

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
MARCH 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; Trustee Brad Coffman; Fiscal Officer Scott Fitzsimmons. Township Staff present included: Fire Chief Jason Beckett, Road Superintendent Scott Camery, and Zoning Officer Stacey Lowing.

Guests and residents

David Albers, Chris Colvin, Brandon Deaton, Katie Deaton, Sam Fitzsimmons, Carrie Heisele, Matt Mumma, Jeff Patton, and Pam Patton.

Approval of Minutes

1. **Mr. Jacobs** moved, and **Ms. Colvin** seconded, to approve the minutes of the **March 3rd, 2026**, regular session meeting. A voice vote was held, with the following results: 3 yea, 0 nay, 0 abstain.
2. **Mr. Coffman** moved, and **Ms. Colvin** seconded, to approve the minutes of the **March 5th, 2026**, special meeting. A voice vote was held, with the following results: 3 yea, 0 nay, 0 abstain.
3. **Ms. Colvin** moved, and **Mr. Jacobs** seconded, to approve the minutes of the **March 12th, 2026**, special 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

Board President, Ms. Colvin, noted the following changes and additions to the posted agenda:

Resolutions

- | | |
|-----------|-----------|
| ▪ 2026-36 | ▪ 2026-39 |
| ▪ 2026-37 | ▪ 2026-40 |
| ▪ 2026-38 | |

Presenter Added

- Joe Garrett with Trebel Energy

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Citizens' Comments

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

- David Albers – Meeting minutes on the website are not up-to-date.

PRESENTATIONS

1. **Magistrate Carrie Heisele** - introduced herself and announced her candidacy for an open seat on the Warren County Common Pleas Court following Judge Peeler's retirement. She highlighted her experience, including 15 years as an assistant prosecutor handling serious felony cases and five years serving as a magistrate overseeing civil matters, protection orders, and felony arraignments. Magistrate Heisele emphasized her extensive experience within the court system, her commitment to transparency and technological advancements, and stated that she is prepared to serve effectively from day one.
2. **Joe Garrett** - presented an update on the Township's energy aggregation program, requesting renewal of limited authority for his firm to procure both natural gas and electricity on behalf of the Township, similar to the prior year agreement.

- **Natural Gas Program**

Mr. Garrett explained that prior pricing structures, including a 2% adder, are no longer available due to market changes. He recommended transitioning to a fixed-rate product, estimating a potential range of \$0.68–\$0.70 per CCF, compared to the recent utility average of \$0.77 per CCF. He noted that while prices are currently elevated due to global market conditions, locking in a rate would provide stability and protect residents from high winter usage costs. He emphasized that participation remains voluntary and residents may opt out at any time.

- **Electric Program and Market Conditions**

Mr. Garrett reported that the Township previously secured a three-year electric aggregation rate and indicated that future pricing is expected to increase due to supply and demand constraints, including limited generation capacity and infrastructure challenges. He recommended extending purchasing authority through 2030 to allow the Township to capitalize on favorable market conditions when they arise. He noted that similar long-term strategies are being used by large commercial and governmental entities.

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▪ **Recommendation and Request**

Mr. Garrett advised that granting continued authority would enable timely purchases during market dips, which he believes is critical given anticipated upward price trends. He indicated that multiple surrounding communities have already approved similar agreements and requested approval by April to align with market timing.

▪ **Trustee Discussion**

Trustees asked clarifying questions regarding the scope of the agreement, confirming that it applies to both gas and electric aggregation and mirrors the prior year's authorization with updated pricing thresholds. They also inquired about timing for approval and confirmed that the agreement is consistent with actions taken by neighboring jurisdictions.

Motion

Ms. Colvin made a motion to accept the renewal of the limited authority agreement for Trebel to procure both natural gas and electricity on behalf of the Township. This motion was seconded by Mr. Coffman, and a roll call vote was conducted: Mr. Coffman – yea; Ms. Colvin – yea; Mr. Jacobs – yea. The motion passed.

