

RECORD OF PROCEEDINGS
Waterville Township Trustees' Meeting

Held at: 7:00 p.m. at the Waterville Township Hall on January 24, 2018.

OFFICIALS:

Chairman – Brett Warner – present
Vice Chairman - Kyle J. Hertzfeld – present
Trustee – Duke Wheeler - present
Fiscal Officer Jennifer Bingham – present
Chief of Police – Richard Bingham - present
Zoning Inspector – Eric Gay - absent

PLEDGE OF ALLEGIENCE:

Brett Warner called the meeting to order at 7:00 p.m. All those present were asked to join **Mr. Warner** in reciting the Pledge of Allegiance.

GUESTS: William Walborn, Jim Fischer, Martha Wheeler, Julie Theroux, Shaun Wittmer, Brian Biegajski, Mary Duncan, Karen Schneider, Karen Gerhardinger, Toby Miller, Mac Henry, Kristin Wacha, Michelle Hayes, and Ken Hayes

AGENDA

Mr. Hertzfeld made a motion to approve the Agenda for the January 24, 2018 meeting. Seconded by **Mr. Warner**.

PUBLIC COMMENTS

Karen Schneider stated that at the January 3, 2018 Organizational Meeting, the Trustees did not agree to an assignment of Township responsibilities, which she believes will lead to nothing getting done. In the interest of transparency, **Ms. Schneider** requested that each Trustee maintain a log of their activities to be submitted monthly for public record. If the Trustees are not willing to submit a log of their activities **Ms. Schneider** asked the Trustees to explain why they would not.

William Walborn advised the Trustees that there was no trash pick-up on Obee Road this week; however, he noted that he did not attempt to contact any of the Trustees.

Michelle Hayes stated she was concerned about the use of taxpayer dollars to pay for Township Trustee health insurance plan. She noted that the representative on the City of Waterville Council and the Village of Whitehouse Council are not offered benefits. **Ms. Hayes** stated that she is supportive of providing benefits to the full-time employees, but believes the Trustees are public servants who should not be provided paid for health insurance.

Mr. Warner concluded the Public Comments by thanking everyone in attendance.

MINUTES

Mr. Warner, made a motion to approve the minutes of the January 3, 2018 meeting with no additions, deletions, and/or corrections. Seconded by **Duke Wheeler**. Motion Carried.

FISCAL OFFICER’S REPORT

Updates from the Organizational Meeting

Ms. Bingham advised that after the January 3rd Organizational meeting she was advised by the Police Department personnel in attendance that current Township policy permits the carryforward of one-week’s vacation for full-time employees and two floating holidays for the police department personnel. There is no change to policy, just an update to the Trustees.

2015-2016 Preliminary State Auditor’s Report

Ms. Bingham presented to the Trustees a preliminary report from the State Ohio Auditor’s Office of the 2015-2016 Financial Statements. This was a regularly scheduled audit. Based on the audit, the State Auditor’s Office has indicated the proceeds from the sale of land and vehicles was incorrectly recorded as miscellaneous revenue in the amount of \$335,779 (\$314,727 within the General Fund and \$21,052 within the Special Revenue Funds). The Ohio Auditor’s Office states the receipts should have been classified as Sale of Capital Assets recorded in a Capital Projects Fund.

Ms. Bingham advised the Trustees that as a result of this preliminary report and pending correction to the Township’s 2015 and 2016 Financial Statement the adjusted 2018 beginning balances of the Township Funds is as follows:

**Waterville Township
2018 Adjusted Beginning Fund Balances**

Beginning Fund Balance (01/01)	Original 2018	Audit Adjust	Actual 2018
1000 - General Fund	296,497	(314,727)	(18,230)
Special Revenue Funds	-		-
2011 - Motor Vehicle License Tax	10,241		10,241
2021 - Gasoline Tax	138,303		138,303
2031 - Road and Bridge	89,798	(9,711)	80,087
2041 - Cemetery	17,034		17,034
2071 - Garbage & Waste Disposal	49,610		49,610
2081 - Police	290,589	(11,341)	279,248
2111 - Fire District	109,874		109,874
2231 - Permissive Motor Vehicle License Tax	18,487		18,487
2261 - Law Enforcement Trust	310		310
2271 - Enforcement Education	450		450
2401 - Street Lighting District	4,770		4,770
2901 - D.A.R.E.	1,601		1,601
2902 - K-9 Fund	-		-
4401 - Public Works Commission Project	-		-
Capital Project	-	335,779	335,779
Pooled Balance	1,027,564	-	1,027,564

Ms. Bingham indicated that she has reached out to both the Ohio State Auditor’s Office and the Lucas County Prosecutor’s office to seek guidance on options for the Township with regards to a transfer of funds.

