

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
June 2nd, 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; Deputy Fiscal Officer Sharon Coffman. Township Staff present included: Township Administrator Gus Edwards, Scott Fitzsimmons, Fire Chief Jason Beckett, and Zoning Officer Stacey Lowing.

Guests and residents

Sheriff Barry Riley, Cheryl Davidson, Jeff Patton, Pam Patton, Sam Fitzsimmons

Approval of Minutes

Mr. Jacobs moved, and Mr. Coffman seconded, to approve the minutes of the May 19th, 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

NONE

PRESENTATION

Sheriff Barry Riley – 2025 Annual Report Summary

Sheriff Barry Riley reported that the Warren County Sheriff's Office responded to approximately 1,800 calls for service in Wayne Township during 2025, with the most common calls involving traffic complaints, 9-1-1 hang-ups, and animal complaints. He noted that Wayne Township remains a safe community and that the Sheriff's Office's goal is to maintain that quality of life.

The Sheriff's Office is currently fully staffed, which has reduced overtime costs and improved operational stability. During the year, the agency deployed additional drug-detection dogs in the jail, replaced aging duty handguns using CCW fund revenues rather than tax dollars, and continued proactive patrol operations throughout the county.

Sheriff Riley also highlighted the agency's participation in immigration enforcement efforts, averaging approximately 50 arrests per month of undocumented individuals, most of whom are not Warren County residents. He emphasized that these efforts are conducted without federal funding and with a focus on professional and humane treatment.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
June 2nd, 2026

Finally, Riley reported that the School Resource Officer program continues to expand, with seven SROs currently assigned and additional positions anticipated. He emphasized the importance of positive interactions between law enforcement and students and thanked township officials for their continued partnership and support.

CITIZENS' COMMENTS

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

Cheryl Davidson thanked the Fire Department for the visible emergency response she observed on Memorial Day, expressed encouragement about the apparent staffing presence, and inquired about current scheduling and personnel attendance compared to the previous township meeting.

Pat Davidson expressed concerns about ongoing safety hazards on Smith Road, including roadway edge drop-offs, inadequate shoulder support, limited lighting, and increasing traffic volume, and urged the Township to address the conditions before they result in a serious accident.

DEPARTMENT REPORTS

Road Department Report

Presented by Scott Camery, Road Superintendent

1. Roadway Projects

Road Superintendent Scott Camery reported that one of the scheduled basket repair projects has been completed, while the second project on Old State Route 73 was delayed due to weather conditions. Installation of a drainage pipe on Mt. Holly Road began but was temporarily halted by poor ground conditions and rainfall. Work has since resumed, with approximately 240 feet of pipe installed to date. Purchase orders for the 2026 road projects have been submitted to the Warren County Engineer's Office for processing.

2. Flooding and Road Closures

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

June 2nd, 2026

Corwin Avenue was closed due to high water from May 23 through May 25 and was later closed again on May 29 due to water releases from Caesars Creek Lake. The roadway was reopened later that evening after water levels receded.

3. Road Safety Improvements

Working with the owner and caretaker of the property at the intersection of Smith Road and Corwin Road, the Road Department removed a visibility obstruction that had created an ongoing safety concern. In response to public comments regarding roadway edge conditions on Smith Road, Camery advised that repairs are included on the department's project schedule and will be completed as other priority projects are finished. He noted that limited right-of-way presents challenges to making improvements along portions of the roadway.

4. Equipment and Fleet Maintenance

The Road Department completed repairs to the F-250 truck after rusted transmission cooling lines developed a leak. Minor operational issues with mowing tractors were also repaired. Camery reported that preparations are underway to list the department's road grader, along with miscellaneous surplus parts and tools, for sale through GovDeals. All Road Department equipment is currently operational and available for service.

5. Cemetery Maintenance

Despite challenging weather conditions, department personnel completed mowing and cleanup activities at both township cemeteries in advance of Memorial Day.

6. Employee Recognition

Camery commended the Road Department staff for their performance during the week of May 18–22, noting that employees effectively managed weather-related issues and maintained operations while he was out of town. He expressed his appreciation and pride in the crew's efforts and professionalism.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
June 2nd, 2026

Fire Department Report
Presented by Jason Beckett, Fire Chief

MAY 2026 STATS

Calls for Service	Monthly	Year-to-Date
EMS Runs	75	359
Fire Runs	26	167
Totals	101	526

1. Cadet Program and Recruitment

Chief Beckett reported that three cadets graduated from high school and will be participating in volunteer firefighter interviews in the coming weeks. At least one graduate has already enrolled in the Warren County Career Center's Firefighter Level I program. The department has also received several recruitment inquiries following recommendations from the State Fire Marshal's Office and continues to review applications from prospective volunteers.

