

RECORD OF PROCEEDINGS

Minutes of

Waterville Township Trustees' Organizational

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10142

Held at 7:30 pm at the Waterville Township Hall on January 9, 20 13

ROLL CALL:

- Trustee A. Leslie Disher - Present
- Trustee Kyle J. Hertzfeld - Present
- Trustee Karen M. Schneider - Present

OFFICIALS:

- Acting Police Chief Michael J. Wilkinson - Present
- Zoning Inspector Eric H. Gay - Present
- Solicitor Walter J. Celley - Present
- Fiscal Officer Kay Ann Robertson - Present

GUESTS:

- Dawn Sanderson, Sanderson Law Offices, 2509 Broadway, Toledo, Ohio
- Karen Berger, Reporter for "The Mirror", Maumee, Ohio

PLEDGE OF ALLEGIANCE:

Trustee A. Leslie Disher called the meeting to order at 7:30 p.m. All those who were present were asked to join Trustee Disher in reciting the Pledge of Allegiance.

ROLL CALL:

Roll was called and Trustees Disher and Hertzfeld were present. Karen M. Schneider was present to be sworn in as the new trustee replacing Brett T. Warner who had vacated his office on December 31, 2012.

AGENDA:

The Agenda had been prepared by Fiscal Officer Kay Ann Robertson at the direction of Solicitor Walter J. Celley:

A. Leslie Disher made a motion to approve The Agenda for the January 9, 2013, meeting as it had been prepared by Fiscal Officer Kay Ann Robertson at the direction of Solicitor Walter J. Celley. Seconded by Kyle J. Hertzfeld.

2013 ORGANIZATIONAL MEETING:

Motion Carried.

Fiscal Officer Kay Ann Robertson opened the Organizational Meeting:

RESOLUTION #2013-01 OF THE WATERVILLE TOWNSHIP TRUSTEES CONCERNING RESIGNATION OF TOWNSHIP TRUSTEE.

The Board of Trustees of Waterville Township, Lucas County, Ohio, met in regular session of the Board on January 9, 2013, whereupon the following was placed in consideration on the regular agenda of the Board:

WHEREAS, the Board of Trustees has been notified that Trustee Brett T. Warner resigned his elected position, effective December 31, 2012; and,

WHEREAS, the last day of service of Brett T. Warner was December 31, 2012; now therefore,

BE IT RESOLVED, by the Board of Trustees of Waterville Township, who voted as certified below:

That the resignation of Brett T. Warner is acknowledged and accepted, with gratitude for his years of exemplary service to the Township.

BE IT FURTHER RESOLVED, found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action, were in meetings open to the public or in lawful executive session, in compliance with all legal requirements, including §121.22 of the Ohio Revised Code.

Trustee A. Leslie Disher moved and Trustee Kyle J. Hertzfeld seconded the adoption of the amendment, and the roll was called on the question of the adoption; resulting as follows:

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

ATTEST:

I certify that this is a true and accurate copy of Resolution #2013-01, passed in the regular meeting of the Board of Trustees on January 9, 2013, as aforesaid.

Kay Ann Robertson
Kay Ann Robertson, Township Fiscal Officer

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Waterville Township Trustees' Organizational

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 19148

Held at 7:30 p.m. at the Waterville Township Hall on January 9, 20 13

Continued:

RESOLUTION #2013-02 OF THE WATERVILLE TOWNSHIP TRUSTEES CONCERNING APPOINTMENT OF TOWNSHIP TRUSTEE TO FILL VACANT OFFICE.

The Board of Trustees of Waterville Township, Lucas County, Ohio, met in regular session of the Board, on January 9, 2013, whereupon the following was placed in consideration on the regular agenda of the Board:

WHEREAS, effective December 31, 2012, a former duly elected Trustee for Waterville Township resigned from office, thereby creating a vacancy on the Board; and

WHEREAS, the elective term of the resigned Trustee expires on December 31, 2013, within one year from the day of the next general election for municipal and township officers; and,

WHEREAS, it is incumbent upon the Board of Trustees to appoint a person having the qualifications of an elector to fill such vacancy for the remainder of such unexpired term, in accordance with Ohio Revised Code Section §503.24; and,

WHEREAS, the Board has exercised all due diligence in the selection of a qualified person to fill the vacancy; now therefore,

IT IS HEREBY RESOLVED, that Karen M. Schneider shall be and hereby is appointed to serve as Trustee for Waterville Township for the remainder of the term expiring December 31, 2013; and that such appointment, with all legal duties and authorities appertaining thereto, is effective immediately; and,

BE IT FURTHER RESOLVED, found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action, were in meetings open to the public or in lawful executive session, in compliance with all legal requirements, including §121.22 of the Ohio Revised Code.

Trustee A. Leslie Disher moved and Trustee Kyle J. Hertzfeld seconded the adoption of the amendment, and the roll was called on the question of the adoption; resulting as follows:

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

ATTEST:

I certify that this a true and accurate copy of Resolution #2013-02, passed in the regular meeting of the Board of Trustees on January 9, 2013, as aforesaid.

Kay Ann Robertson
Kay Ann Robertson, Township Fiscal Officer

NOTICE TO APPOINTED OFFICIAL TO GIVE BOND AND TAKE OATH OF OFFICE

The person herein designated will take notice that on January 9, 2013, at a meeting of the Board of Trustees, held in Waterville Township, Lucas County, Ohio, they were respectively appointed to the offices specified herein, and they will also take notice that they are required to appear before the undersigned, or some other officer authorized by law to administer oaths, and take the oath of office; and such of them as are required to give bond, are further notified and required to give the necessary bond at the time and in the manner required by law.

