

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
FEBRUARY 17TH, 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; Fiscal Officer Scott Fitzsimmons. Township Staff present included: Administrator Donald Edwards; Fire Chief Jason Beckett, and Zoning Officer Stacey Lowing.

Guests and residents

David Albers, Tom Duere, David Dowel, Edward Gallagher, and Brad Hunter

Approval of Minutes

Mr. Jacobs moved, and **Ms. Colvin** seconded, to approve the minutes of the **February 3rd, 2026**, regular session meeting. A voice vote was held, with the following results: 2 yea, 0 nay, 1 abstain.

Additions, Removals, or Disclosures from the Posted Agenda

Township Administrator Gus Edwards advised the addition of the following resolutions:

- | | |
|----------------------|----------------------|
| ▪ Resolution 2026-21 | ▪ Resolution 2026-26 |
| ▪ Resolution 2026-22 | ▪ Resolution 2026-27 |
| ▪ Resolution 2026-23 | ▪ Resolution 2026-28 |
| ▪ Resolution 2026-24 | ▪ Resolution 2026-29 |
| ▪ Resolution 2026-25 | ▪ Resolution 2026-30 |

Citizens' Comments

The Trustees heard comments from the following citizen(s):

- Edward Gallagher – Barking Dog Complaint
- David Albers – Fire department equipment return and personal property request

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING FEBRUARY 17TH, 2026

Department Reports

Road Department:

Report submitted by Scott Camery, Road Superintendent

1 - Winter Operations & Road Conditions

- “Pothole Patrol” is currently in full swing, with a full round expected to be completed prior to this meeting. Snow melt has increased runoff; however, no significant drainage issues have been reported at this time. The department has made a concentrated effort to clear roadway inlets of snow and ice to ensure proper water flow and minimize potential flooding or icing hazards.
- Auto patrol grading is underway and expected to be completed by tomorrow, with minor follow-up work possibly extending into Tuesday or Thursday.
- A delivery of 4,550 gallons of BEETHEET was received on February 11, 2026, and is in stock for ongoing winter treatment operations. While equipment and crews are prepared for changing weather conditions, winter operations remain active, and the department continues to monitor forecasts for potential snow or storm activity later in the week.

2 - Equipment & Maintenance

- Equipment maintenance remains a top priority. Recent actions include:
- Completion of mower and tractor maintenance on rear-mount rotary cutter units in preparation for the upcoming mowing season.
- New cutting edges are scheduled for installation on two of the four plow trucks.
- All Road Department radios have been sent to Telecom for updates and authentication.
- All plow blades have been sharpened and are ready for deployment.

3 - FEMA Documentation

The FEMA information gathering form has been completed and submitted to the Township Administrator for forwarding to the appropriate authority on behalf of Wayne Township.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING FEBRUARY 17TH, 2026

4 - Additional Discussion

- A question was raised regarding water accumulation north of the covered bridge. This area is under county jurisdiction. It was noted that the county has been patching the area as needed.
- The Road Department remains prepared to respond to weather events and will continue proactive maintenance to ensure safe roadway conditions.

Fire Department:

Provided by Jason Beckett, Fire Chief

The past two weeks have been exceptionally busy for the department. Crews responded to two structure fires, a barn collapse, and a multi-patient motor vehicle accident, in addition to regular daily call volume. These incidents placed a significant demand on personnel and resources. All events were managed effectively, and operations were conducted safely and professionally. The Chief commended all members for their outstanding performance.

1 - Equipment & Operations

- New hose has shipped and is expected for delivery this week.
- New PPV fan is in service.
- Both items were funded through the Loeb Grant awarded in October.
- Station gutter issues resulting from ice damming and freezing have been assessed. Quotes have been obtained for both repair and full replacement of the gutter system, with one additional quote pending.
- The department intends to submit these expenses, along with eligible costs from recent storm-related incidents (including shoring lumber used at the barn collapse and fuel usage), through the EMA Recovery Assistance Grant application due this week. EMA has been assisting in identifying all potential eligible reimbursements.
- A draft Capital Improvement Plan (CIP) for vehicles and equipment is being finalized and will be submitted to the Board for review.

