

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
APRIL 21ST, 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: Administrator Gus Edwards, Fire Chief Jason Beckett, Road Superintendent Scott Camery, and Zoning Officer Stacey Lowing.

Guests and residents

David Albers, Joshua Allen, Alex Becker, Daric Brown, Sharon Coffman, Cheryl Davidson, Pat Davidson, Sam Fitzsimmons, Matt Mumma, Jeff Patton, Pam Patton, and Rob Scott.

Approval of Minutes

Mr. Coffman moved, and **Ms. Colvin** seconded, to approve the minutes of the **April 7th**, 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

Township Administrator Edwards noted that Resolutions 2026-44 and 2026-45 were misnumbered and have been changed to 2026-52 and 2026-53. Resolution 2026-50 and 2026-51 has been added.

CITIZENS' COMMENTS

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

Pat Davidson expressed concerns about increasing traffic and safety on Smith Road, requesting improvements to deteriorating pavement edging and asking the Township to evaluate adjusting the lighting at the Smith Road and State Route 73 intersection to enhance visibility.

Cheryl Davidson questioned the role and expectations of the Township's fire training officer. Specifically, whether he should be required to work shifts to help staffing shortages, and expressed concern that training efforts may not be fully engaging all fire department personnel while ongoing staffing gaps continue to impact coverage.

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Department Reports

Road Department:

Report submitted by Scott Camery, Road Superintendent

1. Old Stage Road Bridge Project

The Old Stage Road bridge bank armoring project has been completed, and the roadway reopened on April 13, 2026, at approximately 1:00 p.m. Final work included rebuilding the guardrail, and the project was completed under budget. The work involved significant grading and stream stabilization efforts in coordination with the Warren County Engineer's Office.

2. Seasonal Transition & Equipment Readiness

Snow removal equipment has largely transitioned for the season, with plows and liquid systems removed and three of four trucks reconfigured for summer operations. Spreaders remain in place as a precaution. All routine equipment maintenance is up to date, and 100% of the fleet is currently operational.

3. Road Maintenance Activities

Pothole repairs are currently caught up, and scheduled ditching projects have been completed.

4. 2026 Paving & Chip Seal Program

Chip seal bids were opened on April 8 and came in slightly below last year's pricing. The pre-construction meeting for chip seal work has not yet been scheduled. The resurfacing pre-construction meeting is set for April 28. Warren County has received 2026 paving bids, with JRJ appearing to be the low bidder; the Township's Administration Building parking lot project is included and is currently estimated to come in below budget, pending final award.

5. Equipment & Asset Management

Plans are in place to prepare the 1979 Galion 500C road grader for sale on GovDeals following the completion of the bridge project.

6. Materials & Cost Savings Efforts

The department has coordinated with the contractor on the U.S. Route 42 traffic signal project to acquire excess materials ("spoils"), creating a cost-saving, mutually beneficial arrangement.

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Fire Department:

Provided by Jason Beckett, Fire Chief

1. Personnel

Chief Beckett recommended hiring Colin Peng as a Part-Time Firefighter/EMT, noting that he performed very well during the interview process and demonstrated strong motivation and physical preparedness. He also recommended hiring Darrin Wiseman as a Part-Time Lieutenant to fill a Unit 3B shift vacancy. Chief Beckett highlighted Wiseman's prior experience as a lieutenant and his current role as a battalion chief, emphasizing that his leadership background and operational experience will bring immediate value to the department and strengthen shift-level supervision.

2. Administration

The department continues ongoing work to complete and update policies and procedures to improve consistency, compliance, and operational effectiveness. Chief Beckett reported that the reimbursement documentation for Winter Storm Fern has been completed and submitted, noting the process was detailed and administratively intensive.

He also presented a recommendation to replace turnout gear, explaining a strategic shift toward staggered annual purchases to avoid large, one-time financial impacts and maintain a sustainable replacement cycle. The department is moving toward more standardized sizing rather than fully custom-fitted gear, which will reduce costs and significantly improve turnaround time for replacements.

Additionally, the department is actively working through an RFP process for SCBA replacement. A committee has been established to evaluate multiple manufacturers, and demo units are being reviewed. Chief Beckett, along with Assistant Chief Lulich and Lieutenant Ross, will attend FDIC to further evaluate SCBA-related equipment, including air compressor systems, and to gather additional information to support the selection process.

