

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

July 7th, 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/Fiscal Officer Keith Gabbard. Township Staff present included: Township Administrator Scott Fitzsimmons, Fire Chief Jason Beckett, Road Superintendent Scott Camery, and Zoning Officer Stacey Lowing.

Guests and Residents

Jamie Gabbard, Dennis Baker, Jeff Patton, Pam Patton, Matt Mumma, and Sam Fitzsimmons

Approval of Minutes

Mr. Coffman moved, and Mr. Jacobs seconded, to approve the minutes of the June 23rd, 2026, regular session meeting. A voice vote was held, with the following results: 2 yea, 0 nay, 1 abstain.

Additions, Removals, or Disclosures from the Posted Agenda

Two additions of resolutions. 2026-63 for the purchase of a self-contained breathing apparatus for the fire department. 2026-64, is the promotion of a part-time fire employee from firefighter EMT to firefighter paramedic.

Two agenda additions for retirement acceptance of Gus Edwards and the oath of office for Keith Gabbard as the new fiscal officer.

OATH OF OFFICE

Keith Gabbard was sworn in by the President of the Board, Trustee Diane Colvin, to the position of Fiscal Officer.

CITIZENS' COMMENTS

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

Dennis Baker: Dennis raised safety concerns regarding large commercial trucks speeding through a 40 mph zone on Lytle Ferry Road, endangering local children and animals. Although the road is under county jurisdiction, officials offered to contact the sheriff to request increased patrols and discussed deploying a temporary speed alert sign to address the issue.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
July 7th, 2026

DEPARTMENT REPORTS

Road Department Report

Presented by Scott Camery, Road Superintendent

1. **Equipment:** The township sold a 20-year-old road grader on GovDeals for \$4,050. This is \$50 more than its original purchase price. All remaining road department equipment is fully operational and available.
 2. **Roadwork & Projects:** Township Line Road has officially reopened, and the turn lane project at State Route 73 and Old 73 has begun with bushwhacking. Start dates for upcoming resurfacing projects are still unconfirmed by contractors.
 3. **Maintenance Completed:** Workers finished the second round of mowing, alongside a pre-holiday touch-up before Independence Day. All current ditching requests are completely caught up.
-

Fire Department Report

Presented by Jason Beckett, Fire Chief

MAY 2026 STATS

Calls for Service	Monthly	Year-to-Date
EMS Runs	81	439
Fire Runs	27	193
Totals	108	632

Trend: Operational pace remains consistent with the past two years.

1. **SCBA Purchase Resolution:** The SCBA committee has completed its evaluations. They recommend purchasing the Draeger Air Boss system. The resolution is presented tonight for Board approval.
2. **Personnel Action:** Requesting approval of a resolution to promote part-time Firefighter/EMT Peyton Woody to Firefighter/Paramedic following her passage of the National Registry and state certification.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

July 7th, 2026

3. **Onboarding:** Newly hired volunteers and part-time personnel have officially started their onboarding process.
4. **Training:** June Job Performance Requirements (JPRs) are complete. July training is underway, focusing on driving/backing maneuvers. Premier Health will conduct an on-site trauma assessment training session tomorrow evening.
5. **Leadership:** The Chief will attend the Ohio Fire Chiefs Officer Development Conference from Sunday through Thursday. Assistant Chief Lalich will be in charge of operations and hold department communications during this time
6. **Apparatus 304:** Temporarily out of service for air conditioning repairs. The condenser/cooling fans burned out; replacement parts are ordered and expected to be installed within 48 hours. Anticipated return to service is Friday. Fix is expected to be relatively low-cost.
7. **Hose Testing:** Annual fire hose testing has commenced, coordinated by Lieutenant Booth
8. **Hardware Upgrades:** New reducers (belt reducers providing more consistent flow) and hose straps have arrived and been deployed for the rear yard lathe lines.
9. **Independence Day and Fireworks:** The department successfully participated in the community parade. Fire personnel completed the standard three-stage inspection protocol (pre-site, day-of tube/delivery inspection, and next-morning fallout zone sweeps). One 6-inch shell suffered a failed burst charge but dropped safely within the established exclusion zone. No injuries or property damage occurred.