John Borell, from the Lucas County Prosecutor’s Office advised the Trustees that from his experience, once the Auditor’s office has made a decision, there is not much that can be done to

change their opinion. Mr. Borrell advised that the Township can petition the State Tax Commissioner and if approved then file with the Lucas County Court of Common Pleas for the transfer of funds. **Mr. Warner** asked what the timeline for the process would be. Mr. Borell indicated that the Township would first need to pass a resolution appointing his office to represent the Township. He stated the Tax Commission has 10 days to review the appeal and there is no set timeline for the Court of Common Pleas to respond.

Ms. Bingham questioned if it is prudent to spend money attending the Ohio Township Association Winter Conference at this time. The Trustees stated they felt it would be in the best interest of the Township for **Ms. Bingham** to attend since she was newly appointed to the Fiscal Officer position.

2018 Permanent Allocation

Ms. Bingham indicated that pending the recommendations from the Lucas County Prosecutor's office she recommends holding off on making permanent allocation for 2018. However, **Ms. Bingham** did request the Trustees to approve an adjusted Temporary Allocation in order to continue paying bills. The adjusted appropriations request is no more than 50% of the expenses that will need to be paid, with the exception of the General Fund, which is restricted to approximately 50% of the Revenue, which comes from Property Taxes and the payment from the City of Waterville in relation to the annexation agreement.

RESOLUTION #2018-03 ADJUSTMENT TO THE WATERVILLE TOWNSHIP 2018 TEMPORARY APPROPRIATIONS.

Mr. Hertzfeld moved the adoption of the following Resolution #2018-03:

BE IT RESOLVED, by the Board of 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 January 24, 2018, 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 said fiscal year, until such time as the Board of The Board of Trustees can adopt Permanent Appropriations for the fiscal year ending December 31, 2018. The Adjusted Temporary Appropriation Resolution is approved and to be forwarded to the Lucas County Auditor's Office; and

2018 Adjusted Temporary Appropriations

	Original Temp 2018	Adjust	Revised Temp 2018
1000 General Fund	\$ 38,325	\$ -	\$ 38,325
2011 Motor Vehicle License Fund	1,250	-	1,250
2021 Gas Tax Fund	75,000	-	75,000
2031 Road & Bridge Fund	32,375	15,550	47,925
2041 Cemetery Fund	10,588	5,663	16,250
2071 Garbage/Waste	22,125	13,500	35,625
2081 Police Fund	157,050	-	157,050
2111 Fire Fund	31,750	25,375	57,125
2231 Permissive Fund	2,250	-	2,250
2261 Law Enforcement Trust Fund	-	-	
2271 Enforcement/Education Fund	-	-	
2401 Lighting Districts Fund	2,500	5,250	7,750
2901 Dare Fund	-	-	
4401 Public Works Fund	\$ 175,975	\$ (175,975)	
Total	\$ 549,188	\$ (110,638)	\$ 438,550

Mr. Warner seconded Resolution #2018-03 and the roll being called upon its adoption, the vote resulted as follows:

Duke Wheeler, Aye
Brett Warner, Aye
Kyle Hertzfeld, Aye

I certify that the foregoing is a true and accurate copy of Resolution 2018-03, passed in the regular meeting of the Waterville Township Board of Trustees on January 24, 2018.

