

**RECORD OF PROCEEDINGS**  
Waterville Township Special Trustees' Meeting

Held at: 6:30 P.M. at the Waterville Township Hall on November 29, 2017.

OFFICIALS:

Chair - Keith Moosman - Present  
Vice Chair - Kyle J. Hertzfeld – Present  
Trustee - Karen M. Schneider – Present  
Law Director Dawn E. Sanderson – Present  
Police Chief Richard Bingham – Present  
Fiscal Officer Renee Hertzfeld – Present

PLEDGE OF ALLEGIENCE:

Keith Moosman called the meeting to order at 6:30 p.m. All those present were asked to join Keith Moosman in reciting the Pledge of Allegiance.

GUESTS:

James E. Fischer  
Eileen Sullivan  
Duke Wheeler  
Karen Gerhardinger  
Pat Wambo  
Jennifer Bingham  
Shaun Wittmer  
Bill Walborn

AGENDA:

The Agenda was approved by Kyle Hertzfeld and seconded by Keith Moosman. Motion Carried.

1. Public Comments:

Guest Eileen Sullivan – As chair of the Board of Zoning Appeals, she noted that Kirk Hester was absent without excuse and therefore, his seat on the board needed to be filled.

It was asked of the Board if they knew off the top of the heads what are the terms for the current board members including recent appointees. The Board responded appointment of:

Mr. Bruce (Borck) – 2019

Mr. Siedner (Hester) – 2017

Sullivan – 2018

And it seemed important to Ms. Sullivan to have the terms posted on the website; She asked for further clarification on the township standard practice for approving meeting minutes and then having those minutes posted to the website.

2. MINUTES:

Dispense with reading and approve minutes of October 25, 2017 Regular Meeting, moved to approve by Kyle Hertzfeld and seconded by Karen Schneider. Motion Carried.

Dispense with reading and approve minutes of November 6, 2017 Special Meeting, changes submitted by Renee Hertzfeld. Move to approve subject recommended changes by Karen Schneider and seconded by Kyle Hertzfeld. Motion Carried.

3. Fiscal Officer's Report – Fiscal Officer provided the following documents for the Board:

- 1) Signature page and reports for October ready for Trustees
- 2) Payroll Certifications – for Board Chair's signature
- 3) Purchase Orders/Blanket Certificates – approval and signatures needed
- 4) Whitehouse Cemetery Deeds – signatures needed
- 5) Minute book updated and ready for signatures

Requested the Board's approval for Amending Permanent Appropriations in General Fund From \$153,300 to \$184,600

Moved to approve by Karen Schneider and seconded by Keith Moosman. Motion carried.

Requested the Board's approval Supplemental Appropriation in Gas Tax Fund for Payment of Noward Road Invoices from \$300,000 to \$400,000.

An Amended Certificate has been requested from the Lucas County Auditor's Office.

Moved to approve by Kyle Hertzfeld and seconded by Karen Schneider. Motion carried.

Requested the Board's approval Supplemental Appropriation to pay additional lease payment on K-9 vehicle funds to be used are from donations obtained through the K-9 fundraisers.

Moved to approve by Kyle Hertzfeld and seconded by Karen Schneider. Motion carried.

#### 4. Warrants:

Requested the Board's approval for payments of Warrants

Moved to approve by Keith Moosman and seconded by Kyle Hertzfeld. Motion carried.

#### 5. Reports:

##### A. Police:

- a) COPS Fast Grant Update – Denied the Grant; only four (4) received in the entire state; no grants received in Northwest Ohio.
- b) Byrne Grant Update – No word yet, possibly delayed until after the first of the year.

##### B. Police Chief made request to create a Full Time Officer:

Officer S. Wittmer – presented payroll and benefits analysis to Trustees.

Part time costs approximately \$2,000 more than one (1) additional full time officer.

Spreadsheet sheet regarding benefits, including OPERS, Medicare, etc.

No questions - Kyle Hertzfeld or Karen Schneider.

No additional pre-employment testing will be required since hiring from within department.

Trustee Schneider moved to approve hiring full time officer with start date February 1, 2018 – February 15, 2018. Rate of pay \$15.50 (Tier II). Seconded by Trustee Moosman. Motion carried.  
Brian\_Biejagski – full time status.

C. Sergeant Position:

Spreadsheet presented by Officer Witmer included the calculations for adding a sergeant position with pay increase. The need for the position is due to an increase in incidents in the area, vacation by chief, training. Annual costs approximately \$3,500 in wages.

Keith Moosman: How many qualify if hiring from within department: Two (2) eligible.

Shaun Wittmer: Lexipro gives guidance on policy and procedures.

Richard Bingham: Training opportunities available to assist the transition into supervisory role.

Karen Schneider: Agrees there is a need in the department.

Motion approving creation of sergeant position, starting date will be after interview(s). Pay rate will increase \$1.50 that of the current officer.

Approved by Karen Schneider and seconded by Kyle Hertzfeld. Motion Carried.

D. Roads/Cemeteries:

Kyle Hertzfeld:

Noward Road project is almost done.

Called Crestline two times regarding fence. No progress.

Homeowner considering taking Crestline to Small Claims Court.

Drainage issue has been taken care of. Concrete may be able to be done yet this year, depending on the contractor's availability.

Stone to be laid on Wilson property.

E. Refuse:

Karen Schneider:

Nothing.

Leaves are being picked up. Information is included in the newsletter along with updates on the website.

F. Zoning: Inspector absent

Trustee Moosman invited comments regarding Zoning Commission Board from Jim Fischer: Advised that the ZCB members are to "up to chapter 9 in book" referring to the Zoning Resolution. The Board is regularly meeting to review and rewrite the Zoning Resolution to clean up inconsistencies and add clarity for a more user friendly read.

Looking at language regarding small vs. large animals – further research to be done. Making changes to small animal regulations and the size of lots; particular concern is being given to

accommodate FFA and 4-H members.

Will contact John Widmer next month for status update and when he will be able to review the book and offer his formatting recommendations..

Tiny houses language – will rely on John Widmer for guidance.

G. Property Standards: Bob Long absent

6. Solicitor's Report:

- a) Records Retention Schedule to be adopted as provided by Law Director.  
Moved to approve by Karen Schneider and seconded by Kyle Hertzfeld. Motion Carried.

- b) Public Records Policy

Kyle Hertzfeld: An internal PRR form used in Providence Twp. was presented; Hertzfeld questioned how requests can be made and the Law Director explained that by statute, ANY format must be responded to whether written, verbal, electronically.

Resolution 16 - 2017 Moved to approve adoption of Public Records Policy as presented by Keith Moosman and seconded by Karen Schneider.

Roll Call: Keith Moosman Kyle Hertzfeld Karen Schneider

7. Other/Correspondence:

Next meeting December 27, 2017.

Renee Hertzfeld:

The 2015-2016 Audit will be over budget as a result of under estimating by the Auditor's office due to "complaints (unspecified) have been made against the township" so additional work and time spent was necessary. Additional cost to the township is approximately \$2,200.

Purchase order for payment of the balance of the Noward Road project has been prepared. There should be not be any issues making this payment to Crestline.

Reported the estimated carry-over balances and anticipated revenue for 2018 has been taken care of and sent to the Auditor's office.

Invoices received and due in December have been paid to assist during the transition period. This also includes the January rent payment for the Police Department.

All checks received to date have been deposited.

8. Trustee Reports:

Keith Moosman: Thanked Renee Hertzfeld for her work as Fiscal Officer.

Paul Thornton email (Toledo Edison) regarding programs to help residents in need of help, will leave email on table.

Kyle Hertzfeld: Thanked Renee for her work as Fiscal Officer; he was there to see all the nights that she was working on township business at 2:00 in the morning and does believe anyone can really know the time and effort the position takes.

Karen Schneider:

Thanked the Renee Hertzfeld for her time and efforts as Fiscal Officer for the Township; recognizing that she had moved Fiscal Officer position into the 21<sup>st</sup> Century with computerizing much of the work and responsibilities; the hours spent and the sacrifice made by her and her family for the benefit of the Township.

Nexus information in newsletter and posted on the website.

Special meeting after December 4, 2017 to review applications and make decision on new fiscal officer appointment.

Confirmed with Fiscal Officer that payment has been made to Lawrence Graphics.

In regard to Health Insurance Coverage to elected Township Officials, due to a decrease in tax revenue and increase in legal costs and litigation costs to the Township due to Duke Wheeler's lawsuits, the Trustees should find a way to decrease cost to the Township. In the best interest of Waterville Township, Schneider recommended that all elected officials who elect to participate in the Township's health care plan may do so at his or her own cost - - that is, reimbursing the Township for health care premiums which is one of the largest single expenses incurred by the Township. She further recommended such action to be effective immediately.

Kyle Hertzfeld: Would like to more time to look at all the options.

Keith Moosman: Concurred that it could be talked about at another meeting.

Topic tabled until next month.

Trustee Schneider recognized the need for direction from the county prosecutor for conducting township board meetings and the exchange of information with litigation counsel due to the inherent conflict of interest of incoming board member Duke Wheeler, since he is the plaintiff suing the Township.

Trustees Moosman and Hertzfeld nodded in acknowledgement.

Schneider received a phone call from River Road Resident regarding building a barn and referred to Zoning Inspector Eric Gay.

On December 9, 2017 the Police Department will host open house from 10am – 1pm with light refreshments.

ADJOURNMENT:

Karen Schneider made a motion to adjourn. Seconded by Kyle Hertzfeld. Motion carried.

Adjourned at 8:03 p.m.

Notes taken by Renee Hertzfeld.

Transcribed by Stacie Knapp, not in attendance at this meeting.