Kay Ann Robertson
Kay Ann Robertson, Fiscal Officer
for the Township of Waterville, Ohio.

Name of Person Appointed:

Karen M. Schneider

To the Office of:

Township Trustee

PROOF OF SERVICE

I, Kay Ann Robertson, Fiscal Officer of Waterville Township, Lucas County, Ohio, hereby certify that I served a copy of the notice of appointment on each person named below, at the time and the manner specified as follows:

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| <u>Name of Person on Whom Copy was Served</u> | <u>Date of Service</u> | <u>Manner of Service</u> |
|---|------------------------|--------------------------|
| Karen M. Schneider | January 9, 2013 | Personal service |

Kay Ann Robertson

Kay Ann Robertson, Township Fiscal Officer

WATERVILLE TOWNSHIP, LUCAS COUNTY, OHIO
CERTIFICATION OF OATH OF OFFICE

Before me, a Notary Public of the State of Ohio, Karen M. Schneider, did on January 9, 2013, take the oath of office of a Trustee of Waterville Township, in Lucas County, Ohio, as hereafter set forth:

"I, Karen M. Schneider, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio, and will faithfully and impartially discharge and perform all of the duties incumbent upon me as Trustee of Waterville Township, according to the best of my ability and understanding."

STATE OF OHIO, COUNTY OF LUCAS: SS

Walter J. Celley, Notary Public
Attorney at Law, Notary Public, State of Ohio
Commission Has No Expiration Date
Section 147.03 O.R.C.

CERTIFICATE OF APPOINTMENT TO FILL
VACANCY IN OFFICE OF TOWNSHIP TRUSTEE

Whereas Brett T. Warner, a trustee of Waterville Township, Lucas County, Ohio, has resigned and the resignation has been accepted; and,

Whereas there was a vacancy on the Board of Trustees;

The Board of Trustees of Waterville Township resolved on January 9, 2013, that Karen M. Schneider, a legal elector of the township, be appointed to the office of trustee of the township to fill the vacancy and to hold the same through the expiration of the term of the resigned trustee, on December 31, 2013.

ATTEST:

Kay Ann Robertson

Kay Ann Robertson, Township Fiscal Officer
Waterville Township, Lucas County, Ohio

Dated: January 9, 2013.

BOND APPROVAL FOR TRUSTEE:

Newly appointed Trustee Karen M. Schneider had been sworn in by Township Solicitor and Notary Public Walter J. Celley:

A. Leslie Disher made a motion to accept the bond of Trustee Karen M. Schneider in the amount of Ten Thousand Dollars (\$10,000.00) which is bound unto the Board of Trustees of Waterville Township, Lucas County, State of Ohio. Seconded by Kyle J. Hertzfeld.

Motion Carried.

Kyle J. Hertzfeld made a motion to nominate A. Leslie Disher as Chairman of the Board of Trustees for Waterville Township, Lucas County, Ohio, for the year 2013. Seconded by Karen M. Schneider.

Motion Carried.

A. Leslie Disher made a motion to nominate Kyle J. Hertzfeld as Vice-Chairman of the Board of Trustees of the Township of Waterville, Lucas County, Ohio, for the year 2013. Seconded by Karen M. Schneider.

Motion Carried.

A. Leslie Disher made a motion that the Waterville Township Trustees adopt a policy for 2013 that their annual salary shall be paid in twelve (12) equal monthly installments and that the Fiscal Officer shall be paid in twenty-four

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(24) semi-monthly installments. Trustees A. Leslie Disher, Karen M. Schneider and Kyle J. Hertzfeld shall receive \$51.44 per diem salary (\$51.44 x 200 days = \$10,288.00). Fiscal Officer Kay Ann Robertson shall receive a salary of \$16,977.00. The amount per diem for the Trustees and the Fiscal Officer's salary are based upon the 2013 Amended Certificate of Estimated Resources from the Lucas County Auditor's Office. Seconded by Kyle J. Hertzfeld.

Motion Carried.

The Waterville Township Trustees and their department heads will conduct their 2013 Annual Inventory on the the second Monday in January (01/14/2013) as set forth in the Ohio Revised Code Section §505.24 and a copy of the 2013 Waterville Township Inventory will be filed with the Lucas County Engineer's Office.

Kyle J. Hertzfeld made a motion to hold the regularly scheduled Board of Trustee meetings on the fourth Wednesday of the month with the exception of December. Christmas falls on the fourth Wednesday and an alternate date will be selected closer to December meeting date. All regular meetings of the Waterville Township Zoning Commission will be held on the third Monday of the month; and, all Waterville Township Appeal Board meetings are at the call of the zoning secretary, Kay Ann Robertson. All meetings to begin at 7:30 p.m. and are to be held at the Waterville Township Hall, 621 Farnsworth Road, Waterville, Ohio. If a different location is chosen, it will be advertised in a newspaper of general circulation in the township. Seconded by A. Leslie Disher.

Motion Carried.

RESOLUTION #2013-03 APPOINTING THE WATERVILLE TOWNSHIP LAW DIRECTOR AND APPROVING CONTRACT OF EMPLOYMENT.

The Board of Trustees of Waterville Township, Lucas County, Ohio, met in regular session of the Board on January 9, 2013, whereupon the following was placed in consideration on the regular agenda of the Board:

Mr. A. Leslie Disher made a motion to adopt the following Resolution #2013-03:

WHEREAS, the Board finds it advisable and necessary to have a Township Law Director; and,

WHEREAS, a township is authorized to employ counsel under the authority of Ohio Revised Code Section §309.09; and,

WHEREAS, the proceedings and hearings on this Resolution and any necessary notices of such proceedings and hearings have all been undertaken, conducted and given in accordance with applicable law; now therefore,

BE IT RESOLVED, that Dawn E. Sanderson is appointed to serve as part-time Law Director for Waterville Township for the calendar year 2013 in accordance with the terms and conditions of that certain Contract to Employ a Law Director, on file at the Township Hall. Compensation to be based upon an hourly rate of \$110.00.

Mr. Kyle J. Hertzfeld seconded Resolution #2013-03 and the roll being called upon its adoption, the vote resulted as follows:

A. Leslie Disher, Aye.
Kyle J. Hertzfeld, Aye.
Karen M. Schneider, Aye.

Adopted January 9, 2013.

Attest:

Kay Ann Robertson
Kay Ann Robertson, Fiscal Officer,
Waterville Township, Lucas County

RESOLUTION #2013-04 AUTHORIZING THE PAYMENT OF INSURANCE PREMIUMS FOR THE TRUSTEES, THE FISCAL OFFICER AND ALL FULL-TIME EMPLOYEES AND THEIR DEPENDENTS FROM TOWNSHIP FUNDS AS ADOPTED IN 1988 AND EVERY SUCCEEDING YEAR.

Mr. A. Leslie Disher made a motion to adopt the following Resolution #2013-04:

WHEREAS, the Board of Trustees of the Township of Waterville, Lucas County, Ohio, finds that it would serve the best interest of the Township to pay the insurance premiums for the trustees, fiscal officer, full-time employees and their depend-

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ents; now therefore,

BE IT RESOLVED, by the Board of Trustees of the Township of Waterville, Lucas County, Ohio, that pursuant to the Ohio Revised Code Section §505.60, the fiscal officer is hereby authorized to pay the insurance premiums for the trustees, the fiscal officer, the full-time employees and their dependents from the appropriate township funds.

Ms. Karen M. Schneider seconded the Resolution #2013-04 and the roll being called upon its adoption, the vote resulted as follows:

- A. Leslie Disher. Aye.
- Kyle J. Hertzfeld, Aye.
- Karen M. Schneider, Aye.

Adopted January 9, 2013.

Attest: *Kay Ann Robertson*
Kay A. Robertson, Fiscal Officer
Waterville Township, Lucas Co.

TRUSTEES' MEETING NOTICE POLICY:

In regards to a written meeting notice policy pursuant to Ohio Revised Code Section §121.22 (F), be advised that the Waterville Township Board of Trustees did adopt by Resolution #2012-01, the Establishment of a Reasonable Method where- by any person may determine the time, date and place of all regularly scheduled meetings and special meetings. This policy is on file at the Office of the Fiscal Officer of said Township of Waterville.

INVESTMENT POLICY:

In regards to a written investment policy as required by the Auditor of State's Office, be it advised that the Waterville Township Board of Trustees did adopt by Resolution 1999-20 such an Investment Policy and it is on file at the Office of Fiscal Officer of said Waterville Township. Be it further advised that the Fiscal Officer Kay Ann Robertson has attended and successfully completed the continuing education requirements of the Ohio Revised Code Section §135 and the Ohio Treasurer's Center for Public Investment Management (CPIM) for 2012 and all other prior years since it's implementation in 1997.

CREDIT CARD POLICY:

In regards to a written credit card policy as recommended by the Ohio Auditor of State's Office, be it advised that the Waterville Township Board of Trustees did adopt by Resolution #2005-21 the Establishment of the Waterville Township Credit Card Policy and it is on file at the Office of the Fiscal Officer of said Town- ship of Waterville.

PUBLIC RECORDS POLICY:

In regards to a written public records policy as outlined in the Ohio Revised Code Section §149 - Documents, Reports and Records, be it advised that the Water- ville Township Board of Trustees did adopt by Resolution #2007-21 such a public records policy and it is on file at the Office of the Fiscal Officer of said Township of Waterville.

SICK LEAVE AND VACATION POLICY:

In regards to a written Sick Leave/Vacation Policy, be advised that the Board of Waterville Township Trustees did adopt by Resolution #2007-18 such a policy. Full-time employees shall accumulate sick time at a rate of 4.0 hours per pay period (twice monthly) with no maximum accumulation which may carryover from year to year and a payment at retirement according to the Sick Leave Policy adopted 11/28/2007 and on file at the Office of the Fiscal Officer of Waterville Township. Compensation for sick leave is capped at 700 hours. In regards to the earning of vacation time, the following applies:

- One (1) week after the completion of the first year.
- Two (2) weeks after the completion of the second year.
- Three (3) weeks after the completion of the seventh year.
- Four (4) weeks after the completion of the fifteenth year.
- Five (5) weeks after the completion of the twentieth year.

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A. Leslie Disher made a motion that the mileage for travel outside of the Township of Waterville on official business be 56.5¢ per mile as recommended by the Internal Revenue Service. Seconded by **Kyle J. Hertzfeld**. Motion Carried.

A. Leslie Disher made a motion to hire Richard A. Ludwig as Road and Cemetery Superintendent for a period of one (1) year with the following conditions:

- 1) Pay to be \$17.69 per hour. Hire date 7/10/1995.
- 2) Vacation to be four (4) weeks with pay. 2012 carryover - 0.00 hours.
- 3) If more than one (1) day of vacation is taken, should notify Vice-Chairman Kyle J. Hertzfeld who is in charge of Roads/Cemeteries for 2013.
- 4) To be allowed four (4) sick-time hours per pay period which may accumulate from year to year. 2013 carryover - 15.5 hours.
- 5) Entitled to hospitalization and insurance.
- 6) Shall be allowed ten (10) paid legal holidays as follows:

| | | |
|------------------------|------------|----------------------------|
| New Year's Day | 01/01/2013 | |
| Martin Luther King Day | 01/21/2013 | (3rd Monday in January) |
| President's Day | 02/18/2013 | (3rd Monday in February) |
| Memorial Day | 05/27/2013 | (Last Monday in May) |
| Fourth of July | 07/04/2013 | |
| Labor Day | 09/02/2013 | (1st Monday in September) |
| Columbus Day | 10/14/2013 | (2nd Monday in October) |
| Veteran's Day | 11/11/2013 | |
| Thanksgiving Day | 11/28/2013 | (4th Thursday in November) |
| Christmas Day | 12/25/2013 | |

Seconded by **Kyle Hertzfeld**.

Motion Carried.

Karen M. Schneider made a motion to hire Ricardo A. Artaiga, Jr. as full-time Road and Cemetery labor for a period of one (1) year with the following conditions:

- 1) Pay to be \$9.00 per hour. Hire date at full-time 01/01/2013.
- 2) Entitled to one (1) week of vacation on 1/01/2014.
- 3) To be allowed four (4) sick time hours per pay period which may accumulate from year to year. 2013 carryover - 0.00 hours.
- 4) Entitled to hospitalization and insurance.
- 5) Shall be allowed ten (10) paid legal holidays as listed above.

Seconded by **Kyle J. Hertzfeld**.

Motion Carried.

A. Leslie Disher made a motion that any seasonal or part-time Road and Cemetery labor shall be hired with the following conditions:

- 1) Pay to start at \$9.00 per hour.
- 2) NO hospitalization or insurance.
- 3) NO sick time earned per pay period.
- 4) NO paid vacations or paid legal holidays.

Karen M. Schneider seconded the motion.

Motion Carried.

A. Leslie Disher made a motion to hire Sergeant Michael J. Wilkinson as Acting Police Chief for a period of one (1) year with the following conditions:

- 1) Pay to be \$15.50 per hour. Hire date at full-time 3/01/2013.
- 2) Vacation to be one (1) week taken after 3/01/2013.
- 3) To be allowed four (4) sick-time hours per pay period which may accumulate from year to year. 2013 carryover - 76.00 hours.
- 4) Entitled to hospitalization and insurance.
- 5) Shall be allowed ten (10) paid legal holidays as listed above.

Seconded by **Karen M. Schneider**.

Motion Carried.

A. Leslie Disher made a motion to hire Harry R. Kelllett III as a full-time police officer for a period of one (1) year with the following conditions:

- 1) Pay to be \$14.50 per hour. Hire date 4/01/2008.
- 2) Vacation to be two (2) weeks with pay. 2013 carryover - 16.00 hours.
- 3) Allowed four (4) hours sick-time hours per pay period which may accumulate

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from year to year. 2013 carryover - 350.75 hours.

- 4) Entitled to hospitalization and insurance.
- 5) Shall be allowed ten (10) paid legal holidays as listed previously.

Seconded by Kyle J. Hertzfeld.

Motion Carried.

A. Leslie Disher made a motion to hire Jeffrey M. Graham as part-time D.A.R.E. and police officer for a period of one (1) year with the following conditions:

- 1) Pay to be \$15.45 per hour. Hire date 12/08/2009.
- 2) NO hospitalization or insurance.
- 3) NO sick hours to be paid or to accumulate.
- 4) NO paid vacation or paid holiday.

Seconded by Karen M. Schneider.

Motion Carried.

Karen M. Schneider made a motion that part-time police officers be hired with the following conditions:

- 1) Pay to be in the range of \$10.00 to \$15.50 per hour.
- 2) NO hospitalization or insurance.
- 3) NO sick hours to be paid or to accumulate.
- 4) NO paid vacation or paid holidays.

Seconded by Kyle J. Hertzfeld.

Motion Carried.

A. Leslie Disher made a motion that part-time officers shall be paid time and one-half for any legal holidays worked; and, full-time police officers shall be paid double-time for any legal holidays worked. Seconded by Kyle J. Hertzfeld.

Motion Carried.

A. Leslie Disher made a motion that the furnishing of police uniforms is at the police chief's discretion and said uniforms shall remain the property of the Waterville Township Police Department. Seconded by Karen M. Schneider.

Motion Carried.

A. Leslie Disher made a motion to pay Hanifan-Obenauf-Robinson Inc. the sum of \$950.00 per month for the lease of the Waterville Township Police office located at 8245 Farnsworth Road, Suite "B", Waterville, Ohio. Price to be \$950.00 until further notice on a month-to-month basis. Seconded by Kyle J. Hertzfeld.

Motion Carried.

RESOLUTION #2013-05 APPOINTING THE WATERVILLE TOWNSHIP ZONING COMMISSION MEMBERS.

Mr. A. Leslie Disher moved the adoption of the following Resolution #2013-05:

BE IT RESOLVED, by the Board of Trustees of Waterville Township, Lucas County, Ohio, that the following residents of the unincorporated area of the Township of Waterville be appointed as members of the Waterville Township Zoning Commission to serve the designated terms:

- 1) George J. Cole - for the term ending December 31, 2013; and,
- 2) Glenn A. Banas - for the term ending December 31, 2014; and,
- 3) Thomas R. Wardell - for the term ending December 31, 2015; and,
- 4) Rich Hertzfeld - for the term ending December 31, 2016; and,
- 5) Keith A. Moosman - for the term ending December 31, 2017.

Mr. Kyle J. Hertzfeld seconded Resolution #2013-05 and the roll being called upon its adoption, the vote resulted as follows:

| | |
|---------------------|------|
| A. Leslie Disher, | Aye. |
| Kyle J. Hertzfeld, | Aye. |
| Karen M. Schneider, | Aye. |

Adopted January 9, 2013.

Attest: Kay Ann Robertson
 Kay Ann Robertson, Fiscal Officer
 Waterville Township, Lucas County,
 State of Ohio.

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RESOLUTION #2013-06 APPOINTING THE WATERVILLE TOWNSHIP BOARD OF ZONING APPEAL MEMBERS.

Mr. A. Leslie Disher moved the adoption of the following Resolution #2013-06:

BE IT RESOLVED, by the Board of Trustees of Waterville Township, Lucas County, Ohio, that the following residents of the unincorporated area of the Township of Waterville be appointed as members of the Waterville Township Board of Zoning Appeals and to serve the designated five-year terms:

- 1) Robert A. Hertzfeld - for the term ending December 31, 2013; and,
2) Tom Borck - for the term ending December 31, 2014; and,
3) Paul Accettola - for the term ending December 31, 2015; and,
4) Stephen G. Tosh - for the term ending December 31, 2016; and,
5) Bill Burkett - for the term ending December 31, 2017.

Mr. Kyle J. Hertzfeld seconded the Resolution #2013-06 and the roll being called upon its adoption, the vote resulted as follows:

A. Leslie Disher, Aye.
Kyle J. Hertzfeld, Aye.
Karen M. Schneider, Aye.

Adopted January 9, 2013.

Attest: Kay Ann Robertson
Kay Ann Robertson, Fiscal Officer for Waterville Township.

Kyle J. Hertzfeld made a motion that the expense for the Waterville Township Zoning Commission members and the expense for the Waterville Township Zoning Board of Appeal members for each regularly or specially held meeting be \$49.00 (Raised \$2.00 on 1/12/2011) with the exception of the position of chairman of the zoning commission, whose expenses shall be \$64.00 (Also raised in 2011) for each regularly or specially held meeting. The amount paid each member is a reimbursement for expenses incurred and not a wage or salary. Karen M. Schneider seconded the motion.

Motion Carried

A. Leslie Disher made a motion to appoint Eric H. Gay as the zoning inspector for the Township of Waterville for a period of one (1) year with an annual salary of \$10,440.00. Salary is to be paid in twelve (12) equal monthly installments of \$870.00. Seconded by Kyle J. Hertzfeld.

Motion Carried.

Kyle J. Hertzfeld made a motion to appoint James E. Fischer as the property standards officer for the Township of Waterville for a period of one (1) year with an annual salary of \$2,400.00. Salary to be paid in twelve (12) equal monthly installments of \$200.00. Seconded by A. Leslie Disher

Motion Carried.

A. Leslie Disher made a motion to appoint Fiscal Officer Kay Ann Robertson as the secretary for the Waterville Township Zoning Commission and the Waterville Township Board of Zoning Appeals for a period of one (1) year with the following conditions:

- 1) Pay to be \$11.44 per hour. Raised in 2012.
2) Travel expense to be 56.5¢ per mile for official business outside of Waterville Township.

Karen M. Schneider seconded the motion.

Motion Carried.

A. Leslie Disher made a motion to ratify the fire contract with the Village of Whitehouse which began on July 1, 2011 and will end on December 31, 2014. The payment amounts and due dates are as follows:

Table with 2 columns: Year, Amount due on date.
2013 - \$26,010.00 due 1/31/2013, \$26,530.00 due on 6/30/2013.
2014 - \$26,530.00 due 1/31/2014, \$27,060.00 due on 6/30/2014.

Kyle J. Hertzfeld seconded the motion.

Motion Carried.

Kyle J. Hertzfeld made a motion to ratify the fire contract with the City of Waterville which began on February 9, 2010 and will end on December 31, 2014. The payment amounts and due dates are as follows:

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2013 - \$26,530.00 due 1/31/2013
2014 - \$27,060.00 due 1/31/2014
\$26,530.00 due 6/30/2013.
\$27,060.00 due 6/30/2014.

Seconded by Karen M. Schneider.

Motion Carried.

A. Leslie Disher made a motion to appoint Waterville Municipal Fire Chief Steven Parsons as the Fire Prevention Officer for the Waterville Fire District for the year 2013; and, to appoint the Whitehouse Village Fire Chief Daryl Mc Nutt as the Fire Prevention Officer for the Whitehouse Fire District for the year 2013. Seconded by Kyle J. Hertzfeld.

Motion Carried.

Karen S. Schneider made a motion to ratify the waste and recycling services with Waste Management for a period of three years which began on June 1, 2011 and ends on May 31, 2014. Cost per month per unit to be \$7.76 for 550 units which equals \$4,268.00 per month for an every other week unlimited curbside pick up of trash and recycling. Seconded by Kyle J. Hertzfeld.

Motion Carried.

RESOLUTION #2013-07 REQUESTING AN ADVANCE OF TAXES COLLECTED.

Mr. A. Leslie Disher moved the adoption of the following Resolution #2013-07: To the Auditor of Lucas County, Toledo, Ohio:

YOU ARE HEREBY REQUESTED to issue your warrant upon the County Treasurer of said County, in favor of Kay Ann Robertson as Fiscal Officer for Waterville Township in said County for funds as they are available of the current collection of taxes assessed and collected for and in behalf of said Waterville Township which shall be held and treated as an advance payment on the current collection of taxes due said Waterville Township at the ensuing settlement, 2013, as provided by law.

Pursuant to a resolution adopted by the Board of Trustees of Waterville Township adopted January 9, 2013 - Resolution #2013-07.

Mr. Kyle J. Hertzfeld seconded the resolution and the roll being called upon its adoption, the vote resulted as follows:

A. Leslie Disher, Aye.
Kyle J. Hertzfeld, Aye.
Karen M. Schneider, Aye.

Adopted January 9, 2013.

Attest: Kay Ann Robertson
Kay Ann Robertson, Fiscal Officer for the Township of Waterville, Lucas County.

RESOLUTION #2013-08 ADOPTING THE WATERVILLE TOWNSHIP PERMANENT ANNUAL APPROPRIATIONS.

Mr. A. Leslie Disher moved the adoption of the following Resolution #2013-08:

BE IT RESOLVED, by the Board of Trustees of Waterville Township, Lucas County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2013, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during the said fiscal year, as follows:

Table with 3 columns: Code, Description, Amount. Includes rows for Salaries - Trustees (\$28,000.00), Salary - Township Fiscal Officer (17,700.00), Salary - Legal Counsel (30,000.00), Ohio Public Employees Retirement System Medicare (20,000.00), Medical/Hospitalization (2,000.00), Workers' Compensation (30,000.00), Unemployment Compensation (4,000.00), Auditing Services (1,000.00), Uniform Accounting Network Fees (5,000.00), Tax Collection Fees (5,000.00), Election Expense (3,000.00).

continued.....

RECORD OF PROCEEDINGS

1767

Minutes of

Waterville Township Trustees' Organizational

Meeting

DAYTON LEGAL BLANK INC. FORM NO. 10748

Held at 7:30 p.m. at the Waterville Township Hall on January 9, 20 13

Continued:

| | | | |
|-------------------|---|----|--------------------------|
| 1000-110-319-0000 | Other - Professional and Technical Services | \$ | 4,000.00 |
| 1000-110-330-0000 | Travel and Meeting Expense | | 5,000.00 |
| 1000-110-342-0000 | Postage | | 1,000.00 |
| 1000-110-344-0000 | Printing | | 1,000.00 |
| 1000-110-345-0000 | Advertising | | 1,000.00 |
| 1000-110-382-0000 | Liability Insurance Premiums | | 5,000.00 |
| 1000-110-410-0000 | Office Supplies | | 3,000.00 |
| 1000-110-430-0000 | Small Tools and Minor Equipment | | 2,000.00 |
| 1000-110-519-0000 | Other - Dues and Fees | | 2,000.00 |
| 1000-110-591-0000 | Contributions to Other Organizations - Memorial Day | | 100.00 |
| 1000-110-599-0000 | Other - Other Expenses | | 1,579.96 |
| 1000-120-323-0000 | Repairs and Maintenance | | 1,000.00 |
| 1000-120-341-0000 | Telephone | | 1,000.00 |
| 1000-120-351-0000 | Electricity | | 1,000.00 |
| 1000-120-352-0000 | Water and Sewage | | 500.00 |
| 1000-120-353-0000 | Natural Gas | | 2,000.00 |
| 1000-130-111-0000 | Salaries - Trustees | | 5,000.00 |
| 1000-130-190-0000 | Other - Salaries | | 30,000.00 |
| 1000-130-345-0000 | Advertising | | 1,000.00 |
| 1000-130-410-0000 | Office Supplies | | 1,000.00 |
| 1000-130-599-0000 | Other - Other Expenses | | 10,000.00 |
| 1000-240-370-0000 | Payment to Another Subdivision - EMS Charges | | 1,000.00 |
| 1000-310-360-0000 | Contracted Services | | 4,000.00 |
| 1000-330-360-0000 | Contracted Services | | 1,000.00 |
| 1000-330-420-0000 | Operating Supplies | | 100.00 |
| 1000-420-370-0000 | Payment to Another Subdivision - Health Dept. | | 12,000.00 |
| 1000-760-740-0000 | Machinery, Equipment and Furniture | | 1,000.00 |
| 1000-760-750-0000 | Motor Vehicles | | 1,000.00 |
| | | | Fund Total \$ 248,979.96 |
| | 2011 - MOTOR VEHICLE LICENSE TAX FUND - 2011 | | |
| 2011-330-323-0000 | Repairs and Maintenance | \$ | 4,000.00 |
| 2011-330-420-0000 | Operating Supplies | | 3,488.05 |
| 2011-330-430-0000 | Small Tools and Minor Equipment | | 1,000.00 |
| | | | Fund Total \$ 8,488.05 |
| | 2021 - GASOLINE TAX FUND - 2021 | | |
| 2021-330-190-0000 | Other - Salaries | \$ | 35,000.00 |
| 2021-330-211-0000 | Ohio Public Employees Retirement System | | 7,000.00 |
| 2021-330-213-0000 | Medicare | | 1,000.00 |
| 2021-330-221-0000 | Medical/Hospitalization | | 30,000.00 |
| 2021-330-230-0000 | Worker's Compensation | | 2,000.00 |
| 2021-330-323-0000 | Repairs and Maintenance | | 5,000.00 |
| 2021-330-360-0000 | Contracted Services | | 45,000.00 |
| 2021-330-420-0000 | Operating Supplies | | 20,000.00 |
| 2021-330-430-0000 | Small Tools and Minor Equipment | | 5,000.00 |
| 2021-760-740-0000 | Machinery, Equipment and Furniture | | 20,010.47 |
| | | | Fund Total \$ 170,010.47 |
| | 2031 - ROAD AND BRIDGE FUND - 2031 | | |
| 2031-330-111-0000 | Salaries - Trustees | \$ | 5,000.00 |
| 2031-330-190-0000 | Other - Salaries | | 15,000.00 |
| 2031-330-211-0000 | Ohio Public Employees Retirement System | | 5,000.00 |
| 2031-330-213-0000 | Medicare | | 1,000.00 |
| 2031-330-221-0000 | Medical/Hospitalization | | 30,000.00 |
| 2031-330-230-0000 | Worker's Compensation | | 1,000.00 |
| 2031-330-314-0000 | Tax Collection Fees | | 3,000.00 |
| 2031-330-323-0000 | Repairs and Maintenance | | 5,000.00 |
| 2031-330-341-0000 | Telephone | | 1,000.00 |
| 2031-330-345-0000 | Advertising | | 1,000.00 |
| 2031-330-351-0000 | Electricity | | 1,000.00 |
| 2031-330-352-0000 | Water and Sewage | | 3,000.00 |

continuing....

RECORD OF PROCEEDINGS

Minutes of

Waterville Township Trustees' Organizational

Meeting

DAYTON LEGAL BLANK INC. FORM NO. 10146

Held at 7:30 p.m. at the Waterville Township Hall on January 9, 20 13

Continued:

| | | |
|-------------------|---|---------------------------------|
| 2031-330-353-0000 | Natural Gas | |
| 2031-330-360-0000 | Contracted Services | \$ 3,000.00 |
| 2031-330-381-0000 | Property Insurance Premiums | 70,000.00 |
| 2031-330-420-0000 | Operating Supplies | 8,000.00 |
| 2031-330-430-0000 | Small Tools and Minor Equipment | 5,786.97 |
| 2031-760-740-0000 | Machinery, Equipment and Furniture | 5,000.00 |
| 2031-760-750-0000 | Motor Vehicles | 12,000.00 |
| 2031-820-820-0000 | Principal Payments - Notes | 29,000.00 |
| | | 3,000.00 |
| | | <u>Fund Total \$ 206,786.97</u> |
| | 2041 - CEMETERY FUND - 2041 | |
| 2041-410-111-0000 | Salaries - Trustees | |
| 2041-410-190-0000 | Other - Salaries | \$ 4,600.00 |
| 2041-410-211-0000 | Ohio Public Employees Retirement System | 15,000.00 |
| 2041-410-213-0000 | Medicare | 3,000.00 |
| 2041-410-221-0000 | Medical/Hospitalization | 1,000.00 |
| 2041-410-230-0000 | Workers' Compensation | 100.00 |
| 2041-410-323-0000 | Repairs and Maintenance | 500.00 |
| 2041-410-351-0000 | Electricity | 3,000.00 |
| 2041-410-420-0000 | Operating Supplies | 500.00 |
| 2041-410-430-0000 | Small Tools and Minor Equipment | 3,000.00 |
| 2041-410-599-0000 | Other - Other Expenses | 1,200.00 |
| 2041-760-730-0000 | Improvement of Sites | 333.67 |
| 2041-760-740-0000 | Machinery, Equipment and Furniture | 100.00 |
| | | 9,000.00 |
| | | <u>Fund Total \$ 41,333.67</u> |
| | 2071 - GARBAGE AND WASTE DISPOSAL FUND - 2071 | |
| 2071-320-111-0000 | Salaries - Trustees | |
| 2071-320-314-0000 | Tax Collection Fees | \$ 5,000.00 |
| 2071-320-345-0000 | Advertising | 2,500.00 |
| 2071-320-360-0000 | Contracted Services | 200.00 |
| 2071-760-740-0000 | Machinery, Equipment and Furniture | 81,560.27 |
| | | 1,000.00 |
| | | <u>Fund Total \$ 90,260.27</u> |
| | 2081 - POLICE DISTRICT FUND - 2081 | |
| 2081-210-111-0000 | Salaries - Trustees | |
| 2081-210-190-0000 | Other - Salaries | \$ 5,000.00 |
| 2081-210-211-0000 | Ohio Public Employees Retirement System | 168,600.00 |
| 2081-210-213-0000 | Medicare | 25,000.00 |
| 2081-210-221-0000 | Medical/Hospitalization | 2,500.00 |
| 2081-210-230-0000 | Workers' Compensation | 20,000.00 |
| 2081-210-240-0000 | Unemployment Compensation | 4,000.00 |
| 2081-210-314-0000 | Tax Collection Fees | 1,000.00 |
| 2081-210-318-0000 | Training Services | 6,000.00 |
| 2081-210-319-0000 | Other - Professional and Technical Services | 2,000.00 |
| 2081-210-321-0000 | Rents and Leases | 6,000.00 |
| 2081-210-323-0000 | Repairs and Maintenance | 12,500.00 |
| 2081-210-341-0000 | Telephone | 7,000.00 |
| 2081-210-342-0000 | Postage | 2,500.00 |
| 2081-210-345-0000 | Advertising | 300.00 |
| 2081-210-351-0000 | Electricity | 200.00 |
| 2081-210-353-0000 | Natural Gas | 900.00 |
| 2081-210-381-0000 | Property Insurance Premiums | 500.00 |
| 2081-210-382-0000 | Liability Insurance Premiums | 2,000.00 |
| 2081-210-410-0000 | Office Supplies | 4,000.00 |
| 2081-210-420-0000 | Operating Supplies | 2,000.00 |
| 2081-410-430-0000 | Small Tools and Minor Equipment | 36,000.00 |
| 2081-210-599-0000 | Other - Other Expenses | 3,000.00 |
| 2081-760-740-0000 | Machinery, Equipment and Furniture | 1,801.30 |
| 2081-760-750-0000 | Motor Vehicles | 500.00 |
| | | 21,500.00 |
| | | <u>Fund Total \$ 334,801.30</u> |

continued.....

RECORD OF PROCEEDINGS

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Minutes of

Waterville Township Trustees' Organizational

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held at 7:30 p.m. at the Waterville Township Hall on January 9, 20 13

Continued:

| | | |
|--|---|------------------------|
| | 2111 - FIRE DISTRICT FUND - 2111 | |
| 2111-220-111-0000 | Salaries - Trustees | \$ 5,000.00 |
| 2111-220-314-0000 | Tax Collection Fees | 3,000.00 |
| 2111-220-345-0000 | Advertising | 598.90 |
| 2111-220-370-0000 | Payment to Another Subdivision - Fire Contracts | 227,500.00 |
| | Fund Total \$ | 236,098.90 |
| | 2231 - PERMISSIVE LICENSE TAX FUND - 2231 | |
| 2231-330-420-0000 | Operating Supplies | \$ 7,560.44 |
| 2231-330-430-0000 | Small Tools and Minor Equipment | 5,000.00 |
| | Fund Total \$ | 12,560.44 |
| | 2261 - LAW ENFORCEMENT TRUST FUND - 2261 | |
| 2261-210-599-0000 | Other - Other Expenses | \$ 720.00 |
| | Fund Total \$ | 720.00 |
| | 2271 - ENFORCEMENT AND EDUCATION FUND - 2271 | |
| 2271-210-599-0000 | Other - Other Expenses | \$ 470.27 |
| | Fund Total \$ | 470.27 |
| | 2401 - STREET LIGHTING FUND - 2401 | |
| 2401-310-314-0000 | Tax Collection Fees | \$ 1,000.00 |
| 2401-310-360-0000 | Contracted Services | 7,944.30 |
| | Fund Total \$ | 8,944.30 |
| | 2901 - D.A.R.E. FUND - 2901 | |
| 2901-290-190-0000 | Other - Salaries | \$ 5,200.00 |
| 2901-290-321-0000 | Rents and Leases | 50.00 |
| 2901-290-342-0000 | Postage | 50.00 |
| 2901-290-410-0000 | Office Supplies | 100.00 |
| 2901-290-420-0000 | Operating Supplies | 100.00 |
| 2901-290-599-0000 | Other - Other Expenses | 38.76 |
| | Fund Total \$ | 5,538.76 |
| | 4401 - PUBLIC WORKS COMMISSION FUND - 4401 | |
| 4401-760-790-0000 | Other - Capital Outlay | \$ 100.00 |
| 4401-820-820-0000 | Principal Payments - Notes | 5,881.95 |
| | Fund Total \$ | 5,981.95 |
| FUND RECAPITULATION: | | |
| 1000 - General Fund | | \$ 248,979.96 |
| 2011 - Motor Vehicle License Tax Fund | | 8,488.05 |
| 2021 - Gasoline Tax Fund | | 170,010.47 |
| 2031 - Road and Bridge Fund | | 206,786.97 |
| 2041 - Cemetery Fund | | 41,333.67 |
| 2071 - Garbage and Waste Disposal District Fund | | 90,260.27 |
| 2081 - Police District Fund | | 334,801.30 |
| 2111 - Fire District Fund | | 236,098.90 |
| 2231 - Permissive Motor Vehicle License Tax Fund | | 12,560.44 |
| 2261 - Law Enforcement Trust Fund | | 720.00 |
| 2271 - Law Enforcement and Education Fund | | 470.27 |
| 2401 - Street Lighting Fund | | 8,944.30 |
| 2901 - Drug Abuse Resistance Education Fund | | 5,538.76 |
| 4401 - Ohio Public Works Commission Fund | | 5,981.95 |
| | GRAND TOTAL ALL FUNDS | \$ 1,370,975.31 |

Mr. Kyle J. Hertzfeld seconded the resolution and the roll being called upon its adoption, the vote resulted as follows:

| | |
|---------------------|------|
| A. Leslie Disher, | Aye. |
| Kyle J. Hertzfeld, | Aye. |
| Karen M. Schneider, | Aye. |

continued.....

RECORD OF PROCEEDINGS

Minutes of

Waterville Township Trustees' Organizational

Meeting

DAYTON LEGAL BLANKS, INC., FORM NO. 10148

Held at 7:30 p.m. at the Waterville Township Hall on January 9, 20 13

Continued:

Adopted January 9, 2013.

Attest: Kay Ann Robertson
Kay Ann Robertson, Fiscal Officer
Waterville Township, Lucas County.

This concludes the organizational portion of the meeting.

MINUTES:

The minutes for the December 26, 2012, meeting had been prepared by Fiscal Officer Kay Ann Robertson and sent to each trustee prior to the meeting:

A. Leslie Disher made a motion to dispense with the reading of the minutes of the December 26, 2012, meeting and to approve the minutes with no additions, deletions and/or corrections. Seconded by Kyle J. Hertzfeld.

Motion Carried.

COMMENTS:

As in years past, the trustees decided to divide up responsibilities for the township so the township residents would know who to call if a problem arose:

- | | |
|-----------------|----------------------------|
| Les Disher | Police and Fire |
| Kyle Hertzfeld | Roads and Cemeteries |
| Karen Schneider | Zoning and Trash/Recycling |

EXECUTIVE SESSION:

None.

ADJOURNMENT:

There being no further business to come before this Board, Kyle J. Hertzfeld made a motion to adjourn. Seconded by A. Leslie Disher.

Motion Carried.

Adjourned at 8:33 p.m.

Attest: Kay Ann Robertson

Trustees: Les Disher
Kyle Hertzfeld
Karen Schneider