Attest:

Jennifer Bingham, Fiscal Officer
Waterville Ohio

Payment of Warrants

Ms. Bingham requested the Board's approval for the payment of the following warrants:

No.	Payee	Amount	Reason
2-2018	Bureau of Workers' Compensation	\$825.16	- Withholding
4-2018	Ohio Public Employees Retirement System	\$8,289.79	- Withholding
39092	Ricardo A. Artiaga, Jr.	\$648.13	- Payroll
39093	Josh Arvay	\$85.80	- Payroll
39094	Brian B Biegajski	\$881.21	- Payroll
39095	Richard E. Bingham	\$1,837.03	- Payroll

No.	Payee	Amount	Reason
39096	Harry Richard Kellett, III	\$978.81	- Payroll
39097	Richard Allan Ludwig	\$1,190.56	- Payroll
39098	Michelle L. McDevitt	\$103.47	- Payroll
39099	Jerry Robinson Jr.	\$924.34	- Payroll
39100	Daniel Martin Stuber	\$1,400.64	- Payroll
39101	Shaun Edward Wittmer	\$867.22	- Payroll
39102	Village of Whitehouse - Fire	\$28,153.00	- Contracted Services
39103	Toledo Edison	\$2,250.77	- Electrical Utilities
39104	B&L Auto Service	\$324.12	- Police Vehicle Maintenance
39105	Traffice Stop Uniform Supply	\$137.00	- Police Uniform Expense
39106	Criminal Justice Coordinating Council	\$2,525.00	- 2018 NORIS Services
39107	Spectrum Business	\$152.77	- Police Dept. Phone & Internet
39108	City of Waterville - Water Dept.	\$60.76	- Water Utilities
39109	General Pro Hardward	\$62.54	- Operating Supplies
39110	The Waterville Gass Company	\$389.81	- Gas Utilities
39111	Fisher Auto Parts, Inc.	\$9.46	- Police Vehicle Maintenance
39112	Stevens Disposal & Recycling Service	\$4,658.35	- Contracted Services
39113	Ricardo A. Artiaga, Jr.	\$615.65	- Payroll
39114	Brian B Biegajski	\$996.25	- Payroll
39115	Richard E. Bingham	\$1,729.36	- Payroll
39116	Harry Richard Kellett, III	\$1,081.11	- Payroll
39117	Richard Allan Ludwig	\$1,174.25	- Payroll
39118	Michelle L. McDevitt	\$161.97	- Payroll
39119	Jerry Robinson Jr.	\$994.83	- Payroll
39120	Daniel Martin Stuber	\$1,179.87	- Payroll
39121	Shaun Edward Wittmer	\$1,040.70	- Payroll
39122	Cintas Corporation - 306	\$206.66	- Police Dept. Maintenance
39123	Toledo Edison	\$589.06	- Electrical Utilities
39124	D&R Outdoor Power Equipment	\$9.00	- Operating Supplies
39125	Verizon Wireless	\$130.48	- Cell Phone Utilities
39126	The Mirror	\$57.00	- Advertising
39127	SuperFleet MasterCard Program	\$1,971.23	- Fuel Expense
39128	Hanifan-Obenauf Robinson, Inc.	\$1,300.00	Police Department Rent

Moved to approve by Mr. Warner and seconded by Mr. Hertzfeld. Motion carried.

OLD BUSINESS

Appointment of Law Director

Mr. Warner indicated that Mr. Borell was in attendance to discuss the need for a separately appointed Law Director for the Township. Mr. Borrell introduced Elaine Szuch, who he works with in the Prosecutor's Office. Mr. Borell informed the Trustees that both he and Ms. Szuch by law are required to represent all Lucas County Townships free of charge. Mr. Borell did state attendance at every meeting was not possible, nor in his opinion necessary. He stated 75% of most township legal

matters involving questions Mr. Borrell regarding zoning, the other percentage of the time is spent working on police matters. Mr. Borrell indicated he believed the township should retain the services of Dawn Sanderson and the lawyer representing the Township's insurance company for the pending litigation case as they have the historical knowledge of the case. Mr. Borrell also stated the township should consider engaging a separate attorney if they were to explore or enter into economic development agreements.

Mr. Hertzfeld questioned the timeliness of responses from the County Prosecutor's office, to which Mr. Borell indicated that should not be a problem. Mr. Warner expressed satisfaction with the timeliness of responses he has received so far.

Mr. Warner recommended the Township not hire an independent Law Director at this time. Mr. Wheeler and Mr. Hertzfeld agreed.

