



## COUNCIL AGENDA

**Tuesday, February 6, 2023 - 7:00 pm**  
**Waynesville Municipal Building, 1400 Lytle Road**

- I. Roll Call
- II. Pledge of Allegiance
- III. Mayor (for purposes of acknowledgments)
- IV. Disposition of Minutes of Previous Meetings  
Council, January 17, 2023 at 7:00 p.m.
- V. Public Recognition/Visitor's Comments (A five minute per person time limit will be allowed for each speaker unless more time is requested and approved by a majority of the council)
  - Rich Cogen, Executive Director of the Ohio River Foundation
- VI. Old Business
- VII. Reports
  - Standing Council Committees
    - a) Finance Committee
    - b) Public Works Committee
    - c) Special Committees
  - Village Manager's Report
  - Police Report
  - Finance Director's Report
  - Law Directors Report
- VIII. New Business:

**Legislation:**

**Reading of Ordinances and Resolutions:**

**First Reading of Ordinances and Resolutions:**

**RESOLUTION NO. 2023- 005**

A RESOLUTION AMENDING THE APPROPRIATIONS FOR THE VILLAGE OF WAYNESVILLE FOR CALENDAR YEAR 2023 AND DECLARING AN EMERGENCY

**RESOLUTION NO. 2023-006**

REQUESTING INFORMATION FROM COUNTY AUDITOR FOR PURPOSES OF EVALUATING AND LEVYING A TAX EXCEEDING THE 10-MILL LIMITATION AND DECLARING AN EMERGENCY (7 MILL POLICE LEVY REPLACEMENT)

**RESOLUTION NO. 2023-007**

REQUESTING INFORMATION FROM COUNTY AUDITOR FOR PURPOSES OF EVALUATING AND LEVYING A TAX EXCEEDING THE 10-MILL LIMITATION AND DECLARING AN EMERGENCY (NEW 1 MILL POLICE LEVY)

**ORDINANCE NO. 2023-008**

AN ORDINANCE AUTHORIZING THE DISPOSAL OF OBSOLETE, UNNEEDED AND UNFIT FOR PUBLIC USE PERSONAL PROPERTY PURSUANT TO R.C. 721.15 AND DECLARING AN EMERGENCY

**ORDINANCE 2023-009**

AN ORDINANCE ADOPTING REVISIONS TO THE VILLAGE OF WAYNESVILLE PERSONNEL POLICY MANUAL AND DECLARING AN EMERGENCY

**ORDINANCE NO. 2023-010**

AN ORDINANCE AUTHORIZING A ONE-TIME PARTIAL ABATEMENT OF INCOME TAX PENALTIES FOR WAYNE LOCAL SCHOOL DISTRICT

**Second Reading of Ordinances and Resolutions:**

**Tabled:**

IX. Executive Session

X. Adjournment

*Next Regular Council Meeting:*

**February 21, 2023 at 7:00 pm**

*Upcoming Meetings and Events:*

Public Works, February 6, 2023 @ 6:00 p.m. Cancelled

Finance Meeting, February 23, 2023 @ 5:00 p.m.

Parks and Recreation Board, March 20 @ 6:00 p.m.

**DRAFT**

**Village of Waynesville  
Council Meeting Minutes  
January 17, 2023 at 7:00 pm**

Present: Mr. Brian Blankenship  
Mr. Chris Colvin  
Ms. Joette Dedden  
Mr. Zack Gallagher  
Mayor Earl Isaacs  
Mr. Troy Lauffer  
Mrs. Connie Miller

Village Staff Present: Jeff Forbes, Law Director; Chief Gary Copeland, Village Manager and Safety Director; Jamie Morley, Clerk of Council

*CLERK'S NOTE- This is a summary of the Village Council Meeting held on Tuesday, January 17, 2023.*

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Mayor Isaacs called the meeting to order at 7:00 p.m.

Roll Call – 7 present

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**Mayor Acknowledgements**

Thanked Ms. Dedden for filling in for him during his absence.

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**Disposition of Previous Minutes**

Mrs. Miller made a motion to approve the minutes as written for the Council meeting on January 3, 2023 and Mr. Colvin seconded the motion.

Motion – Miller  
Second – Colvin

**Roll Call – 7 years**

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**Public Recognition/Visitor's Comments**

Candice Wieland, 1120 Crimson Ct., introduced herself to Council. She stated she is a realtor at Coldwell Banker in Springboro and is getting her C2EX through NAR and one of the activities is to attend a local Council meeting. Council welcomed her and thanked her for attending the meeting.

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**Old Business**

At this time Council considered the need to make a motion to adopt the Operation and Governance Plans for natural gas and electric. This was discussed at the last Council meeting, and several Council members had questions concerning the documents. Chief Copeland was asked to contact the appropriate people to gather answers to these questions. Chief Copeland apologized as he was unable to get the answers. It was discussed whether this was time sensitive. Ms. Morley stated that these documents must be filed with the PUCO and it takes at least 30 days after this before the Village can put the aggregate out to bid. Waiting till the next Council meeting may delay plans to do this in early spring.

Mr. Gallagher made a motion for a ten-minute recess and Mr. Blankenship seconded the motion.

Motion – Gallagher  
Second – Blankenship

**Roll Call – 7 yeas**

At the return from the recess, Chief Copeland had Joe Garrett from Trebel on speakerphone to answer questions about the PUCO Operation and Governance Plans. Mr. Gallagher wanted to ensure nothing in the paperwork differed from standard PUCO language. Mr. Garrett stated that the documents were standard and the same for every municipality Trebel represents. He also added that the paperwork was straight from the PUCO, the only thing Trebel added was filling in blanks with information to help make it easier for the Village to fill out.

Mr. Colvin asked about the personal information provided to the companies bidding on the aggregate and to ensure that it was protected. Mr. Garrett stated the only information provided was load data, such as name, address, account number, and usage. He stated that the supplier must fill out a form to have permission to have the right to get this data. Mr. Colvin asked for clarification that the Village does not provide this information, but it is coming from AES or Center Point. Mr. Garrett stated this was true.

Mr. Colvin asked about the area in the application concerning customer rating, he wanted to know who determines the customer rating. Mr. Garrett explained that customers with a bad payment history with the power companies may not qualify for the aggregate and letters will be sent to non-eligible residents.

Mr. Gallagher asked for it to be on the record that Trebel did not add anything to the paperwork that was nonstandard. Mr. Forbes stated that everything in the documents is PUCO standard language. Mr. Garrett also added that if this was the case it would be fraud on the part of Trebel



and these are the exact same documents used for their other 160 programs. He also stated that the language is purposefully vague in case the Ohio State Legislature makes changes to laws concerning aggregates. This would ensure the Village stays compliant and operates within the laws, otherwise, the Village would have to go through the process again which would affect the residents.

Mrs. Miller made a motion to adopt the Operation and Governance Plans for natural gas and electric and Mr. Gallagher seconded the motion.

Motion – Miller  
Second – Gallagher

**Roll Call – 7 yeas**

Mr. Colvin made a motion to appoint Chief Copeland permission to sign the applications for gas and electric to the PUCO and Mr. Gallagher seconded the motion.

Motion – Colvin  
Second – Gallagher

**Roll Call – 7 yeas**

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**Reports**

**Finance**

The Finance Committee will meet this Thursday, January 19, 2023 at 5:00 p.m. The public is welcome to attend.

**Public Works Report**

Public Works will meet on February 6, 2023 at 6:00 p.m. The public is encouraged to attend.

**Special Committee Reports**

The Parks and Rec Board meet this evening and discussed different properties for a new park and ball diamonds. A new member was added to the committee, which leaves only one more position to fill. The next meeting will be on March 20, 2023 at 6:00 p.m.

There will be a Planning Commission Meeting on January 31 at 6:00 p.m.

**Village Manager Report**

- Staff repaired patches on Lytle Road from water main breaks.
- There is an ordinance on tonight's agenda to approve the multijurisdictional group rate for road salt with Warren County.

This is for the 2023-2024 season and will reserve 200 tons for the Village.

- Provided an email for the revised quote from Hylant that includes the increased cybersecurity coverage.
- Brain Keith applied for an EPA grant for Ohio communities for water. This would allow the Village to purchase a handheld fire hydrant exerciser, flow meter, and leak detector. The total cost for these items is \$10,633 and will be free to the Village if awarded the grant.
- The Street Department took down the Christmas decorations on Main Street.
- The Water Department is organizing the maps in the map room and listing all the maps in a spreadsheet.
- Invited Rick Cogan to the next Public Works meeting from the Ohio River Foundation. He would like to suggest the Village do away with the dam on the Little Miami River.

### **Police Report**

- Dispatch calls for service, Mayor's Court Year End, and Sgt Denlinger's code enforcement reports have all been provided for review.
- Sgt. Denlinger, Lt. Bledsoe, and I will be attending a class on sovereign citizens and the best way to deal with them.
- Attended a Law Enforcement Appreciation event at the Warren County Career Center with Sgt. Denlinger. The culinary group did a great job preparing a meal for us.

Mr. Colvin asked if Ms. Morley was responsible for creating the spreadsheet of all the contracts for the Village of Waynesville and the dates that they will need to be renewed. Ms. Morley stated she did create the spreadsheet. Mr. Colvin thanked her and asked how often this would be updated and provided to Council. She responded that she would update it as needed and can provide it to Council as often as wanted. It was decided to give updated copies of the spreadsheet around October, so they can see what needs to be renewed at the beginning of the year.

Mr. Gallagher asked about the current situation on salt for the Village. Chief Copeland stated that there are approximately 200 tons of salt in the salt bin, with 100 tons on standby if the Village needs to order more for this season. The ordinance tonight is for next winter.

### **Financial Director Report**

None

### **Law Report**

None

Mr. Colvin asked Mr. Forbes his opinion on sovereign citizens. Mr. Forbes stated that they need to be handled carefully as they are known to be very litigious. Lawsuits in the past have not been very successful, but do cost the municipality time and money and pull the officers away from their normal duties.

Chief Copeland stated that there was an issue in Riverside, where a man was walking around with an AR on his back. He claimed to be a sovereign citizen, and this was his right. This event ended up going to court and the case was settled out of court, costing the city.

Mr. Forbes added that he thought it was great the AG is offering classes on the best way to handle situations with sovereign citizens and that the Waynesville Police Department is taking advantage of the class. There is very little the legislature can do about these individuals as they are claiming the law does not apply to them; they believe the Constitution was illegally adopted and they are governed by Article 4 of the Articles of Confederation.

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**New Business**

None

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**Legislation**

**First Reading of Ordinances and Resolutions**

**Ordinance No. 2023-004**

Authorizing the Village Manager to Enter into a Contract with Warren County Engineer’s Office for Purchase of Road Salt and Declaring an Emergency

Mr. Colvin made a motion to waive the two-reading rule for Ordinance 2023-004 and Mr. Lauffer seconded the motion.

Motion – Colvin  
Second – Lauffer

**Roll Call – 7 yeas**

Mr. Lauffer made a motion to adopt Ordinance 2023-004 as an emergency and Mr. Blankenship seconded the motion.

Motion – Lauffer  
Second – Blankenship

**Roll Call – 7 yeas**

**Second Reading of Ordinances and Resolutions**

**Ordinance No. 2023-001**

An Ordinance Appointing Jeffrey D. Forbes and The Law Firm of Wood & Lamping LLP as Law Director for the Village of Waynesville, Ohio, and Establishing the Compensation

Mr. Blankenship made a motion to adopt Ordinance 2023-001 and Mr. Colvin seconded the motion.

Motion – Blankenship  
Second – Colvin

**Roll Call – 7 yeas**

**Ordinance No. 2023-003**

Authorizing the Village Manager to Award Property and Liability Insurance Coverage for the Village of Waynesville

Mr. Lauffer made a motion to adopt Ordinance 2023-003 and Mrs. Miller seconded the motion.

Motion – Lauffer  
Second – Miller

**Roll Call – 7 yeas**

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**Tabled Ordinances and Resolutions**

None

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**Executive Session**

None

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All were in favor to adjourn at 8:03 pm.

Date: \_\_\_\_\_

\_\_\_\_\_  
Jamie Morley, Clerk of Council

**RESOLUTION NO. 2023- 005**

**A RESOLUTION AMENDING THE APPROPRIATIONS FOR THE VILLAGE OF WAYNESVILLE FOR CALENDAR YEAR 2023 AND DECLARING AN EMERGENCY**

**WHEREAS**, the Village Council of the Village of Waynesville previously passed an appropriation resolution for calendar year 2023; and

**WHEREAS**, the Village Finance Director has recommended to the Village Council that there be certain amendments to the appropriation resolution to be in full compliance with the Ohio Revised Code;

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF WAYNESVILLE, \_\_\_\_\_ ELECTED MEMBERS THERETO CONCURRING THAT:**

**Section 1.** The appropriations for the Village of Waynesville are amended as set forth below:

- \$500,000 from water, fund 5101, to water capital, fund 5701
- \$20,000 from general, fund 1000, to HRA, 6901

**Section 2.** The amendments are the recommendation of the Finance Director.

**Section 3.** This Resolution is hereby declared to be an emergency necessary for the health, safety, and welfare of the Village of Waynesville and shall be effective immediately upon its adoption. The reason for said declaration of emergency is the specific reason of complying with the Revised Code of the State of Ohio and audit standards of the State of Ohio.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

**RESOLUTION NO. 2023-006**

**REQUESTING INFORMATION FROM COUNTY AUDITOR FOR PURPOSES  
OF EVALUATING AND LEVYING A TAX EXCEEDING THE 10-MILL  
LIMITATION AND DECLARING AN EMERGENCY  
(7 MILL POLICE LEVY REPLACEMENT)**

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of said Village of Waynesville, Warren County, Ohio; and

WHEREAS, Village voters recently approved a renewal of a 7 mill police levy; and

WHEREAS, Council now desires to know the impact of a replacement 7 mill police levy; and

WHEREAS, R.C. 5705.03 requires the Village Council to obtain certain information from the County Auditor prior to proceeding with the submission of a tax levy to the electors of the City.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Waynesville, Ohio, \_\_\_\_\_ members elected thereto concurring:

Section 1. That Village Council has preliminarily determined that the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of said Village of Waynesville, Warren County, Ohio.

Section 2. That the levy proposed to be placed upon the tax list is a replacement police levy pursuant to R.C. 5705.19(J) commencing with tax year 2024.

Section 3. That the Village Council hereby requests information from the County Auditor related to the current total tax valuation of the Village and the dollar amount of revenue that would be generated by a replacement levy of tax at a rate not exceeding 7.00 mills for each One Dollar (\$1) valuation.

Section 4. That the Clerk of the Village Council is hereby directed to immediately certify to the County Auditor this Resolution and to obtain from the County Auditor the information requested hereunder.

Section 5. That this Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare and shall be effective immediately upon its passage. The reason for said emergency is to have the necessary information available for the Village Council to enable it to consider future ballot issues.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Earl J. Isaacs, Mayor

Attest:

\_\_\_\_\_  
Clerk of Council

CERTIFICATE

The undersigned, Clerk of Council of the Village of Waynesville, hereby certifies this to be a true and exact copy of Resolution No. 2023-006, adopted by the Council of the Village of Waynesville on \_\_\_\_\_, 2023.

\_\_\_\_\_  
Clerk of Council



**RESOLUTION NO. 2023-007**

**REQUESTING INFORMATION FROM COUNTY AUDITOR FOR PURPOSES  
OF EVALUATING AND LEVYING A TAX EXCEEDING THE 10-MILL  
LIMITATION AND DECLARING AN EMERGENCY  
(NEW 1 MILL POLICE LEVY)**

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of said Village of Waynesville, Warren County, Ohio; and

WHEREAS, Council desires to know the impact of a new 1 mill police levy; and

WHEREAS, R.C. 5705.03 requires the Village Council to obtain certain information from the County Auditor prior to proceeding with the submission of a tax levy to the electors of the City.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Waynesville, Ohio, \_\_\_\_\_ members elected thereto concurring:

Section 1. That Village Council has preliminarily determined that the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of said Village of Waynesville, Warren County, Ohio.

Section 2. That the levy proposed to be placed upon the tax list is a new police levy pursuant to R.C. 5705.19(J) commencing with tax year 2024.

Section 3. That the Village Council hereby requests information from the County Auditor related to the current total tax valuation of the Village and the dollar amount of revenue that would be generated by a new levy of tax at a rate not exceeding 1.00 mill for each One Dollar (\$1) valuation.

Section 4. That the Clerk of the Village Council is hereby directed to immediately certify to the County Auditor this Resolution and to obtain from the County Auditor the information requested hereunder.

Section 5. That this Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare and shall be effective immediately upon its passage. The reason for said emergency is to have the

necessary information available for the Village Council to enable it to consider future ballot issues.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Earl J. Isaacs, Mayor

Attest:

\_\_\_\_\_  
Clerk of Council

CERTIFICATE

The undersigned, Clerk of Council of the Village of Waynesville, hereby certifies this to be a true and exact copy of Resolution No. 2023-007, adopted by the Council of the Village of Waynesville on \_\_\_\_\_, 2023.

\_\_\_\_\_  
Clerk of Council

**ORDINANCE NO. 2023-008**

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF OBSOLETE, UNNEEDED  
AND UNFIT FOR PUBLIC USE PERSONAL PROPERTY  
PURSUANT TO R.C. 721.15 AND DECLARING AN EMERGENCY**

**WHEREAS**, it has been determined that it is the best interest of the Village of Waynesville to dispose of obsolete, unneeded, and unfit for public use personal property; and

**WHEREAS**, Section 721.15 of the Ohio Revised Code authorizes the disposal of obsolete and unneeded and unfit for public use personal property; and

**WHEREAS**, the Village Manager reports that certain personal property is surplus property, being obsolete and unneeded.

