

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
MAY 5th, 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

Allison Brown, Sam Fitzsimmons, Matt Mumma, Jeff Patton, Pam Patton, Tyler Taylor, and Matt Walker.

Approval of Minutes

Mr. Jacobs moved, and **Mr. Coffman** seconded, to approve the minutes of the **April 21st**, 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

CITIZENS' COMMENTS

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

Matthew Walker spoke in support of the Wayne Township Fire Department's ongoing staffing and operational changes, praising the department's leadership, personnel, and the Trustees' support during the transition.

DEPARTMENT REPORTS

Road Department:

Report submitted by Scott Camery, Road Superintendent

1. Chip Seal Program

The chip seal contract has been awarded to Ray Hensley Inc. at a bid price of \$1.69 per square yard, which is \$0.05 lower than last year's rate of \$1.74 per square yard. A pre-construction meeting was held on May 5, 2026, and the contractor anticipates beginning work in June–July, although current scheduling delays may affect the exact

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start date. The Road Department also plans to complete asphalt wedging and other annual roadway repairs before the start of chip-seal operations.

2. Resurfacing and Parking Lot Project

A pre-construction meeting for resurfacing projects was attended on April 28, 2026. The Administration Building parking lot resurfacing project is expected to be completed during the June–July timeframe. The contractor indicated the Township project will likely be utilized as a “fill-in” project between larger county resurfacing assignments and during weather-related downtime.

3. Guardrail and Drainage Projects

The Road Department completed guardrail repairs at three separate locations and continues work on an additional section along Middletown West Hill Road. Additional material was moved to the site, and crews are preparing to rebuild the remaining damaged rail section.

Crews also completed a culvert pipe installation on Mt. Holly Road, with additional site restoration work still pending. A second pipe installation project on Mt. Holly Road is scheduled for completion later in May. In addition, a catch basin riser repair on Thomas Drive was completed, and multiple ditching and drainage improvement projects have been addressed throughout the Township as part of seasonal maintenance operations.

4. Mowing and Seasonal Maintenance

Road Department personnel have been conducting pre-season preventive maintenance checks and services (PMCS) on tractors and mowing equipment in preparation for the mowing season. Due to rapid grass growth, mowing operations are expected to begin during the week of May 4, 2026.

5. Equipment and Operations

Preparation of the road grader for liquidation remains on the department schedule. The department also reported that 100% of Road Department equipment is currently operational and available for service.

6. Resident Assistance and Right-of-Way Support

The Road Department has continued to assist residents with drainage-related concerns by providing recommendations on pipe sizing and drainage solutions for issues outside the Township's right-of-way.

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7. U.S. 42 Traffic Signal Project

The U.S. 42 traffic signal improvement project continues to progress efficiently and smoothly. The Township has benefited from receiving reusable spoil material generated by the project, which has already been utilized on several Road Department projects throughout the Township.

8. Salt Bid Pricing

The 2026–2027 winter salt contract was awarded to Morton Salt at a delivered cost of \$110.50 per ton, representing a significant price increase for the upcoming winter season.

Fire Department:

Provided by Jason Beckett, Fire Chief

APRIL 2026 STATS		
Calls for Service	Monthly	Year-to-Date
EMS Runs	65	284
Fire Runs	30	143
Totals	95	427

1. Personnel

New Fire Department members have begun completing orientation shifts and are gradually integrating into department operations. In addition, several personnel are nearing completion of their Fire Apparatus Operator (FAO)/driver qualification packets and are expected to come online following final evaluation and check-off procedures.

2. Administration

- The Fire Department held its first officers’ meeting on May 4, 2026. The meeting focused on establishing areas of responsibility (AORs), organizational expectations, and the ongoing development of departmental policies and procedures.
- The department is also in the process of obtaining Self-Contained Breathing Apparatus (SCBA) quotes from three vendors utilizing cooperative purchasing through Sourcewell.

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3. Operations and Equipment

Annual NFPA preventative maintenance inspections on the department's fleet and frontline apparatus were substantially completed during the reporting period. These inspections include comprehensive evaluations of major vehicle systems and components, including brakes, engines, cooling systems, frames, and related operational equipment, to ensure compliance, readiness, and reliability.

4. Training

- Department training during the reporting period focused on ground ladder operations. Fire Chief Beckett reported that he would be conducting the upcoming training session because Captain Walker was unavailable due to work obligations.
- Several members also continue progressing through their FAO and driver qualification training requirements.

5. Community Engagement and Levy Outreach

The department received multiple calls and questions from residents regarding the upcoming fire levy renewal. Department personnel provided informational materials and clarification regarding the levy, including explaining that the issue is a renewal levy rather than a new tax request. Chief Beckett reported receiving positive feedback from residents following those conversations and noted that some confusion had existed regarding prior levy expenditures and the nature of the renewal request.

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Permit Activity

The Zoning Department reported the permit activity during the reporting period, with 11 permits issued and fees collected totaling \$1,225.00. All funds collected have been deposited.

Permit activity included the following:

- **Accessory Building Permit** – 5710 Gard Road
- **Addition Permit** – 8561 Twin Creek Drive
- **Single-Family Residence Permits** – 6030 Corwin Road and 5886 O'Neall Road
- **In-Ground Pool Permit** – 8533 Twin Creek Drive
- **Above-Ground Pool Permit** – 9484 Cold Springs Drive

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- **Commercial Wall Sign Permit** – 3119 East State Route 73
- **Monument Ground Sign Permits** (2 permits at the same location) – 3200 State Route 73
- **Commercial Ground Sign Permit** – 4492 East State Route 73

2. Development and Planning Activity

The Zoning Department continues to coordinate with regional planning agencies on the Country Lakes development project. Zoning Officer Lowing reported that plans for Phase One are currently under review and response, so the development may proceed forward.

Additionally, the Board is scheduled to hold a work session on future planning and content development for the Township magazine.

Administrator’s Report

Presented by Scott Fitzsimmons, Township Administrator

1. North Warren County Transportation Plan

The Advisory Committee for the North Warren County Transportation Plan held its kickoff meeting this week, beginning Phase One of a two-phase transportation study evaluating multimodal transportation needs throughout the northern portion of Warren County. Fitzsimmons reported that the project is currently in the early stages of discussion and planning, with additional meetings and participation anticipated.

2. 165 Miami Street Property Sale

Earnest money for the sale of 165 Miami Street has been received and deposited. The Township is currently awaiting the purchaser’s completion of appraisal, inspection, and financing documentation before proceeding further with closing activities.

Administration also reported continued progress regarding survey and title-related matters, including the filing of a quitclaim deed. The Township is still awaiting the recording of the updated survey description before the process is finalized.

3. Health Insurance Transition

Open enrollment materials and forms for the Township’s transition to UnitedHealthcare have been distributed to employees. Most completed enrollment forms have already been returned to the administration.

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4. Wilson Road Project

Wilson Road, between Sandy Run Drive and Pence Jones Road, has reopened following completion of multiple culvert replacement projects performed by the Warren County Highway Department.

5. SLFRF Treasury Reporting

The Township successfully completed and submitted its annual State and Local Fiscal Recovery Funds (SLFRF) expense reporting requirements to the U.S. Treasury Department prior to the filing deadline. The Township is now awaiting additional close-out instructions from the Treasury as part of the final project completion process.

6. EMA Public Assistance Event

Administration reported that additional documentation for the EMA Public Assistance Event is still in progress. Required documentation includes detailed site inspection sheets, overtime records for work periods exceeding 48 hours, and equipment usage documentation needed to validate the summary information previously submitted to Warren County EMA. The requested materials are due by May 22, 2026.

7. OTARMA Property and Casualty Renewal

Information gathering continues for the Township's upcoming property and casualty insurance renewal through OTARMA. Renewal documentation has been distributed to department heads to assist in preparing updated coverage information prior to the date of the August 19 renewal.

8. Administrative Transition and Operations

Administrator Fitzsimmons reported that the transition into the Administrator role has been fast-paced and involved significant onboarding and operational coordination. A new Township computer has been ordered and is pending delivery. Appreciation was also expressed to Sharon for assisting with fiscal office activities during the transition.

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Fiscal Officer’s Report

Presented by Scott Fitzsimmons, Administrator

1. Fiscal Operations

The Fiscal Office continues to work through the efforts of Mrs. Sharon Coffman during the ongoing administrative transition while maintaining normal financial operations, including processing accounts payable, payroll, and routine fiscal activities.

2. Capital Reserve Study

Representatives from Miller Dodson conducted an on-site assessment of Township facilities, infrastructure, and equipment during the reporting period as part of the Township’s capital reserve study initiative. The review included detailed evaluations of Township buildings, apparatus, equipment, and long-term maintenance considerations, including structural components and anticipated lifecycle replacement needs.

The next phase of the project will involve the preparation of a preliminary capital replacement and reserve planning document outlining projected replacement schedules, estimated costs, and long-term maintenance considerations. Once received, the preliminary report will be distributed to department heads for review and input before final revisions are submitted back to Miller Dodson for completion of the final reserve study.

3. Fiscal Officer Appointment Process

The Township is continuing preparations for interviews related to the appointment of the next Fiscal Officer as part of the ongoing administrative transition process.

OLD BUSINESS

Website – Ms. Colvin reported that she sent an email to our website person this weekend. She noted that she hasn't heard back from him.

NEW BUSINESS

1. 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.

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RESOLUTIONS

2. Resolutions

- a. **RESOLUTION 2026-54** CONTRACTING WITH PHOENIX SAFETY OUTFITTERS FOR THE PURCHASE OF ELEVEN (11) SETS OF TURNOUT GEAR FOR THE WAYNE TOWNSHIP FIRE

Discussion

Trustee Diane Colvin discussed Resolution 2026-54 regarding the purchase of new turnout gear for the Fire Department, noting that three quotes had been obtained and that the recommended vendor's proposal was in the mid-range. Fire Chief Jason Beckett explained the recommendation was based on the department's current use of the equipment, ease of maintenance and servicing, local vendor support, and overall quality. Chief Beckett also clarified that the turnout gear would be ordered in more generalized sizing rather than assigned to specific personnel.

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.

3. Correspondence

None

Elected Officials' Comments

Trustee Colvin: Thanked Mr. Walker for his comments and information that he presented to the board.

WORK SESSION

During the work session, the Trustees discussed transitioning from the Township's current advertisement-supported magazine format to a standalone Township newsletter or flyer format focused solely on Township information, graphics, and departmental updates. Zoning Officer Stacey Lowing reviewed preliminary printing, design, and mailing cost estimates and discussed potential layout and formatting options. The trustees requested additional quotes from other vendors before moving forward with a proposed fall rollout.

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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 7:27 p.m.

Diane Colvin – President, Board of Trustees

Sharon Coffman – Deputy Fiscal Officer