

## RECORD OF PROCEEDINGS

### Waterville Township Trustees' Organizational Meeting

Held at: 6:30 P.M. at the Waterville Township Hall on January 3, 2018.

#### **OFFICIALS:**

Trustee - Kyle J. Hertzfeld – Present  
Trustee – Brett Warner – Present  
Trustee – Duke Wheeler - Present  
Fiscal Officer Jennifer Bingham – Present

#### **PLEDGE OF ALLEGIANCE:**

**Kyle Hertzfeld** called the meeting to order at 6:30 p.m. All those present were asked to join **Mr. Hertzfeld** in reciting the Pledge of Allegiance.

#### **GUESTS:**

Brian Beigajski	John Gouttire	Eileen Sullivan
James Fischer	Mac Henry	William Walborn
Karen Gerhardinger	Karen Schneider	Shaun Wittmer

#### **AGENDA**

**Kyle Hertzfeld** made a motion to approve the Agenda for the January 3, 2018 meeting. Seconded by **Brett Warner**.

#### **BOND APPROVAL OF TRUSTEES**

**Richard Wheeler** made a motion to accept the bond of Trustees, Kyle Hertzfeld, Brett Warner and Richard Wheeler, each and are bound unto the Board of Trustees of Waterville Township, Lucas County, State of Ohio. Seconded by **Mr. Warner**. Motion carried.

#### **2018 ORGANIZATIONAL MEETING**

##### **Chair, Waterville Township Board of Trustees**

Fiscal Officer, Jennifer Bingham, began the Organizational portion of the meeting by calling for the Nomination of Chair, Waterville Township Board of Trustees. **Mr. Wheeler** made a motion to nominate Brett Warner as Chair of the Board of Trustees of Waterville Township, Lucas County, for the year 2018. Seconded by **Mr. Hertzfeld**. Motion carried.

##### **Vice-Chair, Waterville Township Board of Trustees**

**Mr. Wheeler** made a motion to nominate Kyle Hertzfeld as Vice-Chair of the Board of Trustees of Waterville Township, Lucas County, for the year 2018. Seconded by **Mr. Warner**. Motion carried.

##### **Payment of Elected Officials**

**Mr. Hertzfeld** made a motion that the Waterville Township Trustees adopt a policy for 2018 that the annual salaries of the Trustees and the Fiscal Officer shall be paid in twelve (12) equal monthly installments. The amount per diem for the Trustees and the Fiscal Officer's salary are based on the 2018 Amendment Certificate of Estimated Resources from the Lucas County Auditor's Office. Seconded by **Mr. Warner**. Motion carried.

### **Schedule of 2018 Regular Board of Trustee Meetings**

**Mr. Hertzfeld** made a motion to hold regularly scheduled Board of Trustees meetings on the fourth Wednesday of the month, except where conflict exists, beginning at 7:00 p.m. at the Waterville Township Hall. Any changes to the meeting date will be posted on the door and the Township website. Seconded by **Mr. Wheeler**. Motion carried.

### **2018 Township Department Inventories**

The Waterville Township Trustees and department heads will need to conduct their 2018 Annual Inventory on the second Monday in January (01/08/2018) as set forth in the ORC §505.24 and a copy of the 2018 Waterville Township Inventory shall be filed with the Lucas County Engineer's Office. **Ms. Bingham** asked which Trustees would be responsible for the oversight of which departments to assist in facilitating the inventory process.

The Trustees discussed if there was a need to assign responsibilities as well as the pros and cons of having such delegation of duties. Following discussion, it was decided that the Trustees would share responsibilities equally for all Township departments.

**Ms. Bingham** reviewed with the Trustees the monthly payroll certification form and each Trustee will need to complete and submit by the 20<sup>th</sup> of each month.