**NOW THEREFORE BE IT ORDAINED** by the Village Council of the Village of Waynesville, \_\_\_\_\_ members elected thereto concurring:

**Section 1.** That the Village Manager is hereby authorized to dispose of the items identified on Exhibit "A," attached hereto and incorporated herein by reference, pursuant to R.C. 721.15. The Village Manager is further authorized to execute any and all documents necessary to complete said disposal.

**Section 2.** That in the event that no buyer is identified through the above authorized procedures, the Village Manager is further authorized to dispose of said property by discard or salvage.

**Section 3.** That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and general welfare and shall be effective immediately upon its adoption. The reason for said declaration of emergency is the need to dispose of the surplus vehicle at the earliest possible date.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

Name	S/N, Model #, VIN #	Quantity	Description
Oster Manufacturing Co. Pipe Threader	Catalog #502NF	1	Rethreads and threads metal piping.
C.H. Gosiger Industrial Drill Press	Model # 5AC77AB203	1	
Rollpac Asphalt Roller (2) Drum	SERIAL # 2728	1	
Industrial Homemade Press		1	Heavy Duty Shop Press
Yamaha Golf Cart		1	Gasoline powered, 2 cycle Queen City Material's Handling Corp
Police Light Bars		3	Outdated lightbars for Police Vehicles
Trailer	4BXUE16ZXWS000763	1	1998 7'x16'
Scott Air-Pac SCBA		1	A self-contained breathing apparatus
GX35 Honda 4 Stroke Water Pump		1	
Wachs Pow-R-Drive Pneumatic Valve Operator	SER # 413 65	1	Model C
Quick-Freezer		1	Used to freeze small water lines
Meuller Model No. 1 Tap		1	
Miscellaneous Hand Tools and Parts			Retired Fire hydrants, tools and parts that are obsolete or have been replaced
Grab All Extended Gripper	Stock #: 7194503E 15-75		

**ORDINANCE 2023-009**

**AN ORDINANCE ADOPTING REVISIONS TO THE VILLAGE OF WAYNESVILLE PERSONNEL POLICY MANUAL AND DECLARING AN EMERGENCY**

**WHEREAS**, pursuant to Section 35.01 of the Waynesville Codified Ordinances, the Village of Waynesville has adopted and approved a Personnel Policy Manual; and

**WHEREAS**, in recent years Council has adopted a number of revisions to the Personnel Policy Manual; and

**WHEREAS**, Village Council has determined that it is in the best interest of the Village to adopt a complete version of the Personnel Policy Manual in order to confirm that all recent changes have been included in that the document is up-to-date.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Waynesville, \_\_\_\_\_ members elected thereto concurring:

Section 1. That the Village of Waynesville Personnel Policy Manual, as adopted by Section 35.01 of the Waynesville Codified Ordinances, is hereby adopted in its entirety as set forth in Exhibit A, attached hereto and incorporated herein by reference.

Section 2. That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and general welfare and shall be effective immediately upon its adoption. The reason for said declaration of emergency is the need to update the personnel policy manual at the earliest possible in order to ensure that all recent amendments have been incorporated appropriately.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor



I hereby certify that I have received a copy of the  
Village of Waynesville  
Personnel Policy Manual

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

(TO BE SIGNED BY EMPLOYEE UPON HIRE)

# VILLAGE OF WAYNESVILLE

## PERSONNEL POLICY MANUAL

Updated ~~Fall 2019~~ January 2023



1400 Lytle Road  
Waynesville, Ohio 45068  
[www.waynesville-ohio.org](http://www.waynesville-ohio.org)  
Phone: (513) 897-8015  
Fax: (513) 897-7015



## Emergency Contact Information

This form is to be completed by all Village of Waynesville employees (i.e. full time, part time, seasonal, interns, etc.) with their initial employment paperwork. Copies of the completed "Emergency Contact Information" form shall be submitted to the Village Manager, Finance Director and one copy placed in the employee's personnel file. It is the responsibility of the employee to update this form immediately upon any change in the information requested

Employee Name: \_\_\_\_\_  
Last First MI

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip+4

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Primary Emergency Contact: \_\_\_\_\_  
Name Relationship

Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

Secondary Emergency Contact: \_\_\_\_\_  
Name Relationship

Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

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## **SECTION 1 INTRODUCTION**

### **BACKGROUND**

This manual is written in accordance with Section 5.04 of the Village Charter. These policies and procedures are not intended to constitute a contract with the employee. This is a policy and procedure guide to inform employees of applicable laws, regulations, and organizational policies governing employment practices of the Village of Waynesville.

### **SECTION 1.1: DEFINITIONS**

- (a) The Appointing Authority. The Village Council is the appointing authority for the Village Manager, Clerk of Council, Director of Department of Finance, and Director of Department of Law. The Finance Director is the appointing authority for Finance Department positions. The Village Manager is the appointing authority for all other Village positions.
- (b) Employee is any non-elected person hired for a paid position and subject to Village appointment, removal, promotion, or reduction by the appropriate appointing authority.
- (c) Position Description is a descriptive statement of position qualifications, duties, and responsibilities, based on a needs analysis and including conditions of work and supervisor-employee relations. This description is the baseline document for hiring, training, and evaluating. Duties and responsibilities set forth in the Position Description may change from time to time.

### **SECTION 1.2: OBJECTIVES**

The policies and procedures set forth in this manual are designed to promote safety, high morale, and foster good working relationships among employees of the various departments and offices of the Village by providing consistent and well-understood personnel policies, equal opportunities for advancement, and appropriate consideration of employee needs.

### **SECTION 1.3: EQUAL EMPLOYMENT OPPORTUNITY**

The Village of Waynesville is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, creed, gender, age, or disability in the hiring, placement, training, and promotion of its employees.

**SECTION 2**  
**PERSONNEL APPOINTMENTS**

**SECTION 2.1:**      **EMPLOYEE STATUS**

- (a) All Village employees are to be classified as full-time, part-time, temporary, or seasonal, as defined below:
- (1) Full-time Regular Employee -- an employee normally scheduled to work 40 hours per week or some other work schedule such as Utilities Department shifts.
  - (2) Part-time Employee -- an employee who is normally scheduled to work less than 40 hours per week or some other work schedule such as Utilities Department shifts on an annual basis.
  - (3) Temporary Employee -- an employee hired for a limited period of time, either full-time or part-time.
  - (4) Seasonal Employee -- an employee who works in a position that may only be performed during certain times of the year, whether full-time or part-time.
- (b) Full-time regular employees are eligible for all benefits as provided by the Village.
- (c) Temporary and seasonal employees are not entitled to any benefits unless otherwise specified in this manual. All employees are eligible for Bureau of Workers' Compensation coverage.
- (d) Probationary employees serve at the will of the appointing authority and may be removed at any point in the probationary period.

**SECTION 2.2:**      **APPLICANTS**

- (a) An applicant shall be required to provide any information and undergo any examinations necessary to demonstrate qualification for the position sought, insofar as such information or examination is job-related, including criminal background checks, driving history checks, medical examinations, fitness tests, and any other information requests and testing as deemed necessary for evaluation of the candidate for employment.
- (b) The appointing authority shall make the appointment conditional pending the passing of the necessary checks or tests as referenced in paragraph (a) above.

The applicant may be scheduled for a pre-employment medical examination and may subsequently receive a drug test by a Village-contracted medical facility. Such examinations are taken to ensure that the selected job applicants are professionally qualified to perform the essential duties of the position. Failure to pass a physical and/or drug test may be grounds for dismissal from the selection process.

(c) Nepotism:

In order to avoid real or perceived family influence or conflict of interest, the Village prohibits the appointment of a person who is the family member of a current staff member. For purposes of this policy "family members" shall be defined as:

- Spouse
- Spouse equivalent
- Parent (including step or foster parent)
- Brother and sister (including step- or foster-brother and step- or foster-sister)
- Son and daughter (including step-, adopted, or foster children)
- Mother-in-law or father-in-law
- Brother-in-law or sister-in-law
- Son-in-law or daughter-in-law
- Aunts and uncles
- Nieces or nephews
- Grandparent or grandparent-in-law
- Grandchild
- Any other member of the employee's immediate household
- First cousin

**SECTION 2.3: PROBATION**

- (a) Each newly hired or promoted full-time regular employee shall serve a probationary period. Probationary periods are normally for 6 months, except for original appointments to the Police Department which shall have a probationary period of 12 months. A longer probationary period may be imposed only with the approval of the appointing authority.
- (b) An employee may be separated for failure to complete the original probationary period successfully at any point prior to the end of the probationary period. Employees serving promotional probationary periods may be reduced to the classification and salary held prior to the promotion, if available.

**SECTION 3  
EMPLOYEE PERFORMANCE**

**SECTION 3.1:      EXPECTATIONS**

All employees shall maintain sufficient competency to properly perform the duties of their position. Employees of the Village of Waynesville shall perform their duties in a manner which will maintain the highest standards of safety and effectiveness in carrying out the mission, objectives, and functions of the Village.

**SECTION 3.2:      CONFLICT OF INTEREST**

Village employees are public servants whose compensation is paid by the taxpayers. Accordingly, Village employees shall:

- (1)    Avoid any conflict of interest, or the appearance of any conflict of interest in conducting any Village related activity.
- (2)    Accept no private compensation, gift, favors or other reward for performing their duties. Gifts to the Village itself shall only be made with expressed knowledge and consent of Village Council.
- (3)    Not disclose or use confidential Village information, such as security plans and personal identifying information.

**SECTION 3.3:      PERFORMANCE EVALUATION**

- (a)    Employees serving initial or promotional probationary periods normally receive an evaluation during their period of probation.
- (b)    Each Village employee, after completion of the probationary period, is evaluated annually at a common date as established by the Village Manager.

**SECTION 4**  
**COMPENSATION AND HOURS OF WORK**

**SECTION 4.1:**      **SCHEDULED HOURS**

- (a) The current weekly payroll period shall begin at 12:01 A.M. on Sunday and continue for seven consecutive days to end at 12:00 Midnight the following Saturday. Department heads shall establish the appropriate work schedule for their department in consideration of public service, workload, and operational needs.
- (b) Designated lunch periods are not compensated as work time; therefore, employees shall be relieved from work for that time period.
- (c) With the exception of employees exempt from overtime according to the Fair Labor Standards Act, employees shall be entitled to overtime compensation at the rate of one and one-half (1.5) hours for each hour worked in excess of 40 hours in a designated work week. Hours worked shall include holiday leave. Hours worked does not include sick leave, ~~personal days or vacation leave~~ for purposes of overtime compensation.
- (d) Compensatory time may be granted to nonexempt employees only in lieu of cash for any overtime worked. Compensatory time is accrued at a rate of one and one half (1.5) time basis. Compensatory time will be granted for use if it is approved by Village Manager and does not create a manpower shortage in their department. Within the police department, officers must first offer shifts to reserve officers before using compensatory time, if no reserve officer is available to cover the shift then it will be offered to full-time officers. Employees may “bank” compensatory time, but under no circumstances shall an employee “bank” more than forty (40) hours of unused compensatory time without the approval of the Village Manager.
- (e) Exempt employees may earn flex time at a rate of one and a half (1.5) time basis for any hours worked in excess of forty (40) hours in a particular work week.
- (f) Whenever a nonexempt employee is called into work at a time other than his or her planned work schedule, thereby necessitating additional travel to and from work, he or she shall be guaranteed two (2) hours of pay.
- (g) Whenever a nonexempt employee works an 8-hour day and then takes an evening meal break in order to return for an evening meeting (after 6:00 pm), the employee shall be paid a minimum of ~~one~~two-hour overtime or the actual length of the meeting, whichever is greater in length.



- (h) During any given work week, a supervisor may alter an employee's schedule, hour for hour, to avoid the employee working in excess of the regular scheduled work week of 40 hours.
- (i) Village employees shall not serve as a volunteer for the same job in which he or she is employed full time by the Village.
- (j) All employees working a full work shift will, to the extent practicable, receive a meal period that is normally one unpaid half hour, except those working in the Police Department.
- (k) Break periods shall be granted only at the discretion of the supervisor and may be granted only to the extent practicable without interference with normal work operations.
- (l) Employees shall not waive/forfeit their meal or break periods to reduce their workday or work week without the prior approval of their supervisor.

**SECTION 4.2: PAY PERIOD**

- (a) Employees are paid bi-weekly, every other Friday, via direct deposit to the employee's designated financial institution. Employees working irregular schedules may be subject to other pay arrangements approved by the Finance Department.
- (b) The department head or designee shall be responsible for addressing an employee's pay inquiries before referring the matter to the Finance Director.

**SECTION 4.3: PAYROLL DEDUCTIONS**

Certain deductions are made from an employee's paycheck as required by law, in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the employee's pay statement. Deductions include:

- (1) Public Employees Retirement System (PERS) or Ohio Police and Fire Pension Fund (OP&FP);
- (2) Income Taxes;
- (3) Garnishments;
- (4) Miscellaneous additional deductions may include Medicare, deferred compensation, child support, and other authorized withholding.

**SECTION 4.4: WORKERS' COMPENSATION**

State law provides that every Village employee is eligible for workers' compensation for injuries or occupational illness arising out of and in the course of his/her employment.

- (a) If an employee is injured during the course of employment with the Village, he/she must immediately notify the supervisor and complete all required paperwork at the earliest practical opportunity. The Village Injury Report (Form 4.6) must be completed, regardless of the apparent seriousness of the injury or whether medical attention is required.
- (b) The department head or designee shall conduct an investigation of the injury incident as soon as possible.
- (c) Employees who are injured in the line of duty and must leave work before completing their work period shall be paid at their regular rate of pay for the balance of time left in their scheduled workday. Time related to the treatment of an on-the-job injury is not deemed time worked for overtime purposes.
- (d) If the employee remains injured and unable to return to work, the employee may receive Workers' Compensation.

**SECTION 4.5: TRAVEL AND TRAINING EXPENSE REIMBURSEMENT**

- (a) Village employees shall receive reimbursement for reasonable expenses incurred while traveling on official village business with prior authorization.

Village employees are encouraged whenever possible to use their Village of Waynesville Purchasing Card to pay for travel and training expenses. When this is not possible the following methods can be used:

- (1) Advance payment by Village check to the vendor through the normal purchase order process.
  - (2) The employee may make direct payment and request reimbursement through the Travel Expense Report (Form 4.72).
  - (3) The employee may arrange for the Village to be billed by the vendor for direct payment by the Village.
- (b) Local Travel and Training Expenses. Whenever possible, an employee will request a Village vehicle for travel to local seminars, meetings, and other Village business. When a Village vehicle is not available, an employee may use their personal vehicle and be reimbursed at the current Internal Revenue Service (IRS) rate.

In order to operate a Village vehicle for business purposes, a copy of the employee's current driver's license shall be on file with Human Resources. If an employee is to be reimbursed for use of a personal vehicle, proof of insurance must be on file with the Village as well.

Parking fees and tolls are reimbursable upon presentation of detailed receipts.

- (1) Registration. Fees for registration, including meals, for local meetings and seminars are reimbursable.
- (c) Non-Local Travel and Training Expenses. Travel and training expenses that involve overnight travel are to be handled in accordance with this section.
  - (1) Authorization. Prior to the expenditure of any funds for non-local travel and training, Form 4.71 (Request for Approval of Business Related Travel) should be completed and turned in for approval.
  - (2) Registration. Registration fees for employees attending conferences and seminars are eligible expenses.
  - (3) Lodging. Employees shall use a room at the lowest reasonable available rate, including conference, seminar, or government rates, where available.
  - (4) Meals. Employees may receive a per diem allowance, which will cover meals and gratuities only when meals are not provided during travel/training event. The maximum allowable reimbursement for such meals shall be as follows: breakfast - \$10; lunch - \$15; dinner - \$20.
  - (5) Transportation. Employees are expected to use the form of transportation that is the most economical in regards to actual cost and travel time.

As an alternative to commercial transportation, private/personal modes of transportation may be used provided the employee will not be reimbursed more than what the least expensive commercial mode of transportation would reasonably cost for the same trip.

**SECTION 4.6: TUITION PREPAYMENT OR REIMBURSEMENT AND EDUCATION INCENTIVE**

- (a) The Village may offer prepayment or reimbursement to regular full-time (post probation) employees for training courses which are related to a position's duties and responsibilities

and which increase the employee's ability to become more effective in their primary area of work.

- (b) Application and Qualification. Prior to beginning the training course for which prepayment or reimbursement is being requested, the supervisor, the department head, and the Village Manager must approve this request.
- (c) An employee who has received advanced training must, as a condition for such payment, remain a Village employee for a period of time determined in a Memorandum of Understanding or Conditional Approval signed by Village Manager.
- (d) The Village offers a one-time Education Incentive bonus to employees who, during the time an employee is employed by the Village, earn a degree from an accredited college which is directly related to his or her position. To earn the incentive pay, the employee shall have completed 12 months of service with the Village prior to earning the degree. This bonus shall be paid in the following amounts:

- (1) Master's Degree        \$1,500
- (2) Bachelor's Degree    \$1,000
- (3) Associate's Degree    \$500

**SECTION 4.7:        LONGEVITY PAY**

- (a) Longevity pay shall be paid to all regular full-time employees who have served the Village of Waynesville for 5 or more years.
- (b) The longevity payment shall be made the first pay period following the date longevity is achieved, based on the following years of service:
  - (1) After 5 years of service - \$250
  - (2) After 10 years of service - \$500
  - (3) After 15 years of service - \$750
  - (4) After 20 years of service - \$1,000
  - (5) After 25 years of service - \$1,250

**SECTION 4.8:        SEPARATION PAY**

- (a) Upon separation from employment for any reason, an eligible employee shall be paid for

all hours worked but unpaid, unused vacation hours subject to Section 5.2 and compensatory time earned but not yet used for non-exempt employees.

