

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
HELD MAY 21, 2024**

**CALL TO ORDER:**

Mr. Jacobs called the meeting to order at 7:00 pm.

**ROLL CALL:**

- Mr. Colvin – Present
- Mrs. Jacobs -Present
- Mr. Patrick – Absent
- Mr. Fitzsimmons - Present

**STAFF PRESENT**

- Scott Camery, Roads Supervisor
- Donald Edwards, Administrator
- Kyle Lalich, Assistant Fire Chief

**GUEST AND RESIDENTS**

None

**PLEDGE OF ALLEGIANCE**

Trustee President, Mr. Jacobs, led the pledge of allegiance.

**APPROVAL OF THE MINUTES**

Mr. Jacobs moved and was seconded by Mrs. Colvin to approve the meeting minutes for May 7<sup>th</sup>, 2024. A voice vote was conducted, and the majority carried the motion 2 Aye / 0 Nay / 0 Abstain.

**ADDITIONS, REMOVALS, OR DISCLOSURES FROM THE POSTED AGENDA:**

None

**CITIZENS' COMMENTS**

None

**DEPARTMENT REPORTS**

**Road Department:**

Scott Camery, Road Superintendent, provided the following report:

1. The first round of mowing is now complete.
2. Mr. Camery participated in the pre-construction meeting for the 2024 chip-seal project. The estimated start date is currently set for the third to fourth week of July, with an earlier start being possible but unlikely.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
HELD MAY 21, 2024**

3. The road department experienced some minor maintenance issues, all of which have been resolved.
4. Mr. Camery inspected, diagnosed, and repaired an air conditioning problem on the Fire Department's 2019 Tahoe.
5. This week, the road department will concentrate on maintaining the cemeteries and the Administration Building in preparation for the Memorial Day holiday.
6. All Road Department equipment is available for use.

**Fire Department:**

Kyle Lalich, Assistant Fire Chief, provided the following report:

1. Fire crews participated in the Waynesville Senior Parade through the town on Friday, May 17, 2024.
2. FF/EMT Kegan Williams is enrolled in an Advanced EMT class, with the expenses being jointly covered by our organization and the Clinton-Warren Joint Fire District.
3. WTFD will participate in joint training exercises with Spring Valley, utilizing the State of Ohio Fire Academy's Search and Rescue Trailer.

**Zoning Department:**

Stacey Lowing, Zoning Inspector, provided the following report, which was given by Gus Edwards on her behalf:

1. Linda Hice/Ohio Green Works withdrew the variance and site plan application.
2. June 20, upcoming hearing, 4502 Lytle Rd., Christopher and Michelle Hice, conditional use, detached secondary dwelling-conversion of the existing barn.
3. On May 2, 2024, the Zoning Commission discussed the matter of Mary Frommling, Zoning Commission alternate, and passed the following motion regarding their charges:
  - "We direct staff to pursue a formal process, as outlined by the Prosecutor, to remove Ms. Frommling from the zoning commission for nonperformance of duty. She has not performed her duties, has not attended for four years, has stopped communicating with staff, changed her email without providing a new email address, and is out of the loop and lacking connectivity to the zoning commission."

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
HELD MAY 21, 2024**

**Administrator's Report:**

Donald Edwards, Township Administrator, provided the following report:

**1. .GOV Domain:**

The CyberOhio Team, supported by the Ohio Emergency Management Agency (OEMA), HSAC-Cyber Full Planning Subcommittee, and the HSAC-Cyber Executive Committee, has secured funding through the SLCGP grant program. Mr. Edwards has reviewed the funding details and reported that the total grant allocation is \$128,704. This initiative may be relevant to our upcoming website update, especially as the state encourages governmental entities to transition to a .gov domain, enhancing cybersecurity across state, county, and local government levels. However, Mr. Edwards noted that the current grant funding round appears insufficient to assist our township.

**2. OTARMA:**

Geno Rizzo, an Appraiser with HCA Asset Management, performed property insurance appraisals for OTARMA (Ohio Township Association Risk Management Authority) on all of Wayne Township Buildings. Completed Thursday, May 9th.

**3. Library Park:**

Kelly Maloney communicated the following:

- Well, it took us a couple of years, and we've purchased the land to the north of the library. It's slightly over one acre adjacent to our small library park area. We are working with a landscape architect from Kimley-Horn to design and plan for a playground and intend to purchase playground equipment from Landscape Structures. We are considering a small sprinkle pad, restrooms, playground equipment for ages 2-5 next to our gazebo, and additional equipment for ages 5-12. We are also considering adding two pickleball courts, additional parking, and nature play. I've attached a couple of preliminary concepts from which we're choosing features.
- Do we have any interest in participating?

**4. Upcoming Events:**

Mr. Edwards shared the following upcoming events with the Board –

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
HELD MAY 21, 2024**

- **Thursday, May 23rd**, Bentley's Pawsome Resort Grand Opening at 4 pm.
- **Monday, May 27th**, Memorial Day services at Miami Cemetery. After the ceremony, Davidson's Meats will provide a lunch.
- **Saturday, June 1st**. Corwin Tractor Parade will occur at noon, followed by a tractor show and free lunch for all attendees.

**Fiscal Officer's Report:**

**1. Procurement Card**

Mr. Fitzsimmons shared that all forms have been signed, and the program is beginning to proceed.

**2. Positive Pay**

Mr. Fitzsimmons shared that one more form needed to be signed by the Board to move forward with the project at LCNB.

**3. Digital Records Program**

Mr. Fitzsimmons discussed the digitization of township documents, particularly those related to the fiscal office. He reviewed three companies: ARC, Docufree, and SC Strategic Solutions. Mr. Fitzsimmons recommended SC Strategic Solutions for several reasons:

- a. **On-site Document Preparation:** Unlike ARC and Docufree, SC Strategic Solutions offers to prepare documents on-site at no additional cost. This service is essential for preserving the integrity and security of sensitive township documents during the scanning process.
- b. **Cost Effectiveness:** SC Strategic Solutions proposes a more cost-effective solution by offering more licenses at a lower fee compared to the other vendors.
- c. **Interactive Forms:** This vendor is unique in providing interactive forms on its platform, which enhances user engagement and functionality.
- d. **Upload Limits:** SC Strategic Solutions allows for unlimited uploads, unlike Docufree, which limits uploads to 5,000 per month—a constraint that could impede township operations.
- e. **Local Presence:** As the only vendor based in Ohio, SC Strategic Solutions may offer better-localized customer service and a deeper understanding of state regulatory requirements.
- f. **Information Transition Support:** SC Strategic Solutions also provides complimentary support for exporting township information and will assist in coordinating the transition to another service provider without additional fees.

**4. Financial Advisor**

Mr. Fitzsimmons shared that he spoke with a representative from the Meeder Group. Mr. Fitzsimmons has scheduled the representative to present on June 11<sup>th</sup> about how the Meeder Group can help the township diversify its portfolio.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
HELD MAY 21, 2024**

**OLD BUSINESS**

**1. Website**

No New Updates

**2. Tree Replacement**

Mrs. Colvin addressed the schedule for removing the existing Bradford Pear Trees at the Township Administration building. She expressed her desire to have them removed by the end of June. The Road Superintendent confirmed readiness to complete the removal by this deadline, estimating the task would take under two days. Additionally, Mrs. Colvin emphasized the importance of informing the public about the reasons for the trees' removal.

**3. 165 Miami Street**

The Township Administrator mentioned that there is little to update at this time, as he has scheduled an inventory of the building for June. Mr. Jacob posed a rhetorical question regarding the potential benefits of the building that the township might not recognize, suggesting these merits be discussed later.

**NEW BUSINESS**

**1. Questions or Concerns Regarding the Bills:**

No questions or concerns were raised regarding the bills.

**2. Legislation:**

**MOTION(S)**

- A. Mr. Jacobs motioned to authorize the Township Administrator to donate up to 3,000 dollars to the Corwin Tractor Show, the Fourth of July celebration, and the Hisey Park Fall Festival, which was seconded by Mrs. Colvin. A call of the roll conducted thereon the vote resulted as follows: **Mr. Jacobs – Yea; Mrs. Colvin – Yea; Mr. Patrick – Absent**

**RESOLUTION(S)**

- A. RESOLUTION 2024-56 RESOLUTION TO APPROVE THE PURCHASE OF A JOHN DEERE 6110M CAB TRACTOR AND "TIGER" BENGAL MID-MOUNT BOOM MOWER FOR THE ROAD DEPARTMENT, OFF OF STATE PRICING**

Mrs. Colvin motioned to adopt the resolution. Mr. Jacobs seconded the motion and upon call of the roll thereon the vote resulted as follows: **Mrs. Colvin – yea; Mr. Jacobs – yea; Mr. Patrick – Absent.** The resolution was therefore adopted the 21<sup>st</sup> of May 2024.

- B. RESOLUTION 2024-57 PURCHASING OF A TRACTOR AND BOOM MOWER FOR THE ROAD DEPARTMENT. A RESOLUTION AUTHORIZING EXPENDITURES FROM THE AMERICAN RESCUE PLAN ACT FUNDS USING**

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
HELD MAY 21, 2024**

**"THE STANDARD ALLOWANCE" AND ITS PRESUMPTION OF REVENUE  
LOSS DUE TO THE PUBLIC HEALTH EMERGENCY**

Mrs. Colvin motioned to adopt the resolution. Mr. Jacobs seconded the motion and upon call of the roll thereon the vote resulted as follows: **Mrs. Colvin** – Yea; **Mr. Jacobs** – Yea; **Mr. Patrick** – Absent. The resolution was therefore adopted the 21<sup>st</sup> of May 2024.

**C. RESOLUTION 2024-58 AUTHORIZING PARTICIPATION AND  
CONTRACTING WITH WARREN COUNTY ENGINEER'S OFFICE FOR  
WARREN COUNTY 2024 PAVING, STRIPING AND CHIP SEAL PROGRAMS**

Mrs. Colvin motioned to adopt the resolution. Mr. Jacobs seconded the motion and upon call of the roll thereon the vote resulted as follows: **Mrs. Colvin** – Yea; **Mr. Jacobs** – Yea; **Mr. Patrick** – Absent. The resolution was therefore adopted the 21<sup>st</sup> of May 2024.

**D. RESOLUTION 2024-59 CONTRACTING WITH WARREN COUNTY  
ENGINEER'S OFFICE FOR WARREN COUNTY 2024 CHIP SEAL PROGRAM**

Mrs. Colvin motioned to adopt the resolution. Mr. Jacobs seconded the motion and upon call of the roll thereon the vote resulted as follows: **Mrs. Colvin** – Yea; **Mr. Jacobs** – Yea; **Mr. Patrick** – Absent. The resolution was therefore adopted the 21<sup>st</sup> of May 2024.

**E. A RESOLUTION AUTHORIZING EXPENDITURES FROM THE AMERICAN  
RESCUE PLAN ACT FUNDS USING "THE STANDARD ALLOWANCE" AND  
ITS PRESUMPTION OF REVENUE LOSS DUE TO THE PUBLIC HEALTH  
EMERGENCY**

Mrs. Colvin motioned to adopt the resolution. Mr. Jacobs seconded the motion and upon call of the roll thereon the vote resulted as follows: **Mrs. Colvin** – Yea; **Mr. Jacobs** – Yea; **Mr. Patrick** – Absent. The resolution was therefore adopted the 21<sup>st</sup> of May 2024.

**F. RESOLUTION 2024-60 APPROVE ENTERING INTO A CONTINUING  
EDUCATIONAL CONTRACT WITH KEGAN CAMBELL AN ADVANCED  
EMERGENCY MEDICAL TECHNICIAN CLASS**

Mrs. Colvin motioned to adopt the resolution. Mr. Jacobs seconded the motion and upon call of the roll thereon the vote resulted as follows: **Mrs. Colvin** – Yea; **Mr. Jacobs** – Yea; **Mr. Patrick** – Absent. The resolution was therefore adopted the 21<sup>st</sup> of May 2024.

**MINUTES OF THE WAYNE TOWNSHIP BOARD OF TRUSTEES MEETING  
HELD MAY 21, 2024**

**CORRESPONDENCE**

- A newsletter from the Warren County Health Department

**ELECTED OFFICIAL'S COMMENTS**

None

**WORK SESSION**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

With no further business, at 7:43 pm, Mr. Jacobs motioned to adjourn. Mrs. Colvin seconded the motion, and all favored adjourning.

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Andrew Jacobs - President, Board of Trustees

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Scott Fitzsimmons – Fiscal Officer