

## Waterville Township Trustees' Organizational Meeting

5:00 p.m. at the Waterville Township Hall on January 10, 2017

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

Others in attendance: Karen Gerhardinger

Karen Schneider called the meeting to order at 5:02 p.m. and those in attendance recited the Pledge of Allegiance.

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

Kyle Hertzfeld made a motion to elect Keith Moosman as Chairman of the Board for the year 2017. Seconded by Karen Schneider. Motion carried

Karen Schneider made a motion to elect Kyle Hertzfeld as Vice-Chairman for the year 2017. Seconded by Keith Moosman. Motion carried

Keith Moosman made a motion to have the monthly salaries of Trustees Hertzfeld, Moosman and Schneider along with Fiscal Officer Hertzfeld taken from funds other than the General Fund in accordance with the monthly certification procedures allowed by the Auditor of State and in accordance with 2017 permanent appropriations. Seconded by Kyle Hertzfeld. Motion carried

Keith Moosman made a motion to hold the regular meetings of the Waterville Township Board of Trustees on the fourth Wednesday of each month, except where conflict exists, beginning at 6:30 pm at the Waterville Township Hall. Any changes to the meeting date will be posted on the door and on the website. Seconded by Karen Schneider. Motion carried.

Keith Moosman made a motion to reimburse elected officials and employees of Waterville Township for business related mileage expenses at the 2017 IRS approved rate, currently of fifty-three and one-half cents per mile. Seconded by Kyle Hertzfeld. 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. Karen Schneider seconded. Motion carried.

Karen Schneider made a motion to appoint Dawn Sanderson as Township Law Director and to approve the provided contract for the year 2017. Kyle Hertzfeld seconded. Motion carried.

Keith Moosman made a motion to approve the payment of health insurance premiums for the Trustees, Fiscal Officer and full-time employees of Waterville Township. The spousal carve out is to remain in effect as in prior years. Keith Moosman seconded. Motion carried.

The following 2017 Appointments were discussed:

**Road/Cemetery Dept.**

Richard Ludwig  
Ricardo Artiaga

**Zoning Dept.**

Eric Gay – Zoning Administrator  
Jennifer Bingham – Zoning Secretary

**Zoning Board**

Glenn Banas (12/31/2019)  
William Burkett (12/31/2018)  
James Fischer (12/31/2017)  
Richard Hertzfeld (12/31/2021)  
Thomas Wardell (12/31/2020)

**Zoning Board of Appeals**

Joseph Beck  
Ronald Pittman  
Eileen Sullivan

**Fire**

Patrick Wambo – Waterville District  
Josh Hartbarger – Whitehouse District

Keith Moosman made a motion to approve the above appointments for the year 2017. Kyle Hertzfeld seconded. Motion carried.

The wages for the following employees were discussed:

Richard Ludwig – Currently \$18.55/hour, raised to \$18.74/hour  
Ricardo Artiaga – Currently \$10.50 /hour, raised to \$11.03/hour  
Both Ricardo Artiaga and Richard Ludwig will be paid 8 hours for all legal holidays.  
Overtime will be paid after working 40 hours per week, Monday through Friday.  
Overtime (time and one-half) will be paid for Saturdays, Sundays and Holidays.  
Eric Gay – Current salary = \$5200/year, no change  
Jennifer Bingham – Current pay \$12.67/hour, no change  
Zoning Board Chairman – Current pay = \$64/meeting, no change  
Zoning Board – Current pay = \$49/meeting, no change  
Zoning Board of Appeals - \$49/meeting, no change

Keith Moosman made a motion approving the above wages for the year 2017. Kyle Hertzfeld seconded. Motion carried.

The Fiscal Officer reviewed the financial reports, including the fund status, revenue status, appropriation status. The December 2016 month end reports were presented along with the Signature Page. Discussion ensued regarding the reports presented.

Based on year end fund balances and the Certificate of the Sources Available for Expenditures, and Balances the Fiscal Officer presented permanent appropriations for 2017 as follows:

1000 General Fund	\$153,300.00
2011 Motor Vehicle License Fund	\$5,000.00
2020 Gas Tax Fund	\$300,000.00
2031 Road & Bridge Fund	\$129,500.00
2041 Cemetery Fund	\$42,350.00
2071 Garbage/Waste	\$88,500.00
2081 Police Fund	\$628,200.00
2111 Fire Fund	\$127,000.00
2231 Permissive Fund	\$9,000.00
2261 Law Enforcement Trust Fund	\$300.00
2271 Enforcement/Education Fund	\$400.00
2401 Lighting Districts Fund	\$10,000.00
2901 Dare Fund	\$1600.00
4401 Public Works Fund	\$703,900.00
Total	\$2,199,050.00

Roll call: KS Yes

KH Yes

KM Yes

The Fiscal Officer recommended that an individual blanket certificate up to \$10,000.00 be permitted to be opened during the year 2017 pending enough funds in that particular appropriation. A motion was made by Karen Schneider to allow a blanket certificate to be opened at a maximum amount of \$10,000.00 for the year 2017 pending enough funds in that appropriation to be encumbered. Seconded by Kyle Hertzfeld. Motion carried.

The Fiscal Officer presented the initial 2017 blanket certificates and purchase orders.

The Fiscal Officer notified the Trustees that an ad in the Mirror will be run when the 2016 Year End Report has been filed.

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

Solicitor Sanderson presented records retention procedures for review by each department within the township. Discussion of records retention procedures to resume at the next regular meeting.

Karen Schneider made a motion to enter Executive Session to discuss pending litigation at 6:00 pm. Seconded by Kyle Hertzfeld.

Roll call: KS Yes                      KH Yes                      KM Yes

Keith Moosman made a motion to exit Executive Session at 6:20 pm. Karen Schneider seconded.

Roll call: KS Yes                      KH Yes                      KM Yes

Karen Schneider made a motion to return to the regular meeting at 6:20 pm. Seconded by Keith Moosman.

Roll call: KS Yes                      KH Yes                      KM Yes

There being no further business to discuss, a motion to adjourn was made by Keith Moosman at 6:21 pm. Seconded by Karen Schneider. Motion carried.

Attest: \_\_\_\_\_

Trustees: \_\_\_\_\_

\_\_\_\_\_

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