- (b) Personal and sick leave days are not subject to separation pay.
- (c) In the event of the death of a current employee, separation pay includes the employee's unused accrued pay to which the employee would have been entitled and shall be paid directly to the designated beneficiary, or to the employee's estate, if no beneficiary is named. Unused sick leave will be paid out at 25% of the accumulated but unused sick leave credit, up to 240 hours.

**SECTION 4.9 CELL PHONE REIMBURSEMENT**

- (a) For key staff whose day-to-day job responsibilities require routine responses to urgent Village-related matters, upon the Village Manager's approval, the Village will reimburse the employee monthly as follows: \$35.00/month for a non-data cell phone or \$50/month for a smartphone with a data plan.

**SECTION 5  
EMPLOYEE BENEFITS**

**SECTION 5.1: HOLIDAYS**

- (a) All full-time employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

- (b) If the holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday.

- (c) In observance of each authorized holiday, employees will normally be granted the day off from work. Full-time employees shall receive 8 hours straight time pay for each authorized holiday. Employees on alternative work schedules, such as the Utilities Department, shall be paid accordingly.
- (d) When a full-time employee is required to work on the day observed as a holiday, he shall be entitled to pay for such time actually worked at 1 1/2 times his regular base rate of pay.
- (e) Full-time and Part-time employees shall also be paid at 1 1/2 times their regular rate of pay for time actually worked on a holiday.
- (f) If a holiday occurs while an employee is on vacation, that day will not be charged against the employee's leave (i.e., one day off with pay, as if not on vacation).
- (g) Employees must be in active pay status the day before and the day after the holiday, and at the commencement of the holiday in order to receive holiday pay.
- (h) Upon the request of the supervisor, an employee must produce a satisfactory physician's statement to verify any use of sick leave on the day before or the day after a holiday. Failure to produce such a requested statement may result in denial of both holiday and sick leave pay and such disciplinary action as may be appropriate.

**SECTION 5.2: VACATION, PERSONAL LEAVE, AND PAID TIME OFF**

- (a) Full-time, regular employees accrue vacation credit as follows:
 

1 to 4 years of service	3.077	hours per pay period up to 80 hours per year
5 to 14 years of service	4.615	hours per pay period up to 120 hours per year
15 to 24 years of service	6.154	hours per pay period up to 160 hours per year
25 years of service	7.692	hours per pay period up to 200 hours per year
- (b) Vacation leave accrues while on paid status except injury leave. No vacation credit is earned while an employee is on unpaid status.
- (c) Vacation leave shall be taken in units of not less than one hour.
- (d) Vacations are scheduled at management's discretion in accordance with workload requirements of the individual departments and Departments. For this reason, it is essential that vacation requests be made at least one week in advance of the proposed starting date, and vacations of one week or more should be requested at least 30 days in advance. All requests for vacation approval must be submitted to the employee's



immediate supervisor and are subject to final approval or disapproval of the appointing authority or his designee. The supervisor shall grant or deny the requested vacation as soon as practical.

- (e) Due to department operational requirements, management may block out periods of time as not available for vacation.
- (f) An employee's unused yearly vacation leave may be carried over into the next vacation year. However, no more than one and one-half (1 1/2) years of unused vacation leave may be accumulated at any time.
- (g) Any employee who resigns or retires shall be paid for any earned but unused vacation leave providing it does not exceed the maximum carry over balance.
- (h) In the case of death of an employee, the employee's accrued vacation leave will be converted to a lump sum payment payable to the employee's beneficiary or estate.
- (i) Personal Leave. After one year of Village service, each full-time employee shall be allowed 3 Personal Leave Days per year. Time off for personal business shall be taken in no less than one hour increments, at the discretion of the department head. Personal days cannot be carried over to the next calendar year.
- (j) Vacation Leave Pay. The Village Manager has the authority to approve vacation leave payouts upon request of full-time employees. Vacation leave payout may only be granted in units of not less than one (1) week (40 hours). Requests for vacation payouts must be made in writing ~~during December of each calendar year~~ and may be paid as part of the next regular pay period after approval of the request.

**SECTION 5.3:        SICK LEAVE**

- (a) Sick leave is a benefit provided to employees to aid them in offsetting the financial burden of an illness. Employees are expected to be in attendance daily, and sick leave is only to be used in cases of illness or funeral purposes. Sick leave is a form of insurance, and is not intended to be extra days off. An employee may request sick leave for absence resulting from illness as described below:
  - (1) Illness or injury of the employee or a member of his or her immediate family: mother, father, brother, sister, child, or spouse.
  - (2) Exposure of an employee or a member of his or her immediate family to a contagious disease that would have the potential of seriously jeopardizing the health of the employee or the health of others.



- (3) Death of a member of the employee's immediate family or extended family (family of spouse), in excess of what is permitted under funeral leave in Section 5.6. This extended leave is at the discretion of the department head.
  - (4) Medical, dental, optical, or psychological examinations or treatment of employee or a member of his or her immediate family, requiring the employee's presence, provided that the employee should seek to schedule such examinations outside of work hours whenever possible.
  - (5) Pregnancy, childbirth, or related medical conditions of the employee or member of his or her immediate family.
- (b) A physician's certificate is required when an employee has been absent more than three consecutive days. The physician's certificate shall be filed with the Village Absence Report Form. The physician's certificate must be signed by the treating physician stating the general nature of the condition preventing the employee from working. This same concept applies when an employee is absent to care for members of the immediate family. The physician's certificate shall state how the family member's illness or injury causes the employee to be absent from work.
  - (c) The physician's certificate must also state when the employee is expected to return to work.
  - (d) The Village Manager or designee shall have the right to require a satisfactory physician's certificate for absences fewer than three consecutive days if he or she concludes that this action serves the best interest of the Village or to verify the proper use of sick leave.
  - (e) An employee requesting sick leave shall inform his or her supervisor of the fact and the reason for the leave request at least one-half hour prior to the scheduled shift, unless the employee is involved in an emergency situation. An employee requesting sick leave in a 24-hour operation shall inform his or her supervisor of the fact at least two hours prior to the scheduled shift starting time. An employee who gets sick on the job and needs to leave should immediately notify the supervisor and request sick leave.
  - (f) Sick Leave. Accrual for each completed eighty (80) hours in active pay status, an employee earns 3.077 hours of sick leave. Active pay status is considered as hours worked, hours on vacation, hours on comp/flex time, hours of holiday leave and hours of paid sick leave. There is no limit on the amount of sick leave, which may be accrued. An employee absent on sick leave shall be paid at the same basic hourly, daily or biweekly rate as when the employee is working.
  - (g) Employees who transfer from another public agency, or who are reappointed or reinstated, will be credited with the unused balance of accumulated sick leave, provided

the time between separation, reappointment, or transfer does not exceed 10 years. The words "public agency" as used above include the State, counties, municipalities, all boards of education, libraries, townships, and other public appointing authorities within the State of Ohio.

- (h) Paid Leave Donation. Pursuant to ORC Section 124.391, Village employees may voluntarily donate vacation, personal, or sick leave to employees who have exhausted all sick leave and other paid leave as a result of a life-threatening injury or illness of an employee or a member of the employee's immediate family. All such donations are subject to the following provisions:
- (1) Before an employee is eligible to receive donated leave, the employee must have been absent for a period equal to at least 14 consecutive calendar days and have exhausted all paid sick leave, vacation leave, personal leave, or other available paid leave.
  - (2) The employee's absence must result from a documented serious health condition or injury to the employee or a member of the employee's immediate family, as determined by the Village Manager or a designee. The Village Manager's determination as to whether or not an injury or illness is "life-threatening" within the meaning of this policy is in the employer's sole discretion and is final, and this determination is not subject to appeal under the complaint procedure or any other grievance procedure.
  - (3) The decision of individual employees whether or not to donate vacation leave to another employee must be free and voluntary, and no official, supervisor, or employee shall pressure, solicit, or coerce any employee, directly or indirectly, to donate leave to another employee. Any violation of this subsection shall be considered grounds for disciplinary action, up to and including termination.
  - (4) No employee shall donate more than 40 hours of paid leave to other employees in any one calendar year. No employee may donate sick leave unless he or she has a sick leave balance of at least 15 days (120 hours).
  - (5) No employee shall be eligible to receive more than 60 days (480 hours) of donated paid leave during the course of any calendar year.
  - (6) The employee donating the paid leave via the Sick Leave Donation Form must provide written notice of the donation to the Village Manager at least seven calendar days in advance of its use by the transferee employee, and such notice shall include both the identity of the employee to whom the leave is donated and a statement that the employee donating the leave is forever waiving his or her claim to such paid leave. Upon receipt of the notice, the Village Manager shall credit the sick leave balance of the receiving employee. The employee receiving the donation may not use the leave to cover any absence prior to seven days after the receipt of this notice.

**SECTION 5.4:      LIGHT DUTY**

- (a) The Village recognizes that in particular circumstances of an employee's injury or illness, an employee is not able to return to work in a full duty work status but is capable of performing limited job assignments. Such assignments are temporary and are not to be considered an accommodation to a permanent illness or injury.
- (b) The determination of placing an employee on light duty work status shall be made by the Village Manager. The Village is not required to provide light duty positions.

**SECTION 5.5:      FAMILY AND MEDICAL LEAVE**

- (a) This section implements the Family and Medical Leave Act (FMLA) of 1993. Nothing in this section is intended to expand or provide rights in addition to those covered in the FMLA. All terms used in describing this policy have the meaning assigned to them by the FMLA and the federal regulation implementing the act.
- (b) Eligibility. The Family and Medical Leave Act covers employees who have worked for the Village for at least 12 months in the previous seven years and have accumulated 1,250 hours worked during the year preceding the leave request. Paid leave hours do not count as time actually worked.
- (c) Entitlement. An eligible employee may be entitled to twelve weeks of leave (continuous or intermittent) in a twelve-month period for maternity; paternity; adoption or foster care placement; care for a sick spouse, child or parent with a serious health condition; and a personal serious health condition. The Village shall pay only the EMPLOYER share of the employee's health insurance premium during the unpaid leave an EMPLOYEE shall be responsible for payment of any employee's share of insurance premium. Employee shall make monthly premium payments due no later than the end of the month. Failure to do so may result in the loss of insurance benefits.
- (d) Responsibilities. The Village requires that employees provide written medical certification to support their request for FMLA leave. The Village may also require periodic status reports from an employee on FMLA leave to determine the employee's status and plans for returning to work.
- (e) Leave Computation. The 12-month period in which an employee is entitled to leave will be computed by measuring backwards from the first day of FMLA leave.
- (f) Family Leave. Family leave is leave for maternity, paternity, adoption or foster care purposes.

- (g) An employee's eligibility for family leave expires one year after the child's birth or placement. When the Village employs both spouses, leave time will be combined for family leave purposes.

**SECTION 5.6: FUNERAL LEAVE**

Full-time employees may be granted paid funeral leave with approval of the department head for a maximum of five work days for the death of a spouse or child. "Child" includes a step-child raised in the same household. In the event of a death of an immediate family member, other than spouse or child, the employee may be granted three work days of leave. Leave for the funeral of an immediate family member shall be charged to accrued sick leave. For purposes of this section the "immediate family" is defined as: mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, legal guardian, or other person who stands in place of the employee's parent.

**SECTION 5.7: MILITARY LEAVE**

- (a) The Village will comply with Federal and State laws regarding military duty.

**SECTION 5.8: COURT LEAVE**

- (a) The Village shall pay court leave according to an employee's regular salary when an employee is summoned for any jury duty or subpoenaed as a witness by any court or other legal proceeding regarding village business during the employee's regularly scheduled work day.
- (b) Employees should honor any subpoena issued to them for testimony involving Village business, including those from state or local agencies involving workers' compensation and unemployment compensation.
- (c) All compensation received from the summoning agency for such duty shall be paid to the Village unless such duty is performed totally outside of normal work hours.
- (d) The employee will be expected to report to work following jury duty, if a reasonable amount of time remains during his or her scheduled work day.
- (e) An employee shall not be entitled to paid court leave for any matter in which the employee has a personal interest or in which the Village is an adverse party.
- (f) If an employee is taking part in a court case not related to their Village employment, he or she must use vacation leave, compensatory time, or leave without pay for the period of absence.

- (g) The Village will have to evaluate, on a case-by-case basis, paying for extended leaves for jury duty beyond 30 workdays.
- (h) The Village Manager may approve court leave for other reasons at his/her discretion.

**SECTION 5.9: LEAVE WITHOUT PAY**

- (a) The appointing authority may grant a leave of absence without pay to a regular full-time or part-time employee for a maximum duration of one year for an extraordinary personal reason. Such a leave may not be renewed or extended beyond one year.
- (b) Leave without pay may be granted for a maximum period of one year for purposes of education, training, or specialized experience which would be of benefit to the Village service by improved performance at any level or for voluntary service in any government-sponsored program.
- (c) The decision whether to grant a leave of absence without pay lies in the sole discretion of the appointing authority.
- (d) An employee who receives leave of absence without pay under this provision does not earn sick or vacation leave credit, holidays, longevity bonus credit, or service credit, nor is he or she eligible for Village paid health care and life insurance.
- (e) Any employee who is on a leave of absence without pay and accepts employment elsewhere is considered to have voluntarily separated from his/her Village employment.

**SECTION 5.10: INSURANCE BENEFITS**

- (a) The Village shall provide employee insurance information and other application materials to full-time regular employees upon their start date, or shortly thereafter. The Village reserves the right to require employees to contribute a share of the cost of the insurance premiums based on market conditions and the Village's financial resources.
- (b) The Village may provide health care insurance beginning on the employee's start date and ending at the end of the month that an employee voluntarily separates from Village employment.
- (c) The Village provides employee group life insurance coverage, which begins on the employee's start date and ends immediately upon separation from Village employment.

**SECTION 6**

## EMPLOYEE CONDUCT

### SECTION 6.1: APPEARANCE AND UNIFORMS

(a) The Village Manager shall prescribe the appropriate standards for dress and grooming that present a positive Village of Waynesville image.

~~(b)~~ Uniformed Employees-Employees required to wear a uniform are expected to wear it properly and keep it well maintained. The uniform identifies you as a Village employee. Full-time employees who are required to wear safety shoes or boots on the job, and have successfully completed their probation period, are eligible for an ~~\$120.00~~ reimbursement for one pair of shoes or boots once every twelve months from the date of the prior purchase. If the cost for the safety shoes is less expensive than the \$100.00 allowance, the Village will pay the actual cost.

~~(c)~~ Full-time police officers will receive a uniform maintenance allowance for the purchase of new uniforms, equipment, or cleaning of uniforms. The allowance will be paid at the annual rate of \$600.00 distributed in quarterly installments of \$150.00.

~~(ed)~~ Non-Uniformed Employee:

(1) Business casual attire will be worn between Monday and Thursday of each week. Logo clothing in support of the Village of Waynesville, Wayne Local Schools, Ohio Sauerkraut Festival, and professional organizations are permitted, unless otherwise specified by the Village Manager.

(2) Fridays are considered to be “casual dress” days. Jeans, walking shorts, and athletic shoes are permitted on Fridays provided they are in good condition. Employees are still expected to present a neat appearance and are not permitted at any time to wear flip-flop sandals, cut-off pants, halter or crop tops, or any other clothing that may be considered offensive or inappropriate as determined by the Village Manager.

~~(de)~~ Any employee who does not meet the standards of this policy will be required to take corrective action which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply with this policy. Failure to present a professional appearance will be cause for disciplinary action.

### SECTION 6.2: ATTENDANCE, ABSENCE, AND TARDINESS

(a) Regular attendance is an essential function of every Village employee's job, Any



employee who is not able to report to work because of illness, injury, inclement weather, or other extenuating circumstance shall inform his or her supervisor of the fact with as much advance notice as possible, but in no event not later than one-half hour prior to his or her scheduled starting time. Failure to properly inform a supervisor of absence from work will be subject to appropriate disciplinary action.

- (b) An absence is any scheduled work time missed by the employee, which may include tardiness.
- (c) If an employee fails to report to work, or report his absence, for a period of three consecutive work days, he or she is deemed to have resigned, effective at the end of their regular shift on the third day.
- (d) Tardiness occurs when an employee reports to work after the scheduled starting time, returns late from a meal or other break period, or leaves early without permission.

### **SECTION 6.3: DRUG-FREE WORKPLACE**

The Village is committed to maintaining a workplace free of illegal drugs as well as the use of all intoxicating substances.

- (a) The unlawful manufacture, distribution, dispensing, possession, or use of an illegal or controlled substance, including medical marijuana, is prohibited in the workplace and during working hours.
- (b) The use of an illegal or controlled substance, including medical marijuana, or alcohol prior to beginning work or during meal or break periods is prohibited.
- (c) Any illegal use or abuse of a legal drug is prohibited. An employee is prohibited from being under the influence of alcohol, an illegal substance, or a controlled substance, including medical marijuana, at work.
- (d) The possession or distribution of alcohol in the workplace is prohibited.
- (e) If a supervisor has reasonable suspicion to believe that an employee may have violated paragraphs (a) through (d), the employer may require the employee to undergo tests for the use of drugs or alcohol. The employee shall submit to drug or alcohol testing immediately upon the request of the employer.
- (f) Failure to pass a drug or alcohol test may result in immediate termination of employment.
- (g) An employee who must use a prescribed medication during work hours that may impair his or her safety or the safety of others or may otherwise impair the employee's ability to perform shall so notify the supervisor or department head. The department head may then, at his discretion (1) place the employee on sick leave, (2) reassign the employee to duties

posing no such risk, or (3) have the employee's ability to work without impairment evaluated by the employee's physician or a physician selected and paid for by the Village. Under no circumstances may an employee use medical marijuana during work hours, even if properly recommended by a licensed and certified physician.

- (h) An employee who has been convicted of a violation of a criminal drug statute shall notify his or her department head no later than five days after such conviction. The Village may impose appropriate disciplinary action, up to and including termination for the first offense.

#### **SECTION 6.4: HARASSMENT**

- (a) The Village of Waynesville is committed to maintaining a professional and collegial work environment. Harassment interferes with this desired environment because it is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, or insults another person, where such conduct has the effect of creating an offensive, intimidating, or hostile environment, or interferes with or adversely affects a person's work performance.
- (b) The Village will not tolerate harassment. All employees are prohibited from engaging in the harassment of any other employee or other person in the course of their employment or at Village-sponsored functions. Harassment includes deliberate insults, threats, demeaning comments, profane outburst, blatant ostracism, or simply not communicating with colleagues, withholding or supplying incorrect work-related information, sabotaging projects, providing unclear or contradictory instructions, or requesting unnecessary or menial work.
- (c) Sexual Harassment. Sexual harassment includes unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature. It is Village policy to fully support enforcement of state and federal anti-discrimination laws which provide that sexual harassment is prohibited where (1) submission to or rejection of such conduct by an individual is used as the basis for employment decisions (hiring, evaluating, promoting) affecting such individuals; or (2) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- (d) Examples of sexual harassment include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; touching; pinching; assault; coerced sexual acts; suggestive insulting, obscene comments, or gestures; and display in the workplace of sexually suggestive



objects or images.

- (e) The Village will investigate all allegations of harassment and encourages reporting of all incidents as soon as possible, regardless of who the offender may be.
- (f) In any case in which the supervisor is witness to or confronted with a situation of harassment, the supervisor shall immediately notify the offending party that the harassment is not appropriate and will not be tolerated. A supervisor is required to report harassment cases to his or her department head, who in turn, is required to report the matter to the Village Manager.
- (g) How to Report a Complain:
  - (1) The employee who believes that they are being harassed is encouraged to confront the individual and let them know the behavior is unwelcome and ask them to stop.
  - (2) If for any reason, a person being harassed does not wish to approach the offender directly, or if such action proves unproductive, then the employee should promptly report the conduct to his or her non-involved supervisor, department head, or the Village Manager. If the accused offender is the Village Manager, then the employee may contact the Law Director.
  - (3) All complaints will be handled in a timely and confidential manner. Anyone involved should not discuss the subject outside the investigation in order that the confidentiality of the employee who files a complaint will be protected and to encourage the reporting of any incidents of harassment, as well as to protect the reputation of any employee wrongfully charged with harassment. Confidentiality cannot be guaranteed, however, as applicable state and federal sunshine and freedom of information laws make it impossible to maintain confidentiality.
- (h) Protection Against Retaliation. No employee shall intimidate, coerce, threaten, retaliate or discriminate against any other employee for filing a complaint of harassment or for participating in the investigation of a complaint.

An employee may be guilty of abusing this process if the employee maliciously makes a false claim of unlawful harassment. Abuse of this process will subject an employee to disciplinary action.

**SECTION 6.5: VIOLENCE IN THE WORKPLACE**

- (a) Violence is any act of physical, verbal, or psychological threat or abuse, assault, or trauma that results in physical and/or psychological damage to an individual. It is a form of serious misconduct that undermines the integrity of the employment relationship. No employee should be subject to unsolicited and physical violence, threats, or intimidation. Such behavior will result in disciplinary action up to and including termination.
- (b) Employees shall not carry weapons in the workplace at any time, except for Police Officers. Weapons as used in this policy include: firearms, knives (other than a common pocket knife or eating utensils), stun guns, and martial arts weapons, and any other object used with the intent to threaten or inflict physical harm to another person.
- (c) All lockers provided to employees are subject to search without advanced notice.
- (d) Actions or statements which a reasonable person would interpret as a threat, while on duty or at a Village facility are prohibited.
- (e) Fighting, including any conduct which, under the circumstances, does or intends to inflict physical harm or injury, while on duty or at a Village facility is prohibited.

**SECTION 6.6: USE OF VILLAGE EQUIPMENT**

- (a) When Village equipment and property (tools, supplies, telephones, computers, uniforms, purchasing cards, official files, and other items) are provided to employees, it is the responsibility of employees to see that the equipment is properly used, maintained, and returned to the supervisor when the employee separates.
- (b) Misuse, neglect, theft, and abuse of Village equipment is prohibited. If an employee loses tools or damages equipment, he or she may be required to pay for those items lost or damaged, at the discretion of the department head.
- (c) Personal use of telephones, or long distance telephone calls for other than necessary business or emergency purposes without prior supervisory approval, will result in disciplinary action. Every employee is responsible for tracking their cost for personal long-distance phone calls or other charged phone services and reimbursing the Village within thirty calendar days.

**SECTION 6.7: COMPUTERS AND INTERNET**

- (a) Employees have no expectation of privacy in the use of Village computers. All emails and all contacts with websites can be traced and discovered by the Village administration.

- (b) Village computers (software and hardware) are intended for business use. Employees will not change the basic computer configuration or install non-Village software on their computers without the approval of the Village Manager. Employees shall not store personal data on Village computers. Excessive personal use of computer will result in disciplinary action.
- (c) An employee who believes that the security of the Village's computers or networks has been compromised in any way shall immediately notify their supervisor or the Village Manager.
- (d) Village employees shall use the Internet for business purposes. Employees will not download software from the Internet, nor will they circulate external e-mail messages via the internal e-mail system unless the message relates to Village business. Circulation in the work place of indecent material or material that contains sexual content or inappropriately refers to race, color, religion, ethnic or national origin, age, disability, or any other personal characteristic, is strictly prohibited. Employees who originate, forward, or circulate such material in the work place are subject to discipline, up to and including termination.
- (e) Employees may not use either the internal network or the Internet in a way that violates the law or the property rights of others, including infringement of copyrights, trademarks, licenses, or other protected property rights, or disseminating or receiving proprietary data, trade secrets, or other confidential information of the Village or any other person or company. This prohibition includes downloading programs or copying other information from the Internet. If material is copyrighted or otherwise protected, the employee must request the permission of the owner before downloading or copying that information.
- (f) Employees may not use Village computers or connections to the internal network or the Internet to gain unauthorized access to any computer system (known as "hacking"), to create or spread computer viruses, or to otherwise disrupt or damage the computers or data of the Village or any other person, office, or company. Such actions will result in legal action and/or immediate termination.
- (g) All messages created, sent, or retrieved over the Internet or electronic mail are the property of the Village of Waynesville, and should be considered public records. The Village reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Any deletions of public records are subject to the Village records retention policy.

**SECTION 6.8: USE OF VILLAGE VEHICLES OR USE OF PERSONAL VEHICLE FOR BUSINESS PURPOSES**

- (a) Use of Village-owned motor vehicles shall be strictly controlled by the Village Manager and shall be restricted only for business purposes. The Village Manager may authorize an employee to drive a Village vehicle to and from home.
- (b) Employees operating a motor vehicle must have a valid motor vehicle operator's license.
- (c) If an employee is required to drive as part of the employee's duties, the employees shall immediately notify the Village Manager if their operator license is suspended, revoked, or expired.
- (d) Any accident involving Village vehicles must be immediately reported to the Village Manager.
- (e) Any accident involving Village vehicles on a public roadway and resulting in damage of any vehicle or other property must be immediately reported to the Village Manager and to the Police Department.

**SECTION 6.9: OUTSIDE EMPLOYMENT**

- (a) Full-time employment by the Village shall be considered the employee's primary occupation, taking precedence over all other occupations.
- (b) Under no circumstances shall a Village employee have other employment which conflicts with the interests or operations of the Village. The interest of the Village is defined as engaging in "outside employment" that tends to compromise his or her judgment, actions, or job performance with the Village, or that otherwise creates a conflict of interest under applicable ethics law, or that creates the appearance or perception of a conflict of interest.
- (c) To ensure compliance with this policy, employees shall notify their department head of their intent to accept outside employment.

**SECTION 6.10: POLITICAL ACTIVITY**

- (a) Exempt employees are prohibited from formally and publicly engaging in political activity. Political activity and politic refer to partisan activities, campaigns, and elections involving primaries, partisan ballots, or partisan candidate. Engaging in such activities while on duty shall be prohibited.

**SECTION 7**  
**DISCIPLINE AND GRIEVANCES**

**SECTION 7.1: DISCIPLINARY PRINCIPLES**

- (a) An employee will be disciplined for just cause which includes incompetence, inefficiency, dishonesty, alcohol/drug abuse, immoral conduct, insubordination, neglect of duty, conviction of criminal charges, misfeasance (improper performance), malfeasance (misconduct), nonfeasance (failure to act), violent conduct, or a violation of Village policies and procedures or an accumulation of minor infractions.
- (b) The following may be considered in determining appropriate discipline:
  - (1) Seriousness of incident
  - (2) Circumstances surrounding the incident
  - (3) Employee's disciplinary history with Village
  - (4) Overall negative impact of incident on the organization
  - (5) Probability of future similar infractions
  - (6) Other pertinent factors
- (c) The following types of disciplinary action may be administered:
  - Verbal Reprimand,
  - Written Reprimand,
  - Suspension without Pay,
  - Suspension of Record,
  - Demotion, and
  - Termination.
- (d) Disciplinary action should be taken at the immediate supervisory level. Disciplinary cases shall be discussed with and approved by the Village Manager prior to taking disciplinary action.
- (e) A copy of all recommended disciplinary actions shall be sent to the Village Manager for inclusion in the employee's personnel file following disciplinary action.

**SECTION 7.2: PRE-DISCIPLINARY CONFERENCE**

- (a) All disciplinary action involving any employee shall be subject to a pre-disciplinary

conference before the Village Manager prior to formal disciplinary action. The Finance Director may be asked to serve as a neutral third-party facilitator in this process.

- (b) At this pre-disciplinary conference, the employee is entitled to notice of the charges against them and a statement of the evidence supporting the charges. An employee shall be granted an opportunity to respond.
- (c) Following the predisciplinary conference, the Village Manager will implement the appropriate disciplinary action, and will issue the final decision to the employee in writing.

**SECTION 7.3: APPEALS FROM DISCIPLINARY ACTIONS**

Appeals from disciplinary actions may be taken in accordance with, and to the extent provided by the Ohio Revised Code.

**SECTION 8  
EMPLOYEE SEPARATION**

**SECTION 8.1: RESIGNATION**

- (a) An employee who plans to voluntarily resign shall formally notify the Village Manager.
- (b) Failure to give proper notification will result in ineligibility for re-employment.

**SECTION 8.2: TERMINATION (INVOLUNTARY SEPARATION)**

Department heads shall ensure that all Village property (uniforms, keys, identification card, purchase or credit cards, swipe card, and equipment) are returned and accounted for before the employee receives final compensation. It is the responsibility of the employee to return all Village property prior to receiving final compensation. Department heads shall assist in accounting for all Village property in terminated former-employee's possession.

**SECTION 8.3: RETIREMENT**

- (a) All Village employees are required by law to participate in the Ohio Public Employees Retirement System (PERS) or the Ohio Police and Fire Pension Fund (OP&FP). These programs are entirely independent of the federal Social Security System. Depending on the program, employees can receive pension benefits depending on their age years of service credit or if they have to retire due to a work related injury or disability.
- (b) The requirements and procedures governing the retirement of Village employees are set forth in ORC Chapter 145 and PERS or PFDPF rules and regulations. PERS and OP&FP

are the sole and final authorities on all matters regarding retirement eligibility and benefits, and employees are encouraged to contact these programs directly with questions or concerns about benefit levels, service credit, or eligibility issues.

**SECTION 8.4:      LAYOFF AND RECALL**

- (a) The Village Manager may lay off Village employees whenever a reduction in force is necessary.
- (b) The Village Manager will notify the Village Council of the reasons for the layoffs.

**SECTION 9  
MISCELLANEOUS POLICIES**

**SECTION 9.1:      EMPLOYEE WORK AREAS, LOCKERS, CABINETS AND VEHICLES**

- (a) In order to maintain security and to operate efficiently, Village management must reserves the right to have complete access to all Village work areas, property, offices, and equipment. Accordingly, employees who store personal items in Village-owned lockers, cabinets, storage areas, or vehicles do so at their own risk, and should have no expectation of privacy for items maintained in these areas.

**SECTION 9.2:      PERSONNEL FILES**

- (a) The Village shall maintain official personnel files for all employees.
- (b) Under current Ohio public records law, the Village cannot assure confidentiality of these records.
- (c) Employees must advise the Village Manager of any change in name, address, marital status, telephone number, and any other pertinent personnel-related information.
- (d) An employee shall have a right to inspection of personnel files.

**SECTION 9.3:      EMPLOYMENT-RELATED REFERENCE CHECKS**

- (a) All requests for a reference for a current or former employee, whether in writing or by telephone, must be referred to the Village Manager. No other employee shall respond to any request for a reference or other information regarding the work performance of a current or former employee.

**SECTION 9.4:      TOBACCO POLICY.**

- (a) Employees shall not smoke or use smokeless tobacco products while on duty unless they are on break and remain in a designated smoking area.
- (b) Employees are not permitted to smoke or use smokeless tobacco products in any Village owned vehicle or facility.



**ORDINANCE NO. 2023-010**

**AN ORDINANCE AUTHORIZING A ONE TIME PARTIAL ABATEMENT OF  
INCOME TAX PENALTIES FOR WAYNE LOCAL SCHOOL DISTRICT**

**WHEREAS**, Wayne Local School District has recently been informed of certain income tax penalties and interest as a result of late payments; and

**WHEREAS**, the Finance Director has thoroughly investigated the matter, and after consultation with RITA and the Law Director, has recommended certain one-time abatements to this tax liability; and

**WHEREAS**, Council, upon the recommendation of the Finance Director and the Finance Committee, desires to approve a one-time abatement as detailed below.

**NOW THEREFORE BE IT ORDAINED** by the Village Council of the Village of Waynesville, \_\_\_\_\_ members elected thereto concurring:

**Section 1.** That the penalty shall be reduced from a 50% penalty to a 15% penalty resulting in a reduction from the original amount of \$24,621.30 to approximately \$3693.20, consistent with the recommendation of the Finance Director.

**Section 2.** The Finance Director is authorized to take any all necessary steps to implement such one-time abatement.

**Section 3.** That this Ordinance shall be effective from and after the earliest period allowed by law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

# Council Report

February 6, 2023

Chief Copeland

## Manager

- On January 24<sup>th</sup> at 12pm Mayor Isaacs and I met with representatives from the Ohio Department of Transportation about the traffic signal at the site location of SR42 and North Street. We reviewed the demographics of the area and moved the meeting to the Village Government Center. I have included a copy of the LPA scope of the project for your review. The meeting included signal designs, funding, responsibilities, timelines, and maintenance agreements. In short, the traffic signal will look just like the current signal at SR42 and SR73 but it will not have the turn arrows for the east and west bound lanes. There will be turn arrows on SR42 to turn left onto North Street and Corwin Ave. This project is funded by a grant that I applied for and the Village was awarded through ODOT. The grant pays for 90% of the construction cost and the Village pays the remaining 10%. The total engineering cost is paid by the Village. The total project cost is estimated at \$1,391,167.00 and the Village will pay \$231,230.00 (10% all construction costs + 100% engineering costs). I am looking to pay the Village portion with CVT funds that I will explain later in this report. We discussed the roles of the State staff and the Village staff through the process. The timeline or project schedule has been provided and because of the red tape and role of each party involved this project is estimated to be completed in the year 2025. They did state that they will do what they can to speed the project up and hopefully cut off 3-6 months and possibly complete it in 2024. When the project is completed, the light will be owned and maintained by the Village. Some additional dates you may be interested in is ODOT project #100827 which is the construction of the new SR73 bridge. It is a 1-year project and scheduled to begin in October 2023-October 2024. SR73 is scheduled to be resurfaced in the year 2026. Project #114514 is to resurface SR42 and is set for 2027.



- I am planning on submitting a request to the County Engineer and County Commissioners for the Village CVT money for the SR42 and North Street traffic signal project. We currently have \$178,356.09 of County vehicle tax money carried over from 2022. We are estimated to receive \$12,112.29 in 2023 which brings our balance to \$190,468.38. I am estimating \$12,000.00 for 2024 and \$12,000.00 for 2025 with an estimated total of \$214,468.38 ( $190,468.38 + 24,000.00$ ). The Village portion of the ODOT grant traffic signal project is estimated to be \$231,230.00 as stated above. If we use the Village CVT money for the traffic signal project, the Village will only need approximately \$16,761.62 to fund this project. I have included a procedure for application form for your review and if the Council is okay with my plan, I will proceed with the application.
- Kitty, Jamie, and I have been reviewing the personnel policy handbook. We have identified a few areas that we would like to recommend Council to change. The changes are highlighted in red in the exhibit provided with the ordinance. In addition, there are a few different versions around the building and we want to unify them all to one version. Some of the changes or topics added to the personnel policy were active by ordinances and not in the policy manual, so those have been included to make all the information accessible in one location. This updated policy manual will make it a lot better during State audits. An ordinance has been prepared for the Council to vote on as emergency.
- On January 26<sup>th</sup> I provided the Council with information about cybersecurity training on February 6<sup>th</sup> at 10am. Mayor Isaacs, Mrs. Dedden, Mr. Blankenship and I will be attending the class and I will share any valuable information obtained through the course. The flyer for the training has been included in this packet.
- Darren and Brian from the Village Water Department have completed an inventory, filing and painting of the mapping room. The map tubes and filing cabinets are numbered and put on an inventory list which has been provided for your review.