2 - Personnel

- **Dr. Merkel**, the Township's new Medical Director, will attend department orientation this Thursday and will be introduced to members during an upcoming EMS training session. He has expressed enthusiasm about beginning his role.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING FEBRUARY 17TH, 2026

- The Lieutenant promotional process has concluded. Eight candidates participated, and the process was highly competitive. While two shifts still required placement, Shift Two in particular was highly competitive, with selection ultimately based on minimum certification requirements at the time of appointment.
- Recommended and recent personnel actions include:
 - Rehiring **Sam Gracie**, who previously resigned in good standing to pursue full-time employment and paramedic school.
 - Hiring **Josh Allen** as Firefighter/Paramedic.
 - Hiring **Jacob West** as Part-Time Firefighter/EMT.
 - Hiring **Luke Drury** as Shift Lieutenant.
 - Hiring **Chris Ross** as Lieutenant.
 - Promoting **Gabe Lawson** to Lieutenant.
 - Promoting **John Booth** to Station Lieutenant.

The department continues transitioning into the four-shift staffing model. Staffing levels have varied by shift, which was anticipated during the implementation phase. Overall, operations remain stable as the transition continues.

3 - 2025 End of Year Presentation

The Fire Department reaffirmed its mission of delivering compassionate, professional, and fiscally responsible emergency services while strengthening community trust and operational excellence. In 2025, the department responded to 1,336 calls, reduced turnout and response times, increased ALS care to 57% of total runs, improved revenue by nearly 10%, secured over \$60,000 in grants, and continued implementing four-person staffing to enhance fireground performance and reduce reliance on mutual aid. Leadership emphasized disciplined financial management, strategic capital planning, and a continued focus on community-centered service—ensuring that when residents call 911, their department arrives quickly, appropriately staffed, and ready to act.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING FEBRUARY 17TH, 2026

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

The Spring Township Magazine is currently in preparation. Email notifications have been sent to advertisers and local partners, and responses with ad commitments have already begun coming in. All articles and advertisements are due by March 2.

Stacey Castle will complete the design and production of this edition as usual; however, she has announced her retirement effective July. A work session is requested next month to discuss the magazine's future direction, including format and production options, before initiating the search for a new designer.

Administrator's Report

Presented by Gus Edwards, Township Administrator

1 - Technology & Security:

Discussions continue regarding potential upgrades to the Township's technology and building security systems. This includes the possible conversion of three to four doors to electronic key card access and evaluating options to integrate or upgrade the firehouse security system to align with the administration building, potentially utilizing a cloud-based platform. This item remains tabled for further review, with a goal of implementation in the first half of next year.

2 - 165 Miami Street Property:

The Prosecutor's Office has prepared the purchase agreement documents, and they have been turned over to the buyer. The transaction is moving forward, with closing anticipated within approximately 60 days. We are currently awaiting the required appraisal, which may take additional time due to limited availability. All necessary closing documents on our end have been prepared.

3 - Personnel Manual:

Updates to the Personnel Manual are underway, including revisions to policies and procedures. These updates are intended to ensure clarity, consistency, and alignment with current operational needs.

4 - IT Provider Quotes:

The Township has received proposals from four IT providers: Elite Computer, Net X IT Solutions, D. Dowell's, and SCyber. Additional discussion is requested in Executive Session regarding these proposals and related matters.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
FEBRUARY 17TH, 2026**

5 - Miscellaneous:

Major Arrasmith is scheduled to attend the next meeting.

Fiscal Officer's Report

Presented by Scott Fitzsimmons, Fiscal Officer

- Mr. Fitzsimmons reported that he attended the Ohio Township Association (OTA) conference during the past week, with a primary focus on legislative updates impacting township fiscal operations. He noted attending a session on reserve funds and capital planning and stated that additional information had been emailed to the Trustees earlier in the week. He advised holding further capital improvement planning discussions pending receipt of a quote from a company that may assist in preparing a comprehensive capital improvement packet. He indicated he attempted to obtain the quote prior to the meeting but expects it shortly.
- Mr. Fitzsimmons also presented Resolution 2026-28 for consideration. He explained that in 2022, the Township entered into a cooperative agreement with the Village of Waynesville for a \$25,000 contribution toward the OPWC Fort Brown Franklin project, originally designated to be paid from ARPA funds. As ARPA funds have been fully expended and the fund closed, the resolution redesignates the funding source to the General Fund. He further noted that a similar resolution will be prepared for the Third Street project to reaffirm funding from the General Fund rather than ARPA funds.
- Additionally, Mr. Fitzsimmons reported that new gas cards have been issued to the Road and Fire Departments and are now in use. He stated that the Township's new credit card processing system for the Zoning Department through Peoples Bank is operational. The change was made because the new vendor does not charge the Township service fees, offers a more user-friendly and flexible platform, and will manage the required year-end financial security reporting, including preparation of the necessary documentation.

