

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held at 7:30 pm at the Waterville Township Hall on April 25, 2012

**ROLL CALL:**

Chairman A. Leslie Disher - Present  
 Vice-Chairman Kyle J. Hertzfeld - Present  
 Trustee Brett T. Warner - Present

**OFFICIALS:**

Property Standards Officer James E. Fischer - Absent  
 Police Chief Michael J. Wilkinson - Present  
 Solicitor Walter J. Celley - Present  
 Fiscal Officer Kay Ann Robertson - Present

**GUESTS:**

Kathy Schnapp, Representative from A.W.A.K.E.  
 Kevin Haddad, President of the Lucas County Township Association  
 Karen Schneider, Vice-Chairman of Waterville Township Zoning Commission  
 Karen Berger, Reporter for "The Mirror", Maumee, Ohio  
 Bill Imes, 8791 Noward Road, Waterville, Ohio

**PLEDGE OF ALLEGIANCE:**

Chairman A. Leslie Disher called the meeting to order at 7:30 pm. All those who were present were asked to join Chairman Leslie Disher in reciting the Pledge of Allegiance. Roll was called and all three (3) trustees were present.

**AGENDA:**

The Agenda had been prepared by Fiscal Officer Kay Ann Robertson at the direction of Chairman A. Leslie Disher:

Kyle J. Hertzfeld made a motion to approve The Agenda for the April 25, 2012, meeting as it had been prepared by Fiscal Officer Kay Ann Robertson at the direction of Chairman A. Leslie Disher. Seconded by Brett T. Warner.

**MINUTES:**

Motion Carried.

The minutes for the March 28, 2012 meeting had been prepared by Fiscal Officer Kay Ann Robertson and sent to each trustee prior to this meeting:

A. Leslie Disher made a motion to dispense with the reading of the minutes of the March 28, 2012 meeting and to approve the minutes with no additions, deletions and/or corrections. Seconded by Brett T. Warner.

**RECEIPTS:**

Motion Carried.

053-12 - Fifth Third Bank of NW Ohio - March autosweep interest	\$ 74.69
054-12 - Ohio Maintenance Warrants - March rollback and homestead	32,602.99
055-12 - Don and Josanna Heilman - Permit #2012-07 - Pond	300.00
056-12 - Cathy Snyder - Permit #2012-08 & #2012-09 - Pool and fence	350.00
057-12 - Design Memorial Stone - Foundations - Wakeman Cemetery	569.60
058-12 - Christopher Terry - Financial copies	21.30
059-12 - Lucas County Auditor - Mfg. home tax and 2012 excess I.R.P.	74.89
060-12 - Lucas County Auditor - March allocation	5,302.30
061-12 - Maumee Municipal Court - March police fines	445.00
062-12 - Americraft Memorials - Cemetery foundations	740.80
063-12 - Peinert Funeral Homes - Heinze opening - Whitehouse	250.00
064-12 - Sherry and Dennis Leady - Lot 44 NE 1/4 - Leady opening	1,200.00
065-12 - Anthony Szczechowski - Permit #2012-10 - Fence	50.00
066-12 - Branden May & Christine Hablitzel - Permit #2012-11 - Home	250.00
067-12 - Blanchard-Strabler Funerals - Gingrich opening - Wakeman	200.00
068-12 - Peinert Funeral Homes - Jean Brocker opening - Wakeman	450.00

**WARRANTS:**

Total \$ 42,881.57

#34629 - Ricardo A. Artiaga, Jr. - Road labor	\$ 433.93
#34630 - Jonathan D. Burkett - Police wages	1,099.85
#34631 - Jeffrey M. Graham - Police and D.A.R.E. wages	819.96
#34632 - Russell E. Heger - Police wages	43.95
#34633 - Harry R. Kellett III - Police wages	909.09
#34634 - Kenneth M. Kristoff - Police wages	76.10
#34635 - Richard A. Ludwig - Supt. wages	1,007.39
#34636 - Norbert J. Miller - Police wages	525.45
#34637 - Susan M. Oلمان - Police wages	132.04
#34638 - Kay Ann Robertson - Fiscal officer salary and zoning wages	817.91

continued.....