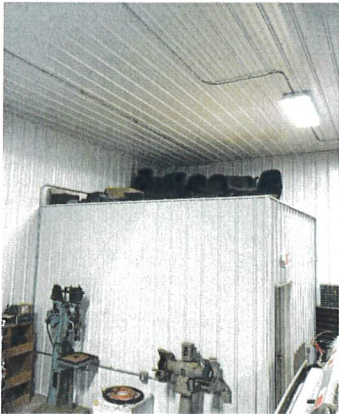


- Village Water Supervisor Brian Keith completed the needed changes in the water distribution building at 434 S. Main Street to meet all the County building codes. The County Building Department inspected the structure, and it passed all Ohio Board of Building Standards. I have included a copy of the certificate of completion for your files.
- The Council will be voting to approve an updated surplus list. I am happy to report that the three vehicles we had on Gov Deals sold for \$19,423.89 and have been picked up. A new plow blade for the leaf truck has been ordered and is scheduled to arrive in the next few weeks. The items on the exhibit list have either been replaced, declared obsolete, damaged, or not used by the staff. I would like to either sell these items on Gov Deals or hold them until the spring and host a Village auction. The money received will be used for our projects to install permanent fuel tanks this summer. If you have any questions or concerns, please feel free to contact me. In addition, I want to report that the temporary fuel tanks (gas and diesel) are working out great and with BP shut down for tank repairs the timing could not have been better. I have provided a few photos of miscellaneous items that will be described on the exhibit list attached to the ordinance.



- I am providing early notice that the Village-wide garage sale is scheduled for June 22- June 25. Residents will not be required to purchase a garage sale permit for these dates. I want to remind the public as per a Village ordinance no garage sale permits will be issued or permitted during the Village Sauerkraut Festival because of parking and traffic safety.

- Brian and Greg from the Streets Department collected some scrap metal around the campus and took it to River Metals Recycling in Xenia. The value of the metal came in at \$1,055.34 and a copy of the check received is attached with this report. The check has been deposited and I would like to use those funds for portable stairs in the Street Maintenance Department building. I provided a photo of the loft area in the garage where the stairs would be used along with a photo of the 13 step stairs. The cost of the portable stairs is approximately \$1,200.00. The loft area is currently in use, and I want to put a 4' railing around the edge and have stairs to make it safer. They currently use a ladder or backhoe to get items in the loft.



- I spoke with Michael Spicer from Moody's about a well #10 update. He stated that most of the materials are in and they expect to receive the remaining items within the next few weeks. He stated that they are planning to begin drilling in February, weather permitting. He also provided me with a quote for \$32,818.00 to run and connect a 6" line from the new well (well #10) to our waterline between well #7 and the Chlorination facility. This quote includes directional boring of the line 8-10 feet under the millrace. I will keep you posted on the progress and compare additional quotes for the connecting line as they become available. I will prepare an ordinance for the connection process at a later date.
- Brian and Greg from the Street Maintenance Department did a great job clearing the roads during the first few snowfalls. They have the vehicles and equipment prepared for any upcoming snowstorms.
- I would like to know if any Council member would like to prepare an article or information about the Village to go in the next Wayne Township newsletter. The deadline for the article to be submitted is March 3<sup>rd</sup>.
- Rich Cogan, Executive Director of Ohio River Foundation has requested to be on the agenda to speak to the Council about possibly removing the Corwin dam. He can be reached at 513-460-3365 if you have any questions or concerns.



# Police

- The January dispatched calls for service have been added for your review. Please feel free to contact me with any questions or concerns.
- The Mayor's Court report for the month of January has been included and you can contact me or Ashley with any questions that you might have.
- Sgt. Denlinger's January Code Enforcement report is attached and feel free to contact him or I with any questions.
- The Police Department has received a formal property complaint from Pat Edgington regarding 162 N. Fourth St. This has been a repetitive problem, so the property owner Mr. Keith Alexander was issued a citation for a few code violations. Mr. Alexander has also received warnings about code violations on other properties he owns.
- We had an inspection on January 19<sup>th</sup> by Sue Madsen, a representative of the Ohio Collaborative of our recruitment and hiring practices, and our use of force policies and procedures in the police department. In addition, our recording and retention of our forms were reviewed, and everything went very well. We received our law enforcement agency certification and final recertification certificate from the Ohio Community Police Advisory Board. A copy of the certificate has been added for your review.
- Sgt. Denlinger attended a multi-jurisdictional meeting at the Columbus Drug Enforcement Agency office on Thursday, February 2<sup>nd</sup> concerning the Waynesville Pharmacy breaking and entering. Agencies in attendance that had similar pharmacy thefts were Ross Township PD, Hamilton County SO, Upper Arlington PD, Ashville PD, members of the DEA and the Ohio Pharmacy Board. It is estimated that approximately 15-18 pharmacies have been broken into by the same group in Ohio, Kentucky, and Indiana. The meeting was to share information and provide a progress report. The case is still pending, and additional information cannot be shared at this time.



## LPA SCOPE OF SERVICES FORM

### A. Project Identification

County	WAR	Route	US 42	Section	20.23
Project sponsor / Maintenance responsibility:			Village of Waynesville & ODOT District 8		
Local Let		ODOT Let	X		
Field review date:		Scope meeting date:	TBD		
Highway Functional Classification		Minor Arterial (US 42)			
PID	118273				
Fiscal Year	2023 (PE) 2024 (RW) 2025 (CO)		Proposed sale date:	Q3 SFY 2025	

### B. Design Standard

AASHTO; ODOT
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***LPA must identify and attach any locally developed design standards proposed for the project for review and acceptance by the ODOT District.***

### C. Project Description

Purpose and Need:	Improve safety at the intersection of US 42 and Corwin Avenue/North Street.
Project Description:	Installation of new traffic signal at intersection of US-42 and Corwin Ave/North St. Signal to include full radar detection, back plates, pedestrian crossings, LED signal heads intersection lighting, ADA curb ramps and flashing yellow arrows. Realignment of northbound and southbound left turn lanes on US-42.

Prior studies / plan (identify):	Formal Safety Funding Application (2022)
Estimated Project Length: (limits of physical work)	500 feet
Work Length: (project length & approach work, e.g. MOT signage)	500 feet

Alignment	Existing	X	New	
Profile	Existing	X	New	
Logical Termini: (w/explanation)	Intersection of US 42 and Corwin Avenue/North Street			

#### D. Typical Sections

##### Existing:

Width:	Pavement	86'	Graded Shoulder	Varies	Treated Shoulder	
R/W	140'					
Bridge	face to face of rails	N/A	toe to toe of parapets	N/A		
Curbs	Yes	X	No			
Curb ramps	Yes	X	No			
Sidewalks	Yes	X	No	Comment		
Guardrail	Yes	X	No	Type		
Existing Signals:	Yes:		No:	X	Number:	
Locations:						
Ex. Warrants?:						

##### Proposed:

Width:	Pavement	86'	Graded Shoulder	Varies	Treated Shoulder	
Bridge	face to face of rails	N/A	toe to toe of parapets	N/A		
Median:	Yes	X	No	Type		
Curbs:	Yes	X	No	Type	Barrier curb along US 42 and North St	
Curb ramps:	Yes	X	No	Comment	ADA compliant	
Sidewalks	Yes	X	No	Comment		
Guardrail	Yes	X	No	Type		



Proposed Signals:	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>	Number: 1
Locations:	Intersection of US 42 and Corwin Avenue/North Street				
Warrants:	Previously submitted and approved.				
ITS Coordination (CFR 940):	Major ITS:	<input type="checkbox"/>	Minor ITS:	<input type="checkbox"/>	Non-ITS: <input checked="" type="checkbox"/>
Procedures for CFR 940 ITS Compliance follow Part 13 to ODOT Traffic Engineering Manual					
Comments:	Install a new mast arm signal to conform to ODOT and OMUTCD standards including full radar detection, backplates, LED signal heads, flashing yellow arrows for US 42 approaches, pedestrian crossings, intersection lighting, and ADA compliant curb ramps.				

### Opportunities for Safety Improvements

Crash History/Potential Countermeasures	Primary purpose of the project is to improve safety.
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### Supplemental Information

ADT	7,573	Design ADT	TBD
DHV	TBD	Certified Traffic	Not required
T24	TBD		
Design Speed	50mph	Legal Speed	50mph
Comments:	Design year traffic to be developed by design consultant and reviewed by ODOT as part of the plan review process. ODOT can provide SHIFT traffic to designer.		

### E. Right-of-Way

Right-of-Way Plan:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Approximate # of Parcels:				
Relocations:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Railroad Involvement:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Railroad Name:	N/A			
Encroachments:	TBD			
Airway Highway Clearance:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Airport Name	N/A
Comments:	

Note: Provide a footprint of proposed and existing right of way limits as soon as available to District Env. Coordinator and District Real Estate Administrator.  
 Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

**F. Utilities**

**Aerial:**

Phone	Yes	X	No		Company	Frontier Communications
Cable	Yes	X	No		Company	Charter Communications
Power	Yes	X	No		Company	AES

**Buried:**

Phone	Yes	X	No		Company	Frontier Communications
Cable	Yes	X	No		Company	Charter Communications
Power	Yes	X	No		Company	AES
Gas	Yes	X	No		Company	Centerpoint Energy
Pipelines	Yes		No	X	Company	
Water	Yes	X	No		Private	Public X, Village
Sanitary Sewer	Yes	X	No		Private	Public X, Village
Storm Sewer	Yes	X	No		Private	Public X, Village
Other						

**G. Structure Requirements - N/A (no structure work)**

**H. Design Exception(s) required**

Yes		No	X	Possible	
Explain:					

**I. Traffic Control (Permanent)**

Signing:	Yes	X	No		Remarks	Replace/relocate existing signage
Striping:	Yes	X	No		Remarks	
Lighting:	Yes	X	No		Remarks	Intersection lighting
RPM's:	Yes	X	No		Remarks	

**J. Maintenance of Traffic**

Detour		Part Width	X
Remarks:	TBD during design. Two-way traffic is intended to be maintained on US 42		
Maintenance of Pedestrian and Bicycle Traffic:	Yes	X	No
Remarks:			

**K. Driveways**

Yes		No	X	Type	
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**L. Project Funding**

Project Cost Estimate:	\$1,391,167				
Sources of Funding:	Federal (safety); Local				
Quantity splits required:	Yes		No	X	
Comments:					
Coordination with Concurrent Projects:	Yes		No	X	
Comments:					

Detailed Cost Estimates and Participation:

	Federal Funds/Percent Split			Local Funds/Percent Split		
PE	\$226,800	90%		\$25,200	10%	
RIGHT OF WAY						
UTILITIES						
CONSTRUCTION	\$927,137	90%		\$103,015	10%	
CONST ENGINEERING				\$103,015		
TOTAL	\$1,153,937			\$231,230		

**M. Environmental**

Scope of the Proposed Action /Involvement with Resources:				
<p>These are actions and/or items the District Environmental Staff deems necessary to address as part of the LPA project environmental documentation. This form is not all inclusive, and more items may be required upon initiation of agency coordination and field studies.</p> <p>Additional information regarding these items can be found on the Office of Environmental Services - Environmental Tool Kits webpage at <a href="http://www.dot.state.oh.us/Divisions/Planning/Environment/training/Pages/Toolkits.aspx">http://www.dot.state.oh.us/Divisions/Planning/Environment/training/Pages/Toolkits.aspx</a></p>				
	Not required	Required	Responsibility	Comments
Tentative CE Level <u>C2</u>				
Purpose and Need Statement				
Section 106 Scoping Request Form				
Cultural Resource Phase 1				
Cultural Resource Phase II				
Mitigation				
Cultural Resource Section 4(f)				
Data Recovery Plan- Documentation for Consultation				
Section 4(f)/6(f)- Park/Recreation				
Ecological Survey Level 1				
Ecological Survey Level 2				
Wetland Survey				
Section 9/Section 10 Stream				
404 NWP-Army Corps of Engineers				

404 PCN-Army Corps of Engineers				
404 Individual Permit-Army Corps of Engineers				
401 OEPA Certification Application				
Coast Guard Coordination				
ODNR Coastal Zone				
Scenic River				
Farmland Screening or FCIR				
Public Involvement				
Public Meeting/Hearing				
RMR Screening				
RMR Assessment / Investigation				
Drinking Water Resources				
Flood Plain/Flood Way				
Underserved Populations				
Noise Study				
Air Quality				

Asbestos Inspection Required:	Yes	No	X
Comment	None		

Any Known Environmental Concerns (ex. historic properties on National Register, wetlands, underground storage tanks, stream relocation):


**N. Roles / Responsibilities**

Construction plan development: (ODOT Prequalified Consultant must be used if not being prepared in house by LPA)	ODOT Prequalified Consultant
Proposal/Specification Development:	ODOT Prequalified Consultant / ODOT
LPA Agreement:	ODOT / Village of Waynesville
Form and preliminary legislation:	ODOT / Village of Waynesville
Advertising and award of contract:	ODOT
Construction inspection:	ODOT
R/W plan development:	ODOT prequalified consultant
R/W acquisition / appraisals:	ODOT prequalified consultants
Utility coordination / relocation:	ODOT prequalified consultant / ODOT / Village of Waynesville

**O. Field Review**

Date:	
-------	--

REPRESENTATIVES PRESENT: *See attached sign-in sheet.*

**Other Comments/Requirements:**

Drainage: The inlets and storm sewer will need to be revised with the project. Typically, the median is the high point of the road, but apparently not with the inlets as currently located. They should do inlet spacing calcs to confirm the spacing, especially if they switch to CB3A/CB4 catch basins. They will need Storm Sewer Calcs to confirm the pipe size works with the slope. BMP will be needed if the Project EDA is greater than 1 acre.

**P. Project Schedule**

Milestone	SFY (Qtr)	Complete	Date
<b>Assigned Milestones</b>			
1 Initial Project Scope Complete	2023 (Q3)	yes	01/24/2023
1 LPA Scope of Services Document	2023 (Q3)	yes	01/24/2023
1 Authorized Design Consultant	2023 (Q3)	yes	03/10/2023
1 NEPA Start Date	2023 (Q4)	yes	04/01/2023
1 Stage 2 Plans - Submitted	2024 (Q2)	yes	10/06/2023
1 Stage 2 Plans - Complete	2024 (Q2)	yes	11/06/2023
1 Environmental Document Approved	2024 (Q3)	yes	01/05/2024
1 Stage 3 Plans - Submitted	2024 (Q4)	yes	04/05/2024
1 Stage 3 Plans - Complete	2024 (Q4)	yes	05/03/2024
1 Tracings Complete	2024 (Q4)	yes	06/03/2024
1 Final Tracings - Approved	2025 (Q1)	yes	07/03/2024
1 District R/W Certification	2025 (Q1)	yes	08/01/2024
1 Plan Package Received in C.O.	2025 (Q1)	yes	09/01/2024
1 Sale	2025 (Q3)	yes	01/01/2025
1 Award	2025 (Q3)	yes	01/01/2025
1 Estimated Begin Construction	2025 (Q4)	yes	04/01/2025
1 Estimated End Construction	2026 (Q2)	yes	10/01/2025





SCALE IN FEET  
 0 15 30 60

FILE NAME	TRAFFIC SIGNAL
DRAWN BY	AJM
CHECKED BY	
DATE	07-07-2017
SHEET NUMBER	1 OF 1

**SR 42 AND CORWIN SAFETY STUDY**  
**VILLAGE OF WAYNESVILLE**  
**TRAFFIC SIGNAL**

SIDEY, OHIO 937.497.0200  
 LOVELAND, OHIO 513.239.8554  
 PORTLAND, INDIANA 316.766.2500  
[www.CHOICEONEENGINEERING.com](http://www.CHOICEONEENGINEERING.com)





## COUNTY MOTOR VEHICLE LICENSE TAX

### Procedure for Application

- 1) Submit, in writing, to the County Engineer, your proposed improvements, including:
  1. The names of the streets involved.
  2. Type of improvements proposed.
  3. The approximate total cost.
  4. The amount of CVT funds requested.
  5. The amount and sources of other funds, if any, to be used on the project.
- 2) **Please be advised that the CVT money may only be spent on public street projects occurring within the right-of-way.**
- 3) Be sure to submit your application far enough in advance to allow for review and processing of your application.
- 4) **Applications will not be accepted on any projects that have progressed further than the bid opening.** That is, CVT funds may not be used for projects that have been awarded or physically started before the application has been submitted and approved.
- 5) After the project has been approved by the County Engineer and the County Commissioners have approved a Purchase Order, it may be awarded and work may begin.
- 6) The village or municipality must submit a copy of the contractor's invoice along with their request for payment showing that the work has been completed. After receiving this request, a check will be issued by the County Auditor to the village or municipality for the approved amount.
- 7) The village or municipality shall notify the County Engineer if the final total request for payment is less than the approved Purchase Order amount so that the remaining Purchase Order amount may be cancelled.

INTRO TO  
**CYBERSECURITY**  
FOR ELECTED OFFICIALS

**HOSTED BY:**  
WARREN COUNTY BOARD OF  
COMMISSIONERS  
IN PARTNERSHIP WITH TELECOM

*Details:*

**MONDAY**  
**FEBRUARY 6, 2023**

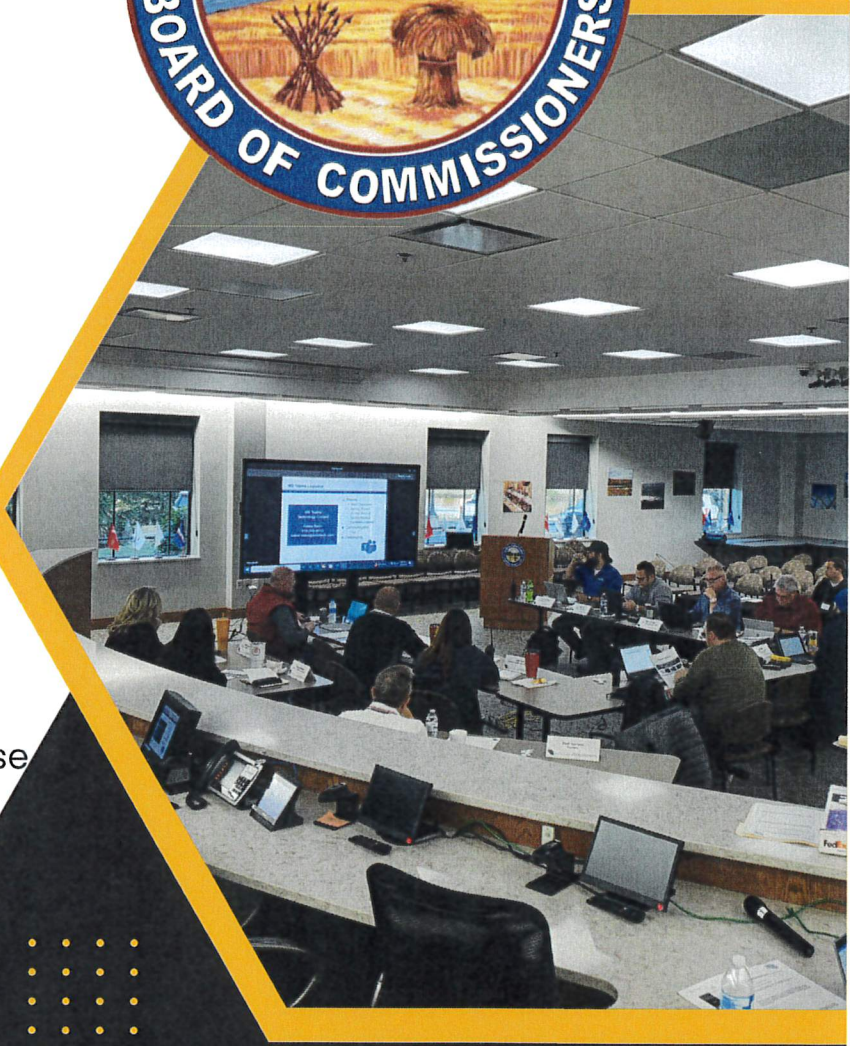
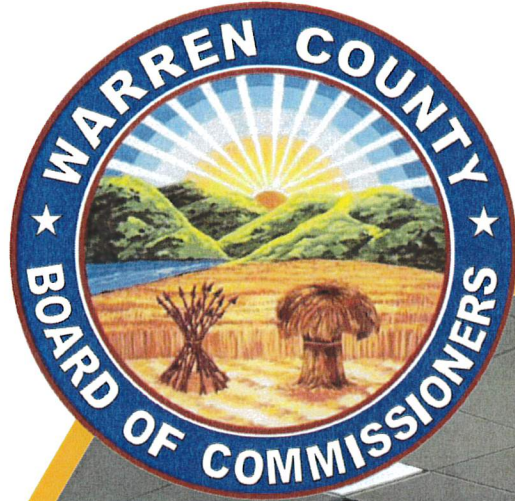
**TIME:** 10:00-11:30am

**LOCATION:** 405 Justice Dr.  
Lebanon, OH 45036  
Room 128



**Presented by:**  
Shawn Waldman,  
founder and CEO of  
Secure Cyber Defense

Registration is required by  
**January 27, 2023**  
**CLICK [HERE](#) to REGISTER**



Tube Numbers	Location / Description
1	Ferry Road Waterline extension 1988
2	Rosewood Meadows 1998
3	StRT73 Watermain 1974
4	Lytle & Ferry Main Extension 1998
5	Lytle & Ferry Main Extension 1998
6	Lytle Rd Watermain 1999
7	Creekview Acre 2014
8	Quaker Heights 2013
9	Old Stage RD 2017
10	Main ST water main replacement2013
11	Waynesville local school 2019
12	Waynesville school bus garage 2018
13	Waynesville school bus garage 2018
14	Waynesville local schools 2019
15	Waynesville local school water easements 2018
16	The Reserve at Waynesville 2002
17	Quaker Heights 2017
18	New Wayne township fire station 2018
19	Main ST and Church ST intersection 1998
20	Waynesville demo and light plans 2019
21	Waynesville Sanitary sewer plans 1985
22	Henderson subdivision water main extension
23	Waterford place subdivision 1994
24	Wayne view Forest estates
25	Creekview Acers 2015
26	Oakwood Farm estates 1976
27	Oakwood Farm estates1991
28	Rosewood Meadows 1998
29	Thatcher Hill subdivision 1991
30	Thatcher Hill 1992

Tube Numbers	Location / Description
31	Victoria Glen Subdivision 2005
32	Waterford Place subdivision
33	New Waynesville Fire station
34	Waynesville local school maintenance facility 2018
35	Wayneview Estates 1978
36	Waynesville Sanitary sewer 1937
37	Waynesville public Library
38	Waynesville 8in water main upgrade 2005
39	Windfield Estates 2016
40	Bellbrook and Chenoweth water main extension 2012
41	Dominos Pizza 2017
42	Wellfield Electric upgrade 2020
43	New Waynesville Fire station 2017
44	New Waynesville Fire station 2017
45	Dominos pizza 2016
46	Main St water main replacement 2013
47	Hidden Trails 2014
48	Ellis homes Creek 2014 and 2015
49	Creekview Acers 2014
50	Waynesville Sanitary sewer 1991
51	Chapman St water tank
52	Bellbrook Rd water main extension
53	Miami ST rehab 2012
54	Edwards RD sanitary and lift station
55	Main St water main replacement 2016
56	Miami ST Marvin Ln and North St improvements
57	Nick Peth custom homes plans
58	Marvin Ln and North ST intersection
59	Furnas Forge floor plans
60	Waynesville Sanitary sewer maps



Tube Numbers	Location / Description
61	New Waynesville fire station
62	Waterford Place subdivision 1996
63	Lytle trails subdivision 1994
64	Anthony Trace water main extension 2016
65	Waynesville local bus maintenance facility
66	Waynesville local bus maintenance facility
67	Main St water main extension 2016
68	Ellis home building plans 2016
69	Thatcher Hill subdivision 1991
70	Far Hills Village
71	Waynesville sanitary sewer 1933
72	Main ST water main 2016
73	Sanitary sewer 51 and 52
74	Stoney Brook Farm plans
75	Waynesville New government center
76	Waynesville New government center
77	Waynesville water system maps
78	Victoria Glen Maps
79	Victoria Glen Maps
80	Maps of Waynesville
81	Waynesville New fire station
82	Main St water main 2013
83	Stone house
84	Miami St rehab plans
85	Chenoweth water main Extension
86	Victoria Glen
87	Anthony Trace main extension
88	Nick Peth building plans
89	Ellis building plans
90	Dominos pizza

Cabinet Numbers	Location / Description
91	Edwards Miami and High Street
92	South Street Water Main Replacement
93	Chapman and State Route 42 Water Main EXT
94	Bellbrook and Chenoweth Water Main EXT
95	Main Street Water Main Replacement
96	Valdosta Water Main
97	Victoria Place
98	Lytle and Ferry Water Main EXT
99	Water Distribution System PRV 2020
100	Well Field Water System
101	Wilkerson Water Main
102	Haines Bellbrook and Chenoweth Water Main
103	Water Distribution System Map
104	Stony Brook Subdivision
105	Well Field
106	Water Treatment Drawings
107	Water Distribution System 1982
108	Water Distribution System 1969
109	Storm Sewer 1996
110	Quaker Heights Plan
111	Vintage Maps
112	Subway and Dental Office
113	260 Chapman Street and Vintage Maps
114	Vintage Maps
115	Miami Street 8" Upgrade 2006 and Pavement Marking Project 2006
116	US 42 & State Route 73 Intersection 2006
117	Creekview Acres 2016
118	Quaker Heights
119	Vintage Der Dutchman
120	The Reserve 2002

Cabinet Numbers	Location / Description
121	Extra Water Map
122	Zoning Maps
123	Vintage BP and Baptist Church
124	Lytle Road Estates 1989
125	North Street 1973
126	Water Ford Place Subdivision
127	Victoria Place
128	Spartan Meadow Subdivision
129	WAR 42 Stage 2
130	Hidden Trails and Haines Meadow Subdivision

# Certificate of Completion

Warren County

406 Justice Drive

Lebanon, OH 45036

513.695.1000

Permit Number: 202201388



This Certificate represents an approval that is valid only when the building and its facilities are used as stated and is conditional upon all building systems being maintained and tested in accordance with the applicable Ohio Board of Building Standards rules and applicable equipment or system schedules.

Address: 434 S MAIN ST

City/State/Zip: WAYNESVILLE 45068,

Approved As: ELECTRIC

Use Group: ELST

Occupancy Description: ELECTRIC

Approved plans dated 06/23/2022 indicate design and occupancy loads.

Construction Type: ELECTRICAL - STATE FEES

Fire Sprinkler System:

Stipulations, Conditions, Variances:

This approval is limited to the following portion of the Building:

The balance of the building is approved pursuant to the following dated C of Os:

System Type:

Location:

Hazard Classification:

Storage Height:

Aisle Width:

Sprinkler System Demand:

Permit Number: 202201388

Code Used:

Building Official

12/16/2022

Date



River Metals Recycling LLC

Xenia Facility  
840 Jasper Rd.  
Xenia, OH 45385  
(937) 372-3533

Village of Waynesville

Date: 01/24/23  
Check No: 90025187

TICKET#	SHP DATE	COMMODITY	GROSS	TARE	NET	VEHICLE ID	PRICE UM	FRT EXT	TOTAL AMT
ZYNPUF	01/24/23	Yellow Brass	461	32	429	ZYNPUF	2.4600 LB	0.00	1055.34
VENDOR VILL29 TOTALS (Pounds):					429	TOTAL DUE: \$		1055.34	

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

River Metals Recycling LLC  
Xenia Facility  
840 Jasper Rd.  
Xenia, OH 45385  
(937) 372-3533

DATE  
01/24/23

No. 90025187

56-503  
422

VOID AFTER 90 DAYS

USbank  
usbank.com  
Miamisburg, Ohio

CHECK AMOUNT  
\$\*\*1,055.34\*\*

PAY EXACTLY \*\*\*\*\*1,055 DOLLARS AND 34 CENTS

TO  
THE  
ORDER  
OF  
Village of Waynesville  
1400 Lytle Rd  
Waynesville, OH 45068

REQUIRES TWO MANUAL SIGNATURES OVER 10,000

*[Signature]*  
AUTHORIZED SIGNATURE

⑈ 900 25 18 7⑈ ⑆ 0 4 2 20 50 38 ⑆ 1 30 10 30 1 20 2 2⑈

# MOODY'S of Dayton, Inc.



*"Where Service and Quality Never Go Out of Fashion"*

4359 INFIRMARY ROAD  
MIAMISBURG, OHIO 45342-1231

PHONE AC 937-859-4482

FAX AC 937-859-4522

[www.moodysofdayton.com](http://www.moodysofdayton.com)

January 31, 2023

Village of Waynesville  
1400 Lytle Road  
Waynesville, OH 45068

Attn: Chief Gary Copeland

Moody's of Dayton, Inc. is pleased to offer the following quotation to connect the new well location to the existing water line between Well 7 and the chemical feed building. This includes a 6 inch water line, buried gate valve, underground bore under the existing creek and tapping into the existing water line. The cost to perform this work is \$32,818.00. This includes all labor, materials, and permits.

Thank you for the opportunity to serve the Village of Waynesville.

Respectfully,

Michael Spicer  
Vice President

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# CALLS FOR SERVICE

From Date: 01/01/2023 12:00:00am

To Date: 01/31/2023 11:59:59pm

Type Description	Count
911 Hangup	5
911 Silent	5
Abandoned Vehicle	1
Alarm - Business	8
Alarm - Financial Institution	2
Alarm - Residential	3
Animal Complaint	1
Attempt to Locate	1
Burglary - Residential	2
Business Check	205
Citizen Assist	2
Civil Process	8
Criminal Warrant Service	1
Dispute - Tenant/Neighbor	2
Domestic Violence - Physical	4
Domestic Violence - Verbal	4
Escort	11
Extra Patrol	169
Fire - Electric Hazard	1
Fire - Fire Alarm	5
Fire - Service Call	1
Follow Up Investigation	7
Fraud/Deception - Past	2
Harassment/Stalking/Threat	2
Intoxicated Driver	1
Lock Out - Vehicle	3
Medical	32
Narcotics Complaint	2
Noise Complaint	1
Open Door/Window	1
Overdose	3
Parking Complaint	4
Phone Call	26
Road Hazard/Disabled Vehicle	8
Sexual Assault - Past	1
Special Detail	5
Suspicious Person	3
Suspicious Vehicle	4
Theft	1
Traffic Crash Non Injury	1
Traffic Crash Unk Injuries	1
Traffic Offense	3
Traffic Stop	99
Trespassing	4
Vehicle Theft - Past	1
Warrant Confirmation	2
Well Being Check	3
<b>TOTAL</b>	<b>661</b>

## Monthly Mayor's Court Report

WAYNESVILLE MAYOR'S COURT  
Cash Flow for January 2023

Page : 1  
Report Date : 02/01/2023  
Report Time : 08:34:23

	Current Period	Year-To-Date	Last Year-to-Date
<b>City Revenue From:</b>			
Court Costs			
COMPUTER FUND	\$638.00	\$638.00	\$342.00
LOCAL COSTS	\$2,732.00	\$2,732.00	\$1,496.00
Fines			
City Revenue From Fines	\$5,830.00	\$5,830.00	\$4,105.00
Fees			
Fees	\$100.00	\$100.00	\$430.00
Bond Forfeits			
Bond Forfeits	\$0.00	\$0.00	\$390.00
Miscellaneous/Other			
Bond Administration Fees	\$0.00	\$0.00	\$0.00
<b>Total to City:</b>	<b>\$9,300.00</b>	<b>\$9,300.00</b>	<b>\$6,763.00</b>
<b>State Revenue From:</b>			
Court Costs			
VICTIMS OF CRIME	\$620.00	\$620.00	\$337.00
DRUG LAW ENFORCEMENT FUND	\$241.50	\$241.50	\$129.50
INDIGENT DEFENSE SUPPORT FUND	\$1,715.00	\$1,715.00	\$915.00
Fees			
Fees	\$0.00	\$0.00	\$30.00
<b>Total to State:</b>	<b>\$2,576.50</b>	<b>\$2,576.50</b>	<b>\$1,411.50</b>
<b>Other Revenue From:</b>			
Court Costs			
INDIGENT DRIVER ALC TREATMENT FUND	\$103.50	\$103.50	\$55.50
<b>Total to Other:</b>	<b>\$103.50</b>	<b>\$103.50</b>	<b>\$55.50</b>
<b>TOTAL REVENUE *</b>	<b>\$11,980.00</b>	<b>\$11,980.00</b>	<b>\$8,230.00</b>
*Includes credit card receipts of	\$3,941.00	\$3,941.00	\$1,905.00

END OF REPORT

Code Enforcement

Date	Address	Violation (ORD)	Deadline	1st Notice	2nd Notice	Citation	Resolved
5/17/2021	599 Chapman St	Roofs and Drainage, Sidewalks and Driveways, Exterior of Premises, Exterior Walls		5/25/2021			
5/24/2021	58 Third St	Front window area detached from house. Needs condemned.					
6/21/2021	103 N Third St	Overhang Extensions, Rotting deck boards, Windows and Door Frames, Rotting soffit, Brush, Roofs and Drainage		6/21/2021			
8/30/2021	264 N Main St	Home Occupations, Sanitation, Parking, Outdoor Storage, Accessory Structures, Storage of Junk, Disabled Vehicles and Rubbish on Premises, Exterior of Premises, Roofs and Drainage, Stairways, Decks, Porches and Balconies, Handrails and guards, Window and Door Frames, Accumulation of Rubbish or Garbage, Disposal of Rubbish or Garbage	10/5/2021	8/30/2021	9/2/2021	10/18/2021	
		Pre-trial scheduled for 3rd time on 02/16/2022					
		Plea and Sentencing scheduled for 04/21/2022					
		Plea and Sentencing rescheduled for 5/19/2022					
		Appears repairs have been started 05/02/2022					
10/4/2021	127 North St	Roofs and Drainage, Weeds, Exterior of Premises, Overhang Extensions		10/5/2021			
11/15/2021	575 Royston Dr	Outdoor Storage, Junk Motor Vehicles		11/16/2021			
12/20/2021	1037 Brookfield Dr	Sidewalks		1/3/2022			12/5/2022
2/2/2022	156 High St	Foundations, Roofs and Drainage, Exterior of Property, Windows and Doors, Rotting Fascia, Parking in grass		2/4/2022			12/24/2022
		Working on issues					
		Repairs have started 05/02/2022					
2/2/2022	982 Brookfield Dr	Fence		2/4/2022			12/5/2022
2/2/2022	599 Chapman St	Roofs and Drainage, Sidewalks and Driveways, Exterior of Premises, Exterior Walls		2/4/2022	10/24/2022		
		Front painted					
2/2/2022	88 S Third St	Windows and Doors, Roofs and Drainage, Exterior of Premises		2/4/2022			
		Brian Blankenship called stating windows have been ordered					
2/2/2022	208 S Third St	Outdoor Storage, Roofs and Drainage, High Weeds		2/4/2022			
2/2/2022	195 S Third St	Paint, Outdoor Storage, Exterior of Premises		2/4/2022			
2/2/2022	122 Franklin Rd	Outdoor Storage		2/4/2022	3/13/2022		
3/13/2022	122 Franklin Rd	Permitless Shed		3/13/2022			
3/21/2022	262 Edwards Dr	Junk Motor Vehicles, Outdoor Storage, Accumulation of Junk		3/22/2022			
3/21/2022	225 Edwards Dr	Outdoor Storage, Accumulation of Rubbish or Garbage		3/22/2022			
3/28/2022	120 N Main St	Accumulation of Rubbish or Garbage, Brush		3/29/2022			
3/28/2022	696 Franklin Rd	Junk Motor Vehicle, Brush, Accumulation of Rubbish		3/29/2022			
4/4/2022	47 N Third St	Overhang extensions, Exterior of Premises		4/11/2022			
4/4/2022	39 W Ellis Dr	Boat parked in grass		4/11/2022			
4/4/2022	15 S Third St	Exterior of Premises		4/11/2022			