Department Reports

Road Department:

Report submitted by Scott Camery, Road Superintendent

1. Drainage and Ditching Projects

The Road Superintendent reported that drainage and culvert clearing remain the primary focus of operations. Several ditching projects are currently planned, and locates have been requested through OUPS in preparation for upcoming work.

2. Pothole Repairs and Road Maintenance

Another round of pothole repairs remains a top priority for the department as part of ongoing roadway maintenance efforts.

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3. Coordination with County Engineer

Resolutions approved at the previous Trustee meeting have been submitted to the Warren County Engineer's Office (WCEO) for processing and coordination.

4. Equipment and Operations

All Road Department personnel received training on operating the new skid loader and its attachments. Crews have also begun removing liquid de-icing equipment from two of the four plow trucks to allow for reconfiguration for non-winter operations. The Superintendent reported that 100% of road equipment is currently operational and available for use.

5. Old Stage Road (Dakins Hollow) Bridge Project

The Superintendent provided an update on a joint project with the WCEO involving bank armoring at the Old Stage Road (Dakins Hollow) bridge. He explained that while the bridge is owned by the County, the Township is partnering in the repair effort.

The County will provide engineering support and labor, while the Township will contribute materials, labor, and equipment, including guardrail work.

The Superintendent estimated material costs to range between \$5,500 and \$7,000 and requested authorization for a purchase order not to exceed \$10,000. He noted that the work is preventive, addressing erosion concerns that could affect the bridge structure and roadway if left unaddressed. The Board approved a motion authorizing the issuance of a purchase order up to \$10,000 for the project, with completion anticipated before the end of April.

MOTION

Trustee Coffman moved that the township pay up to \$10,000.00 for the road repairs on Old State Road. Mr. Jacobs seconded the motion, and a roll call vote was conducted: Mr. Coffman – yea; Ms. Colvin – yea; Mr. Jacobs – yea. The motion was adopted.

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Fire Department:

Provided by Jason Beckett, Fire Chief

1. Personnel

- The Fire Chief reported the hiring of Carson Hively and E.J. Goschinski as part-time Firefighter/EMTs. Mr. Hively currently serves with the City of Franklin, while Mr. Goschinski resides in Spring Valley and is attending paramedic school.
- The Chief also reported the resignation of volunteer firefighter Jack Mannon following an extended absence due to injury.

2. Administration

- The Chief provided an update on administrative activities, including a preliminary meeting with Lexipol to explore policy management services, noting that pricing will likely be reduced and potentially deferred until a new Township Administrator is in place. He also conducted a walkthrough of Station 92 with the Deaton representatives, who expressed satisfaction with the facility.
- Additionally, the Fire Department portion of the Saddlebrook Estates development plan was reviewed and approved, with particular attention given to hydrant placement and apparatus access.

3. Operations and Equipment

The department has begun adjusting and reorganizing equipment on both engines to improve efficiency and standardization of operations.

4. Training and Professional Development

- The Chief and Assistant Chief Lalich attended the Ohio Fire Chiefs Association (OFCA) Winter Symposium, where they received updates on legislative initiatives affecting fire and EMS services, including proposed laws on responder safety, pension contributions, and volunteer firefighter recruitment and retention. The Chief noted ongoing uncertainty regarding potential statewide tax reform and emphasized the importance of proactively communicating the value of fire services.
- Internally, crews completed mega code training exercises simulating cardiac arrest scenarios, with upcoming training focused on flow path and ventilation using a live-fire demonstration model.

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5. Community Engagement

- The department continues to engage with the community through fire prevention initiatives, including collaboration with the local library to provide educational materials and outreach during Fire Prevention Month.
- The department is also scheduled to host a station tour for participants from Good Works Farm, a program supporting adults with disabilities.

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Township Magazine

The Zoning Inspector reported that the final printer's draft of the Township magazine has been approved and remains on schedule to be mailed in early April. She also requested a future work session with the Board to discuss potential changes and the publication's long-term direction.

2. Saddlebrook Estates Development

The Zoning Inspector reported that Saddlebrook Estates has applied for preliminary plan approval. The proposed development consists of approximately 36–36.5 acres and includes 15 single-family residential lots, each approximately two acres in size, with public water and on-site septic systems. The plan has been reviewed and found to be in conformance with Township zoning requirements. The project is scheduled for review by the Warren County Regional Planning Commission Executive Committee on March 26.