RECORD OF PROCEEDINGS

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Minutes of

Waterville Township Trustees'

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held at 7:30 pm at the Waterville Township Hall on April 25, 20 12

Continued:

#34639 - Michelle L. Vollmar - Police wages	\$ 80.18
#34640 - Michael J. Wilkinson - Police wages	781.95
#34641 - Ohio Public Employees Retirement System - March retirement	7,676.06
#34642 - Ohio Child Support Payment - Wilkinson's child support	445.95
#34643 - Celley & Sanderson LLP - March solicitor fees	3,443.00
#34644 - Kay Ann Robertson - April medicare, health & drug insurance	316.00
#34645 - A. Leslie Disher - April medicare, health & drug insurance	308.20
#34646 - Treasurer of State of Ohio - 2nd quarter UAN fees	795.00
#34647 - Welch Publishing Company - Township newsletter	474.18
#34648 - County Treasurer Educational Fund - Clerks CPIM conference	100.00
#34649 - Municipality of Waterville - Fireworks contribution	200.00
#34650 - Toledo Edison - April township electric	203.50
#34651 - Municipality of Waterville - April water/sewer	50.87
#34652 - Waterville Gas Company - April heat payment	201.25
#34653 - Toledo Edison - April street lighting	172.99
#34654 - General Pro Hardware - March maintenance supplies	219.44
#34655 - Saundra L. Ludwig - April medicare and health insurance	228.90
#34656 - Russell L. Robertson - April medicare, health & drug insurance	419.30
#34657 - Doris A. Disher - April medicare, health & drug insurance	341.20
#34658 - Mc Cabe Power Equipment - Lawnmower tire	121.59
#34659 - Buckeye Telesystem - April police phone payment	99.79
#34660 - Verizon Wireless - April police mobile phones	80.27
#34661 - Sautter's Food Center - Misc. police supplies	16.29
#34662 - Toledo Edison - April Coventry Glen street lighting	365.71
#34663 - Ricardo A. Artiaga Jr. - Road labor	388.68
#34664 - Jonathan D. Burkett - Police wages	726.33
#34665 - A. Leslie Disher - April trustee salary	800.60
#34666 - James E. Fischer - April property standards officer salary	639.58
#34667 - Eric H. Gay - April zoning inspector salary	714.16
#34668 - Jeffrey M. Graham - Police and D.A.R.E. wages	793.59
#34669 - Russell E. Heger - Police wages	306.12
#34670 - Kyle J. Hertzfeld - April trustee salary	759.57
#34671 - Harry R. Kellett III - Police wages	1,117.61
#34672 - Richard A. Ludwig - Supt. wages	822.37
#34673 - Norbert J. Miller - Police wages	746.67
#34674 - Susan M. Oلمان - Police wages	105.67
#34675 - Kay Ann Robertson - Fiscal officer salary and zoning wages	826.63
#34676 - Michelle L. Vollmar - Police wages	80.18
#34677 - Brett T. Warner - April trustee salary	748.83
#34678 - Michael J. Wilkinson - Police wages	708.48
#34679 - Treasurer of State of Ohio - April payroll tax	667.58
#34680 - Delta Dental Plan of Ohio - May dental insurance	207.52
#34681 - Ohio Child Support Payment - Wilkinson's child support	445.95
#34682 - JB Web Marketing - Website service through 5/7/2013	200.40
#34683 - Time Warner Cable - April highspeed internet	51.95
#34684 - The Mirror - Township legal notices	352.00
#34685 - JLS Computer & Accounting Svcs. - Fiscal officer's backup CDs	20.81
#34686 - Lisa L. Cole - April clean hall and police station	50.00
#34687 - Century Link - April township phone	88.72
#34688 - Waste Management of Ohio - March trash & recycling	4,268.00
#34689 - Void.....Void.....Void	0.00
#34690 - Hanifan-Obenauf-Robinson Inc. - May police station rent	950.00
#34691 - Fifth Third Bank - April police charge purchases	126.70
#34692 - Kiesler's Police Supply - Police ammunition	127.00
#34693 - Anthony Wayne Board of Education - March township fuel	2,382.56
#00016 - U.S. Treasury - April withholding deposit	2,825.87

