

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
January 20th, 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, Daric Brown, Sam Fitzsimmons, Jeff Patton, Pam Patton, Maggie Stephenson, Omalee Stephenson, and Matt Walker.

Approval of Minutes

Mr. Jacobs moved, and **Mr. Coffman** seconded, to approve the minutes of the **January 6th, 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

Resolution 2026-12 Resolution to Approve the Proposal of “STG” for a New ADA Website Design and Setup with Pricing through the OTA

Citizens’ Comments

NONE

Department Reports

Road Department:

Report submitted by Scott Camery, Road Superintendent

1. Parking Lot Repaving – Administration Building

Mr. Camery reported that the cost estimate for repaving the Administration Building parking lot has been forwarded to Mr. Edwards. The estimate was noted to be more favorable than anticipated.

The parking lot is approximately 20 years old, original to the facility, with prior crack sealing, patching, and multiple repairs around the catch basin. It was stated that the pavement has reached the end of its useful lifespan.

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The project has not yet been formally submitted to the Engineer's Office. To be included in the 2026 paving bid, a submission would be required before bids are expected in March or April. Asphalt pricing was discussed with Jeff Jones, with an estimated cost of approximately \$145 per ton, acknowledging market variability.

Funding options discussed included using General Fund carryover funds. Following the discussion, the Board reached consensus to proceed with adding the parking lot to the paving process. Mr. Camery advised that he would move forward accordingly.

2. Fleet & Equipment Maintenance

- The pump motor on Brush Truck 91 was rewired to eliminate the need for a separate battery and is now powered by the vehicle battery, improving starting reliability.
- Mower and tractor maintenance is ongoing.
- Spreader control system calibration continues, with fine-tuning nearing completion.
- General equipment maintenance remains ongoing.

Mr. Camery reported that 100% of Road Department equipment is currently available for service.

3. Capital Equipment – Skid Loader

Mr. Camery reported working with the fiscal officer to obtain a purchase order for the John Deere skid loader and attachments.

The final cost remains unchanged from the original quote at \$121,100.00 under state bid pricing.

4. Seasonal Operations

Snow and winter operations remain the primary focus of the season.

5. Interdepartmental Assistance

The Road Department assisted Mr. Fitzsimmons and the Wayne Township Fire Cadets by relocating the old gear rack from Station 2 to Station 1.

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Fire Department:

Provided by Jason Beckett, Fire Chief

1. Equipment Maintenance & Interdepartmental Support

Chief Beckett expressed appreciation to the Road Department for servicing the pump engine and repairing the electric start on Brush 91. The work included oil changes, wiring repairs, and fabrication support to properly mount the equipment, significantly improving the unit's reliability.

2. Staffing & Training

Captain Walker was introduced as the Township's new Training Captain. Chief Beckett reported that Captain Walker has already begun delivering training and has developed a strong training plan for the upcoming year.

Captain Walker addressed the Board, stating he is pleased to be with the department and looks forward to working with the team, contributing his experience, and helping advance the department's capabilities.

Chief Beckett noted that a recent tour of the Township was beneficial in familiarizing Captain Walker with the size, geography, and operational diversity of the response area.

3. ESO Inspections & Reporting

The Fire Department is overhauling ESO inspection checklists. ESO serves as the department's reporting and inspection software, and the revisions are intended to improve clarity, consistency, and workflow efficiency during inspections.

4. Community & Educational Outreach

Chief Beckett reported that he will be presenting at Waynesville High School on emergency response for Ms. Tomlin's "Principles of Biomedical Engineering" class. The presentation will focus on the role of first responders and how biomedical engineering applies to emergency services, with demonstrations using department equipment, including the LifePak monitor.

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5. Officer Promotions

Lieutenant panel interviews are scheduled for later this week. Chief Beckett clarified that there are nine applicants, and all nine applicants will advance to the panel interview process.

Chief Beckett concluded his report and stated that he had no additional items at this time unless the Board had questions.

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Saddlebrook Estates Subdivision – Concept Plan & Variance Requests

- The Zoning Department reported on the Saddlebrook Estates proposed subdivision consisting of 15 residential lots located at 9389 Lytle-Ferry Road.
- The concept plan and variance requests are scheduled for review by the Warren County Regional Planning Executive Committee on January 22 at 1:00 p.m.

2. Access Waiver Requests

- The applicant is requesting two access waivers related to internal subdivision streets, one providing access to the north and one to the west.
- One access waiver involves a panhandle lot, which was intentionally designed to be too narrow to function as a public right-of-way, effectively creating a dead-end access point.
- Final determination on the access waivers will be made by the Regional Planning Executive Committee.

