

d. RESOLUTION 2026-04 TO SET OR FIX THE ANNUAL SALARY OF THE TOWNSHIP TRUSTEES AS PERMITTED AND DETERMINED BY O.R.C. 505.24

Motion

Mr. Jacobs 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.

e. RESOLUTION 2025-05 RESOLUTION APPROVING THE DISPOSITION OF TOWNSHIP PROPERTY BY MEANS OF INTERNET AUCTION

Discussion

Trustee Colvin clarified that Resolution 2026-05, which authorizes the sale of township property via online auction, does not pertain to any specific items at this time. Instead, it's a general or precautionary measure to ensure the township has the authority to conduct online auctions if needed in the future.

Motion

Mr. Jacobs 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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- f. **RESOLUTION 2026-06 REQUESTING THAT THE COUNTY AUDITOR CERTIFY TO WAYNE TOWNSHIP THE TOTAL CURRENT TAX EVALUATION OF WAYNE TOWNSHIP, AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY A 2.45 MILL RENEWAL TAX LEVY**

Discussion

Trustee Colvin explained that Resolution 2026-06 is intended for the tax information and serves merely as a starting point in the process. It does not authorize placing the renewal levy on the ballot; instead, it simply requests the county auditor to calculate the revenue that would be generated by the proposed 2.45 mill renewal levy.

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.

- g. **RESOLUTION 2026-07 APPROVE THE RESIGNATION OF JOSHUA CARTER FROM THE WAYNE TOWNSHIP FIRE DEPARTMENT**

Discussion

Trustee Jacobs expressed his appreciation for Joshua Carter’s service as a volunteer firefighter, noting that he had seen him respond to numerous calls and fires. He commended Carter for a great job and concluded with a heartfelt thank-you.

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.

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Correspondence

Administrator Edwards reported that the only item of correspondence was the mileage report from the Ohio Department of Transportation. He explained that the report must be signed by all three trustees before it can be submitted to the county and then to Columbus for official approval. He confirmed that the trustees can proceed to sign it.

Elected Officials' Comments

- **Trustee Colvin** wished all those in attendance a Happy New Year.
- **Trustee Jacobs** thanked everyone for their hard work throughout 2025, including staff and fellow officials. He then welcomed the arrival of 2026, expressing optimism about the new year.

ADJOURNMENT

Ms. Colvin motioned to adjourn. **Mr. Coffman** 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 7:46 p.m.

Diane Colvin – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer