

RECORD OF PROCEEDINGS
Waterville Township Trustees' Meeting

Held at: 7:00 p.m. at the Waterville Township Hall on April 11, 2018.

OFFICIALS:

Chairman – Brett Warner – present
Vice Chairman - Kyle J. Hertzfeld – present
Trustee – Duke Wheeler - present
Fiscal Officer Jennifer Bingham – absent
Police Sergeant – Shaun Wittmer- present

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: Karen Schneider, William Walborn, James Fischer, Karen Gerhardinger

AGENDA

Mr. Wheeler made a motion to approve the Agenda for the April 11, 2018 meeting. Seconded by **Mr. Hertzfeld**. Motion Carried.

PUBLIC COMMENTS

Karen Schneider stated that at the March 28th meeting there was discussion about exploring the reallocation of inside millage. **Ms. Schneider** stated that Mr. Warner stated at that meeting that he was not looking to take funds away from the township departments; however **Ms. Schneider** stated that Mr. Warner had previously commented to her that he felt the police department was overfunded and **Ms. Schneider** stated that she is opposed to moving funds from the police department. Secondly, **Ms. Schneider** stated that Mr. Hertzfeld and Mr. Warner have not opted on to the Township's Health Insurance but yet with the number of properties and businesses Mr. Wheeler owns in the township as well as his home in Ottawa Hills, she asks why he needs to take the insurance for he and his wife given the current financial situation of the township.

William Walborn stated that sometimes a company called Action Trash picks up the garbage on Obee Road and he believes the contracted provider maybe outsourcing the services sometimes. **Mr. Walborn** states that the pick-up times are inconsistent and that residents should know which companies are picking up their trash.

NEXUS UPDATE

Duke Wheeler spoke with a Nexus representative who confirmed pipeline work began in Sandusky County on Monday. The work will progress from east to west with the pipeline work in the Township anticipated to begin sometime in July. The electrical work on the pump station will begin soon. **Mr. Wheeler** stated that he has not received any resident complaints and reminded everyone there is an 800 number that residents should use if they have concerns or complaints.

OLD BUSINESS

Township Financial Update

Mr. Warner shared that there has been no update from the Tax Commission on the request to move the Miscellaneous Capital Funds to the General Fund.

Mr. Wheeler stated that the allocation of Trustee funds is crucial for the general fund. **Mr. Wheeler** stated that he had requested the 2017 Payroll Certifications from the fiscal officer and every Trustee reported identical allocations of their time, for example 35% to the Police Department. **Mr. Wheeler** stated that it doesn't seem truthful and he believes the Township could be at risk for past allocation of Trustee time if it is not truthful. **Mr. Wheeler** asked **Mr. Hertzfeld** how it was possible for all the trustees to allocation the same amount of time to the Police Fund. **Mr. Hertzfeld** stated that the Township had used an outside consultant who works with multiple Townships and at the consultant's recommendation the allocations were adopted. **Mr. Hertzfeld** stated that he is on call 24/7 for any issues that arise and who can dispute what time really is spent. **Mr. Wheeler** stated that to cheat to save the general fund does seem appropriate. **Mr. Hertzfeld** asked if Mr. Wheeler was calling he a cheat or dishonest? **Mr. Hertzfeld** stated is how the law is interpreted. **Mr. Wheeler** stated he has not read the laws. **Mr. Hertzfeld** stated if the Township is at fault for making the allocations as recommended there are multiple Townships at fault as well. **Mr. Hertzfeld** stated that he does not believe any prior Trustee did anything dishonest in recording their time.

Insurance

Mr. Warner stated that he and the fiscal officer met with Phil Johnson, the current insurance broker for the Township to set some parameters for the health insurance quotes. **Mr. Warner** stated that the Township is not interested in a MEWA plan and also did not want to triple or quadruple out-of-pocket expenses to employees. Mr. Johnson has provided several quotes. The same information was shared with Ben Ottly who had previously expressed an interested in quoting the township's plan, however based on the parameters provided he is no longer interested in providing a quote as he will have nothing different to present. **Mr. Warner** stated that this was similar to responses he received from other insurance brokers he attempted to contact.

Mr. Warner stated that Mr. Johnson and his group specialize in working with small groups. **Mr. Warner** asked the Trustees if they wanted to continue to seek brokers or if they were comfortable in moving forward with the quotes provided by Mr. Johnson. **Mr. Wheeler** stated that Mr. Johnson has a great representation and asked about maintaining the current insurance product but asking the employees to contribute to their coverage. **Mr. Warner** stated that those options are included in the quotes provided by Mr. Johnson and again asked if the Trustees felt appropriate due diligence had been met with reaching out to other brokers and can they proceed with just the quotes from Mr. Johnson. **Mr. Hertzfeld** has had similar conversation with Mr. Johnson and Mr. Ottley and he is fine with quotes provided from Mr. Johnson. **Mr. Wheeler** stated he was fine with proceeding with the quotes from just Mr. Johnson.