Total \$ 42,057.42

**Brett T. Warner** made a motion to pay the warrants that had been prepared by the Fiscal Officer Kay Ann Robertson and presented for payment. Motion seconded by **A. Leslie Disher**.

**PUBLIC COMMENTS:**

Motion Carried.

Kevin Haddad, Lucas County Township Association President, was present to introduce himself and to fulfill his promise to visit all of the townships in the county.

continued.....

## RECORD OF PROCEEDINGS

Minutes of

Waterville Township Trustees'

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10740

Held at 7:30 p.m. at the Waterville Township Hall on April 25, 2012

Continued:

SPECIAL PRESENTATION:

Karen Schnapp was present to talk about her organization called A.W.A.K.E. whose current focus is underage drinking and prescription drugs. The trustee Chairman Les Disher also serves as one of the A.W.A.K.E. board members. They will be participating in a prescription take-back on Saturday, April 28th with several drop-off sites in and around the township. She also said there is a movement to get medical marijuana legalized by getting enough signatures to place it on the ballot. Ms. Schnapp went on to say that her group felt that if medical marijuana is legalized, it should be tested and dispensed just like any other medicine. She did mention that sixteen (16) states have legalized it so far.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

FISCAL OFFICER - CORRESPONDENCE:

- 1) From Maumee Municipal Court, Check Number 025849 in the amount of \$445.00 for police fines collected in the month of March, 2012.
- 2) From the Ohio Department of Public Safety Bureau of Motor Vehicles, the March License Tax Statistics Report. Also from the Department, the March Permissive Tax Computation Report - Due the township if the sum of \$353.40.
- 3) From the Ohio EPA, a citizen advisory concerning the Western Basin Lake Erie Issues. There will be a public question and answer session on April 4th from 1:00 - 2:30 pm at the Maumee Bay State Park Lodge - Eagle Room.
- 4) From the Whitehouse Fire Chief, the runs for the first quarter of 2012:
 

Waterville Township contracted	(9) EMS	(6) Fire
Waterville Township Waterville contracted	(16) EMS	(1) Fire
- 5) From the Waterville Fire Chief, the runs for the first quarter of 2012:
 

Waterville Township contracted	(15) EMS	(4) Fire
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FISCAL OFFICER - OTHER MATTERS:

- 1) In the May/June issue of the Ohio Township News magazine, there was an article regarding fraud. Recently passed legislation House Bill 66 makes several changes to the Auditor of State's fraud hotline. The new legislation also has a direct impact on public employers. Beginning May 4th, public employers must make their employees aware of the fraud reporting system. Solicitor Walt Celley said he had just gotten his magazine and had not read it, but he would check it out.
- 2) Cathy Gonzalez, KLA Risk Consulting, met with the fiscal officer. She meets with the township usually once every three (3) years to go over risk management. The following is a list of the items she would like to see implemented:
  - a. It is a state law that the township should inventory its records.
  - b. The township should have a Public Records Retention Policy.
  - c. Everyone should be documenting complaints and she left a form.
  - d. The road department needs to inspect road signs on a monthly basis and document the inspection.
  - e. Should do a MVL records on all township employees.
  - f. Should have a driving policy in place before checking DL records.
  - g. Any work done on any vehicles needs to be documented.
  - h. The police department employees need to have a hepatitis "B" shot or a signed waiver on file.
  - i. Police Chief should develop a training session for the officers to keep their driving skills sharp.

The fiscal officer will turn over all of the information to the solicitor and see how he wants to handle it.

POLICE/FIRE:

continued.....

RECORD OF PROCEEDINGS

1703

Minutes of

Waterville Township Trustees'

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10118

Held at 7:30 p.m. at the Waterville Township Hall on April 25, 20 12

Continued:

- 1) Acting Chief Michael Wilkinson presented the trustees with the first quarter 2012 police department report. It was very nicely done and will be helpful. It has been placed on-line.
- 2) The committee formed to explore options for the police department continues to meet. Resident Chris Terry has been selected chairman. The meetings are open to the public and meeting times are posted on the township hall door. Acting Chief Wilkinson has been attending and stated they have very good ideas. They want to send a letter to all of the residents with a post card to return with comments. The City of Waterville, the Village of Whitehouse and the Lucas County Sheriff have been contacted to explore other options, but no response.
- 3) Officer Jonathan Burkett has submitted his resignation effective 5/12/2012, which only leaves two (2) full-time officers and not enough part-time officers to fill the shifts. Acting Chief Wilkinson was given permission to advertise for part-time help.
- 4) The unmarked police vehicle that was taken out of service has been placed for auction on GovDeals.com, an approved website for political subdivisions to advertise for sale unwanted equipment. They charge a fee of 7.45% of the purchase fee, however the township has made a part of the sale that the buyer pays the fee to us and we pay GovDeals.com. It will be on sale until May 2nd and then go to the highest bidder.
- 5) Acting Chief Wilkinson is working with Solicitor Walt Celley on a policy for police employees to obtain police files. It was felt that there should be a record of what may or may not be copied by an employee, something similar to a public records request made by any other individual.

ROADS/CEMETERY/REFUSE:

- 1) Trustee Kyle J. Hertzfeld is the go-to trustee when it comes to anything regarding: Roads - Cemeteries - Trash and Recycling. He recently met with the Road and Cemetery Supt. Richard Ludwig. They toured the township roads to get an idea of what needs to be done. There are some trees in our road right-of-ways that need to be removed so we will ask the county if we can be on their list. With the completion of the US 24 bypass, the township will be getting three (3) new roads. We do not have the proper equipment to mow these. It was suggested we get an attachment for the John Deere so Supt. Ludwig was asked to get some prices. Trustee Hertzfeld is going to work with the Lucas County Engineers office to set up a priority list on upgrading the township roads.
- 2) The cemetery maps are really, really starting to fade. It was suggested to contact Jim Fischer about getting new ones made.
- 3) An email was received from ODOT concerning the current salt contract. Our township opted out last year because of the huge carry-over of salt. Trustee Hertzfeld is going to check out how much salt is in storage and then a decision will have to be made for the 2012-2013 season. The Lucas County Engineer's office is pushing for shared services by letting them plow and salt our roads for a contracted price. That leaves the township with employee(s) with time on their hands.

ZONING:

The zoning inspector could not attend the meeting.

PROPERTY STANDARDS OFFICER:

- 1) Nothing more to report on the Dale Myer property on SR 64, apparently still waiting on ODOT. Mr. Fischer feels this is dragging out too long and wonders if the solicitor should or could do anything legally.
- 2) Property Standards Officer James Fischer notified the trustees that he will be working out of town for the month of May and he feels the township should not pay him for May.
- 3) At the April 16th zoning commission meeting, there was an extensive discussion on the architectural and landscape standards draft. Mr. Fischer has some revisions and changes. Zoning Commission Vice-Chairman Karen Schneider asked how the trustees wanted the review board to function - what their vision was. Solicitor Celley thought that had already been done but he would check.

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RECORD OF PROCEEDINGS

Minutes of

Waterville Township Trustees'

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DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held at 7:30 p.m. at the Waterville Township Hall on April 25, 2012

Continued:

SOLICITOR:

A check had been issued to record the zoning resolution changes for calendar years 2009, 2010 and 2011, and a resolution from the trustees needs to accompany the check:

RESOLUTION #2012-13 TO RECORD ZONING AMENDMENTS FOR CALENDAR YEARS 2009; 2010 and 2011.

Mr. A. Leslie Disher moved the adoption of the following Resolution #2012-13:

IT IS HEREBY RESOLVED, by the Board of Trustees for Waterville Township, Lucas County, Ohio, that the Amendments to the Waterville Township Zoning Resolution for calendar years 2009, 2010 and 2011, as set forth herein, shall be tendered to the Lucas County Recorder for recordation in accordance with law.

[The text of said Amendments is attached hereto and incorporated herein]

Mr. Kyle J. Hertzfeld seconded the adoption of the amendment and the roll being called on the question of the adoption, resulting as follows:

A. Leslie Disher, Aye.
Kyle J. Hertzfeld, Aye.
Brett T. Warner, Aye.

Adopted April 25, 2012.

ATTEST:

I certify that this is a true and accurate copy of Resolution #2012-13 passed in the regular meeting of the Board of Trustees on April 25, 2012, as aforesaid.

[Signature of Kay Ann Robertson]

Kay Ann Robertson, Waterville Township Fiscal Officer.

BOARD CHAIRMAN:

1) Chairman Les Disher had spoken to the Village of Whitehouse concerning the water at the Whitehouse Cemetery. Last fall a really high electric bill led to the discovery that the pump in the cemetery was not functioning properly. Since it was so late in the season, it was turned off. Trustee Hertzfeld had gotten a quote to repair the pump. Since there is city water going past the cemetery it was decided to ask Whitehouse to see if they would connect city water to the cemetery. Their response was it would be a \$2,000.00 charge. Chairman Disher said he would see if they would be willing to pay half of the pump repairs:

Brett T. Warner made a motion to repair the well pump at the Whitehouse Cemetery. Seconded by Kyle J. Hertzfeld.

Motion Carried.

2) At the annual meeting with the Lucas County Engineer's office, Chairman Les Disher learned that ODOT will be willing to do some work on the middle portion of Noward Road between Neapolis-Waterville Road and Neowash Road. Originally, ODOT was scheduled to do repair work on Neowash Road due to the damage done by equipment used during the US 24 bypass project; however, Neowash Road is a county road and they already had it scheduled for work to be done. Jeff Lohse, Lucas County Engineers, said he asked ODOT if they would be willing to use the money they planned to use for Neowash and fix Noward Road for us. They agreed to his request. They would do an 1 1/2" coat which should get the township another 5-7 years use. It would go out for bid in October and completed in the spring. Jeff is estimating we would get approximately \$100,000.00. He plans to get their commitment in writing.

TRUSTEES:

Brett Warner wondered if the township solicitation resolution included asking for signatures on petitions.

EXECUTIVE SESSION:

A. Leslie Disher made a motion to go into executive session to consider the matter of police personnel issues. Seconded by Kyle J. Hertzfeld.

A. Leslie Disher, Aye. Kyle J. Hertzfeld, Aye. Brett T. Warner, Aye.

continued.....

RECORD OF PROCEEDINGS

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Minutes of

Waterville Township Trustees'

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held at 7:30 p.m. at the Waterville Township Hall on April 25, 20 12

Continued:

A. Leslie Disher made a motion to go out of executive session and back into regular session. Seconded by Kyle J. Hertzfeld.

A. Leslie Disher,	Aye.
Kyle J. Hertzfeld,	Aye.
Brett T. Warner,	Aye.

ADJOURNMENT:

There being no further business to come before this Board, Kyle J. Hertzfeld made a motion to adjourn. Seconded by Brett T. Warner.

Motion Carried.

Adjourned at 9:03 p.m.

Attest: Kayla Robertson

Trustees:

<u>A. Leslie Disher</u>
<u>Kyle J. Hertzfeld</u>
<u>Brett T. Warner</u>