

Waterville Township Trustees' Organizational Meeting

5:00 p.m. at the Waterville Township Hall on January 7, 2016

Chairman Les Disher - Present
Vice-Chairman Karen Schneider - Present
Trustee Kyle Hertzfeld - Present
Fiscal Officer Renee Hertzfeld - Present
Solicitor Dawn Sanderson – Present

Others in attendance: Karen Gerhardinger and David Robenstine

Les Disher called the meeting to order at 5:00 p.m. and those in attendance recited the Pledge of Allegiance.

Roll call: All trustees present.

The agenda was presented. Les Disher made a motion to approve the agenda. Seconded by Kyle Hertzfeld. Motion carried

Kyle Hertzfeld made a motion to elect Les Disher as Chairman for the year 2016. Seconded by Karen Schneider. Motion carried

Les Disher made a motion to elect Karen Schneider as Vice-Chairman for the year 2016. Seconded by Kyle Hertzfeld. Motion carried

Les Disher made a motion to adopt the Elected Officials Salary Policy per Ohio Revides Code 505.24 and 507.09. Seconded by Karen Schneider. Motion carried

Karen Schneider made a motion to hold the regular meetings of the Waterville Board of Trustees on the fourth Wednesday of every month, except November and December. Seconded by Les Disher. Motion carried.

Kyle Hertzfeld made a motion to reimburse elected officials and employees of Waterville Township for business related mileage expenses at the 2016 IRS approved rate, currently of fifty-four cents per mile. Seconded by Karen Schneider. Motion carried.

Resolution 2016-1 was presented. Les Disher made a motion to appoint Dawn Sanderson as the Law Director for the Township and approve the contract as provided. Seconded by Karen Schneider. Motion carried.

Resolution 2016-2 was presented. Les Disher made a motion to adopt the health insurance premiums as presented. Seconded by Kyle Hertzfeld. Motion carried.

Les Disher made a motion to accept the inventory, trustee meeting, credit card, investment and public record policies already adopted in prior years. Seconded by Kyle Hertzfeld. Motion carried.

Fiscal Officer Renee Hertzfeld presented the current wages of employees of Waterville Township. Discussion ensued between the Trustees in regards to wages.

Karen Schneider presented a letter from James Fischer expressing interest in the Zoning Inspector's position if that position should become available. Karen Schneider made a motion to appoint James Fischer to the Zoning Inspector position. Discussion ensued between the Trustees regarding this motion.

Kyle Hertzfeld made a motion to appoint Eric Gay as the Zoning Inspector for Waterville Township. Seconded by Les Disher.

Les Disher Yes
Kyle Hertzfeld Yes
Karen Schneider No
Motion carried.

Les Disher made a motion to change the salary for the Zoning Inspector to \$5200 per year. Seconded by Karen Schneider. Motion carried.

Karen Schneider made a motion to change the salary for the Property Standards Officer/Assistant Zoning Administrator to \$1200 per year. Seconded by Kyle Hertzfeld. Motion carried.

Karen Schneider made a motion to change the rate of pay for the Zoning Secretary from \$11.67 per hour to \$12.67 per hour. Seconded by Les Disher. Motion carried.

Fiscal Officer Renee Hertzfeld asked the Trustees if anyone had spoken to Thomas Wardell and Joe Beck in regards to their desires to be reappointed to the Zoning Commission and the Zoning Appeal Board. No one had spoken to either of them. Karen Schneider stated that she would speak with both of them and report on this situation at the next meeting.

The Fiscal Officer presented a listing of the paid holidays for full time employees. Discussion ensued regarding the paid holidays. No changes to these holidays as they are federal holidays.

The Fiscal Officer asked if any changes need to be made to the Police Department lease or uniform policy. The Trustees would like to discuss this with Chief Bingham.

Les Disher made a motion to appoint Patrick Wambo as Fire Safety Officer of the Waterville District. Seconded by Kyle Hertzfeld. Motion carried.

Les Disher made a motion to appoint Daryl McNutt as Fire Safety Officer of the Whitehouse District. Seconded by Kyle Hertzfeld. Motion carried.

The Fiscal Officer recommended that an individual blanket certificate up to \$10,000.00 be permitted to be opened during the year 2016 pending enough funds in that particular appropriation. A motion was made by Karen Schneider and seconded by Kyle Hertzfeld to allow a blanket certificate to be opened at a maximum amount of \$10,000.00 for the year 2016 pending enough funds in that appropriation to be encumbered. Motion carried.

The Fiscal Officer presented the initial blanket certificates and purchase orders for bill payment. Additional blanket certificates and purchase orders will be created as needed.

The Fiscal Officer introduced David Robenstine, Visiting Clerk. David gave summary of his experience.

David Robenstine gave update on the following:

W2's are printed, year-end report has been filed with the state, UAN is up and running for 2016, and withholdings are done.

Reviewed the 2015 appropriations, income and monies spent.

Reviewed fund status, revenue budget, revenue status and appropriation status reports.

Explained how the 2016 appropriations were determined using the 2015 data.

Resolution 2016-3 was presented. Kyle Hertzfeld made a motion for the adoption of the Annual Appropriation Resolution for the fiscal year ending December 31, 2016. Seconded by Karen Schneider. Motion carried.

Kyle Hertzfeld made a motion to approve the reasonable expenses of the Trustees and Fiscal Officer while attending the convention of the Ohio Township Association. Seconded by Les Disher. Motion carried.

The Fiscal Officer notified the Trustees that an ad will be run in The Mirror stating that the Year End Report has been filed.

The Fiscal Officer notified the Trustees that the bonds will be renewed.

Discussion about the Ohio Township Annual Dinner occurred. The dinner is January 15th at the Pinnacle in Maumee. RSVP to Monclova Township by January 12th, fees can be paid at the door.

The Fiscal Officer informed the Trustees that she will be moving her office out of the police department to her home when convenient.

Karen Schneider informed the Trustees that she is looking at the Township's insurance policy and agents. She will give an update at the next meeting.

Next meeting: January 20, 2016

Kyle Hertzfeld made a motion to adjourn the meeting. Seconded by Karen Schneider. All in favor of adjournment.
Meeting was adjourned at 8:22 p.m.

Attest: _____

Trustees: _____