Zoning Officer's Report

Presented by Stacey Lowing, Zoning Officer

1. Permit Activity and Fee Collection

- Accessory Building Permits (\$100 each):
 - 4296 St. Rt. 73
 - 6700 Sales Rd. (ground mount solar)
- Single-Family Residence Permit (\$225):
 - 5802 Township Line Rd.
- Temporary Housing During Construction Permit (\$250):
 - 8976 Ferry Road
- Total Permits Issued: 4
- Total Fees Collected: \$675.00 (all funds deposited)

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

July 7th, 2026

2. Zoning Commission Actions

- Rezoning Hearing (June 29, 2026):
- Property: 4966 St. Rt. 42
- From: C-Recreation To: RU-Rural Residential
- Outcome: Recommended for approval (3-0 vote)
- Next Step: Trustees' public hearing scheduled for July 21, 2026, at 7:30 pm

3. Zoning Complaints/Violations

The zoning office is currently addressing several violations.

Administrator's Report

Presented by Scott Fitzsimmons, Township Administrator

1. North Warren County Transportation Plan: Advisory Committee meeting kicked off this week, marking the start of Phase 1 of a two-phase transportation study that evaluates multimodal transportation needs in the northern portion of the county.
2. 165 Miami Street. Sale has closed, and the property now belongs to Deaton Plumbing.
3. EMA Public Assistance Event: Mr. Fitzsimmons advised that he has not heard any further word from the State EMA on our assistance application for Winter Storm Fern
4. Fire Equipment: Squad 304 was involved in a minor crash incident on Lytle Road near the Crossview Church. Repairs have been made to the unit. However, Ambulance 304 has now been sent out to repair the AC system.
5. Website: Mr. Fitzsimmons noted that he is working with STG group to move the website project forward. Next meeting with the developers is July 14th.
6. Employee License Check: We are now using the EMBARK platform through OTARMA to track employee drivers' licenses to ensure policy compliance on driver's license statuses.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

July 7th, 2026

Fiscal Officer's Report

Presented by Scott Fitzsimmons

1. 2027 Tax Budget Hearing – Began at 7:30 p.m.

OLD BUSINESS

1. **Township Website and Email Migration:** The Board received an update regarding the township website and email migration project. There were no new changes.

NEW BUSINESS

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.

TAX BUDGET HEARING

Motion: Ms. Colvin paused the general meeting and went into the budget hearing at 7:30 p.m.

Mr. Fitzsimmons' overview is as follows:

General Fund

- Revenue Trend: Projected to decrease by 1% to 2% annually over the next three years. This downward trend is a direct result of lower interest earnings as the township deliberately spends down its cash reserves.
- Expenditures: Spiked in the current fiscal year due to unrepeatable expenses, including retirement payouts and a temporary dual-administrator overlap. Spending will normalize down next year.
- Capital Reserve Fund Projects: Capital outlays are designed to intentionally draw down excessive capital carryovers, a key target for the tax commission.
 - Year 1: Finalizing the facility parking lot, installing new decorative lighting posts, and fixing the walkway.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

July 7th, 2026

- Year 2: Suggestion to replace the flat roof membrane and address facility security issues (flexible timelines based on real-time need).

Fire District Fund

- Revenue: Subject to minor baseline fluctuations from EMS billing and the Washington Township service contract. Revenues for '25 and '26 saw historic, non-recurring spikes driven by a large estate contribution and the \$550,000 sale of the old firehouse. Baseline projection is flattened at \$861,000 across two distinct levies.
- Personnel Expenditures: Due to a declining volunteer base, volunteer personnel allocations were cut from \$50,000 to \$25,000 for the 2028–2029 cycle. The 2029 forecast incorporates a 5% wage catch-up increase for staff.
- Capital Outlays: The outer-year projections tentatively accommodate major apparatus requests, specifically a new tanker truck targeted for 2028.

Road & Bridge Fund

- Revenue: Derived from inside millage property taxes and remains structurally flat with very minor percentage fluctuations.
- Expenditures: Rising incrementally year-over-year due to mandated health insurance hikes and standard salary increases.
- Capital Outlay: Grounded in the near-final Reserve Fund Study using department head feedback. Budgeted items include upcoming salt replacement and the potential acquisition of a dual tandem truck in 2027. Carryover balances will remain relatively stable.

Motor Vehicle License & Gasoline Taxes

- Motor Vehicle License Tax: A flat, highly predictable revenue stream. Nearly 100% is restricted to road projects. It includes a steady \$20,000 annual cost-share with the county (modeled down to \$19,000 in outer years purely for book-balancing).
- Gasoline Tax: Tied directly to regional fuel consumption but historically stable. Budgeted conservatively around the \$180,000 range. 100% of capital outlay is restricted to roads, with an additional \$25,000 earmarked for department fuel costs.

Timeline & Next Steps

- July 20th: Deadline to formally submit these figures to the Tax Commission.
- August: Tax Commission reviews the projections, agrees on spending rates, and issues a final certified gross funding ceiling.
- November: The official township appropriations process begins, mapping specific line-item budgets against the commission's certified figures.

Motion: Ms. Colvin motioned to close the 2027 Tax Budget Hearing and return to the general meeting. Mr. Coffman seconded the motion, and a roll call vote was conducted: Mr. Coffman – yea; Ms. Colvin – yea; Mr. Jacobs – yea.

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING
July 7th, 2026

RESOLUTIONS

2026-61 A RESOLUTION ADOPTING THE TAX BUDGET FOR THE YEAR 2027

Discussion- The Board of Trustees adopted the tax budget for the fiscal year beginning January 1, 2027. The Fiscal Officer is directed to submit the adopted budget to the Warren County Auditor by July 20, 2026. The resolution was declared an emergency to ensure timely submission and immediate effect.

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.

2026-62 A RESOLUTION ACCEPTING THE RETIREMENT RESIGNATION OF DONALD "GUS" EDWARDS AS TOWNSHIP ADMINISTRATOR, EFFECTIVE JULY 4, 2026, AND EXPRESSING THE GRATITUDE OF THE BOARD OF TOWNSHIP TRUSTEES FOR HIS DEDICATED SERVICE TO WAYNE TOWNSHIP

Discussion- The Board accepted the retirement resignation of Donald "Gus" Edwards, effective July 4, 2026, after approximately 52 years of service. The Board expressed deep gratitude for his decades of dedicated service and leadership. The Fiscal Officer is to maintain a copy of this resolution in the permanent records and provide a copy to Mr. Edwards.

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.

2026-63 A RESOLUTION AUTHORIZING THE PURCHASE OF DRAGER AIRBOSS SELF-CONTAINED BREATHING APPARATUS (SCBA), ASSOCIATED ACCESSORIES, AND RELATED EQUIPMENT FOR THE WAYNE TOWNSHIP FIRE DEPARTMENT; AUTHORIZING PAYMENT TO HOWELL RESCUE SYSTEMS; AND DECLARING AN EMERGENCY

Discussion- The Board authorized the purchase of 20 Drager AirBoss Self-Contained Breathing Apparatus (SCBA) units and accessories for the Fire Department from Howell Rescue Systems, totaling \$224,580.20. The purchase is funded through the Fire

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

July 7th, 2026

Department Capital Equipment budget. The resolution was declared an emergency to enhance firefighter safety and emergency response capabilities.

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.

2026-64 A RESOLUTION PROMOTING A PART-TIME FIRE DEPARTMENT EMPLOYEE FROM FIREFIGHTER/EMT TO FIREFIGHTER/PARAMEDIC; ESTABLISHING A NEW HOURLY RATE OF PAY; AND DECLARING AN EFFECTIVE DATE

Discussion- The Board approved the promotion of Payton Woody from Part-Time Firefighter/EMT to Part-Time Firefighter/Paramedic. The new hourly rate is set at \$23.00 per hour, effective July 7, 2026. The resolution takes effect immediately upon adoption.

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

- Mr. Fitzsimmons mentioned a thank-you note from Gary and Kim Coffman for support at the Tractor Show. A young lady stopped by to get a sponsor for her animal at the County Fair.

Elected Officials' Comments

- **Trustee Jacobs** - Trustee Jacobs thanked Sharon Coffman for all her help through the fiscal officer search. He noted that the Field of Faith is at the high school August 16th at 6:30 p.m. He congratulated Keith on his appointment.
- **Trustee Coffman** - no comments
- **Trustee Colvin** - Trustee Colvin mentioned the old fire house is sold and congratulated the Deatons.
- **Administrator Fitzsimmons** - no comments

MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING

July 7th, 2026

WORK SESSION

NONE

EXECUTIVE SESSION

NONE

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 7:51 p.m.

Diane Colvin – President, Board of Trustees

Keith Gabbard – Fiscal Officer