

**Wayne Township Board of Trustees  
Regular Meeting  
February 8, 2017**

**Call to Order:** Chairman, Carl Ritter at 6:41 p.m.

**Roll Call:** Warren Walker, Harold Grosnickle, Carl Ritter, Sandra Borchers

**Guests:** Sue Allen, Beverly Thomas, Sam DeBonis, Deputy Brian Dowers - CCSO, Corporal Lori Saylor - CCSO, Chief David Moulden, Jason Browning, Kevin Castle

**Prayer & Pledge:** Waived

6:30 p.m. – Park National Bank Bond for Community Center Loan signed, funds will be wired on 2/9/2017.

**02082017-01:** Carl Ritter moved to accept the Bond from Park National Bank.

2<sup>nd</sup> by Harold Grosnickle

**Vote: WW, HG, CR                      All Aye                      Motion Carried**

**Public:** Mrs. Allen reported holes in alley on Edenton Pleasant Plain and State Route 727 to the Masonic Lodge. Jason Browning to check on condition.

**02082017-02:** Warren Walker moved to pay all bills.

2<sup>nd</sup> by Harold Grosnickle

**Vote: CR, WW, HG                      All Aye                      Motion Carried**

**02082017-03:** Harold Grosnickle moved to accept then & now certificates as needed for the next 30 days as.

2<sup>nd</sup> by Warren Walker

**Vote: CR, WW, HG                      All Aye                      Motion Carried**

**02082017-04:** Harold Grosnickle moved to transfer \$350,000.00 from Peoples Bank to CD at Park National Bank for 6-month period at 0.80% compared to 0.40% at Peoples Bank.

2<sup>nd</sup> by Carl Ritter

**Vote: WW, HG, CR                      All Aye                      Motion Carried**

**Public:** Deputy Brian Dowers – Mr. Dowers gave the December 2016 and January 2017 Township Crime Reports. This will be Mr. Dowers' last night as Representative from the Sheriff's Office. Corporal Lori Saylor will be new Representative from the Sheriff's Office. Described the "Nextdoor" website/app for Neighborhood Watch. www.Nextdoor.com and the mobile app is a private social network that the Sheriff's Office is using to provide notifications regarding crime and safety. The site also provides residents an avenue to ask questions and give feedback to the Sheriff's Office, as well as to interact with other residents.

- Chairman Ritter requested a 5-minute recess at 7:31 p.m.
- Chairman Ritter resumed the Regular Meeting at 7:38 p.m.

**Administrator Position:** Chief Moulden received counsel from Mr. Ramos regarding the Administrator Position. Mr. Ramos recommended the following documents be adopted by the Board, in this order.:

1. Establish the job description.
2. Move to establish a Resolution to establish a part-time Administrator position.
3. Employment agreement that separates the part-time Administrator and the Fire Chief positions. Part-time Administrator is an "at will employee". Fire Chief is a due process employee. Agreement needs to meet the requirements of Ohio Police & Fire.
4. Resolution appointing Chief as part-time Administrator.

**02082017-05:** Harold Grosnickle moved to accept the foregoing written job description for part-time Township Administrator, effective 2/8/2017.

2<sup>nd</sup> by Carl Ritter

**Vote: WW, CR, HG                      All Aye                      Motion Carried**

**02082017-06:** Harold Grosnickle moved that the Board of Trustees of Wayne Township, Clermont County, Ohio, met in regular session on the 8<sup>th</sup> day of February, 2017 with the

following members present: Carl Jason Ritter, Chairman – Trustee, Warren Walker, Vice Chairman – Trustee, Harold Grosnickle – Trustee. Mr. Harold Grosnickle moved for the adoption of the following Resolution:

**“RESOLUTION ESTABLISHING THE POSITION OF TOWNSHIP ADMINISTRATOR**

**WHEREAS**, the volume of work required to perform the duties and responsibilities of Wayne Township, as required by the Ohio Revised Code, has increased significantly; and

**WHEREAS**, as a result the Board of Trustees has determined that it is in the best interest of Wayne Township to have a Township Administrator to oversee and manage those statutory duties and responsibilities; and

**WHEREAS**, the Board of Trustees has developed and approved a Wayne Township Administrator Job Description; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Wayne Township, Clermont County, Ohio with at least two-thirds of its members thereto concurring as follows:

**SECTION I**

That there is hereby created the position of Wayne Township Administrator, whose work schedule, compensation, and benefits shall be fixed by the Board of Trustees; and

**SECTION II**

That the Wayne Township Administrator shall be an unclassified employee who shall serve at the pleasure of the Wayne Township Board of Trustees; and

**SECTION III**

That the position of Wayne Township Administrator shall be either a full-time position or a part-time position as determined by the Board of Trustees based upon the needs of Wayne Township; and

**SECTION IV**

That the Wayne Township Administrator shall report directly to and be responsible directly to the Board of Trustees; and

**SECTION V**

That the Wayne Township Administrator shall perform those duties as set forth in the Wayne Township Administrator Job Description, any amendments thereto, and such other duties as assigned by the Board of Trustees; and

**SECTION VI**

That the Board of Trustees of Wayne Township does hereby find and determine that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and its Committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with all applicable legal requirements including Section 121.22 of the Ohio Revised Code.”