OLD BUSINESS

Website Domain Name Discussion

Trustee Colvin reported that she, Administrator Edwards, and Mr. Fitzsimmons met with the website vendor on Friday to begin development of the Township's new website. He stated that information outlining corrections and desired improvements to the current website has been provided to the vendor to assist with the redesign.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
FEBRUARY 17TH, 2026**

Trustee Colvin further reported that an application has been submitted for the new domain name, WayneTWPWarrenCoOhio.gov, and the Township is awaiting confirmation from the appropriate government authority. Trustee Colvin noted that she has been listed as the primary contact for the registration and will provide updates once a response is received.

Trustee Colvin stated that the Township is now compiling additional content and requested changes to the new website, including adding a contact form feature. She also indicated that the Township logo has been updated to reflect the new web address and that residents have been contacted to provide photographs, including aerial views of Township properties, to enhance the site's presentation.

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 2026-21 PROMOTING JOHN BOOTH LIEUTENANT PART-TIME

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.

b. RESOLUTION 2026-22 PROMOTING GABE LAWSON LIEUTENANT PART-TIME

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.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
FEBRUARY 17TH, 2026**

- c. **RESOLUTION-2026-23** RESOLUTION TO HIRE CHRISTOPHER ROSS TO LIEUTENANT PART-TIME

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 2026-24** A RESOLUTION TO HIRE LUKE DRURY TO LIEUTENANT PART-TIME

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 2026-25** RESOLUTION TO HIRE JOSH ALLEN AS A PART-TIME FIREFIGHTER/PARAMEDIC

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.

- f. **RESOLUTION 2026-26** RESOLUTION TO HIRE JACOB WEST AS PART-TIME FIREFIGHTER/EMT

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.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
FEBRUARY 17TH, 2026**

- g. Resolution 2026-27** A RESOLUTION TO RE-HIRE SAM GRACI AS A PART-TIME FIREFIGHTER/PARAMEDIC

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.

- h. Resolution 2026-28** A RESOLUTION REAUTHORIZING PARTICIPATION IN THE OPWC FRANKLIN ROAD PROJECT AND AUTHORIZING EXPENDITURE OF GENERAL FUND MONIES

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.

- i. Resolution 2026-29** A RESOLUTION ACCEPTING THE PROPOSAL OF ELITE COMPUTERS, INC. FOR MANAGED INFORMATION TECHNOLOGY AND CYBERSECURITY SERVICES AND AUTHORIZING THE EXECUTION OF A SERVICE AGREEMENT

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 – abstain; Mr. Jacobs – yea. The resolution was adopted.

- j. Resolution 2026-30** A RESOLUTION TO ACCEPT THE RETIREMENT OF DAVE ALBERS

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 – abstain; Mr. Jacobs – yea. The resolution was adopted.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
FEBRUARY 17TH, 2026**

Correspondence

NONE

Elected Officials' Comments

- Trustee Colvin commented that the OTA Conference was very beneficial this year and noted that she learned a great deal from the sessions.

EXECUTIVE SESSION

Ms. Colvin made a motion at 7:56 p.m. to enter an executive session under Ohio Revised Code Section 9.64 to discuss township cybersecurity vendors. Mr. Coffman 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, Fiscal Officer Fitzsimmons, and Fire Chief Beckett. Ms. Colvin motioned at 8:08 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. However, Resolution 2026-29 was passed in open session following the executive session.

EXECUTIVE SESSION

Ms. Colvin made a motion at 8:13 p.m. to enter an executive session under Ohio Revised Code Section 121.22(g)(2) to discuss the potential sale of township real estate. 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, and Fire Chief Beckett. Ms. Colvin motioned at 9:36 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.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
FEBRUARY 17TH, 2026**

EXECUTIVE SESSION

Ms. Colvin made a motion at 8:37 p.m. to enter an executive session under Ohio Revised Code Section 121.22(g)(1) to discuss the separation of a fire department employee. Mr. Coffman 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. Ms. Colvin motioned at 9:36 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. However, Resolution 2026-30 was voted on after the executive session.

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 9:37 p.m.

Diane Colvin – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer