

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING**  
**March 3<sup>rd</sup>, 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; and 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**

Jeff Patton, Pam Patton, and Matt Mumma

**Approval of Minutes**

**Mr. Jacobs** moved, and **Ms. Colvin** seconded, to approve the minutes of the **March 03<sup>rd</sup>, 2026**, regular session meeting. A voice vote was held, with the following results: 3 Yea, 0 Nay, 0 Abstain.

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

- **2026-33**

**Citizens' Comments**

**None**

**Presentation**

Major Steve Arrasmith provided a brief overview of the Greater Warren County Drug Task Force, a multi-jurisdictional unit that coordinates federal, state, and local law enforcement efforts to combat drug trafficking through the High Intensity Drug Trafficking Areas (HIDTA) program. He reported that methamphetamine and fentanyl remain the primary drug threats, with many cases involving traffickers traveling into Warren County from the Dayton and Cincinnati areas. The task force initiated 201 new investigations last Year and ranks among the state's higher task forces in several categories of drug seizures.

Major Arrasmith also noted that drug overdose deaths in Warren County have significantly declined, decreasing from 102 deaths in 2017 to 21 in the most recent Year, reflecting coordinated efforts between law enforcement, treatment programs, and prevention initiatives. He thanked local jurisdictions for their continued support and noted that the task force will soon add federal partners and a detective from the Mason Police Department to strengthen regional enforcement efforts.

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### Department Reports

#### Road Department:

*Report submitted by Scott Camery, Road Superintendent*

#### 1. Culverts and Drainage

Mr. Camery reported that the township's culvert inventory has been completed. During the inventory process, several culverts were identified that require monitoring due to deterioration, and the department will explore cost-effective remediation options where possible rather than full replacement. The first round of culvert clearing has also been completed to ensure proper drainage, and requests for ditching have begun to increase as recent rainfall has drawn renewed attention to drainage conditions throughout the township.

#### 2. Roadway Maintenance

A round of "pothole patrol" has been completed in response to freeze-thaw conditions. The department will continue to monitor road conditions as fluctuating temperatures persist through the end of the winter season. Additionally, the department has conducted a tertiary "stick patrol" to remove larger debris from roadways and ditches in preparation for the upcoming storm season.

#### 3. Equipment and Communications

- All Road Department radios were recently returned after undergoing updates and authentication and have been reinstalled in the department's trucks.
- Mr. Camery also reported that the new John Deere 325G skid loader has been delivered and is currently in the shop. Two attachments—a stump grinder and grader blade—are still pending delivery. Once weather conditions improve, preparations will begin to ready the 1979 Galion Road Grader for sale through GovDeals.
- Mr. Camery further noted that equipment maintenance remains a priority and that all Road Department equipment is currently in good working order and available for use.

#### 4. Mileage Certification

The Road Department's mileage certification has been submitted to the Warren County Engineer's Office. After certification by the County Engineer and the Ohio Department of Transportation (ODOT), the township will receive its official 2025 Mileage and Road Inventory. Mr. Camery indicated that no changes to the township's road mileage are anticipated from the 2024 certification.

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**5. Winter Operations**

Mr. Camery noted that the township is entering the latter portion of the 2025–2026 winter season and continues to experience “rollercoaster” temperatures and intermittent nuisance snow events. The Road Department remains prepared to respond to winter weather as needed to keep township roadways safe for the traveling public.

**6. Upcoming Resolutions and Programs**

Mr. Camery advised the Board that two resolutions will be presented for consideration during the legislation portion of the meeting: participation in the 2026 Salt Bid Program coordinated through the Warren County Engineer’s Office and participation in the 2026 Road Resurfacing, Chip Seal, and Striping Program. The Warren County Engineer’s Office is expected to release bid packets for the resurfacing program in mid-to-late March.

**Fire Department:**

*Provided by Jason Beckett, Fire Chief*

<b>FEBRUARY 2025 STATS</b>		
<b>Calls for Service</b>	<b>Monthly</b>	<b>Year-to-Date</b>
EMS Runs	83	151
Fire Runs	47	78
<b>Totals</b>	<b>130</b>	<b>229</b>

**1. Incident Activity**

- Chief Beckett reported that the department responded to 114 total calls for service during the previous month, including 83 EMS calls and 31 fire and service calls. Year-to-date totals stand at 209 calls, consisting of 151 EMS responses and 58 fire and service calls.
- Chief Beckett noted that a discrepancy was recently identified between the department’s internal ESO reporting system and manually calculated totals used for public communication. The difference, approximately 20–22 calls, is believed to be related to incident reports remaining open in the reporting system while patient care reports have already been completed.

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- The department will review and correct these reporting procedures to ensure future reports reflect consistent totals. For reporting purposes, the department is using the manually verified totals that were publicly posted.

### **2. Personnel and Staffing**

Chief Beckett reported that onboarding and orientation for new members, including newly appointed lieutenants, are currently underway. He also advised the Board that a resolution will be presented at the next meeting recommending the hiring of Carson Hively as a part-time Firefighter/EMT.