3. Country Lakes Development

The Zoning Inspector stated that the Country Lakes developers are currently working on entrance landscaping plans, including gateway signage. While entrance landscaping is not required by zoning, the development must comply with the required thoroughfare buffer yard standards along State Route 73 and Township Line Road.

4. Administrative Updates

The Zoning Inspector reported that all necessary paperwork related to the sale of the old fire station has been submitted to the Warren County Prosecutor's Office. He is also reviewing ARPA reporting requirements, which are due April 30, and gathering the necessary documentation and system access to complete the report.

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Fiscal Officer’s Report

Presented by Scott Fitzsimmons, Fiscal Officer

The Fiscal Officer reported that recent efforts have been primarily focused on preparing the permanent appropriations, including providing the Board with a summary of key changes. He noted that the General Fund increased significantly to support the administrative transition, retirement obligations, IT investments, and capital improvements, while smaller adjustments in the Road and Bridge and Fire District funds were largely attributable to higher utility costs. The most significant changes occurred in Fire Fund B, driven by proposed capital purchases including SCBAs, a cascade system, and a command vehicle.

The Fiscal Officer identified five primary drivers behind the appropriation changes: fire department capital needs, administrative transition costs, IT services and equipment, professional services, and long-term planning initiatives such as a reserve fund study and website improvements.

The Board discussed whether to proceed with certain fire capital purchases in the current year or defer them pending the results of the capital improvement study, the sale of the old fire station, and levy considerations. While the command vehicle replacement was viewed as deferrable, there was stronger support for prioritizing the replacement of SCBAs and the aging cascade system due to maintenance issues and reliability concerns.

The Fiscal Officer also provided an update on the proposed reserve fund study, noting potential cost savings through coordination with another township, and indicated that a resolution for approval would be considered.

OLD BUSINESS

NONE

NEW BUSINESS

1. Paying of the Bills

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

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2. Resolutions

- a. **RESOLUTION 2026-35** TO HIRE CARSON HIVLEY AS PART-TIME FIREFIGHTER/EMT

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.

- b. **RESOLUTION 2026-36** A RESOLUTION MAKING PERMANENT APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF WAYNE TOWNSHIP, WARREN COUNTY, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026

Discussion

During the discussion of Resolution 2026-36, the Trustees agreed to remove the proposed \$105,000 appropriation for the fire command vehicle from the Fire Fund B budget. The Board determined that, rather than appropriating the funds and deferring the purchase, it was more appropriate to reduce the appropriation amount accordingly. The Fiscal Officer confirmed the adjustment, and the Board proceeded with the resolution reflecting the reduced total.

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.

- c. **RESOLUTION-2026-37** A RESOLUTION TO ACCEPT A PROPOSAL FROM MILLER-DODSON ASSOCIATES FOR A RESERVE FUND STUDY AND AUTHORIZING EXPENDITURES

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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- d. **RESOLUTION 2026-38** A RESOLUTION TO HIRE (EJ) EDWARD GOSCHINSKI AS PART-TIME FIREFIGHTER/EMT

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.

- e. **RESOLUTION 2026-39** A RESOLUTION ACCEPTING THE RESIGNATION OF JACK MANNON FROM THE WAYNE TOWNSHIP FIRE DEPARTMENT

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.

- f. **RESOLUTION 2026-40** RESOLUTION APPROVING AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE A WRITTEN PROPOSAL WITH ELLISON SURVEYING, INC., AND THE FISCAL OFFICE TO PAY INVOICE RELATED THERETO: AND AUTHORIZING THE COUNTY PROSECUTOR TO NEGOTIATE A RESOLUTION OF THE CONFLICT BETWEEN A TOWNSHIP DEED AND THE DEED OF THE ABUTTING PROPERTY OWNER ANLL RESTRUANT PROPERTY LLC

Discussion

Trustee Colvin explained that the resolution relates to the sale of the old fire station and the need to address title and survey issues identified during the process. She noted that new surveys are required for the three parcels to complete the transaction, and while the Township is not legally obligated to cover these costs, the Board believes it is appropriate to do so. Additionally, she highlighted a boundary discrepancy involving a small section of property shared between the Township and a neighboring owner, which the resolution seeks to resolve.