2<sup>nd</sup> by Carl Ritter

**Vote: WW, HG, CR**

**All Aye**

**Motion Carried**

**02082017-07:** Carl Ritter moved to accept the employment agreement between the Board of Trustees of Wayne Township, Clermont County, Ohio and David G. Moulden for the position of part-time Township Administrator. Mr. Ritter read Section 3 of the Employment Agreement;

**“Section 3: Compensation**

*The Board agrees to pay Township Administrator one week additional vacation time, and in addition to his existing Chief of Fire and EMS compensation and benefits.*

*The Township Administrator shall be entitled to receive the same employment benefits as all other full-time employees of the Township as set forth in the Wayne Township Personnel Manual and any subsequent amendments thereto.”*

2<sup>nd</sup> by Warren Walker

**Vote: HG, WW, CR**

**All Aye**

**Motion Carried**

**02082017-08:** Warren Walker moved that the Board of Trustees of Wayne Township, Clermont County, Ohio, met in regular session on the 8<sup>th</sup> day of February, 2017 with the following members present: Carl Jason Ritter, Chairman – Trustee, Warren Walker, Vice Chairman – Trustee, Harold Grosnickle – Trustee. Mr. Harold Grosnickle moved for the adoption of the following Resolution:

**“RESOLUTION APPOINTING DAVID G. MOULDEN AS PART-TIME TOWNSHIP ADMINISTRATOR**

**SECTION I**

**WHEREAS**, the Board of Trustees has created the unclassified position of Wayne Township Administrator who shall serve at the pleasure of the Wayne Township Board of Trustees in either a full-time or a part-time position; and

**WHEREAS**, the Board of Trustees has determined that, at this time, it is in the best interest of Wayne Township to have a part-time Township Administrator; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Wayne Township, Clermont County, Ohio with at least two-thirds of its members thereto concurring as follows:

**SECTION I**

That David G. Moulden is hereby appointed as part-time Wayne Township Administrator, until further decision by the Board of Trustees; and

**SECTION II**

That as the part-time Wayne Township Administrator David G. Moulden shall be an unclassified employee who shall serve at the pleasure of the Wayne Township Board of Trustees; and

**SECTION III**

*That the Board of Trustees of Wayne Township does hereby find and determine that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and its Committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with all applicable legal requirements including Section 121.22 of the Ohio Revised Code.”*

2<sup>nd</sup> by Carl Ritter

**Vote: WW, HG, CR                      All Aye                      Motion Carried**

**Fire/EMS – Chief David Moulden**

**02082017-09:** Warren Walker moved to pay Doug Brown a bonus of \$2,700.00 for 2017, to be paid on a quarterly basis.

2<sup>nd</sup> by Carl Ritter

**Vote: WW, HG, CR                      All Aye                      Motion Carried**

- Chief Moulden presented a Salary Survey of Clermont County Fire Departments. Mr. Moulden suggested considering raising part-time and full-time EMT pay to stay “somewhat competitive”.
- Chief Moulden reported that they restarted sending out Quality Assurance Surveys to citizens that WTRF has transported to the hospital to gage the Quality of Care they are providing. Ten surveys per month will be sent out in 2017.
- Chief Moulden submitted preliminary drawings for the Communication Tower Project to the Board.
- Chief Moulden presented a notice of forfeiture for property located at 793 Wright Street Newtonsville, OH 45158 (Newtonsville Church of God – Church and Cemetery located next to Station 55). Wayne Township, CNE School District and Village of Newtonsville were offered to claim the property. If no government entity claims the property it will be auctioned by the Auditor. The belief is that no one will bid at the Auditor auction since there are restrictions on who can lawfully own a cemetery. That would result in the Village of Newtonsville being responsible for the property.

**Cemetery – Warren Walker**

- Township mowing of Cemeteries for 2017. Chief Moulden presented a spreadsheet detailing the cost for the Township Maintenance Department to take back the responsibility for mowing Township Cemeteries. Community Service Workers would not be regularly available to assist with trimming of Township Cemeteries. Chief Moulden does not think it is feasible for the Township to take back mowing responsibilities. The current contract with Wade’s needs to be reviewed.
- Mr. Grosnickle suggested that Mr. Walker and Administrator Moulden meet and discuss options.

**02082017-10:** Warren Walker moved to authorize the Township Administrator and Jason Browning pursue Scatter Garden “Plan B” and competitive prices for a Columbarium at Plainview Cemetery.

2<sup>nd</sup> by Carl Ritter

**Vote: HG, WW, CR                      All Aye                      Motion Carried**

- Woodville Cemetery Board to meet on February 28<sup>th</sup>. Mr. Walker will not be able to attend.
- The Board wishes to donate a \$75.00 gift card for the Clermont County Township Association Dinner Silent Auction.

**Zoning – Kevin Castle**

- Mr. Castle met with Taylor Corbet with the County about the Growth Management Plan. They are currently updating Maps and Plans. Draft should be complete by May 2017.
- Terms for Zoning Personnel are being updated.
- Carl Ritter stated that there is a business operating out of rental property that is non-compliant. The property owner and resident need to be notified of the violation.

**02082017-11:** Carl Ritter moved to adjourn at 9:10 p.m.

2<sup>nd</sup> by Warren Walker  
Vote: WW, HG, CR

All Aye

Motion Carried

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Carl Jason Ritter, Chairman

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Warren Walker, Vice Chairman

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Harold Grosnickle, Trustee

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Sandra Borchers, Fiscal Officer