Code Enforcement

4/4/2022	168 High St	Working on getting estimates for repairs	05/01/2022				
4/4/2022	272 North St	Outdoor Storage				4/11/2022	
		Exterior of Premises, Exterior Walls, Roofs and Drainage, Window and Door Frames, Accumulation of Rubbish or Garbage, Storage of Junk, Disabled Vehicles and Rubbish on Premises, Weeds				4/11/2022	
4/4/2022	369 Franklin Rd	Accumulation of junk, Outdoor Storage				4/11/2022	
4/4/2022	613 Preston Dr	Outdoor Storage				4/11/2022	
4/4/2022	99 N Main St	Roofs and Drainage				4/11/2022	
5/2/2022	1030 Justin Ridge	Sidewalk				5/3/2022	
5/2/2022	1000 Justin Ridge	Sidewalk				5/3/2022	
5/2/2022	1100 Justin Ridge	Sidewalk				5/3/2022	
5/2/2022	1037 Brookfield Dr	Sidewalk				5/3/2022	12/5/2022
5/2/2022	865/867 Windfield Way	Sidewalk				5/3/2022	
5/2/2022	643 Robindale Dr	Sidewalk				5/3/2022	12/5/2022
		Locating Contractor					
5/2/2022	705 Robindale Dr	Sidewalk				5/3/2022	
5/2/2022	559 Preston Dr	Sidewalk				5/3/2022	12/5/2022
		Contractor hired					
6/6/2022	55 N US Rt 42	Accessory Structures				6/13/2022	
6/6/2022	83 N Third St	Siding				6/13/2022	
6/6/2022	83 N Main St	Exterior of Premises, Junk Camper, Fence, Accumulation of Junk				6/13/2022	12/5/2022
6/20/2022	160 N Fourth St	Outdoor Storage, High Grass				6/20/2022	12/5/2022
6/20/2022	120 N Main St	Exterior of Premises				6/20/2022	12/5/2022
6/27/2022	1047 Brookfield Dr	Junk Motor Vehicle				6/28/2022	12/5/2022
6/27/2022	398 North St	High Grass, Outdoor Storage					
6/27/2022	825 Franklin Rd	Cut down tree needs removed				7/19/2022	
6/27/2022	35 N US Rt 42	Exterior of Premises, Outdoor Storage, Accumulation of Junk, Accessory Structures, Junk Motor Vehicle				7/19/2022	
6/27/2022	437 N Main St	High Grass, Parking in grass, Junk Motor Vehicle				7/19/2022	
6/27/2022	295 S Main St	Roofs and Drainage, Siding, Trees need trimmed over sidewalk				7/19/2022	11/7/2022
6/27/2022	22 S Main St	Eaves rotten, Gutter falling				7/19/2022	
6/27/2022	176 N Third St	Roofs and Drainage				7/19/2022	11/7/2022
6/27/2022	109 N Main St	Outdoor Storage, Junk Motor Vehicle				7/19/2022	10/17/2022
7/18/2022	552 North St	Parking in Grass, Junk Motor Vehicle, Front Steps, Soffit Gutters				7/19/2022	
7/18/2022	107 N Fifth St	Parking in Grass				7/19/2022	12/5/2022
8/8/2022	84 N Main St	Screens				8/8/2022	10/7/2022
8/8/2022	N Main St - Vacant	High Weeds		10/7/2022		8/9/2022	10/7/2022
8/8/2022	207 S Third St	High Grass/Weeds				8/9/2022	
8/8/2022	107 N Fifth St	Camper parked in yard				8/9/2022	12/5/2022
8/22/2022	161 Edwards Dr	High Grass/Weeds				8/23/2022	10/17/2022
8/22/2022	116 N Third St	Outdoor Storage				8/23/2022	
8/29/2022	941 Lytle Rd	Tree Overhanging Street less than 14'				8/30/2022	10/17/2022
8/29/2022	160 S Third St	Shed, Fallen Tree, High Weeds				8/30/2022	
8/29/2022	982 Brookfield Dr	Fence				8/30/2022	12/1/2022
8/29/2022	1232 Adamsmoor Dr	Junk Motor Vehicle				8/30/2022	10/17/2022



Code Enforcement

8/29/2022	171 N Third St	Stairs				8/30/2022			10/17/2022
9/19/2022	1319 Rosebud Ct	Parking in grass				9/20/2022			10/7/2022
9/19/2022	1035 Rose Petal Ct	Junk Motor Vehicle				9/20/2022			10/17/2022
9/19/2022	15/21 N Third St	Siding, Doors and Window Frames, Temp power pole,				9/19/2022			12/5/2022
9/19/2022	291 Church St	Dump truck, High grass				9/19/2022			12/7/2022
9/19/2022	292-298 Church St	Trash, Brush, High grass, Parking lot repair, Weeds in parking lot, High Weeds				9/20/2022			11/7/2022
9/19/2022	398 N Main St	Roofs and Drainage, High Grass				9/20/2022			10/17/2022
9/19/2022	10 N Main St	High Grass/Woods				9/19/2022			10/17/2022
9/19/2022	296 S Main St	Weeds, Parking lot weeds, Brush				9/19/2022			10/17/2022
9/19/2022	96 S Marvins Ln	Gutter clean out, Trim trees				9/19/2022			10/17/2022
9/19/2022	38 N Main St	Siding, Weeds, Trash, Pothole				9/20/2022			10/17/2022
9/19/2022	102 N Main St	High Grass/Woods, Trees need trimmed				9/20/2022			10/17/2022
9/26/2022	274 S Main St	Soffitt				9/27/2022			
9/26/2022	109 N Main St	Window Frames, Trees over neighbor's property, Outdoor Storage, High Weeds				9/27/2022			
9/26/2022	207 N Main St	Weeds, Junk Motor Vehicle, Trash, Outdoor Storage				9/27/2022			12/5/2022
9/26/2022	251 Chapman St	Siding				9/27/2022			
9/26/2022	207 S Third St	Outdoor Storage, Accumulation of Rubbish or Garbage				9/27/2022			
9/26/2022	273 S Main St	Trees over street, Weeds				9/27/2022			
		Dead Tree				9/27/2022			
		Letter returned, spoke with property owner and will have removed				10/17/2022			
9/26/2022	171 N Third St	Stairs				9/27/2022			10/17/2022
9/26/2022	750 Preston Dr	Dead Tree				9/27/2022			11/7/2022
9/26/2022	657 Joyce Ct	Dead Tree				9/27/2022			10/17/2022
9/26/2022	535 Franklin Rd	Dead Tree				9/27/2022			
		H/O says tree is alive but will have a arbohist checked it for disease in spring, contact with H/O via email							
9/26/2022	1074 Crede Way	Weeds				9/27/2022			10/7/2022
9/26/2022	705 Robindale Dr	Sidewalk				9/27/2022			
9/26/2022	677 Robindale Dr	Weeds				9/27/2022			10/17/2022
10/3/2022	221 N 3rd St	Loud Furnance				10/3/2022			10/17/2022
10/3/2022	71 N Main St	Junk Motor Vehicle			10/6/2022	10/3/2022			10/7/2022
10/17/2022	10 N Main St	Outdoor storage of commerial kitchen cooler				10/17/2022			12/7/2022
10/17/2022	157 N 4th St	Weeds, Siding				10/18/2022			
10/17/2022	274 N 4th St	Outdoor Storage, Accumulation of Junk				10/17/2022			12/12/2022
		Progress made, extension granted				12/5/2022			
10/17/2022	369 Franklin Rd	Outdoor Storage, Accumulation of Junk				10/17/2022			10/24/2022
10/17/2022	179 N 4th St	Outdoor Storage, Accumulation of Junk				10/17/2022			
10/17/2022	255 N Third St	Exterior Walls, Roofs and Drainage				10/17/2022			
10/24/2022	367 Franklin Rd	Outdoor Storage, Accum. of Junk				10/24/2022			10/30/2022
		Dead Trees				10/24/2022			11/7/2022
10/24/2022	862 Franklin Rd	Sidewalk				10/25/2022			
10/24/2022	1017 Crede Way	Expired Tags, Overtime Parking, Gutters				10/25/2022			12/05/202
10/24/2022	103 N 3rd St	Weeds, Trimming or removal trees, plants and shrubbery,				10/25/2022			
		Stairways, decks, porches and balconies, Exterior of premises, Exterior walls, Roofs and drainage, Handrails, Windows and door frames, Accumulation of junk							





OHIO COLLABORATIVE  
LAW ENFORCEMENT AGENCY CERTIFICATION

# Final Recertification

*Waynesville Police Department*

Group 1 RC-1 Use of Force, Group 1 RC-1 Recruitment and Hiring

*has been deemed compliant with the above standards as established by the Ohio Collaborative  
Community-Police Advisory Board*

A handwritten signature in black ink, appearing to read "Nicole Dehner".

Nicole Dehner, Executive Director

January 25, 2023





## OHIO COLLABORATIVE LAW ENFORCEMENT AGENCY CERTIFICATION

January 25, 2023

Chief Gary Copeland  
Waynesville Police Department  
1400 Lytle Road,  
Waynesville, OH - 45068

Congratulations on achieving Full Compliance Ohio Collaborative Law Enforcement Agency Certification status on Group 1-RC1 (Group 1 RC-1 Use of Force, Group 1 RC-1 Recruitment and Hiring) standards. Your certificate shall serve as a reminder of your agency's commitment to law enforcement and the community it serves.

At your convenience, we would like to obtain your feedback of the onsite review process. At your convenience, please complete the survey located at <https://www.surveymonkey.com/r/KPP6Q8P>

Please note, agencies will be required to maintain Self-Certification compliance on an annual basis. Each year agencies shall maintain annual compliance documentation for all standards developed by the Ohio Collaborative Community-Police Advisory Board. This documentation shall be maintained by the agency and available for review by an Ohio Collaborative Law Enforcement Certification representative upon request. This compliance documentation permits each agency to prove it is complying with policy on an annual basis.

Your participation in the Ohio Collaborative Law Enforcement Agency Certification process is appreciated.

Sincerely,

Nicole Dehner, Executive Director  
Office of Criminal Justice Services

## FINANCE COMMITTEE MEETING

December 22, 2022 @ 5:00 p.m.

Members present: Joette Dedden, Connie Miller

Staff Present: Kitty Crockett, Finance Director; Jamie Morley, Clerk of Council

Guests Present: Chris Colvin, Earl Isaacs, Brian Blankenship, Debbie Worthington, Ron James, Chris James,

- 1) Mrs. Miller made a motion to excuse Mr. Lauffer and Ms. Dedden seconded the motion.  
2 Yeas
- 2) Mrs. Miller made a motion to approve the Finance Committee minutes for October 20<sup>th</sup>, 2022 and was seconded by Ms. Dedden.  
2 Yeas
- 3) The Committee went over the reports provided by Ms. Crockett and had a few payment questions for Ms. Crockett. Ms. Crockett stated the payment to Cargill was for road salt and the payment to Utility Sales was for the new card reader at the bulk water station.
- 4) Ms. Crockett informed the committee on several issues.
  - a) The Police Levy is getting low, and Council may have to consider increasing the levy sometime in the future.
  - b) Moved money to the HRA due to higher-than-normal expenditures compared to past years.
  - c) The final payroll and bonuses for 2022 have been paid.
- 5) At this time the Committee discussed Wayne Local Schools owing withholding penalties for paying Waynesville income tax late. Staff provided the Committee and guests with information collected from RITA and the school concerning policies and payment dates. Mr. James, former treasurer of Wayne Local Schools, wrote a letter to Ms. Crockett asking for an abatement of the interest and penalties incurred. Ms. Dedden read 9(E) from the Village's income tax policy adopted by Council concerning the process of abatements. The Committee agreed that it would be best for the Finance Director to gather all the facts, speak with the auditor and Law Director, and then present her professional opinion to the Finance Committee Council on how she suggests proceeding at the next Finance meeting. Once this happens, the Committee will present Ms. Crockett's recommendation to Council and they can vote on the request for an abatement.
  - a) Mr. James stated that he was not aware of RITA taxes being paid late until he received a call from the new treasurer, Al Porter, about a statement he received from RITA. Mr. James stated that he did not receive a call or any form of communication from RITA about taxes being paid late. He said there was no excuse for this, but he felt that RITA should have contacted him. He also said that his staff was reduced from 2 ½ people to 1, which

was okay until he was put in charge of construction and was dealing with serious health issues. He added that the accounting system the school uses did not flag RITA as not being paid, so he was not able to ensure the person in charge of payroll was doing their job. He claimed he asked, and she had ensured him that everything was paid and up to date. He added that he feels like all the audits were "hit jobs" aimed at him.

- b) Ms. Crockett asked if the special audit was still going on and if there is a draft of the audit she could review. Mr. James stated he does not have a draft as it would be sent to the school. Ms. Crockett asked if this was a finding for recovery. Mr. James stated that this was not caught in the audit, and he is not sure what will happen if this is not abated. Either the school, Becca, the former employee in charge of payroll, or himself will be responsible for paying it. Mr. James said that when he asked Becca about the RITA taxes, she claimed to have paid them maybe 5 days late. However, this is not accurate as further information has come to light, that the RITA payroll taxes were paid months late. Mr. James stated that if it is not abated then it will most likely become a finding for recovery. He further stated that the late payments were not done maliciously or intentionally, had he known he would have rectified the issue immediately.
  - c) Mrs. Miller stated that Council needs to consider a whole Village of taxpayers and that all need to be treated fairly. She further added that the penalties are set by the state and ORC. She agrees 50% is a huge penalty but this was not set by the Village. Ms. Dedden said the Committee is dealing with the facts and the facts only. There is no judgment.
  - d) Ms. Morley stated she has spoken with RITA and they said they had sent out quarterly statements and letters informing the school of penalties incurred and RITA income taxes not paid. The taxes were not paid a couple of days late, but months late. January 2022 was paid in September 2022. Mr. James cannot explain why that happened. He asked and was assured that all payroll taxes were paid.
  - e) Ms. Dedden asked what checks and balances are in place at the school to ensure everyone is doing their job. She added that she feels the school board is ultimately responsible just as if there were to be a finding at the Village, Council should be held accountable.
  - f) Ms. Dedden stated that the Committee has heard Mr. James and will take this into consideration when deliberating. The next step will be to give Ms. Crockett time to investigate and gather information, consult with the Village's law director, and then make her recommendation to the Finance Committee. Once the Committee hears Ms. Crockett's recommendation, the committee will take the recommendation to Council for a vote.
- 6) Mrs. Miller made a motion to adjourn at 5:45 PM and all were in favor.

FINANCE COMMITTEE MEETING

January 19, 2023 @ 5:00 p.m.

**DRAFT**

Members present: Joette Dedden, Connie Miller, Chris Colvin

Staff Present: Kitty Crockett, Finance Director; Jamie Morley, Clerk of Council

Guests Present: Zack Gallagher, Chuck Dedden

- 1) Mr. Colvin made a motion to approve the Finance Committee minutes for December 22nd, 2022 and was seconded by Mrs. Miller.  
3 Yeas
  
- 2) Ms. Crockett informed the committee of several issues.
  - a) The Village collected approximately 130K more in RITA income taxes from 2021 to 2022.
  - b) The bank rec for December 2022 has been balanced and provided for review.
  - c) Almost done closing out 2022.
  - d) The Village collected a total of \$67,172.78 in interest for 2022.
  - e) Ms. Crockett stated that she and Ms. Morley were going over planned projects for the next couple of years. Ms. Morley stated that the OPWC grants scheduled for 2023 (Third Street and Phase I Franklin) will cost the Village at least 760K this year. 300K will be paid out of the ARP (American Rescue Plan) funds and 100K out of Storm Sewer, but the rest is coming out of the water capital fund. There are still Well 10 and OPWC Franklin Phase II projects that the Village plans to pay for out of the water capital fund. The \$10 water capital only brings in approximately 200K a year. Ms. Morley suggested that the Finance Committee consider having an ordinance transferring 500K from the water fund to the water capital fund. She also suggested that the Committee consider using funds from streets and storm sewers to help fund the OPWC projects as improvements of the storm sewers and streets are part of these projects. Ms. Crockett added that Council may want to consider lowering the percentage the Village pledges to match for future grants.
  - f) Ms. Crockett stated that there is a need to transfer funds from the General fund to the HRA fund. She suggested 20K.
    - Ms. Dedden made a motion to have legislation written up for the next Council meeting to transfer 500k from the water fund to the water capital fund and transfer 20K from the general fund to the HRA fund. This motion was seconded by Mrs. Miller.  
3 Yeas
  - g) Ms. Crockett also addressed the status of the Police Levy fund. She stated that the Village has recently gone to full-time staff and no longer relies on part-time officers. The current levy will not be able to support this. The .25 income tax increase was intended to help pay for 1 new officer. Currently, two officers are being paid out of the general fund. For 2022 the police fund revenue was 460K which came from the police levy and SRO revenue. However, 549K was spent from the police levy fund in 2022. Ms. Crockett asked the committee to consider updating the levy. The first step would be to make a request to the auditor for the purposes of evaluating to get the amounts a levy would bring in. It

was discussed that the current police levy amounts are based on the housing prices at the time the police levy was originally passed which was about 13 years ago.