### **Appointment of Township Law Director**

**Ms. Bingham** stated the Township is currently without a Law Director. The prior Law Director submitted a notice of resignation effective December 11, 2017. **Mr. Warner** stated he had spoken with John Borrell with the Lucas County Prosecutor's Office, and the Prosecutor's Office is able to provide assistance to Townships, by statute, however there is some comfort in knowing that there is legal representation for the Township in attendance at Township meetings and to provide guidance that the Prosecutor's Office may not be able to provide. **Mr. Hertzfeld** recommended posting an advertisement of interest in The Mirror and on the Township Website. **Mr. Warner** motioned that the appointment of the Township Law Director be tabled until further discussion on how best to proceed. **Mr. Hertzfeld** seconded. Motion carried.

### **Meeting Notice Policy**

**Ms. Bingham** read aloud the Waterville Township Board of Trustees' Resolution 2012-01, the Establishment of a Reasonable Method. Resolution 2012-01 established guidelines for written meeting notice policy pursuant to ORC §121.22(F) whereby any person may determine the time, date and place of all regularly scheduled meetings and special meetings. The policy is on file in the office of the Fiscal Officer of said Township of Waterville, Lucas County.

### **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/Vacation Policy adopted 11/28/2007 and filed at the office of the Fiscal Officer of Waterville Township. Compensation for sick leave is capped at 700 hours.

In regards to earning of Vacation Time, the following applies:

- After 1 year of service 1 week
- After 2 years of service 2 weeks
- After 7 years of service 3 weeks
- After 15 years of service 4 weeks
- After 20 years of service 5 weeks

**Mileage Reimbursement Rate (Outside of Township)**

**Mr. Warner** made a motion that the mileage for travel outside of the Township of Waterville on official business be 0.545 per mile recommended by the Internal Revenue Service. Seconded by **Mr. Hertzfeld**. Motion carried.

**Appointment of Township Personnel**

**Mr. Wheeler** made a motion to make no change to personnel pay during the 2018 year, except as stipulated in the police department's steps as established. Seconded by **Mr. Hertzfeld**. Motion carried.

**Appointment of Zoning Inspector**

**Mr. Warner** made a motion to appoint Eric Gay as the Zoning Inspector of Waterville Township for a period of one (1) year. The Zoning Inspector's annual salary shall be \$5,200 paid in twelve equal monthly installments. Seconded by **Mr. Wheeler**. Motion carried.

**Appointment of Property Standards Officer**

**Mr. Warner** made a motion to appoint Robert Long as the Property Standards Officer of Waterville Township for a period of one (1) year. The Zoning Property Standards Officer's annual salary shall be \$1,200 paid in twelve equal monthly installments. Seconded by **Mr. Wheeler**. Motion carried.

**Appointment of Zoning Secretary**

**Mr. Warner** made a motion to appoint Jennifer Bingham as the Secretary for the Waterville Township Zoning Commission and Zoning Board of Appeals for a period of one (1) year. The Secretary's hourly rate shall be \$12.67/hr. paid upon receipt of documentation supporting work performed. Seconded by **Mr. Wheeler**. Motion carried.

**RESOLUTION #2018-01 APPOINTING THE WATERVILLE  
TOWNSHIP ZONING COMMISSION MEMBERS**

**Mr. Warner** moved the adoption of the following Resolution 2018-01

**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 five (5) year terms:

1. William Burkett, term expiring on December 31, 2018
2. Glenn Banas, term expiring on December 31, 2019
3. Thomas Wardell, term expiring on December 31, 2020
4. Richard Hertzfeld, term expiring on December 31, 2021
5. James Fischer, term expiring on December 31, 2022

The following resident of the unincorporated area of the Township be appointed as an alternate member of the Waterville Township Zoning Commission to serve the designated one (1) year term:

1. Michelle Hayes, term expiring on December 31, 2018

Members of the Zoning Commission shall be paid at a rate of \$64.00 for the Chair and \$49.00 for all other members for each Zoning Commission meeting attended during 2018.