Recording of Township Meetings

Mr. Warner invited township resident, Julie Theroux to present information on POD Casting Township meetings. Ms. Theroux presented a proposal for the purchase of a laptop, soundboard and microphones for the use in recording Township meetings. The cost to the Township was estimated to be \$2,000. Ms. Theroux presented that Waterville Monclova uses an Apple Application called Garage Band. Toby Miller who provided the quote to Ms. Theroux was in attendance and clarified that it was not a POD cast but rather a mp3 recording that could be posted to the townships Website for audio playback of the meeting. Ms. Bingham inquired if there were additional storage costs associated with housing mp3s to which Mr. Miller replied the mp3 recordings take very little space to store and that additional storage costs if any would be minimal. Ms. Bingham asked Mr. Borell if there was any requirement of the Township as a government entity to provide transcription of the audio recordings. Mr. Borell indicated he would review to make sure there was no such requirement. Ms. Bingham again expressed concern over expending funds until resolution of any appeal to transfer Capital Project Funds to the General Fund. Mr. Miller offered to gift the equipment to the township until the transfer of funds was completed. Mr. Warner asked Mr. Borell if there was any reason the Township could not accept such a gift Mr. Warner. Mr. Borell advised there was no restriction on accepting such a gift. Mr. Hertzfeld clarified that there was no expectation that the minutes would be posted at the same time as the audio recordings agreed the plan was to post audio recordings within one-to-two days of the meetings.

Mr. Wheeler made a motion to accept the gift of recording equipment until the funds were available to pay for the equipment. Mr. Warner seconded. Motion carried.

NEW BUSINESS

Township Health Insurance

Mr. Warner stated that he had asked Mr. Borell to attend to explain the Township's obligation to offer health insurance. Mr. Borell stated that by statute the Township is required to offer uniform coverage to all full-time employees and elected officials, their spouses and dependents. Mr. Warner stated that based on the statutes the Township has the following options: 1.) eliminating insurance for elected officials and full-time employees; 2.) Rescind Resolution 2017-xx and offer uniform benefits to fulltime employees and elected officials; and 3.) shop the current health care plan. Discussion ensued. Mr. Warner stated as he understands from talking with the Township's agent the current health care plan is a "gold plan" and that it may be time to explore higher deductible or coinsurance option to help bring the cost of the plan down. Mr. Warner also stated the township is

grandfathered into its current plan and if the decision is made to leave the plan, the Township will not be able to get back on this plan. **Mr. Warner** also stated the Township has experienced favorable ratings over the past several years. **Ms. Bingham** again shared in light of the current financial position, it should be noted that if all three trustees elected insurance for themselves and their families it would cost the township approximately \$90,000 for just the trustees. The full-time employees have a spousal carve out which prevents spouses covered under a separate insurance plan from enrolling in coverage. The cost of providing insurance for the other Police Department and the Road & Cemetery employees during 2017 was approximately \$35,000 and \$24,000 respectively. **Chief Bingham** stated that the current health insurance benefit has been beneficial in helping bridge the pay gap his patrolman experience in light of neighboring departments. **Chief Bingham** stated that his patrolman on average are paid \$8.00 hours less per hour than neighboring agencies. **Chief Bingham** also stated he has concerns over potential turnover in department personnel if out-of-pocket costs to the employees are increased. **Mr. Wheeler** stated that he also spoke with Phillip Johnson, the Township's Health Care plan agent and agrees the best option to shop the current health care plan in the market place. **Mr. Wheeler** stated this is only the second time he has heard of the pay disparity with the Police, but perhaps wages for the police can be evaluated as well. **Mr. Warner** motioned to rescind Resolution 2017-XX to avoid violating any law. **Mr. Wheeler** seconded. Motion carried

Mr. Hertzfeld commented that he would be opting out of the Township's coverage. **Mr. Warner** stated that he also would not be taking coverage through the Township. **Mr. Wheeler** stated that he would be opting to elect coverage through the Township. **Mr. Warner** made a motion to have Phillip Johnson take the Township's current coverage to market in an effort to find other cost alternatives for insurance. **Mr. Wheeler** seconded. Motion carried.

Fire Boundaries/Contract

Mr. Warner stated he was approached by Whitehouse to discuss the possibility of forming a Regional Fire District with Waterville Township, the Village of Whitehouse and the City of Waterville. Initial discussion indicates the Township would no longer collect taxes or need a contract for fire services is a Regional District is formed. **Mr. Hertzfeld** asked if the request was for money to complete a study. **Mr. Warner** indicated that the request for money had not been made yet, but that he was approached to discuss the possible concept. **Mr. Warner** stated that he would continue to represent the Township in any ongoing discussion regarding the formation of a Regional Fire District.

District 12 Integrating Committee Nomination Resolution

RESOLUTION #2018-04 TO APPOINT MEMBERS OF THE PUBLIC WORKS DISTRICT 12 INTEGRATING COMMITTEE

Mr. Hertzfeld moved the adoption of the following resolution:

BE IT RESOLVED, by the Waterville Township Board of Trustees:

WHEREAS, the Ohio General Assembly created nineteen (19) Public Works Districts whose Integrating Committees are responsible for evaluating and recommending projects that seek funding assistance from the state capital improvements fund; and

WHEREAS, said Integrating Committees consist of local officials representing all levels of government to ensure that the programs are administered in a fair and objective manner; in accordance with Ohio Revised Code Section 164.04; and

WHEREAS, it is the responsibility of township political subdivisions within Lucas County jurisdictions to appoint two members and two alternate members to the District 12 Integrating Committee, fulfilling the term span of May 12, 2018 through May 11, 2021; and

WHEREAS, at a meeting of the Lucas County Township Association on December 13, 2017, the following were nominated by said Association to serve as representatives on the District 12 Integrating Committee:

Representative A: Brian Craig, Monclova Township
Alternate to A: Steve Kendall, Providence Township

Representative B: Mike Hampton, Springfield Township
Alternate to B: Dave Bench, Jerusalem Township

NOW THEREFORE, BE IT RESOLVED, by the Waterville Township Board of Trustees, whose membership participation ranges the eleven townships within county jurisdiction, THAT, the Board of Trustees hereby appoints the above nominated representatives to serve on the District 12 Integrating Committee.

Mr. Wheeler seconded the adoption of this resolution. The vote upon its adoption resulted:

Duke Wheeler, Aye
Brett Warner, Aye
Kyle Hertzfeld, Aye

I certify that the foregoing is a true and accurate copy of Resolution 2018-03, passed in the regular meeting of the Waterville Township Board of Trustees on January 24, 2018.

Attest:

Jennifer Bingham, Fiscal Officer
Waterville Ohio

Lucas County Solid Waste Management Resolution

**RESOLUTION #2018-05 APPROVAL OF THE LUCAS COUNTY
SOLID WASTE MANAGEMENT DISTRICTS'S AMENDED
DRAFT SOLID WASTE MANAGEMENT PLAN**

District Community: Waterville Township

Summary/Background: The Plan is prepared in accordance with Ohio Revised Code (“ORC”) Section 3734, the State of Ohio’s Solid Waste Management Plan and the Ohio Environmental Protection Agency’s guidelines. The Plan also describes strategies and programs that will be implemented to meet or exceed the minimum state waste reduction goals and objectives. The Lucas County Solid Waste Management District (“District”) completed the draft amended Solid Waste

Management Plan (“Plan”) and submitted it to the Ohio Environment Protection Agency for review and comment on November 21, 2016 and the Ohio Environment Protection Agency provided comments in a non-binding advisory opinion on January 5, 2017. The District’s Policy Committee has reviewed the non-binding advisory opinion received from the Ohio Environment Protection Agency and taken these comments into consideration and incorporated changes into the amended Plan as appropriate. The District has conducted a 30-day comment period from September 28, 2017 to October 27, 2017 and a public hearing was held on October 31, 2017 to provide the public and opportunity to comment on the Plan.

Budget Impact: The plan provides for a fee schedule that generates the required revenue to cover the costs of implementing the strategies and programs designed to meet or exceed the minimum state reduction goals and objectives.

Statutory Authority/ORC: 3734.50

Mr. Wheeler moved the adoption of the following Resolution 2018-05.

WHEREAS, in consideration of the above, **NOW THEREFORE BE IT RESOLVED** that: Waterville Township, Lucas County, Ohio that:

Section 1: These Members hereby acknowledge receipt of the amended draft plan.

Section 2: The Township approves the District Solid Waste Management Plan [disapproves the District Solid Waste Management Plan

Section 3: The Clerk is hereby directed to send the District a copy of this resolution to the attention of Mr. Christopher Pizza, District Manager, Lucas County Solid Waste Management District, 1011 Matzinger Road, Toledo, OH 43612.

Section 4: That it is found and determined that all formal actions of this Trustees concerning and relating to the passage of this resolution/ordinance were adopted in an open meeting of this Trustees and of an of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including Sections 121.22 of the ORC.

Section 5. That this resolution shall be in full force and effect immediately upon its adoption.

Mr. Warner seconded Resolution #2018-05 and the roll being called upon its adoption, the vote resulted as follows:

Kyle Hertzfeld, Aye
Brett Warner, Aye
Richard Wheeler, Aye

I certify that the foregoing is a true and accurate copy of Resolution 2018-03, passed in the regular meeting of the Waterville Township Board of Trustees on January 24, 2018.

Attest: s/s/ Jennifer Bingham
Jennifer Bingham, Fiscal Officer
Waterville Ohio

Resolution of Support for Motor Vehicle Fee for County Roadways

Mr. Wheeler indicated that he had attempted to reach out to County Engineer's office for additional detail on the proposed resolution. **Mr. Hertzfeld** indicated that in the past most Townships have not been in favor of the increase in license fees. The Trustees agreed to table the resolution until they could get additional information on the proposed resolution.

DEPARTMENT REPORTS

Police Department

Chief Bingham requested the approval for a new exhaust system for Car 94, a 2014 Dodge Charger in the amount of \$769.00. **Mr. Warner** motion to approve the repair. **Mr. Wheeler** seconded. Motion carried.

Chief Bingham requested the approval for payment of ammunition needed for the department annual qualifications. The projected costs was \$2,000 but the department was able to secure the ammunition at a law enforcement rate of \$1,354.78 from Vance's. **Mr. Warner** motion to approve the repair. **Mr. Warner** seconded. Motion carried.

Chief Bingham presented an annual update on the hours of service provided by the departments Auxiliary Officers. **Chief Bingham** reported that on average the Auxiliary patrolman worked 104.75 hours per month for a total of 1,257 hours during 2017.

Chief Bingham presented the annual report of Department activity for the 2014-2017 calendar years. The Department responded to 5,328 calls, issued 1,728 traffic warning, and 428 traffic citations. **Mr. Warner** asked for clarification on call responses to which **Chief Bingham** responded those calls represented any call dispatched by the County for matters such as calls for assistance, lock-outs and house checks.

Chief Bingham advised the Trustees that the Police Department did not receive a JAG grant this year. This is the first time in seven years, that the department did not receive the grant. **Chief Bingham** stated the Department hopes to hear by the end of the month whether the Department will receive any monies from the Byrne Grant. The Byrne Grant is awarded does require a 25% match from the Department.

Chief Bingham reported that only one candidate; Shaun Wittmer applied for the open Sergeant's position. The Department has a history of hiring within and the candidate did meet the criteria of three-years of service and possession of an Associate's Degree. **Mr. Hertzfeld** motioned to approve the appointment of Shaun Wittmer to Sergeant effective February 1, 2018. **Mr. Warner** seconded the motion. Motioned carried.

Roads/Cemeteries

Mr. Wheeler motioned to renew the Township's contract with Hertzfeld Poultry for Salt Storage. **Mr. Warner** seconded. **Mr. Hertzfeld** abstained. Motion carried.

Mr. Hertzfeld mentioned that the Maintenance Building will need to replace the roof soon. He asked that the topic be added to the February agenda for review of roofing estimates.

Mr. Hertzfeld advised that the contract with the County for the Noward Road paving project stated that everything would be maintained as it was prior to the project. Mr. Gifford contacted the Township because the cement at the driveway was not restored. Upon investigation, the cement was covered and there was no way for the County to know it was there, therefore the County will not cover the cost of replacing the damaged concrete. **Mr. Hertzfeld** indicated he would get estimate for the replacement and asked for the item to be placed on the February agenda.

Mr. Hertzfeld presented for review an increase in disinterment fees charged by the cemetery. The current fee is \$300 and neighboring cemeteries are charging \$1,500. This is a very labor-intensive process and the proposal is to increase the fee to \$1,200. **Mr. Hertzfeld** motioned to approve the increase in cemetery disinterment fees to \$1,200. **Mr. Wheeler** seconded the motion. Motion carried.

Refuse

Mr. Hertzfeld advised that the Townships levy and contract with Steven's Disposal and Recycling is set to expire in 2019. The current levy does not cover green waste; however, Township residents can take green waste to Ohio Compost at no charge. **Mr. Hertzfeld** advised the Township will need to either renew at the current rate or replace the existing levy with an increase to cover the green waste fees. **Mr. Borell** advised the Township would need to file with the Board of Elections 90 days prior to the General Election to have the levy appear on the ballot. **Mr. Hertzfeld** advised he would reach out to Steven's to see about a renewal of the contract. **Mr. Warner** recommended the Township should request proposals from other companies. **Mr. Wheeler** volunteered to work on securing other proposals; however, he stated that he did not have a copy of the current agreement.

Zoning

In Eric Gay, Zoning Inspector's absence, Mr. Jim Fischer reported that only permit has been issued year-to-date for a new residence in Coventry Glen. Mr. Fischer advised that the Property Standards Officer had nothing to report at the last meeting. Thomas Wardell was reappointed Chairman of the Zoning Commission and Mr. Fischer was appointed as Vice-Chair. The Commission has moved its meeting start time from 6:30 p.m. to 7:00 p.m. Mr. Fischer reported the Commission continues its review of the current Zoning Resolution and provided a copy of the contract from John Widmer for his services. **Mr. Warner** stated that the work being done is very important, but stated the review of engaging Mr. Widmer would need to be tabled until the February meeting.

Fiscal Officer's Correspondence

Ms. Bingham stated that the fourth Quarter Fire Run Reports received from both Waterville and Whitehouse. The Township's fiscal officer and one Trustee have been invited to attend the Toledo Regional Area Chamber of Commerce Annual Legislative Breakfast free of charge. **Ms. Bingham** also advised that the Township has received a bill in the amount of \$395 for its annual membership in the Chamber, which is a requirement of participation in the current **Health** Plan. **Ms. Bingham** asked if the Trustees would like to pay the annual membership fee or hold until a final determination is made on the Health Care Plan. The Trustees recommended holding on payment of the Chamber Membership fees at this time.

The Lucas County Township Association has requested an update of the Township's elected and administrative officials for their 2018 Directory. A draft was presented for Trustee review.

Ms. Bingham stated in light of the current work that needs to be done concerning the transfer of funds, she finds it necessary to resign as the Zoning Secretary. **Mr. Warner** motioned to accept the resignation. **Mr. Hertzfeld** seconded. Motion carried.

Mr. Warner and asked members of the audience to share with anyone interested in the position to submit their interest to the Fiscal Officer. **Mr. Warner** asked **Ms. Bingham** if there was a job description, to which **Ms. Bingham** replied there was not one. **Mr. Warner** asked **Ms. Bingham** to get a job description from **Mr. Wardell**.

TRUSTEE REPORTS

Duke Wheeler – Nothing to report

Kyle Hertzfeld - Asked if any one attending the OTA Winter Conference would be able to attend the Open Records required training for the Township. **Ms. Bingham** stated that if she attends she would prefer to focus on Fiscal Officer topics. **Mr. Warner** reminded Mr. Hertzfeld that the training is required only once during a four-year term.

Mr. Hertzfeld advised that he was approached by Waterville Township to see if the township could help in securing funds for the relocation of the Air Quality monitoring station from the Waterworks location to the Fire Station. **Mr. Warner** stated one of the Trustees needs to be more involved in the Nexus pipeline issues. **Mr. Wheeler** volunteered to work on Nexus topics and asked for Township records on Nexus. **Mr. Hertzfeld** offered to share the files that he had.

Brett Warner – mentioned that he would be attending the upcoming TMACOG meeting. He also is attending the Lucas County Township Association dinner on January 25th. **Mr. Warner** stated the he was unaware that the Township had a Facebook page and that it had not been updated in some time. He asked if anyone was aware of who was the administrator of the site. No one was aware. **Mr. Warner** also expressed an interest in developing a Township email database. Ms. Theroux presented information on MAILCHIMP, which she uses for her own business. It is free of charge and there is no contract. **Chief Bingham** indicated that such a database would be of benefit to the Police Department in sharing important information with Township Residents. It would be possible to post a link from the Township’s webpage to ask residents register for the service. **Mr. Warner** indicated that he would work on a draft that could be posted on the Website.

Mr. Warner also asked to have public comments added to the end of the meeting agenda. **Mr. Hertzfeld** agreed it would be a good idea; however, he recommended setting a time limit.

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 8:57 p.m.

Attest: s/s/ Jennifer Bingham

Trustees: s/s/ Brett Warner

s/s/ Kyle Hertzfeld

s/s/ Duke Wheeler

Original on file