- Ms. Dedden made a motion to have legislation for the next Council meeting to request from the auditor the amount of an additional 1 mill levy and the amount for a repeal and replacement for the current 7 mill levy. This motion was seconded by Mrs. Miller.

3 Yeas

(h) The Committee discussed repaving streets for this year and agreed all funding should be used out of the street levy. They also agreed that the micro-surfacing has saved quite a bit of money and seems to be a good option to mill and fill.

- 3) Mr. Colvin made a motion to appoint Ms. Dedden as chair of the Finance Committee and Mrs. Miller seconded the motion.

3 Yeas

- 4) At this time the Committee discussed Wayne Local Schools owing withholding penalties and interest for paying Waynesville income tax late. Ms. Crockett was asked by the Committee at the last meeting to do research and give her opinion as the Village of Waynesville Tax Administrator on how she recommends Council deal with the request for abatement by Mr. James, the former treasurer of Wayne Local Schools. See attached recommendation. In short, Ms. Crockett proposed reducing the penalty from 50% to 15%, which is what an individual taxpayer would pay for a late penalty.

- a) Mr. Colvin asked if the school has changed how they operate their finances to ensure this does not happen again. Ms. Crockett stated she did not know. Mr. Gallagher added that he believes the school has changed its operation by appointing a person to oversee the Treasurer by hiring a Business Manager. A new Treasurer has been hired. Furthermore, a Board member has been assigned to check the books periodically.
- b) Mr. Colvin asked why RITA did not contact the Village about Wayne Local School's delinquent income taxes. Ms. Crockett stated that there may be a report she could have printed off, but RITA is contracted and paid to keep the accounts. It is RITA's job to notify individuals and businesses if delinquent. Ms. Crockett stated that the only time she is contacted is if individuals are asking for forgiveness on penalties and interest. This is her job as the Tax Administrator. But, speaking with Council members in the past, abatement of taxes, penalties, and/or interest is not the Village's policy. She stated she has never issued an abatement.
- c) The Committee discussed the difference in penalties for businesses and individuals. An individual pays a 15% penalty whereas a business will pay a 50% penalty. These penalties are set by the ORC and included in the Village's Income Tax Policy. The 50% penalty is considered a withholding penalty because the business collected the money from employees and held onto the money.
- d) Mr. Colvin asked whose responsibility it will be to pay this back. Ms. Crockett stated that will be determined by the State but thinks Mr. James would be ultimately responsible. Mr. Colvin added he was amendable to Ms. Crockett's recommendation provided the

Schools prove that it is updating its accounting methods to ensure this does not happen again. Ms. Crockett added her decision was only based on the request from Mr. James as there are most likely to be more penalties for late payments made in July, August, and September of 2022 based on the information recently gathered from RITA. Ms. Crockett said she did confer with Jeff Forbes, and he stated that Ms. Crockett's recommendation is within the law.

- Mr. Colvin made a motion to have legislation presented to Council to reduce the withholding penalty for Wayne Local Schools as requested by Mr. James from 50% to 15% based on the recommendation of the Village of Waynesville Tax Administrator and was seconded by Ms. Dedden.

3 Yeas

5) Mr. Colvin made a motion to adjourn at 6:06 PM and all were in favor.

This was a very tough decision.

I do believe this error was not made with any malicious intent by Mr. James but he is the one who is responsible for the finances of the school.

The person who was responsible was the employee who did not follow thru with their responsibilities but this person was under the umbrella of Mr. James. I am not clear as to if she had been there a number of years and started making errors or was hired within the last 2 or 3 years and was unaware of her duties as payroll clerk. I believe this was a lack on internal controls.

After speaking to RITA (Al Dolezal) I was informed that the late notices were mailed to 659 Dayton Rd and was to no one's attention. My guess is that they were directed to the payroll clerk, as they are directed to me here at Waynesville, and I believe Mr. James was not aware of the late payments.

This was a special audit and my understanding is there may be more findings for recovery to follow.

According to Section 18, (C), (2) (b), Interest and Penalties, of the RITA Rules and Regulations that with respect to any unpaid withholding tax, this municipality may impose a penalty equal to Fifty percent (50%) of the amount not timely paid. The 50% is set by the State of Ohio and we have to follow the State.

Mr. James did submit to the Village of Waynesville a letter asking for forgiveness and a copy of the invoice totaling \$27,074.94. The penalty fees totaled \$24,621.30.

Mr. James requested that the Village reduce or abate the penalty.

The Village of Waynesville does have the right to reduce or abate the penalty fees. There is a onetime occurrence aloud to lower or abate for any non-payments for payroll withholdings. The Village cannot reduce or abate on a mass basic to lower the 50% fee. Each occurrence has to be done individually and then approved by Council along with a Resolution.

If this would have been the first late payment made to RITA I would have understood and waved the penalty. But since this was reoccurring over the period of 2 years and only 9 payment were submitted to RITA instead of 24 (paid monthly) I would have waved the penalty.

My determination is to only reduce the penalty fee to 15% for this incident. The penalty is in the amount of \$24,621.30 which would now be an estimated total of \$3,693.20 due. This decision would then close this request. Interest balance would be paid in full with no reduction or abatement.

Regional Income Tax Agency  
PO Box 94951  
Cleveland Oh 44101-4951

Reference: Account 316001003  
Wayne Local Schools

Dear Rita Please find attached a billing statement that the Wayne Local School District recently received. Wayne Local resides in the taxing district the Village of Waynesville. In regard to the enclosed statement I am shocked that we have any liability due. Over the period of 2019-06/2022 I never received any notice of any issue with RITA payments.

Our Payroll person Becca Small does her bank reconciliation each month. A question I asked every month: Are we up to date on Rita payments and our 941. As the treasurer during this time-frame I have not been given one notice by RITA of any late ACH payments. If you have been sending she was never giving them to me.

I asked her about this notice and Becca shared that she felt her ACH dates were correct but that she may have misunderstood by two days per payment. Can you share the actual due dates vs the date she made the ACH?

As a small school we cannot afford to pay penalties. In talking with the Village of Waynesville Treasurer/CFO Kitty Crockett she would not want to hurt our district. Becca cannot afford to pay this if there is a finding of recovery against her.

Can you please help us and forgive these penalties and interest? Is it possible to get Kitty on a phone call with all of us for resolve? Her number is 513-897-8015 and mine is 937-776-9391.

If Becca was given notices, they never came to me. We are a two person department. I can share that I was pro-active in getting the RITA set up for withholding when the village of Waynesville first initiated an income tax. I stood firm to ensure the village got their funds. A few years back the Village tax was defeated by vote and then reinstated in July. Most of our staff is on typical teacher stretch pay. The Union wanted us to NOT withhold tax for the village for the stretch months that year of July and August. They wanted paid out in June to avoid the tax. I successfully convinced the union that though the money was earned by them by June 30th, that we should still do what is right for the village. We continued to stretch pay in July and August and the village was able to get tax dollars for those months. We are great teammates of the Village.

I sincerely ask that these amounts be abated and forgiven by the Village of Waynesville. I say again I was never aware of any late payments by our Payroll person. I know the Village would support forgiveness. Please let me know of your and the villages direction.



Ron James CPA  
4237 Laura Marie Drive  
Waynesville Ohio 45068  
937-776-9391

Cc: Kitty Crockett  
Village Manager: Chief Gary Copeland.  
Al Porter Wayne Local Schools





ACCOUNT ID  
**316001003**

WAYNE LOCAL SCHOOLS

**Municipal Income Tax Billing Statement** Page 1 of 2

**Employer Withholding**

Tax Year	Taxes	Penalty	Interest	Total Liability	Payments/Credits	Balance Due
12/2019	\$ 5,574.19	\$ 725.98	\$ 236.50	\$ 6,536.67	\$ -4,122.22	\$ 2,414.45
11/2021	5,331.96	2,815.98	46.02	8,193.96	-5,331.96	2,862.00
12/2021	8,692.88	4,576.71	39.25	13,308.84	-8,692.88	4,616.96
01/2022	5,062.14	2,681.07	155.33	7,898.54	-5,062.14	2,836.40
02/2022	5,048.82	2,674.41	135.56	7,858.79	-5,048.82	2,809.97
03/2022	5,084.89	2,669.00	113.87	7,867.56	-5,084.89	2,782.87
04/2022	5,153.12	2,701.56	105.89	7,960.57	-5,153.12	2,807.45
05/2022	5,038.01	2,619.00	82.13	7,739.14	-5,038.01	2,701.13
06/2022	6,115.18	3,157.59	87.12	9,359.89	-6,115.18	3,244.71
<b>Totals</b>	<b>51,100.89</b>	<b>24,621.30</b>	<b>1,001.67</b>	<b>76,723.96</b>	<b>-49,649.02</b>	<b>27,074.94</b>

**MESSAGE BOARD**

**Credit Card Payments**

Taxpayers who elect to pay their municipal income tax bills by credit or debit card will incur a 2.75% service charge. This fee is charged by a third party vendor and is not paid to RITA or any of its member municipalities. Taxpayers electing to pay by check or via ACH will not incur this service charge.

**Understanding Your Bill**

Your billing statement contains all of your billing information in a simplified, easy-to-read format. Please visit ritaohio.com for an overview of the information that may appear on your bill.

RITA collects and administers municipal income taxes for over 300 Ohio cities and villages, serving both taxpayers and local governments since 1971. Learn more at ritaohio.com.

**Recent activity on your account**

MM/YYYY	Description	Amount
09/2022	Form 11 Tax Year 2022 Period 01	
09/2022	Form 11 Tax Year 2022 Period 02	
09/2022	Form 11 Tax Year 2022 Period 03	
10/2022	201.92 Refund For Tax Year 2021 Period 12	
10/2022	Form 11 Tax Year 2022 Period 04	
10/2022	Form 11 Tax Year 2022 Period 05	
11/2022	Form 11 Tax Year 2022 Period 06	
08/2022	18.30 Interest Tax Year 2019 Period 12	
09/2022	113.87 Interest Tax Year 2022 Period 03	
	2,669.00 Penalty Tax Year 2022 Period 03	
	135.56 Interest Tax Year 2022 Period 02	
	2,674.41 Penalty Tax Year 2022 Period 02	
	155.33 Interest Tax Year 2022 Period 01	
	2,681.07 Penalty Tax Year 2022 Period 01	
10/2022	82.13 Interest Tax Year 2022 Period 05	
	2,619.00 Penalty Tax Year 2022 Period 05	
	105.89 Interest Tax Year 2022 Period 04	
	2,701.56 Penalty Tax Year 2022 Period 04	

Need Additional Information? Login to MyAccount at www.ritaohio.com

RETURN THIS PORTION  
MAKE SURE OUR ADDRESS SHOWS THROUGH WINDOW



**RITA** REGIONAL INCOME TAX AGENCY  
PO Box 477900  
Bfordview Hts OH 44147-7900

\*Make check payable to RITA  
**Employer Withholding** MINIMUM DUE BY  
**UPON RECEIPT**

Check here to amend an estimated tax or change a name/address and complete the reverse side.

MINIMUM AMOUNT DUE  
**\$27,074.94**

TOTAL BALANCE DUE  
**\$27,074.94**

AMOUNT PAID

008 1 316001003 61846 00655

ACCOUNT ID - 316001003

#BWNFNFN  
#0000572512312282#

\*\*\*\*AUTO\*\*MIXED AADC 197 C 1 P 1 159 1 MB 0.512 Seq=159

WAYNE LOCAL SCHOOLS  
659 DAYTON RD  
WAYNESVILLE OH 45068-9588

REGIONAL INCOME TAX AGENCY  
PO BOX 94951  
CLEVELAND OH 44101-4951

31600100316184600800000223120027074940027074940



ACCOUNT ID  
**316001003**

WAYNE LOCAL SCHOOLS

**Municipal Income Tax Billing Statement** Page 2 of 2

**Employer Withholding**

**Recent activity on your account**

MM/YYYY	Description	
11/2022	18.10 Interest Tax Year 2019 Period 12	
11/2022	87.12 Interest Tax Year 2022 Period 06	

The following forms are delinquent:  
Form 17 For Tax Years 20 21

Total Balance Due Upon Receipt: \$27,074.94



## Jamie Morley

---

**From:** Al Porter <aporter@wayne-local.com>  
**Sent:** Thursday, December 8, 2022 2:35 PM  
**To:** Jamie Morley  
**Subject:** data requested

11/02 RITA iFile R.I.T.A.  
5,361.02-  
2/18 RITA iFile R.I.T.A.  
8,953.42-  
9/29 RITA iFile R.I.T.A.  
5,038.01-  
9/29 RITA iFile R.I.T.A.  
5,048.82-  
9/29 RITA iFile R.I.T.A.  
5,062.14-

Al Porter  
Interim Treasurer

\* Verbal Public Records request to Wayne Local  
Schools for all RITA payments made b/w  
Nov 21 - Sept 22

# Village of Waynesville Income Tax Policy

## SECTION 18

### INTEREST AND PENALTIES

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(A) As used in this section:

(1) "Applicable law" means these rules and regs, the resolutions, ordinances, codes, directives, instructions, and rules adopted by this municipality provided they impose or directly or indirectly address the levy, payment, remittance, or filing requirements of this municipality.

(2) "Federal short-term rate" means the rate of the average market yield on outstanding marketable obligations of the United States with remaining periods to maturity of three years or less, as determined under Section 1274 of the Internal Revenue Code, for July of the current year.

(3) "Income tax," "estimated income tax," and "withholding tax" means any income tax, estimated income tax, and withholding tax imposed by this municipality pursuant to applicable law, including at any time before January 1, 2016.

(4) "Interest rate as described in division (A) of this section" means the federal short-term rate, rounded to the nearest whole number percent, plus five percent. The rate shall apply for the calendar year next following the July of the year in which the federal short-term rate is determined in accordance with division (A)(2) of this section.

(5) "Return" includes any tax return, report, reconciliation, schedule, and other document required to be filed with the Tax Administrator or this municipality by a taxpayer, employer, any agent of the employer, or any other payer pursuant to applicable law, including at any time before January 1, 2016.

(6) "Unpaid estimated income tax" means estimated income tax due but not paid by the date the tax is required to be paid under applicable law.

(7) "Unpaid income tax" means income tax due but not paid by the date the income tax is required to be paid under applicable law.

(8) "Unpaid withholding tax" means withholding tax due but not paid by the date the withholding tax is required to be paid under applicable law.

(9) "Withholding tax" includes amounts an employer, any agent of an employer, or any other payer did not withhold in whole or in part from an employee's qualifying wages, but that, under

applicable law, the employer, agent, or other payer is required to withhold from an employee's qualifying wages.

(B)(1) This section applies to the following:

(a) Any return required to be filed under applicable law for taxable years beginning on or after January 1, 2016;

(b) Income tax, estimated income tax, and withholding tax required to be paid or remitted to this municipality on or after January 1, 2016.

(2) This section does not apply to returns required to be filed or payments required to be made before January 1, 2016, regardless of the filing or payment date. Returns required to be filed or payments required to be made before January 1, 2016, but filed or paid after that date shall be subject

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to the ordinances and/or rules and regulations, as adopted before January 1, 2016, of this municipality to which the return is to be filed or the payment is to be made.

(C) Should any taxpayer, employer, agent of the employer, or other payer for any reason fails, in whole or in part, to make timely and full payment or remittance of income tax, estimated income tax, or withholding tax or to file timely with this municipality any return required to be filed, the following penalties and interest shall apply:

(1) Interest shall be imposed at the rate described in division (A) of this section, per annum, on all unpaid income tax, unpaid estimated income tax, and unpaid withholding tax.

(2)(a) With respect to unpaid income tax and unpaid estimated income tax, this municipality may impose a penalty equal to fifteen percent (15%) of the amount not timely paid.

(b) With respect to any unpaid withholding tax, this municipality may impose a penalty equal to fifty percent (50%) of the amount not timely paid.

(3) With respect to returns other than estimated income tax returns, this municipality may impose a penalty of \$25 for each failure to timely file each return, regardless of the liability shown thereon for each month, or any fraction thereof, during which the return remains unfiled regardless of the liability shown thereon. The penalty shall not exceed \$150 for each failure.

(D) Nothing in this section requires this municipality to refund or credit any penalty, amount of interest, charges, or additional fees that this municipality has properly imposed or collected before

January 1, 2016.

(E) Nothing in this section limits the authority of this municipality to abate or partially abate penalties or interest imposed under this section when the Tax Administrator determines, in the Tax Administrator's sole discretion, that such abatement is appropriate.

(F) By the 31st day of October of each year this municipality shall publish the rate described in division (A) of this section applicable to the next succeeding calendar year.

(G) This municipality may impose on the taxpayer, employer, any agent of the employer, or any other payer this municipality's post-judgment collection costs and fees, including attorney's fees.