### **3. Professional Development and Legislative Engagement**

Chief Beckett reported that he and Assistant Chief Lalich will attend the Ohio Fire Chiefs Association (OFCA) Winter Symposium on March 10th and 11th. Sessions of interest include topics on effective collaboration within local government, property tax reform, and legislative updates. The symposium also includes a legislative reception at the Statehouse, where department representatives expect to meet with Senator Wilson and Representative Teska to discuss fire service and local government issues.

### **4. Department Operations**

Chief Beckett reported that crews continue to perform well operationally and remain dedicated to serving the community. He noted that recent calls have presented challenges but commended personnel for their professionalism and performance.

## **Zoning Officer's Report**

*Presented by Stacey Lowing, Zoning Officer*

### **1. Permit Activity and Fees**

Ms. Lowing reported that the Zoning Department issued one accessory building permit during the reporting period for the property located at 5427 S. Cincinnati-Columbus Road. A total of \$100.00 in permit fees was collected, and all funds have been deposited.

### **2. Seasonal Permit Activity**

Ms. Lowing noted that permit activity is typically lower in March, based on trends from previous Years. She anticipates that zoning permit activity will begin to increase in the coming months as construction season approaches.

### **3. Credit Card Payment System**

Ms. Lowing reported that the new credit card payment system is now operational, allowing residents to submit zoning payments electronically.

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**4. Township Magazine**

Ms. Lowing reported that design work for the township magazine is underway, with articles and advertisements submitted to Stacey Castle for layout and production. A draft of the magazine has been completed, and Ms. Lowing expects the publication to be finalized and sent to print by the end of the week.

**Administrator's Report**

*Presented by Gus Edwards, Township Administrator*

**1. Property Sale Update**

Mr. Edwards reported that the township is currently awaiting the buyer's completion of the appraisal process for the property transaction previously discussed by the Board. The buyer's financial institution has up to thirty days to complete the appraisal, and the township is awaiting the results as part of the ongoing process.

**2. Personnel Manual Review**

Mr. Edwards advised the Board that work continues on updates to the township personnel manual. Several revisions are currently being considered, including the addition of new provisions and the removal of others. Mr. Edwards noted that he has discussed portions of the revisions with Chief Beckett and Assistant Chief Lalich. The township plans to move forward with the updated draft and evaluate its effectiveness, and may consult with Lexipol again if additional revisions are needed.

**3. Additional Items**

Mr. Edwards noted that several additional items will be discussed later in the meeting under other agenda topics.

**Fiscal Officer's Report**

*Presented by Scott Fitzsimmons, Fiscal Officer*

**1. Capital Improvement Planning Proposal**

Mr. Fitzsimmons reported that he received a proposal from Miller Dodson, a consulting firm that specializes in reserve studies and capital improvement planning for public entities. The proposal outlines a comprehensive review of township assets, including buildings and infrastructure, and the development of a long-term Capital Improvement Plan (CIP) to help the township plan for future capital needs. The negotiated cost for the study is \$12,500, reduced from an initial estimate of approximately \$15,000 following discussions with the firm. Mr. Fitzsimmons also noted that if Clearcreek Township participates jointly in the study, both townships may receive an additional reduction due to shared travel costs.

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Mr. Fitzsimmons explained that the study would involve site visits and meetings with township department heads to review current facilities, equipment, and long-term capital needs. The resulting report would provide a structured framework for long-term financial planning and capital investments. He emphasized that such a plan would support the township's strategic planning efforts, help prepare for future funding discussions, and align with expectations from the Warren County Budget Commission and Tax Incentive Review processes, particularly in light of ongoing legislative discussions regarding property tax reform.

The proposal indicates that the firm typically requires approximately 60 working days for analysis, with a final report delivered within about 90 days following execution of the agreement. Mr. Fitzsimmons stated that, if approved and initiated soon, the township may be able to demonstrate progress toward a formal capital planning process ahead of upcoming budget discussions. The Board will review the proposal further and consider the matter at a future meeting.

**2. Energy Costs and Utility Expenses**

Mr. Fitzsimmons also reported that the township has experienced significant increases in natural gas costs during the recent cold weather period. He noted that the most recent gas bill for the Miami Street building was approximately \$1,200, while the hilltop fire station exceeded \$2,000 for the billing period. Mr. Fitzsimmons indicated that energy costs across the township have been elevated due to winter weather and that adjustments to utility appropriations may be necessary as the Year progresses.

**3. Appropriations Preparation**

Mr. Fitzsimmons advised the Board that he is currently working on the final permanent appropriations for 2026 and expects to present them for review at the next meeting. He noted that several incremental adjustments will likely be necessary based on updated expenditure projections and recent information received from department heads. Mr. Fitzsimmons plans to review final budget figures with department leadership, including the Fire Department and Administration, to ensure all anticipated expenses—such as upcoming facility needs—are properly reflected before final adoption.

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**OLD BUSINESS**

**Website Domain Name Discussion**

The Board discussed the ongoing development of the township's new website and domain name. The Trustee Colvin reported that information has been submitted to the website developer, including the township's new logo and several photographs provided by Sam McConnell, including aerial images of the township. Legal notices currently posted on the existing township website have been compiled and forwarded to ensure they remain accessible on the new website.

