

DRAFT COPY FOR REVIEW
Wayne Township Board of Trustees
Regular Meeting
October 2, 2024

Call to Order: Teresa Hinnners 6:00pm

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

Prayer & Pledge: Teresa Hinnners

Meeting Purpose: Monthly Trustee Meeting

Public

Status of Buck's inquiry

Response from county regarding status buildings in center of town

Status of township employees

Zoom participant appreciation

2024-10-02-01 Jason Ritter motioned to approve the 10/2/24 agenda.

2nd Harold Grosnickle All Aye Motion Carried

Department Reports

Fiscal Officer

Majority of township bank funds will be transferred to Park National. Remaining funds of \$14,509.41 will remain in Peoples Bank.

2024-10-02-02 Harold Grosnickle motions to complete the wire transfer upon approval of the Board and signatures. Funds of \$650,000 will be transferred from Peoples Bank to Park National Bank.

2nd Teresa Hinnners All Aye Motion Carried

September 2024 Fiscal Officer Report

Total \$1,796,506.02

Receipts \$104,073.43

Expenses \$118,774.93

Checks #37310 to #37385

EFTs #416 to #466

2024-10-02-03 Harold Grosnickle motions to pay all bills.

2nd Jason Ritter All Aye Motion Carried

December 5, 2024 with an alternative date of December 12, 2024 will be the Zoning Department recognition dinner. A plus one will be welcomed. A

Venue will be Butterbea's located in Milford.

Invitations will be sent to Administrator, Fire Chief, Maintenance, Trustees, Zoning Commission, and Board of Zoning Appeals.

2024-10-02-04 Jason Ritter motions to increase wage to \$17/hr for Quin Moore as a part-time paramedic.

2nd Teresa Hinners All Aye Motion Carried

2024-10-02-05 Teresa Hinners motions to hire Michelle Bryant as test proctor effective August 1, 2024 at a rate of \$20/hr.

2nd Harold Grosnickle All Aye Motion Carried

Township Administrator – Dave Moulden

1. Open Truck bids at 7:00 PM.
2. Warren's Bond has been put in place through OTARMA as Assistant Fiscal Officer. Copy attached.
3. The township maintenance storage building roof has been replaced and soffit and gutter work should be complete this week, weather permitting.
4. I obtained the construction permits for the administrative building sewer system connection. Jason is getting with Mr. Harris to discuss ordering of materials and a date for construction and completion of project.
5. I have the KBA and Cole Engineering Contracts for approval of the board and signature. This will get the re-roof of the Administrative Building project started. Estimated time for drawings and bid specs is 75 days which will allow us to go out for bids after the first of the year and have the project completed early spring 2025.
6. I met with Ms. Carney last Thursday and continued work on the Personnel Policy Manual Review. We are approximately 66% complete and hope to have this project completed by the end of the year. In your package is the recommended changes made by Ms. Carney as of last Thursday. I recommend that the board members review these recommended changes and not wait until the entire document has been reviewed. Ms. Carney and I will continue to meet for the next two weeks on this project.
7. I conducted a survey on the township website, Facebook and the Next-Door App asking for input on the Hometown Heros Program. I received input from about twenty residents with one resident stating he thought there was more important projects in the township and the remaining comments were all in favor of the program. Mr. Dolen did comment to me that he felt the residents should pay some of the cost and for the program to not fully be paid by the township. I am ready to move forward with the project if the board wishes.
8. The Fire Department was awarded an Assistance to Firefighters Grant in the amount of \$67,800.00 for the purchase of eight SCBA Masks, two RIT Packs, cost of sending three personnel to Paramedic school, and the cost for sending two personnel to the Ohio Fire Executive program. The township is responsible for a five percent match.
9. The township has been awarded the Fiscal Year 2025 Cemetery Grant in the amount of \$2,500.00 for the repair or resetting of twelve to fifteen headstones in the older part of the cemetery. The grant provides \$250.00 in material cost and \$2,200.00 in employee wage costs. Work must be completed by December 29, 2025. There is no cost match for this grant. I request the board authorize the Township Administrator to sign the grant agreement documents.
10. I have applied for the OTARMA - MORE Grant for \$1,000.00 in safety equipment for the road department. Items included: New roll up "Men Working Ahead Signs," two sets of chainsaw safety equipment including Chaps, Helmets and Gloves, and High Visibility work shirts for road

department employees. There is no cost match for this grant, and I expect to hear about the status within the next few weeks.

11. Update on the Newtonsville Wight Street demolition projects. Approximately two weeks ago the County received a letter asking for additional information on the 50+ projects that the county submitted under the grant. There were no additional questions asked about the Newtonsville properties. The County is still expecting awarding of funds within the next 60 days and demolition of the properties in December or January.

12. Remaining ARPA Funds. The board asked me to prioritize proposed projects for the remaining funds. The remaining funded projects need to be identified and entered into the ARPA reporting system no later than December 31, 2024. Listed below are the projects proposed ranked in order of priority.

- Revenue replacement in the amount of \$15,000.00 to the cemetery fund to cover revenue shortfalls for 2024.
- Bathroom remodel in Administration building (Maintenance Department -Winter Project) \$25,000.00.
- Expand parking lot at Administration building \$3,000.00.
- AEDs at public gathering places located in township buildings. One for Community Center, Station 55, and Administration Building at a cost of \$12,000.00 for the three units. House Bill 47 makes it a requirement for townships with a population of 5,000 or larger to have AEDs in public gathering spaces. This puts us in line with the law change. (Copy of House Bill 47 Summary Sheet Attached)

13. Budget Report Card. This is a new monthly report that I will provide to the board as a snapshot in time as to how well the township is managing the township budget and financial resources. I recommend that we put this report on the township website monthly and have copies available for the public at Trustee meetings.

14. Township 2025 Budget Proposal Submission. In your package is my 2025 Budget Proposal for all departments. The budget is based upon trending revenue numbers that are on track with last year's revenue figures. I am proposing pay raises in the three percent range for employees. I am also proposing a change to hire a part-time Cemetery and building maintenance worker for 2025. Your package includes proposed appropriations by fund, a township non-fire employee pay sheet, Fire Department pay proposals sheet, and a sheet on the proposed new part-time cemetery/building maintenance employee and the funds in which the new part-time persons salary would come from.

15. I will be out of the country from October 13th through November 17th so I will miss the second meeting in October and the November meeting. I will be available by email while gone and may have limited phone connectivity. I plan to submit reports for the missed meetings, and I will attempt to connect to those meetings through Zoom.

16. The board asked me to investigate having a mini-cleanup days in which we would have dumpsters available but no loading assistance. I would propose November 6th-7th, a Tuesday and Wednesday as the dumpsters will need to be monitored to ensure tires and hazardous material are not put into the dumpsters. This will allow the dumpsters to be removed, and area cleaned up by Friday that week. Requires no overtime by maintenance personnel.

2024-10-02-06 Jason Ritter motions to hire KBA and Cole Engineering approved with signatures on contract proposals.

2nd Teresa Hinnners

All Aye

Motion Carried

Corporal Kidder provided the Wayne Township September Crime Report. 20 offense reports and 25 incident reports.

2024-10-02-07 Jason Ritter motions to move forward with the Military Banner program with an estimated cost to Township of \$3500.

2nd Harold Grosnickle All Aye Motion Carried

7:01pm Dump Truck Bid Opening

Jason Browning reviewed the bid specifications to confirm bid proposal met bid requirements.

Board did not approve. More details are required regarding the pricing of options. Jason Browning will contact vendor to provide options details.

2024-10-02-08 Teresa Hinnners motions to authorize the township administrator to sign the cemetery grant agreement documents providing funding of \$250 for material cost and \$2,200 in employee wage costs.

2nd Jason Ritter All Aye Motion Carried

Budget Report Card will be placed on township website.

2024-10-02-09 Jason Ritter motions to set Wayne Township Halloween Trick or Treat for Thursday October 31, 2024 6pm – 8pm

2nd Teresa Hinnners All Aye Motion Carried

2024-10-02-10 Jason Ritter motions to contract Morton Salt at a rate of \$81.85/ton.

2nd Teresa Hinnners All Aye Motion Carried

Fire/EMS

SAFER Grant funds will be received within the next few days.

New personnel on board.

Anticipated new hires have paperwork in progress. Board requests to review documentation prior to authorizing employment offer.

2024-10-02-11 Teresa Hinnners motions to make contingent employment offers to Jared Shelly at \$17/hr and Kristin Camp FF1/EMT Basic at \$14/hr contingent upon all required paperwork reviewed by acting Fire Chief and Township Administrator.

2nd Jason Ritter All Aye Motion Carried

Amended motion 2024-10-02-11 Harold Grosnickle amends motion to include a one year probationary period for the new hires named above.

2nd Teresa Hinnners All Aye Motion Carried

Roads

Resolved pipe issue with resident on Bigam Rd.

Ditched on Bigam Rd on the other side of the road after culvert pipe replacement

Next round of patching will be done in October

Two pipes installed on Lueders Rd. One new entry and one driveway replacement

Trimmed trees on Jordan Rd

Garage door spring broke on bay door for the backhoe. Waiting on PDQ Door to replace with new springs.

Roof on storage building completed last week and looks great

Still waiting on a price for grinding of stumps on Long Glady Rd.

Reminder – Supervisor will be out of town 10/15/24 – 10/22/24.

Cemetery

YTD Revenue: \$35,501

Lot Sales: 10

Funerals: 20

Cremations: 3

Waiting on prices for limb/tree removal

Leveled and added topsoil to 12 graves in Plainview

Couch Fencing replaced 3 broken posts at Plainview. Terry Couch met with Supervisor and stated broken posts will be replaced.

Fall footer pour will be within next two weeks

Zoning – AI Carrier

1. I had 2 complaints about fireworks. Referred to the Sheriff
2. Working with 3577 Graham Rd. to have a BZA hearing for a garage placed in front of residence.
3. Working with KBR Architect for BUC's Carry Out BZA hearing for conditional use. Previous conditional use has expired in February 2024.
4. Text all paperwork to Ms. Supunger on 9/11/20 for 6555 Marathon Edenton. Waiting to hear back from her.
5. Complaint about aa driveway going in next to driving range on 727. The complainant states that large trucks are moving in and about. Spoke with the owner of the property and she says they are putting in parking for the driving range.
6. Spoke to Mr. Patterson on Marathon Edenton ref to ECHO. I explained how the ECHO unit would work and what he needs to do.
7. Spoke to Ms. Carney ref to parcel on Bigam Rd. Part of the parcel is RLD and the rest is AR. Had to find out how it should be split for further development. A local resident was wanting to buy a split.
8. Recheck three parcels for setbacks. 3300 Bishop (A/S shed), 6723 Taylor (pool), 5978 SR133 (pool)
9. Spoke to Mr. Harris Kirby on a lot split.
10. Complaint on 2301 Maple Oak. Responded and pictures taken. See attachment. I advised Ms. Carney in July 2024. All paperwork was sent to her along with multiple pictures.
11. Spoke to Mrs. Eickenhorst ref address on a parcel they just purchased. Wanting an address. Advised they would need to let me know where the driveway will be before I can assign an address.
12. Spoke to Sean Knue on rebuilding the resident at 2644 SR131. He has submitted drawings. After looking at drawings and speaking with Mr. Knue, he is only changing the overall height. I advised him it would fall under alteration. Will be in 10/2/24 for permit.
13. Spoke to Mr. CJ Siemann on Cedarville. He was wanting setbacks for a carport for his camper that will be located in the rear yard. So advised.
14. Over the past few weeks, I have had numerous conversations with Ms. Annie Lovell, 3117 Meek Rd. Conversations have been ongoing with Clermont County Building Dept.,

- and Duke Energy. She wants to put three sheds together and stay in during hot and stormy weather. The building department and zoning advised this was not permitted.
15. Road patrol on Garrison Spurling. Five violations noted. Letters will be going out today or tomorrow.
 16. On the tracking form, violation letters from 8/21/24, will be mailing out second and Final Violation letter from the department. The first 10 on the list will be forwarded to Prosecutors Office on 10/2/24.

2024-10-02-12 Harold Grosnickle motions to place Jodie Carter on the Board of Zoning Appeals as an alternate effective October 2, 2024.

2nd Jason Ritter All Aye Motion Carried

New Business

OTA training sessions recommended for administrator and assistant administrator.

2024-10-02-12 Teresa Hinnners motions to register the Township Administrator as an associate member to Ohio Township Association.

2nd Harold Grosnickle All Aye Motion Carried

Old Business

None

2024-10-02-13 Harold Grosnickle motioned to adjourn at 8:25pm.

2nd Teresa Hinnners All Aye Motion Carried

Teresa Hinnners, Chariman

Harold Grosnickle, Trustee

Jason Ritter, Trustee

Sandra Borchers, Fiscal Officer