

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
APRIL 7<sup>TH</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; 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**

Cheryl Davidson, Sam Fitzsimmons, Matt Mumma, Jeff Patton, and Pam Patton.

**Approval of Minutes**

1. **Ms. Colvin** moved, and **Mr. Jacobs** seconded, to approve the minutes of the **March 17<sup>th</sup>, 2026**, regular session meeting. A voice vote was held, with the following results: 3 yea, 0 nay, 0 abstain.
2. **Ms. Colvin** moved, and **Mr. Jacobs** seconded, to approve the minutes of the **March 30<sup>th</sup>, 2026**, special meeting. A voice vote was held, with the following results: 3 yea, 0 nay, 0 abstain.

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

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

**Resolutions**

- 2026-34a
- 2026-45
- 2026-46
- 2026-47

**CITIZENS' COMMENTS**

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

**Cheryl Davidson** expressed concerns regarding township fire operations and emphasized the importance of maintaining consistent services and clear communication with residents.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
APRIL 7<sup>TH</sup>, 2026**

**Department Reports**

**Road Department:**

*Report submitted by Scott Camery, Road Superintendent*

**1. Old Stage Road Bridge Project**

Mr. Camery reported that the Old Stage Road bridge bank armoring project is scheduled to begin the week of April 13, 2026, with an anticipated two-week road closure, weather permitting. He noted that the Warren County Engineer's Office will manage the press release, and one remaining right-of-entry is still being finalized due to estate-related documentation following a property owner's passing.

**2. Winter Equipment Transition**

Snowplows and liquid application systems have been removed from trucks, while spreaders remain in place if needed. Three of the four trucks have been reconfigured for summer operations.

**3. Road Maintenance Activities**

"Pothole patrol" operations are currently up to date, and all scheduled ditching projects have been completed. Mr. Camery also reported that regular equipment servicing is up to date.

**4. Equipment Status and Surplus Planning**

All road department equipment is operational and available for use. Mr. Camery stated that he plans to prepare the 1979 500C Galion road grader for sale on GovDeals following completion of the bridge project.

**5. Materials and Partnerships**

The department has coordinated to receive spoils from the U.S. Route 42 traffic light project, which Mr. Camery described as a mutually beneficial arrangement with Barrett Paving.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
APRIL 7<sup>TH</sup>, 2026**

**6. 2026 Paving Program**

Mr. Camery reported that Warren County has received paving bids for 2026, with John R. Jurgensen Company appearing to be the low bidder pending official award. The township’s portion of the project includes repaving the administration building parking lot, which came in approximately \$3,300 to \$3,400 below the township’s estimate.

**7. Chip Seal Program**

Chip seal bids for 2026 are scheduled to be opened, with additional information to follow once results are available.

**Fire Department:**

*Provided by Jason Beckett, Fire Chief*

<b>MARCH 2025 STATS</b>		
<b>Calls for Service</b>	<b>Monthly</b>	<b>Year-to-Date</b>
EMS Runs	70	220
Fire Runs	53	112
<b>Totals</b>	<b>123</b>	<b>332</b>

**1. Personnel**

Chief Beckett recommended the hiring of Kendall Gosney as a part-time Firefighter/EMT, noting her prior experience, internship with Clearcreek Township, and strong interview performance. He also reported the resignation of Firefighter/Paramedic Andrew Valenti, who is stepping away due to family commitments, and extended an open invitation to his potential return in the future.

**2. Administration**

The department held its first Administrative Officers’ Meeting, during which key priorities for the year were established. Chief Beckett noted that work is ongoing to update departmental policies and procedures.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
APRIL 7<sup>TH</sup>, 2026**

**3. Operations and Equipment**

The station generator is back online and scheduled for service in the coming weeks. Chief Beckett also reported that the station roof was repaired following recent wind damage and that all equipment remains operational. Coordination with the Road Department has allowed for repairs to mowing equipment in preparation for seasonal maintenance.

**4. Training**

Captain Walker conducted training on hose movement and flow, which was well attended and included participation from the cadet program.