**Mr. Wheeler** seconded Resolution #2018-01 and the roll being called upon its adoption, the vote resulted as follows:

Kyle Hertzfeld, Yes  
Brett Warner, Yes  
Richard Wheeler, Yes

Adopted January 3, 2018

Attest:

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Jennifer Bingham, Fiscal Officer  
Waterville Township

**RESOLUTION #2018-02 APPOINTING THE WATERVILLE  
TOWNSHIP ZONING BOARD OF APPEALS MEMBERS**

**Mr. Hertzfeld** moved the adoption of the following Resolution 2018-02

**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 Board of Appeals to serve the designated five (5) year terms:

1. Eileen Sullivan, term expiring on December 31, 2018
2. Robert Bryce, term expiring on December 31, 2019
3. Joseph Beck, term expiring on December 31, 2020
4. Ronald Pittman, term expiring on December 31, 2021
5. Roy Sidener, term expiring on December 31, 2022

Members of the Zoning Board of Appeals shall be paid at a rate of \$ \$49.00 for all other members for each Zoning Board of Appeal meeting attended during 2018.

**Mr. Wheeler** seconded Resolution #2018-02 and the roll being called upon its adoption, the vote resulted as follows:

Kyle Hertzfeld, Yes  
Brett Warner, Yes  
Richard Wheeler, Yes

Adopted January 3, 2018

Attest:

s/s/Jennifer Bingham  
Jennifer Bingham, Fiscal Officer  
Waterville Township

### **Appointment of Fire Prevention Officers**

**Mr. Wheeler** made a motion to appoint The City of Waterville Fire Chief, Patrick Wambo as the Fire Prevention Officer for the Waterville Fire District for the 2018 year; and to appoint The Village of Whitehouse Fire Chief, Joshua Hartbarger as the Fire Prevention Officer for the Waterville Fire District for the 2018 year. Seconded by **Mr. Warner**. Motion carried.

This concludes the organizational portion of the meeting.

### **PUBLIC COMMENTS**

Chair, Mr. Warner welcomed the guests in attendance and asked if there were any Public Comments.

**James Fischer** wanted to bring to the attention of the Trustees, that the Zoning Commission has been working on reorganization of the Township's Zoning Resolution. The previous Board of Trustees had authorized the engagement of John Widmer, a retired public planner to assist with the Zoning Resolution reorganization. Mr. Widmer, was consulted by the Township to assist with zoning changes that were adopted in relation to the Nexus pipeline and pump station. Waterville Township was the first township in Ohio to adopt such changes to its zoning resolution. **Mr. Fischer** advised he would be willing to present the contract at the regularly scheduled meeting on January 24, 2018. **Ms. Bingham**, Zoning Secretary informed the Board of Trustees that a large portion of the work on reviewing the current Zoning Resolution was being done by the Zoning Commission and confirmed that no payments had been made to Mr. Widmer during 2017. **Ms. Bingham** stated the intent was to make the Zoning Resolution easier for Township residents to refer to by eliminating the duplication of information found in multiple places within the current Zoning Resolution. **Mr. Fischer** stated the contract payment was capped at \$10,000 and he believed the hourly rate being charged by Mr. Widmer was \$50.00. **Mr. Warner** agreed the engagement of John Widmer to assist with the Zoning Resolution reorganization should be added to the January 24, 2018 agenda.

**William Walborn** thanked the Board of Trustees for their willingness to volunteer their time to the Township. He stated that he believed the Township ended 2017 on a negative. He stated that his own past comments were both negative and positive. He expressed a desire to see the return of the Township's Quarterly Newsletter. He expressed a need for the Township to have audio

recordings of the Township Meetings, because the posting of minutes takes too long and are not accurate. **Mr. Wallborn** is concerned about the financial status of the Township and stated “#s are his business.” He suggested the Trustees need to develop a budget and there are several residents with the skills and expertise who are willing work with the Trustees for free. All of the Trustees are “locals” and know local people that can be called upon for help; however, he recognizes the decision is up to the Trustees. **Mr. Wallborn** also expressed concern that the Township holds its meetings in a building within the City of Waterville. He would like to see the Township build a central location for Township Administration, Police and other services. He would like the Trustees to develop a vision for the future. **Mr. Wallborn** concluded his comments with a recommendation that the Trustees should “listen to your people.”

**Mr. Warner** expressed an interest in exploring the possibility of providing podcast of Township meetings. There are area townships that make the recordings of meetings available within one to days of the meeting. **Mr. Warner** indicated he would be bringing an individual to the January 24, 2018 meeting to discuss the options for providing such recordings.

**Mr. Warner** stated that he agrees the financial items need to be looked at. He noted that in 2015 the Township lost money when the City of Waterville separated from the Township. **Mr. Warner** stated that the long-term question is whether or not the Township can sustain itself. Once the answer is ascertained, then the Trustees can address the ideas of a centralized Township location for the administration, police and other departments based on available funds.

#### **MINUTES**

**Mr. Warner** made a motion to approve the minutes of the December 27, 2017 meeting with no additions, deletions, and/or corrections. Prior to the second motion, guest **Mr. Wallborn** stated he believed it was unfair to handicap the current Trustees with the actions of the prior Board of Trustees in reference to actions taken by the prior Board of Trustees in December. **Mr. Wheeler** indicated that he would abstain from voting on the approval of the minutes. **Mr. Warner** stated that the purpose of the minutes was to approve an accurate recording of the meeting and not to make or agree with actions taken at those meetings. **Mr. Warner** motioned again to approve the minutes of the December 27, 2017 meeting with no additions, deletions, and/or corrections. Seconded by **Mr Hertzfeld**.

Kyle Hertzfeld, Yes  
Brett Warner, Yes  
Richard Wheeler, Abstain

**Mr. Warner** made a motion to approve the minutes of the December 29, 2017 Special meeting with no additions, deletions, and/or corrections. Seconded by **Mr. Hertzfeld**.

Kyle Hertzfeld, Yes  
Brett Warner, Yes  
Richard Wheeler, Abstain

#### **FISCAL OFFICER’S REPORT**

**Ms. Bingham** recommended that individual blanket certificates up to \$10,000.00 per appropriation fund be permitted to be opened during the year 2018, pending sufficient funds were available in the particular appropriation. Blanket Certificates permit the Township to encumber funds by appropriation in order to pay for township expenses. A motion was made by

**Mr. Wheeler** to allow blanket certificates to be opened at a maximum amount of \$10,000.00 for the year 2018 pending sufficient funds in the appropriation to be encumbered. Seconded by **Mr. Warner**. Motion carried.

**Ms. Bingham**, thanked Mr. Wheeler for recording his signature at Fifth-Third Bank authorizing his signature on the Township's checking account. **Ms. Bingham** asked that Mr. Warner and Mr. Hertzfeld stop by the Fifth-Third Bank branch in Waterville before the end of the week so the signature card could be completed.

**TRUSTEE COMMENTS**

***Richard "Duke" Wheeler***

Thanked all the guest for attending tonight's meeting. Stated he would do his best to make the right decisions for the Township. **Mr. Wheeler** stated he has a lot to learn. **Mr. Wheeler** also stated he would like to see the Board of Trustees' Meetings start with a Prayer and asked everyone in attendance to join him in a prayer.

***Kyle Hertzfeld***

Thanked everyone for attending and for their suggestions.

***Brett Warner***

Asked that the following be added to the agenda for the January 24, 2018 meeting:

- Establishment of an email database of township residents
- Update on Zoning Resolution Reorganization

**Mr. Warner** stated he would like to see a member from each the Zoning Commission and the Zoning Board of Appeals attend the Board of Trustees meeting and provide an update when appropriate.

**ADJOURNMENT**

There being no further business to be brought before this Board **Mr. Hertzfeld** made a motion to adjourn. Seconded by **Mr. Wheeler**. Motion carried.

Adjourned at 7:26 p.m.

Attest: s/s/ Jennifer Bingham

Trustees: s/s/ Brett Warner

s/s/ Kyle Hertzfeld

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*Original on file*