3. Operations and Equipment

The station generator was recently serviced and has been placed on a scheduled weekly exercise cycle, running automatically for 15 minutes each week to ensure reliability and readiness during power outages. The Chief's Tahoe was also serviced as part of routine fleet maintenance. Chief Beckett noted that these actions reflect a continued emphasis on preventative maintenance and ensuring that both facility systems and frontline apparatus remain fully operational.

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4. Training

An AES Safety training session is scheduled, with approximately 17 participants registered, including personnel from Wayne Township and outside departments, reflecting a collaborative training environment. Chief Beckett emphasized that training efforts include part-time personnel, volunteers, and cadets, ensuring broad participation across the organization.

Crews have also been actively engaged in hands-on training, including drafting operations and engine check-offs. These activities focus on verifying competency for drivers/operators, particularly for newer personnel or those with prior experience who must demonstrate proficiency under Township standards. This ongoing training ensures operational readiness and reinforces consistency in emergency response capabilities.

5. Community Engagement

The department hosted a visit from Good Works Farm, providing individuals with developmental disabilities an opportunity to tour the fire station and engage with personnel. Chief Beckett noted that the visit was well-received and reflects the department's commitment to community outreach and inclusion.

In addition, Chief Beckett reported distributing levy signs and personally placing several throughout the Township over the weekend to support public awareness and engagement efforts related to the upcoming levy.

6. Data, Performance, and Strategic Communication

Chief Beckett also presented a performance graphic to the Board highlighting key operational metrics, including improvements in EMS response and turnout times, increased paramedic staffing levels, and growth in advanced life support (ALS) capabilities. The data reflects ongoing efforts to enhance service delivery, address volunteer staffing challenges, and strengthen the department's overall operational capacity. The Board reviewed the information and discussed minor clarifications to improve public understanding, with general consensus that the data was transparent, informative, and appropriate for public communication.

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Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Township Magazine Project

Ms. Lowing reported that the previously requested work session regarding the Township magazine design has been postponed. She is currently awaiting additional design layout options and associated pricing before proceeding. Once quotes and alternative concepts are received, the work session will be rescheduled to allow for further discussion and direction from the Board.

2. Settlers Grove Development

Ms. Lowing reminded the Board that the revised preliminary plan for the Settlers Grove development is scheduled for review at the Warren County Regional Planning Commission Executive Committee meeting on April 23 at 1:00 p.m., to be held at the Warren County Administration Building in Lebanon, Ohio. Key revisions to the preliminary plan include removing an open-space lot between Lots 13 and 14, adding open space along the west side of Settlers Grove Drive, and reconfiguring Open Space Lot 19.

Administrator's Report

Presented by Gus Edwards, Township Administrator

1. Security & Access Control Systems

Mr. Edwards provided an update on ongoing discussions regarding facility security upgrades, including the evaluation of proposals from LaForce and IMS Technology & Security. The project includes the potential replacement of four doors with electronic key card access and the option to integrate the Fire Department and Administration Building systems into a unified, possibly cloud-based platform. Related resolutions are included on the meeting agenda for Board consideration to move the fire department to a cloud-based service.

2. 165 Miami Street Property Sale

Mr. Edwards reported that earnest money has been received and deposited for the sale of the former fire station at 165 Miami Street. The property has been surveyed, and the necessary Township documents have been prepared, including the execution of a quitclaim deed for the applicable parcel. The transaction is currently pending completion of the buyer's appraisal, inspection, and financing, with an anticipated timeline of up to 60 days before closing.

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3. Aggregation Program Updates

Mr. Edwards reported updated utility aggregation rates, including a new 12-month electric supply rate of \$0.0979 per kWh through Dynegy. The natural gas program will implement a fixed rate of \$0.6799 per ccf, beginning at the next available meter-read date and extending through April 2028. Opt-out letters have been distributed to residents, and the Township has received several inquiries, with staff providing information and clarification as needed.

4. Road Department Coordination

Mr. Edwards noted coordination with the Warren County Engineer's Office regarding the completion of the Old Stage Road bank stabilization project at the Dakins Hollow bridge. He reported positive feedback from the County Engineer's Office on the quality of the completed work and improvements to roadway safety.

5. Health Insurance Renewal

Mr. Edwards advised that health insurance proposals have been reviewed and that UnitedHealthcare is recommended as the provider for the upcoming renewal period. The proposed plan represents a cost savings compared to the prior year and avoids a projected significant increase under alternative options.

Fiscal Officer's Report

Presented by Scott Fitzsimmons, Fiscal Officer

Fiscal Officer Report – Scott Fitzsimmons

1. Reserve Fund Study Engagement

Mr. Fitzsimmons reported that the Township will begin its reserve fund engagement with Miller-Dodson on April 28. The engagement will include site visits and coordination with department heads to review operations and documentation. Mr. Fitzsimmons will work directly with the vendor throughout the day to facilitate the process and ensure access to the necessary information.

2. Transition Planning

Mr. Fitzsimmons also noted that he has been in communication with the Auditor of State's Office regarding the upcoming Fiscal Officer transition. Guidance has been received to help ensure a smooth and compliant transition process moving forward.

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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 2026-41** RESOLUTION TO APPROVE THE PURCHASE OF MICROSOFT ENTRA ID P1 AND MICROSOFT EXCHANGE ONLINE PLAN 1 LICENSE FOR TOWNSHIP OPERATIONS

Motion

Mr. Jacobs motioned to adopt the resolution. **Ms. Colvin** 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 2026-42** A RESOLUTION TO APPROVE ENTERING INTO A SERVICE AGREEMENT WITH ELITE COMPUTERS, INC. FOR HARDWARE AS A SERVICE (HAAS) FOR TOWNSHIP IT INFRASTRUCTURE

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.

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- c. **RESOLUTION-2026-43** A RESOLUTION TO APPROVE THE UPGRADE OF THE FIRE STATION ACCESS CONTROL SYSTEM TO BRIVO CLOUD THROUGH LAFORCE, INC.

Discussion

The Board and Fire Chief discussed upgrading the fire station access control system to a cloud-based platform (Brivo) through LaForce, primarily because the current server is unsupported and poses reliability risks. The proposed system would use existing hardware, eliminate the need for a local server, and reduce annual costs by approximately \$2,800 compared to maintaining the current system. Additional discussion focused on access methods, including continued use of key fobs or potential integration with ID badges, as well as minor uncertainties regarding card costs and system compatibility.

Motion

Mr. Coffman motioned to adopt the resolution. **Ms. Colvin** seconded the motion, and a roll call vote was conducted: Mr. Coffman – nay; Ms. Colvin – yea; Mr. Jacobs – nay. The resolution failed to carry.

- d. **RESOLUTION 2026-48** RESOLUTION APPROVING AND AUTHORIZING THE TOWNSHIP BOARD PRESIDENT TO EXECUTE AND DELIVER A QUIT CLAIM DEED FOR ALL INTEREST, IF ANY, WAYNE TOWNSHIP MAY HAVE IN LOT 3 IN MIAMI SQUARE OF THE PLAT OF THE VILLAGE OF WAYNESVILLE

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 2026-49** A RESOLUTION APPROVING OF A HEALTHCARE AND BENEFIT PACKAGE WITH OHIO INSURANCE SERVICES AS AGENT AND SOCA UHC PLAN AND AUTHORIZING TOWNSHIP ADMINISTRATOR TO ACT AS OUR REPRESENTATIVE AND EXECUTE ALL DOCUMENTS

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.

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- f. **RESOLUTION 2026-50** RESOLUTION ACCEPTING THE RESIGNATION OF SCOTT FITZSIMMONS AS FISCAL OFFICER FROM WAYNE TOWNSHIP

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.

- g. **RESOLUTION 2026-51** RESOLUTION APPROVING AND AUTHORIZING THE BOARD OF TRUSTEES TO EXECUTE WITH SHARON COFFMAN FOR TEMPORARY HELP SERVICES AS AN INDEPENDENT CONTRACTOR TO SERVE AS DEPUTY TOWNSHIP FISCAL OFFICER FOR A LIMITED PERIOD OF TIME

Motion

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

- h. **RESOLUTION 2026-52** RESOLUTION APPROVING THE HIRING OF COLIN PENG AS A PART-TIME FIREFIGHTER/EMT FOR 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 – abstain; Ms. Colvin – yea; Mr. Jacobs – yea. The resolution was adopted.

- i. **RESOLUTION 2026-53** A RESOLUTION AUTHORIZING THE HIRING OF DARRIN WISEMAN AS A PART-TIME SHIFT LIEUTENANT FOR THE WAYNE TOWNSHIP FIRE DEPARTMENT

Motion

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

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3. Correspondence

None

Elected Officials' Comments

Trustee Coffman: Mr. Coffman thanked Fiscal Officer Fitzsimmons for his service to the community as an elected official and expressed that he looks forward to working with Fitzsimmons in his new role.

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 7:48 p.m.

Diane Colvin – President, Board of Trustees

Scott Fitzsimmons – Fiscal Officer