Content development for the website is also underway. Information related to the Road Department has been prepared, including a description of department operations, identification of township, county, and state-maintained roads, the township's snow removal policy, and the chip seal informational fact sheet.

Zoning materials prepared by Zoning Officer Stacey Lowing have also been forwarded to the developer, including a substantial collection of zoning documents and related resources.

Additional information submitted for the website includes the township's contact information and details about the township's energy aggregation program. Trustee Colvin reported that the application for the township's new government domain name has been submitted; however, confirmation from the approving authority has not yet been received. The township will continue to monitor the status of the domain registration and provide updates as information becomes available. The Board had no additional questions regarding the website update.

**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 – Absent, Ms. Colvin – Yea, Mr. Jacobs – Yea.

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**2. Resolutions**

- a. RESOLUTION 2026-31 AUTHORIZATION OF A CONTRACT WITH WARREN COUNTY ENGINEER'S OFFICE FOR THE PURCHASE OF ROAD SALT.**

**Motion**

**Mr. Jacobs** motioned to adopt the resolution. **Ms. Colvin** seconded the motion, and a roll call vote was conducted: Mr. Coffman – Absent; Ms. Colvin – Yea; Mr. Jacobs – Yea. The resolution was adopted.

- b. RESOLUTION 2026-32 AUTHORIZING PARTICIPATION AND CONTRACTING WITH WARREN COUNTY 2026 PAVING, STRIPING, AND CHIP SEAL PROGRAMS.**

**Motion**

**Mr. Jacobs** motioned to adopt the resolution. **Mr. Colvin** seconded the motion, and a roll call vote was conducted: Mr. Coffman – Absent; Ms. Colvin – Yea; Mr. Jacobs – Yea. The resolution was adopted.

- c. RESOLUTION 2026-33 A RESOLUTION ESTABLISHING A VOLUNTEER FIRE AND EMS PERSONNEL COMPENSATION PAY STRUCTURE FOR WAYNE TOWNSHIP**

**Discussion**

Trustee Colvin explained that the Board had recently re-evaluated the volunteer fire and EMS compensation program implemented last Year. Following that review, the Board determined that the credit-based system itself has been effective and will remain in place. However, rather than maintaining a pooled funding model, the program will transition to a fixed dollar amount per earned credit.

Trustee Colvin noted that a credit is not intended to represent an hour of service, but rather participation in department activities as defined by the program. Under the revised structure, each credit will be valued at \$35, with payments issued to eligible volunteer personnel quarterly based on verified credits earned during the quarter. Trustee Colvin further stated that the Board intends to review the program again next Year to evaluate its effectiveness and determine whether any adjustments are needed.

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**Motion**

**Mr. Jacobs** motioned to adopt the resolution. **Mr. Colvin** seconded the motion, and a roll call vote was conducted: Mr. Coffman – Absent; Ms. Colvin – Yea; Mr. Jacobs – Yea. The resolution was adopted.

**Correspondence**

- The Fiscal Officer reported that he had received an application for the township to join the Ohio Farm Bureau.

**Elected Officials' Comments**

- Trustee Colvin commented that she has been in contact with Magistrate Carrie Hei, who will be running for a Common Pleas Judge's position, and will be discussing.
- Trustee Colvin announced that Township Administrator Gus Edwards plans to retire in July. She noted that the Township will soon begin identifying and recruiting a successor for the position.

**EXECUTIVE SESSION**

Ms. Colvin made a motion at 7:39 p.m. to enter an executive session under Ohio Revised Code Section 121.22(g)(1) to discuss the volunteer pay structure. Mr. Jacobs seconded the motion. A roll call vote was taken, resulting in the following: Mr. Coffman - Absent; 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. Ms. Colvin motioned at 7:49 p.m. to exit the executive session. Seconded by Mr. Jacobs. A voice vote was taken, resulting in the following: 2 Yea/ 0 Nay/ 0 Abstain.

No legislative action was taken during the executive session. However, Resolution 2026-33 was voted on after the executive session.

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**EXECUTIVE SESSION**

Ms. Colvin made a motion at 7:53 p.m. to enter an executive session under Ohio Revised Code Section 121.22(g)(1) to discuss the Township Administrator’s recruitment. Mr. Jacobs seconded the motion. A roll call vote was taken, resulting in the following: Mr. Coffman - Absent; Ms. Colvin - Yea; Mr. Jacobs - Yea.

The Board of Trustees entered into an executive session. Ms. Colvin motioned at 8:44 p.m. to exit the executive session. Seconded by Mr. Jacobs. A voice vote was taken, resulting in the following: 2 Yea/ 0 Nay/ 0 Abstain.

No legislative action was taken during the executive session.

**ADJOURNMENT**

**Ms. Colvin** motioned to adjourn. **Mr. Jacobs** seconded the motion, and a voice vote was taken: 2 Yea / 0 Nay / 0 Abstain. The Wayne Township Board of Trustees adjourned its meeting at 8:45 p.m.

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Diane Colvin – President, Board of Trustees

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Scott Fitzsimmons – Fiscal Officer