**5. Community Engagement**

Fire department personnel participated in several community outreach activities, including delivering the Easter Bunny for the American Legion on March 28 and attending Career Day at Waynesville High School on April 2, where crews engaged with students and promoted the fire service.

**6. Professional Development / After-Action Review**

Chief Beckett attended a post-incident analysis (PIA) for a fatal fire in Clarksville, noting that the review provided valuable insights, reinforced best practices, and identified opportunities for continued improvement.

**7. Other Business**

A concern was raised about outdated directional signage along U.S. Route 42 that points to the former fire station on Miami Street. The Board discussed that the signage may fall under the jurisdiction of the Ohio Department of Transportation or the Village, and that it should be reviewed to prevent confusion once the property is transferred.

**Zoning Officer's Report**

*Presented by Stacey Lowing, Zoning Officer*

**1. Permit Activity and Fees**

Ms. Lowing reported the issuance of eight permits for the reporting period, including four accessory building permits, two addition permits, one single-family residence permit, and one pool permit. Total fees collected amounted to \$900.00, and all funds have been deposited.

**2. Development Activity**

Ms. Lowing reported that the preliminary plan for Saddlebrook Estates was approved at the March 26 meeting of the Warren County Regional Planning Commission Executive Committee. She further noted that the revised preliminary plan for Settler's Grove subdivision is scheduled for review at the April 23 Executive Committee meeting.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
APRIL 7<sup>TH</sup>, 2026**

The revisions include minor adjustments, such as the removal and reconfiguration of open space, and do not affect prior township recommendations for approval.

**3. Communications / Township Magazine**

Ms. Lowing advised that the township magazine has been mailed and delivered. She indicated that she plans to present additional information and cost-related options at the next meeting for discussion regarding potential changes to the publication.

**4. Additional Comments**

Ms. Lowing noted that the proposed subdivision revisions currently under review are administrative in nature and are not expected to present any concerns for the Township.

**Administrator's Report**

*Presented by Gus Edwards, Township Administrator*

**1. Staff Support and Acknowledgment**

Mr. Edwards expressed appreciation to township staff for maintaining operations during his absence, noting that staff effectively managed calls, emails, and ongoing projects. He reported that several projects were completed in his absence, with others continuing upon his return.

**2. Fire Department Operations and Support**

Mr. Edwards commended the Fire Department for its professionalism and responsiveness, specifically recognizing Chief Beckett and personnel for ensuring staffing coverage, including a recent instance in which the Chief personally covered a 24-hour shift. He noted that the department continues to achieve a high rate of paramedic-level response on calls and emphasized the importance of learning from operational experiences to improve service delivery.

**3. Fire Station Property and Survey Issues**

Mr. Edwards reported ongoing coordination with the Warren County Regional Planning Commission regarding property boundary and survey issues tied to the former fire station site. He explained that prior deed transfers created minor discrepancies that will be resolved through the approved survey process, with continued coordination between involved parties.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
APRIL 7<sup>TH</sup>, 2026**

**4. Road and Infrastructure Projects**

Mr. Edwards stated that township road projects, including paving and chip seal work, are progressing as planned. He also provided updates on state-related projects, noting that improvements along State Route 73 are expected to begin later this year.

Additionally, work along U.S. Route 42 and State Route 73 has experienced delays due to material supply issues, with signal work now anticipated to be completed later in the summer. He further noted the installation of additional traffic control measures at key intersections to improve safety.

**5. Development Activity**

Mr. Edwards advised that there are early-stage discussions regarding potential new subdivision development within the township. He noted that multiple developments may move forward concurrently, with more information expected later in the year.

**6. Safety and Continuous Improvement**

Mr. Edwards emphasized the importance of learning from operational challenges, noting that after-action discussions—both within the township and across the broader industry—serve as valuable opportunities to strengthen response capabilities and preparedness.

**7. Retirement Announcement**

Mr. Edwards formally announced his intention to retire effective July 1. He stated that efforts will be made to support the Board of Trustees in identifying a qualified successor and ensuring a smooth transition.

**Fiscal Officer's Report**

*Presented by Scott Fitzsimmons, Fiscal Officer*

**1. Permanent Appropriations**

Mr. Fitzsimmons reported that all permanent appropriations for 2026 have been entered, and the Township is fully set for the fiscal year from a budgeting standpoint.

**2. Reserve Fund Study**

Mr. Fitzsimmons advised that the Township has initiated its engagement with Miller-Dodson for the reserve fund study. He noted that Clearcreek Township has elected not to participate at this time. Representatives from Miller-Dodson are scheduled to be on-site on April 28, and participation from the department head has been requested to assist with the review process.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
APRIL 7<sup>TH</sup>, 2026**

**3. Asset Inventory Coordination**

Mr. Fitzsimmons reported that a comprehensive list of Township assets has been compiled and provided to the consultant. He noted that department heads will be asked to assist in identifying and verifying department-specific assets to support the study's accuracy.

**OLD BUSINESS**

NONE

**NEW BUSINESS**

**1. Paying of the Bills**

**Mr. Jacobs** 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.

**RESOLUTIONS**

**2. Resolutions**

- a. **RESOLUTION 2026-44** RESOLUTION ACCEPTING THE RESIGNATION OF ANDREW VALENTI FROM THE WAYNE TOWNSHIP FIRE DEPARTMENT

**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.

- b. **RESOLUTION 2026-45** A RESOLUTION TO HIRE KENDALL GOSNEY AS A PART-TIME FIREFIGHTER/EMT

**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.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
APRIL 7<sup>TH</sup>, 2026**

- c. **RESOLUTION-2026-46** A RESOLUTION ACCEPTING THE PROPOSAL OF ABOVE STANDARD CLEANING LLC FOR JANITORIAL SERVICES, AUTHORIZING THE ADMINISTRATIVE ASSISTANT TO EXECUTE NECESSARY DOCUMENTS, AND AUTHORIZING THE FISCAL OFFICER TO MAKE PAYMENT

**Motion**

**Ms. Colvin** motioned to adopt the resolution. **Mr. Jacob** 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 2026-47** A RESOLUTION APPOINTING SCOTT FITZSIMMONS AS TOWNSHIP ADMINISTRATOR FOR WAYNE TOWNSHIP, WARREN COUNTY, OHIO, AND AUTHORIZING THE EXECUTION OF AN EMPLOYMENT AGREEMENT TO HIRE

**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 2026-34a** A RESOLUTION ACKNOWLEDGING THAT RESOLUTION NUMBER 2026-34 WAS INADVERTENTLY OMITTED AND CORRECTING THE RECORD

**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.

**3. Township Health Insurance**

Fiscal Officer Fitzsimmons reported that Frank Harmon with the Ohio Insurance Agency would have pricing for the board to review prior to the next meeting on April 21<sup>st</sup>.

**4. Township Information Technology**

Trustees Andy Jacobs and Diane Colvin discussed postponing Resolutions 2026-41, 2026-42, and 2026-43, with Trustee Jacobs expressing concerns and requesting additional time for review, including input from the incoming administrator, and Trustee Colvin agreeing to defer the items to the next meeting with the expectation they would be ready for a decision at that time.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
APRIL 7<sup>TH</sup>, 2026**

**5. Correspondence**

Chief Beckett shared two pieces of correspondence received: one expressing appreciation from the Clinton-Warren Fire District for mutual aid support, and another from a resident commending the quick response and assistance provided by Fire Department personnel.

**Elected Officials' Comments**

NONE

**EXECUTIVE SESSION**

**Ms. Colvin** made a motion at 7:29 p.m. to enter an executive session under Ohio Revised Code 121.22 (g)(1) to discuss personnel matters of appointing a new township administrator. **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. **Ms. Colvin** motioned at 8:14 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 2026-47** was taken up following the executive session in regular 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 9:15 p.m.

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Diane Colvin – President, Board of Trustees

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Scott Fitzsimmons – Fiscal Officer