3. Street Lighting Variance

- As discussed at the previous meeting, the applicant originally requested a variance regarding street lighting.
- Based on Board feedback, the applicant has agreed to install a streetlight at the intersection of Lytle-Ferry Road and the new subdivision entrance.
- The revised variance request now applies only to the cul-de-sac and seeks relief from installing a streetlight at that location.

4. Additionally, the plan includes lampposts at each driveway within the subdivision.

The Zoning Department advised that Township comments were forwarded to Regional Planning, indicating that the Board supports lighting at the intersection and that, if a cul-de-sac-only variance cannot be granted, the applicant prefers that the variance request be denied rather than expanded.

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5. Next Steps in the Review Process

- The current review is limited to the concept plan stage.
- Following concept plan review and discussion, the project would advance to the preliminary plan stage, which will include detailed lot lines and further technical review.

Administrator's Report

Presented by Gus Edwards, Township Administrator

1. Facility Security – Administration & Fire Facilities

- The Administrator reported that discussions with IMS Technology & Security regarding the conversion of four administration building doors to electronic key card access have stalled and are currently inactive.
- Options previously discussed included upgrading the Fire Station door security system so it would integrate with the Administration Building system and potentially operate through a cloud-based platform. No new developments were reported at this time.

2. Property – 165 Miami Street

- The Administrator reported that the Prosecutor's Office has not yet finalized the purchase-sale agreement documents for 165 Miami Street, now approximately two weeks behind the previously stated timeline.
- The Administrator indicated plans to follow up directly with the Prosecutor's Office this week to determine the status of the documents and identify any outstanding issues.
- Communication with the prospective buyers has been maintained, and they have been advised that the documents will be forwarded immediately upon receipt.
- The delay may impact the buyers' ability to submit documentation to their financial institution.

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3. Fire Department Property Tax Renewal Levy

- The Administrator reported that the Fire Department renewal levy requires a Resolution accepting the Auditor’s Certification of Need.
- Resolution 2026-08 is on the agenda for consideration this evening.
- A subsequent resolution authorizing submission to the Board of Elections will also be required.
- Statutory deadlines require submission by February 4, necessitating Board action either at this meeting or at the February 15 meeting.
- The Administrator noted that the resolution was reviewed by the Prosecutor’s Office and required minor updates due to recent state legislative changes effective January 1, 2026, including the elimination of a previously required federal resolution step.

4. Saddlebrook Estates – Variance Request

- The Administrator referenced the Saddlebrook Estates development and its streetlighting variance request under Section 417: Streets and Walkway Lighting.
- Current regulations require streetlights at intersections, cul-de-sacs, and other locations as determined by the Regional Planning Commission.
- The applicant is requesting approval to install individual lampposts at each residential lot in lieu of standard street lighting infrastructure.
- This item remains under review in coordination with the zoning and regional planning process.

5. Information Technology (IT) Provider Quotes

- The Administrator reported receipt of IT service proposals from:
 - **Elite Computer**
 - **Net X IT Solutions**
- A third proposal from **Mr. D. Dowell** is still pending.
- The Administrator noted delays were partially due to scheduling constraints and ongoing workload.

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6. Electric Aggregation & Resident Inquiries

- The Administrator reported a **significant increase in resident calls** regarding electric bills following recent billing cycles.
- Factors contributing to higher bills were identified as:
 - A 35-day billing cycle
 - Colder-than-normal weather
 - Increased seasonal usage (holiday baking and Christmas lighting)
 - A modest year-over-year increase in supplier rates
- The Administrator explained that aggregation rates remain slightly lower than Duke and ADS, but short-term billing comparisons have caused confusion.
- Several calls involved elderly residents concerned about affordability; staff provided explanations and referral information for supplier customer service where appropriate.
- It was emphasized that aggregation savings are incremental and not expected to dramatically reduce high-usage winter bills.

7. Old Fire Station Property

The Administrator advised that, due to the timing of upcoming meetings, any developments related to the old fire station property should be communicated directly to him as they arise so that matters can be addressed promptly.

8. Executive Session / Miscellaneous

Property-related matters were noted for potential discussion in the Executive Session.

Fiscal Officer's Report

Presented by Scott Fitzsimmons, Fiscal Officer

1. Year-End & Closeout Status

- Mr. Fitzsimmons reported that the 2026 closeout process is not yet fully completed but is expected to be finalized after completing the remaining checklist items.
- He indicated that at the next meeting, he anticipates providing the Board with a retrospective overview of fiscal year 2025, including key financial observations and trends.

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2. Fire Department Payroll Monitoring

- Mr. Fitzsimmons advised that he is developing a dashboard-style tracking tool focused on Fire Department payroll expenditures.
- The dashboard is intended to provide a year-over-year comparison and a clear snapshot of how payroll costs are trending, particularly in light of the new part-time staffing program.
- He noted that this is the first pay period reflecting the new pay rates, with additional personnel beginning employment in January as the program continues to scale.
- The intent of the payroll tracking is to provide transparency regarding how costs are increasing, how quickly they are changing, and how those trends align with staffing goals.