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.

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3. Corwin Tractor Show

Mr. Coffman shared that he received a request from the Corwin Tractor Show for continued support of the annual event in the amount of \$500.00, which Coffman noted has already been appropriated.

Motion

Mr. Coffman made the motion to donate \$500.00 to the annual Corwin Tractor Show; the motion was seconded by **Mr. Jacobs**, and a roll call vote was conducted: Mr. Coffman – yea; Ms. Colvin – yea; Mr. Jacobs – yea.

4. Township Health Insurance

The Trustees discussed the Township’s health insurance renewal proposal received from Frank Harmon of Ohio Insurance Services. The Fiscal Officer noted the renewal reflects an approximate 9% increase, which is lower than the market average of around 15%. Despite the relatively favorable rate, the Trustees agreed that it would be prudent to explore other options and directed the Fiscal Officer to proceed with shopping for alternative coverage.

5. Township Information Technology

The Trustees discussed a proposal from Elite Computers regarding IT infrastructure upgrades, including server replacement, cybersecurity enhancements, access control systems, and email modernization. It was noted that the Township’s current servers are outdated and vulnerable, prompting consideration of a hardware-as-a-service model at a monthly cost versus a full upfront purchase.

Trustees expressed concerns about costs, scope, and the necessity of the proposed upgrades, particularly the server solution and access control system. Questions were raised regarding system capacity, redundancy, reliance on cloud-based services during internet outages, and whether more cost-effective options exist.

The Board agreed that additional information is needed before moving forward and requested further discussion with representatives from Elite Computers to provide a detailed presentation and answer questions.

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6. Correspondence

Zoning Officer Lowing reported receiving a notice from the State Employment Relations Board regarding a required 2026 health insurance survey. Due to the recent events with the administrator, the original deadline was missed; however, an extension has been granted. Given the complexity of the survey, the Zoning Officer coordinated with the Township's insurance representative, Frank Harmon, to complete the submission on the Township's behalf, potentially for a small fee.

7. Elected Officials' Comments

NONE

WORK SESSION

1. Community Magazine

Zoning Officer and Administrative Assistant Stacey Lowing facilitated a discussion with the Trustees regarding the future of the Township's biannual community magazine, noting that the current designer is retiring and prompting a reevaluation of the format and approach.

Ms. Lowing presented options, including continuing the existing full-length, advertisement-supported magazine or transitioning to a smaller, Township-focused newsletter with fewer pages and reduced reliance on advertisers. Trustees discussed considerations such as cost, content, community engagement, and the magazine's role in communicating Township information versus broader community content.

Additional ideas included exploring electronic distribution, adjusting publication frequency, reducing page count, or reviewing formats used by neighboring communities. No final decision was made, and the discussion was intended to provide direction for future planning and vendor selection.

2. Cleaning Service

The Trustees discussed options for replacing the Township's monthly heavy-cleaning service, which is no longer available because the vendor has merged with another company. The Zoning Officer reported that multiple companies were contacted, with only one submitting a proposal of \$350 per month for twice-monthly cleaning, which is comparable to current costs.

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The Board considered maintaining the proposed twice-monthly service while supplementing it with the current weekly cleaner to ensure more consistent restroom and facility upkeep. Trustees expressed concern about the gap in cleaning services over the past several weeks and agreed that more frequent cleaning is necessary.

Additional discussion included seeking further quotes to ensure competitive pricing, with a recommendation to contact additional local vendors for referrals. No final decision was made, and further outreach for additional proposals was planned before moving forward.

EXECUTIVE SESSION

Ms. Colvin made a motion at 8:26 p.m. to enter an executive session under Ohio Revised Code 121.22 (g)(1) to discuss fire department 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 Fire Chief Beckett. **Ms. Colvin** motioned at 9:00 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 9:02 p.m.

Diane Colvin – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer