

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
May 19th, 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: Scott Fitzsimmons, Fire Chief Jason Beckett, and Zoning Officer Stacey Lowing.

Guests and residents

- | | | |
|-------------------|---------------------|---------------------|
| ▪ Amanda Stiles | ▪ Jeff Patton | ▪ Pam Patton |
| ▪ Amy Grayson | ▪ Jenny Francis | ▪ Phillip Hubbell |
| ▪ Angie Emmert | ▪ Jona Powell | ▪ Rebecca Foley |
| ▪ Beck Cook | ▪ Justin Johnson | ▪ Riley Gabbard |
| ▪ Bill Menth | ▪ Keith Gabbard | ▪ S. Tavis Hatmaker |
| ▪ Carm Call | ▪ Kelli Mumma | ▪ Sam Fitzsimmons |
| ▪ Charles Irons | ▪ Kelly Purkey | ▪ Sara Hardyman |
| ▪ Charlotte Bryan | ▪ Matt Mumma | ▪ Scott Favorite |
| ▪ Cheryl Davidson | ▪ Melissa Irons | ▪ Sharon Jewell |
| ▪ Chrisy Hubbell | ▪ Michael Last Name | ▪ Sherry Hanna |
| ▪ Cindy Menth | Not Legible | ▪ Wendy Hancock |
| ▪ Debra Filbrandt | ▪ Mike Burger | ▪ William Filbrandt |
| ▪ Gloria Hall | ▪ Mike Ramby | |
| ▪ Jamie Gabbard | ▪ Nick Smith | |

Approval of Minutes

Mr. Jacobs moved, and **Mr. Coffman** seconded, to approve the minutes of the **May 5th, 2026**, regular session meeting. A voice vote was held, with the following results: 3 yea, 0 nay, 0 abstain.

Mr. Jacobs moved, and **Mr. Coffman** seconded, to approve the minutes of the **May 12th, 2026**, regular session meeting. A voice vote was held, with the following results: 3 yea, 0 nay, 0 abstain.

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Additions, Removals, or Disclosures from the Posted Agenda

NONE

CITIZENS' COMMENTS

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

Nick Smith expressed concerns regarding the recent fiscal officer appointment, emphasizing the importance of experience, transparency, accountability, and financial management qualifications in the role, and urged the Trustees to prioritize taxpayer confidence and the long-term financial stability of the community in their decision-making.

Becky Cook stated that, as a lifelong resident of Wayne Township, she hoped the Trustees selected the most qualified candidate with the strongest financial background for the fiscal officer position, and noted that voters would ultimately have the opportunity to evaluate the decision in the upcoming election.

Cheryl Davidson expressed concerns regarding staffing shortages and response coverage within the Fire Department, alleging that the department has frequently lacked available crews, experienced the loss of long-time volunteer personnel, and increasingly relied on outside agencies for emergency response, while emphasizing concerns about public safety and emergency response times within the township.

Jona Powell shared appreciation for the Fire Department's quick response to a recent small kitchen fire at her home, noting that emergency personnel arrived promptly and effectively handled the situation.

Sharon Jewel congratulated the Trustees on their election victory and encouraged continued cooperation between the Township, Village, and local schools, emphasizing the importance of sound financial leadership and coordination due to the shared impact of public funding and levies on the community.

EXECUTIVE SESSION

Ms. Colvin made a motion at 7:14 p.m. to enter an executive session under Ohio Revised Code 121.22 (g)(1) to discuss personnel matters of appointing the new Fiscal Officer. **Mr. Coffman** 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. **Ms. Colvin** motioned at 7:46 p.m. to exit the executive session. Seconded by **Mr. Coffman**. 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

Trustee Coffman stated that Matthew Mumma had withdrawn his name from consideration for appointment to the Fiscal Officer position. Trustee Coffman further stated that, based on discussions and circumstances surrounding the appointment process, he was not comfortable proceeding with an appointment at that time and invited the remaining Trustees to share their perspectives. The Board discussed that, if an appointment was not made within the statutory 30-day period following the vacancy, the authority to fill the position would transfer to the Warren County Probate Court Judge, who would review applications and make the appointment.

Motion

Trustee Coffman made a motion to rescind the appointment of Matthew Mumma to the Fiscal Officer position following Mr. Mumma's withdrawal from consideration. The appointment had previously been approved at the May 12 special meeting. The motion was seconded by **Trustee Jacobs**, and upon a roll call vote, the following results were recorded: Mr. Coffman - yea; Ms. Colvin - yea; Mr. Jacobs - yea.

Department Reports

Road Department:

Report submitted by Scott Camery, Road Superintendent

Trustee Colvin noted that Road Superintendent Scott Camery was absent due to vacation; however, he submitted the following written report for the meeting record.

1. Mowing Operations

The first round of township-wide mowing has been completed. Memorial Day cemetery mowing, maintenance, and general cleanup activities are scheduled to take place during the week.

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2. Drainage and Culvert Maintenance

The Road Department is currently placing rock baskets around culverts experiencing erosion issues in an effort to stabilize affected areas. Additionally, pipe installation work on Mt. Holly Road is scheduled for the week following Memorial Day.

3. Roadway Repairs

Guardrail repairs on the west hill of Middletown Road have been completed. The department also raised the guardrail along the downhill section and regraded the area using #8 stone.

4. Equipment Status

All Road Department equipment is reported to be operational and available for service.

Fire Department:

Provided by Jason Beckett, Fire Chief

1. Personnel and Recruitment

Chief Beckett reported that approximately five individuals had recently expressed interest in the department through the Ohio State Fire Marshal's Volunteer Recruitment Portal. The department is currently evaluating potential candidates, including local residents and college students, to determine long-term volunteer interest and training needs. Additionally, another local resident has completed the required physical examination and is expected to be presented to the Board for consideration at an upcoming meeting pending completion of certifications.

2. Administration

Areas of Responsibility (AORs) have been assigned to department personnel, and work has begun on associated assignments and projects.

3. Operations and Equipment

- Chief Beckett provided an update regarding the department's Self-Contained Breathing Apparatus (SCBA) replacement project. Three vendors submitted proposals, with two vendors supplying demonstration units for evaluation by the department's SCBA committee. Chief Beckett noted that the current SCBAs are no longer manufactured, replacement parts availability is becoming limited, and several units are currently out of service. The committee is expected to provide a recommendation in the coming weeks for Board consideration.

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- Additional equipment updates included the replacement of ladder halyard ropes on Engine 91 and Engine 92 with upgraded synthetic rope material designed for improved durability and weather resistance.
- Chief Beckett also discussed a planned operational adjustment placing Engine 92 in reserve dispatch status. The change is intended to reduce unnecessary radio traffic and dispatch notifications while maintaining the apparatus available for response as needed by volunteer or recalled personnel.

4. Training

Duty crews continue working on Job Performance Requirements (JPRs) developed by Captain Walker, with personnel completing assigned monthly requirements in addition to regular shift training activities.

5. Community Engagement and Public Education

- The Fire Department participated in several community activities associated with Waynesville High School senior events. Department personnel assisted with the Senior Drive-In and Senior Parade, utilizing Engine 91, Squad 91, Utility 91, and the Chief's Tahoe for participation and traffic control support. Chief Beckett noted that three department cadets graduated this year and plan to continue their fire service training through the Warren County Career Center Level I Firefighter program while remaining involved as volunteers with the department.
- Chief Beckett further reported that the department has responded to numerous resident inquiries regarding open burning regulations. Public education efforts have focused on Ohio's seasonal burn restrictions and differences between township and village open burning regulations. Chief Beckett also referenced a recent illegal open burning incident involving the burning of tires, during which both the resident and neighboring property owner were reportedly unaware of applicable regulations.

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Landscaping and Building Grounds

Ms. Lowing reported that measurements and photographs of the eastern side of the Administration Building had been submitted to Natorp for preparation of a complimentary landscaping sketch and planting plan. The request specified low-maintenance shrubbery and landscaping options.

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Ms. Lowing further noted that the Warren County inmate crew is scheduled to assist with mulching portions of the property during the following week; however, some work may need to be delayed pending completion of the landscaping plan and installation activities.

2. Site Plan Verification

Ms. Lowing advised the Board that she had conducted site plan verification inspections at several completed project locations during the week.

3. Township Magazine

Ms. Lowing noted that a work session regarding the Township magazine had been included on the agenda; however, she stated that the discussion could be tabled and addressed at a future meeting.

Administrator's Report

Presented by Scott Fitzsimmons

1. 165 Miami Street

The surveyor has submitted the required reports and supporting documentation to the County to establish the legal description for the property located at 165 Miami Street. Additional follow-up work remains on behalf of the surveyor and is anticipated to be completed within the coming weeks to allow the project to continue moving forward.

2. Health Insurance Transition

The Township's transition to the new health insurance provider has been completed, and all employees have received their insurance cards. Insurance Agent Frank Harmon is scheduled to meet with full-time employees and elected officials at the end of the month to review plan coverage and answer questions regarding the policy.

3. EMA Disaster Assistance

The administration continues working with Warren County EMA regarding the Public Assistance reimbursement process associated with Winter Storm Fern. Required documentation is nearing completion and is expected to be submitted shortly. During the meeting, the Board approved authorization designating Township Administrator Scott Fitzsimmons as the Township's authorized representative and point of contact for matters related to the EMA/FEMA disaster assistance process.

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4. OTARMA Renewal

Department heads have submitted the necessary documentation for the Township's OTARMA renewal process. Administration will continue coordinating with the Township's OTARMA representative to finalize and close out the renewal.

5. Technology and Computer Systems

Mr. Fitzsimmons reported that the Township recently experienced computer issues involving the UAN system. Elite Computers assisted the Township by recovering and mirroring the hard drive to a replacement computer, allowing operations to quickly resume while the State continued additional recovery efforts. Appreciation was expressed to Elite Computers for their assistance and rapid response in resolving the issue.

6. High School Senior Parade

Mr. Fitzsimmons thanked the Fire Department for representing the Township during the local High School Senior Parade and for participating in the celebration of the graduating Class of 2026.

7. Upcoming Meeting

Mr. Fitzsimmons advised the Board that Warren County Sheriff Barry Riley is scheduled to attend the June 2nd meeting to provide a report to the Trustees.

Motion

Trustee Coffman made a motion to allow Scott Fitzsimmons to be the authorized signer for the township on documents as it relates to the State Disaster application for winter storm Fern reimbursement(s). The motion was seconded by **Trustee Jacobs**, and upon a roll call vote, the following results were recorded: Mr. Coffman - yea; Ms. Colvin - yea; Mr. Jacobs - yea.

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Fiscal Officer's Report

Presented by Scott Fitzsimmons

1. Fiscal Office Operations

The Mr. Fitzsimmons reported that he and Deputy Fiscal Officer Sharon Coffman continue working collaboratively during the transition process and that Township bills and financial obligations are continuing to be processed and paid in a timely manner. Other than the recent UAN computer issue discussed during the Administrator's Report, no significant operational concerns were reported within the Fiscal Office.

2. Tax Budget Preparation

The Mr. Fitzsimmons further advised that preparation for the Township's annual tax budget will soon begin, as the filing deadline approaches later this summer. Initial planning efforts and document collection are currently underway in order to establish the foundation for the upcoming budget process.

OLD BUSINESS

Website

A discussion was held regarding the Township website project and the establishment of Township email addresses. Mr. Fitzsimmons reported that communication had occurred between the website vendor and Elite Computers to coordinate the exchange of necessary technical information; however, no email accounts had been established at this time.

The Board also discussed potential email address formatting conventions, including the use of a "firstname.lastname" naming structure for Township email accounts. The Board indicated agreement with that approach.

NEW BUSINESS

Paying of the Bills

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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.

RESOLUTIONS

- a. **RESOLUTION 2026-55** APPROVING AND AUTHORIZING THE BOARD PRESIDENT TO SIGN ADDENDUM NO. 2 TO THE PURCHASE SALE AGREEMENT FOR THE OLD FIRE STATION TO EXTEND THE CLOSING DATE TO JULY 7, 2026

Motion

Mr. Coffman 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.

CORRESPONDENCE/COMMENTS

Correspondence

None

Elected Officials' Comments

None

ADJOURNMENT

Ms. Colvin motioned to adjourn. **Mr. Coffman** 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 8:05 p.m.

Diane Colvin – President, Board of Trustees

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Sharon Coffman – Deputy Fiscal Officer