2. Burn Ban and Public Education

The Ohio Department of Natural Resources spring burn ban expired on June 1, 2026. Chief Beckett noted that the department has already received inquiries regarding open burning and has provided public education through social media regarding the change.

3. Operations and Communications

The department successfully identified a radio interoperability frequency with the Ohio Department of Natural Resources (ODNR), allowing direct communications between agencies during emergency incidents. Chief Beckett cited a recent river rescue operation as an example of the importance of improved communications and noted that procedures are being shared with department personnel to ensure continued interoperability.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

June 2nd, 2026

4. Equipment and Fleet

The department completed the sale of the former Expedition vehicle through GovDeals. The surplus boat and motors did not sell and will be relisted. Chief Beckett also reported that replacement halyard lines have been ordered for the department's 24-foot extension ladders

after a line failure on Engine 92. Both apparatus will receive upgraded synthetic rope designed for longer service life.

5. Training Activities

Personnel continue working on Job Performance Requirements (JPRs), with pump operations and Fire Apparatus Operator (FAO) training scheduled. The department has secured multiple structures for hands-on training opportunities, including a village-owned structure slated for demolition and a fire-damaged residence near the fire station. Chief Beckett also shared positive feedback received from residents regarding the professionalism and performance of department personnel.

6. Self-Contained Breathing Apparatus (SCBA) Evaluation

The department continues evaluating replacement SCBA equipment due to the lack of North American support for its current Interspiro units. A committee reviewed proposals from multiple vendors and is currently evaluating systems from MSA and Draeger. Chief Beckett reported that both platforms meet operational requirements and that final pricing and recommendations will be presented at a future meeting.

7. Grant Opportunities and Long-Term Staffing

Chief Beckett reported that the department is evaluating both the FEMA SAFER Grant and Assistance to Firefighters Grant (AFG) opportunities. After discussions with township administration, the department intends to postpone applying for a SAFER Grant at this time due to concerns regarding the long-term sustainability of staffing positions after grant funding expires.

8. Apparatus Replacement Planning

The department intends to pursue an AFG grant application to replace two aging tanker apparatus with a single pumper-tanker. Current tankers date to 1997 and lack onboard pumping capability. The proposed replacement would increase water-carrying capacity while improving operational flexibility. Chief Beckett noted that the AFG program would

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

June 2nd, 2026

fund 95 percent of the project cost, with the township responsible for the remaining 5 percent.

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Permit Activity

Zoning Inspector Stacey Lowing reported that six permits were issued during the reporting period, generating **\$1,200 in permit and application fees**, all of which have been deposited. Permits issued included three accessory building permits, one single-family residence permit, one in-ground pool permit, and one rezoning application.

2. Rezoning Application

Lowing reported receiving a rezoning application for the former golf course property located on State Route 42. The applicant is requesting that the property be rezoned from **C-Recreation** to **RU-Rural Residential** with the intent of constructing two single-family homes, one for the property owner and one for a family member. Lowing noted that the proposal does not involve a dense residential development.

3. Zoning Commission Meeting

The Zoning Commission public hearing for the rezoning request has been rescheduled from July 2, 2026, to **June 29, 2026, at 6:00 p.m.** to avoid holding the meeting immediately before the Independence Day holiday.

4. Township Magazine

Lowing requested a brief work session following the meeting to discuss matters related to the township magazine.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
June 2nd, 2026

Administrator's Report

Presented by Gus Edwards, Township Administrator

1. North Warren County Transportation Plan

Administrator Gus Edwards reported that the advisory committee has begun Phase I of the North Warren County Transportation Plan, a two-phase study evaluating multimodal transportation needs throughout the northern portion of Warren County.

2. 165 Miami Street

The township is continuing to work through the sale process for 165 Miami Street. The township is currently awaiting the final survey description from Jeff Ellison so it can be recorded with the county.

3. Employee Health Insurance

An employee meeting was held with Frank Harmon of Ohio Insurance Services to review the new United Healthcare plan and provide guidance on submitting reimbursement claims and utilizing plan benefits.

4. SLFRF Treasury Close-Out

The township remains in the queue awaiting close-out instructions from the U.S. Treasury regarding the State and Local Fiscal Recovery Fund (SLFRF) program.

5. OTARMA Property and Casualty Renewal

Staff continue gathering information requested by OTARMA for the township's annual property and casualty insurance renewal, which is scheduled for August 19, 2026.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

June 2nd, 2026

6. EPA MS4 Program

Edwards reported that he is researching new EPA criteria related to Municipal Separate Storm Sewer Systems (MS4s) based on 2020 Census data. Historically, Wayne Township has received exemptions from participation in the program; however, changes to the EPA's methodology may make obtaining an exemption more difficult. If the township is required to participate, potential impacts could include stormwater management requirements and associated assessments on qualifying properties. The township intends to pursue an exemption and will continue evaluating available options and guidance from the Ohio EPA.

7. Community Events

Edwards advised the Board that the grand opening and ribbon-cutting ceremony for the new Glasshouse Waynesville office has been rescheduled to June 26, 2026.

8. Return to Work

Edwards reported that he returned to work on May 25 following his recent surgery and recovery period.

Fiscal Officer's Report

Presented by Scott Fitzsimmons

1. Tax Budget Preparation

The Fiscal Office has begun preparations for the township's annual tax budget process. A public hearing on the 2027 Tax Budget is scheduled for **July 7, 2026**, and staff will be working to finalize budget materials in advance of the hearing.

2. Reserve Fund Study

The Fiscal Officer reported receiving the draft Reserve Fund Study prepared by Miller Dodson Associates. A conference call has been scheduled with the consultant to review the draft findings and recommendations. Following that review, the report will be shared with department heads to evaluate project priorities, validate assumptions, and identify any necessary adjustments before the final report is issued.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

June 2nd, 2026

OLD BUSINESS

1. Township Website and Email Migration

The Board received an update regarding the township website and email migration project. Township representatives have been in contact with the website vendor, and work is ongoing to develop the site using information previously provided by the township. The vendor advised that no additional information is currently needed from the township and that development is proceeding utilizing the company's standard template and implementation process.

2. 165 Miami Street Survey and Boundary Resolution

The Board discussed the status of the survey work associated with the sale of 165 Miami Street. It was reported that survey markers have been placed on the property; however, the completed survey has not yet been filed with the County Map Room. Board members expressed concern regarding the continued delays in receiving the final survey documents and noted that no invoice has yet been received for the work performed.

Discussion also included the status of communications with the surveyor and legal counsel regarding the survey review process. The Board noted that the contract timeline may have expired and discussed reviewing the agreement to determine available options should further delays occur. No action was taken, and staff will continue to monitor the project's progress and seek updates from the surveyor.

NEW BUSINESS

PAYING OF THE BILLS

Mr. Coffman 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.

RESOLUTIONS

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

June 2nd, 2026

2026-56 RESOLUTION APPROVING THE DISPOSITION OF TOWNSHIP PROPERTY BY MEANS OF INTERNET AUCTION AS IT RELATES TO ROAD DEPARTMENT EXCESS INVENTORY

Discussion

Road Superintendent Scott Camery discussed the proposed sale of surplus Road Department equipment through GovDeals, including an aging road grader, seat consoles removed from plow trucks, and outdated DeWalt power tools.

Camery noted that while the items have little operational value to the township, selling them could generate additional revenue rather than disposing of them. He stated that the road grader

has provided many years of service to the township and has exceeded its useful life, making it an appropriate candidate for surplus disposal.

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.

Correspondence/Comments

Correspondence

- None

Elected Officials' Comments

- **Trustee Jacobs** - Trustee Jacobs noted that the local Chamber of Commerce Director has resigned and wished her well in her future endeavors.
- **Trustee Coffman** - Trustee Coffman reminded residents that the next regular meeting of the Board of Trustees will be held on Monday, June 15, at 7:00 p.m.
- **Trustee Colvin** - Trustee Colvin expressed her appreciation to Administrator Gus Edwards for his mentorship, leadership, and service to the township, thanking him for his support and professionalism throughout their years working together.

WORK SESSION

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

June 2nd, 2026

The Board conducted a brief work session regarding the future format and production of the township magazine. Zoning Inspector Stacey Lowing presented paper samples and reviewed quotes from two printing vendors, noting that the proposals were similar in cost, with the township's current vendor submitting the lower quote and offering the advantage of maintaining existing mailing and address list information. Lowing outlined a simplified newsletter-style format consisting of approximately four pages, potentially incorporating QR codes to provide additional information while keeping printing and mailing costs near current levels.

Following discussion, the Board expressed support for moving forward with the proposed newsletter format and continuing to work with the township's existing vendor. Lowing indicated that advertisers and community partners would be notified of the transition to the new format.

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 7:43 p.m.

Diane Colvin – President, Board of Trustees

Sharon Coffman – Deputy Fiscal Officer