OLD BUSINESS

Website Domain Name Discussion

- Ms. Colvin stated that the Township's domain name will likely be addressed during the development of the new website with the selected vendor.
- By consensus, the Board agreed to proceed with the domain name as part of the new website project.

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 – Yea.

2. Resolutions

- a. **RESOLUTION 2026-08** RESOLUTION ACCEPTING THE COUNTY AUDITOR'S CERTIFICATION 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

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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- b. **RESOLUTION 2026-09** A RESOLUTION DECLARING IT NECESSARY TO LEVY A RENEWAL TAX IN EXCESS OF THE TEN MILL LIMITATION AND TO PROCEED WITH SUBMISSION OF THE QUESTION OF THE TAX TO ELECTORS

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.

- c. **RESOLUTION 2026-10** CERTIFYING REPRESENTATIVES FOR WAYNE TOWNSHIP TO THE VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND BOARD 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 2026-11** RESOLUTION TO APPROVE THE PURCHASE OF A JOHN DEERE SKID STEER WITH ATTACHMENTS USING STS PRICING THROUGH MURPHY TRACTOR & EQUIPMENT CO., OUT OF GENERAL FUND APPROPRIATIONS

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 2026-12** RESOLUTION TO APPROVE THE PROPOSAL OF 'STG' FOR NEW ADA WEBSITE DESIGN AND SETUP WITH PRICING THROUGH THE OTA

Discussion

- Ms. Colvin summarized the proposal from STG for the development of a new Township website. She explained that STG offers three tiers and recommended the Silver package as the best fit for Township's needs and value.
- The Silver package includes website design and setup for \$1,295, with an annual hosting fee of \$375. STG confirmed the Township's current website aligns well with this package.

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- The proposal includes an initial planning meeting with the vendor to define layout, content, and expectations. Ms. Colvin noted the pricing is reasonable and the process is well-structured.
- The Trustees agreed that the Silver package is the most appropriate option.
- Ms. Colvin recommended that, if approved, department heads review and update their website content in advance to streamline the vendor meeting and support a cleaner, more modern site with simplified navigation.

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.

Correspondence

Administrator Edwards reported the following correspondence:

- Warren County Drug Taskforce contribution letter
- Planck Estate – End-of-year reconciliation
- County Health Department Monthly Report
- County EMA training

Elected Officials' Comments

- The Trustees discussed scheduling conflicts related to upcoming meetings, with particular focus on the second regularly scheduled meeting in June. Due to planned absences, the June 16 meeting was identified as presenting attendance challenges. After discussion and consideration of trustee availability, the Trustees agreed to reschedule the meeting to Monday, June 15, in order to maintain sufficient attendance. The Trustees acknowledged that not all members would be available for every proposed date and expressed appreciation for the cooperative effort to reach a workable solution.
- Mr. Jacobs reminded those present to be prepared for cold and snowy weather conditions and extended his best wishes and appreciation specifically to the Township Road Department crews, thanking them in advance for their service for the anticipated winter operations.

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EXECUTIVE SESSION

Ms. Colvin made a motion at 7:37 p.m. to enter an executive session under Ohio Revised Code Section 121.22(G)(1) to discuss township personnel matters. 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, Fiscal Officer Scott Fitzsimmons, and Fire Chief Beckett. Ms. Colvin motioned at 8:52 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.

Discussion

Ms. Colvin explained that for 2025, the Township did not use a fixed per-credit pay rate. Instead, a set pool of funds was established and distributed based on the total number of credits earned by all volunteers for responses, training, and related activities. She noted that when payments were issued in December for the January–November period, a spreadsheet error used the full annual funding amount rather than 11/12 of the total, resulting in an overpayment. Since December credits had not yet been paid, the Trustees discussed how to address the issue and agreed to pay them at the same per-credit dollar rate used for January through November, with the intent to issue those payments accordingly.

Motion

Mr. 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 motion passed.

EXECUTIVE SESSION

Ms. Colvin made a motion at 8:56 p.m. to enter an executive session under Ohio Revised Code Section 121.22(G)(2) to discuss the possible sale of township real property. Mr. Jacobs seconded the motion. A roll call vote was taken, resulting in the following: Mr. Coffman - Yea; Ms. Colvin - Yea; Mr. Jacobs - Yea.

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The Board of Trustees entered into an executive session with the Township Administrator, Gus Edwards. Ms. Colvin motioned at 9:16 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.

ADJOURNMENT

Ms. Colvin motioned to adjourn. **Mr. Jacobs** 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 9:17 p.m.

Diane Colvin – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer