

DRAFT COPY FOR REVIEW
Wayne Township Board of Trustees
Work Session
August 21, 2024

Call to Order: Teresa Hinnners 5:02 pm

Roll Call: Teresa Hinnners, Harold Grosnickle, Jason Ritter, Sandra Borchers

Prayer & Pledge: Waived

Meeting Purpose: Trustee Work Session

Public

Compliments on Plainview Cemetery paving

Department Reports

Fire/EMS

Working with Township Administrator to review quotes for 6 sets of turnout gear.

Funds for turnout gear will come out of the following line items

2111-220-430-4000 Fire Equipment \$10,946.46

2281-230-420-4100 Squad Equipment \$4,000.00

2281-230-430-4100 Squad Equipment \$2,735.54

Report attached.

2024-08-21-W1 Harold Grosnickle motioned to purchase 6 sets of turnout gear from Johnson Fire Equipment at a cost of \$17,700.

2nd Teresa Hinner

All Aye

Motion Carried

The Board recognizes the township administrator for his work completed and the benefit of his successful grant applications.

Township Administration

Report Attached

1. Land Bank Funding announced and funding for property cleanup was not included in funding. Recommend the Board send a letter to the Landbank Board expressing concern.
 - a. Board recommends contacting outside legal counsel to determine if transferring ownership back to the township is appropriate.
 - b. Board considering review of the contract to see if there are options for transfer.
 - c. Township Administrator will contact Land Bank administration and discuss options for transferring ownership.
2. Personnel Policy Manual
 - a. Sections 1 & 2 have been reviewed with the county prosecuting attorney
 - b. Goal to have review completed by the end of September 2024.
 - c. Township Administrator requesting Board to review policy edits
3. Insurance Claim – Old Fire Station Building
 - a. There is storm damage to the building but cost of repair is less than deductible
4. Appraisal Service for Old Fire Station

- a. Estimated \$2300 for appraisal service
 - b. Reviewed comparable properties and a range of \$65 to \$75 per square foot (\$229,840 - \$265,200)
 - c. There are significant repairs required to bring building to market value
 - d. There is interest from ODNR to consider purchasing the property
 - e. Board requests Township Administrator to present a sales price based on condition and required repairs
5. Unloading pad installed at the administration building using leftover paving material and no additional cost to the township.
 6. Paving of Plainview Cemetery and portions of SR 131 is complete.
 7. Road department met with resident on Bigam and discussed plan to resolve drainage.
 8. Talked with Newtonsville Post Office and Batavia Postmaster. A mailbox cannot be installed at the administration building.
 9. Met with KBA Architect and waiting for a cost estimate for architect services for the roof project.
 10. Military Banner Program information being acquired.
 11. Meeting with Velegor discussing IT services and using a Cyber Security Grant to secure the township electronic data. Waiting on a quote.
 12. Community Development – several inbound calls to zoning requesting information about economic development opportunities within the township. Board encourages administrator to pursue the opportunities. Board discussion regarding next steps of land use planning.

2024-08-21–W2 Jason Ritter motioned to include the area of the former village of Newtonsville to be included into the Wayne Township land use plan.

2nd Teresa Hinners All Aye Motion Carried

Sherry Mullah – Sarah – Advocates for Medical Truth. Concerns regarding the COVID-19 vaccine. Provided links to information regarding the vaccines. AdvoMedT@proton.me
Sarah Welch 2433 St Rt 133. Tate Township also spoke on topic.

Township Administrator Report Resumed

13. Discussion of funding repairs from 2031-330-323-4600 Repairs and Maintenance of Road Equipment. The mower repair invoice will be paid out of the paving line item.
14. Interest from ODNR in purchasing the old fire station building. This information was discussed in item #4 above.
15. New Business item discussed here – Administrator Assistant cannot be bonded until appointed as fiscal officer assistant.

The Fiscal Officer appoints Warren Walker as Assistant Fiscal Officer effective 8/21/24.

16. Request for Executive Session to discuss the investigation of a public official in accordance with ORC 121.22.G1 to discuss the investigative report requested by the Board at the August 7, 2024 meeting.

2024-08-21–W3 Harold Grosnickle motioned to go into executive session under ORC 121.22.G1 and 121.22.G2 at 6:45pm

2nd Jason Ritter

Discussion: The purpose of 121.22.G1 is to discuss the investigative report. The purpose of 121.22.G2 is to discuss the sale of township property.

All Aye Motion Carried

The Board returned from executive session at 7:17pm.

Overlay: Review of the investigation report with township administrator and discussion of sale of Wayne Township property located at 6514 State Route 133.

Township Audit Report Review

Discussion of establishing process for reviewing township accounts payables documentation.

Board will review accounts payable on a rotating schedule.

Annual Appropriations – questioning which month of minutes were reviewed implying the auditor did not recognize the appropriations were completed accurately.

Segregation of duties – policy research will be completed to identify process to implement. Department heads responsible for depositing cash. Fiscal Officer and Fiscal Officer Asst will rotate responsibilities of depositing checks electronically.

\$1000 in cash receipts must be deposited within 24 hours by the respective department heads.

Electronic deposits can be accomplished using UAN utilities. Policy will be located and reviewed by Board.

Discussion of centralizing electronic storage and getting the location of manual record storage. Solutions will be researched.

Township Administrator will prepare a Fiscal Officer timesheet template that will be used to comply with audit findings.

Appropriate exceeding estimated resources – this finding does not seem to be accurate and Board is following appropriate procedure.

Required CE training has been obtained.

Board requesting to meet with audit officials to review findings. There are numerous instances in which Board is following procedures flagged by audit findings.

2024-08-21-W4 Teresa Hinnners motioned to accept the job description of the township administrator assistant and the zoning administrator presented to the Board by the township administrator.

2nd Jason Ritter All Aye Motion Carried

2024-08-21-W5 Jason Ritter motioned to adjourn at 8:32pm.

2nd Teresa Hinnners All Aye Motion Carried

Teresa Hinnners, Chariman

Harold Grosnickle, Trustee

Jason Ritter, Trustee

Sandra Borchers, Fiscal Officer