Mr. Warner reminded the Trustees that they had suggested establishing a committee to review the quotes. Three residents: Joseph Yeager, with 35 years of insurance experience, Bill Walborn, with 40 years of accounting, tax and employee benefits experience and Joe Beck, of Beck Insurance and a member of the Zoning Board of Appeals all expressed interest. **Mr. Warner** made a motion to

appoint a Committee to review the Insurance Quotes for the Township. **Mr. Wheeler** seconded. Motion carried.

Mr. Warner stated that he would contact the individual and meet with them to provide the quotes. He would ask the Committee to meet and discussion the quotes. **Mr. Warner** would meet with them at a second meeting to get their feedback and bring that to the Trustees for review and consideration. **Mr. Wheeler** asked if the Toledo Chamber dues had been paid. Neither **Mr. Warner** nor **Hertzfeld** were aware if they dues had been paid. **Mr. Warner** also stated that he has reached out to the Ohio Township Association to see if there are any insurance options through their association, but has not heard back from them.

Insurance

Mr. Warner stated that he met with Richard Ludwig and discussed the federal guidelines provided by Mr. Borrell for payment of overtime. **Mr. Warner** stated that Mr. Ludwig seemed to understand. **Mr. Hertzfeld** stated he was fine and believes those are the guidelines we are currently following. **Mr. Wheeler** stated he was fine with following the federal guidelines as well.

Mr. Warner stated they the Trustees need to continue to work on job descriptions for the employees.

Refuse Quotes

Mr. Hertzfeld had not updates. **Mr. Wheeler** stated that the contract will not expire until May 2019 and recommended placing this on hold until the end of the year as the Trustees focus on other pressing matters. **Mr. Hertzfeld** stated that the Trustees need to be prepared to place a levy for additional expenses related refuse services as green waste fees are not included in the current levy and the expenses will exceed what is provided by the levy. **Mr. Wheeler** asked if we should bid now. **Mr. Warner** asked if the Township should bid now and include green waste. **Mr. Warner** recommended tabling the topic until the next meeting to discuss with the fiscal officer. **Mr. Warner** stated that the levy represent 0.6 mils and represented \$33,426 in 2017.

Road and Bridges Garage Roof

Mr. Hertzfeld had two preliminary quotes. One for \$14,000 which included the roofing of a shed in the Whitehouse Cemetery and one for \$9,700 which did not include the shed roof. The quotes without the shed are about \$1,800 different. **Mr. Hertzfeld** asked if the Trustees wanted to get other quotes.

NEW BUSINESS

None

TRUSTEE REPORTS

Duke Wheeler

Mr. Wheeler stated that he has been a Trustee now for three months in there is still a lot to learn. He has been trying to reach out the Belinda Miller in the State Auditor's office about the use of inside millage, but has not been able to reach her. **Mr. Wheeler** stated that the he believes progress is being made, but there is still some hostility in the community as heard in the Public Comments. **Mr. Wheeler** stated he does not believe the improper placement of the funds from the sale of the land is the biggest problem the Township needs to address. **Mr. Wheeler** stated the UAN system just does provide the information that is needed; there is no forecasting. He has had Mr. Walborn look at that the statements and he reached the same conclusion. He stated the police department has an employee manual and wants to get one in

place for the other employees. **Sergeant Whittmer** stated the police department uses Lexpool, which is commonly used by other government entities. **Mr. Wheeler** stated that there is no way to know how much vacation or sick time employees are accumulating from year-to-year. **Sergeant Whittmer** stated that they get a report from UAN. **Mr. Wheeler** asked if that report was available for the other departments. **Sergeant Whittmer** indicated that would be a question for the fiscal officer. **Mr. Wheeler** stated that it would be nice to see the whole package.

Sergeant Whittmer did ask if he could present an item and was given time.

Police Department

Sergeant Whittmer stated that he had attended a Webinar on federal government grants. The Police Department applies for 3-4 grants each year. This year a grant was awarded in the amount of \$15,000 for the purchase of computers and radios. There is required paperwork that must list the Township Solicitor. **Sergeant Whittmer** contacted John Borrell in the County Prosecutor's office and he will be listed as the legal representative for the Township who can attest that the department is in compliance with current federal regulations. Additionally **Sergeant Whittmer** stated there needs to be a Trustee to serve as the representative from local government to confirm the funds are being used in accordance with the grant. This would require the Trustee to meet with Sergeant Whittmer 3-4 times a year to review the purchases and use of funds. **Mr. Hertzfeld** volunteered to represent the Trustees.

Sergeant Whittmer advised that he has established the Township to apply for grants offered by Nexus. He stated that if the Trustees desired additional accounts could be established if they did not want to apply for grant funds by divisions. The grant funds are currently available for purchase of vehicles or large equipment.

Mr. Hertzfeld asked Sergeant Whittmer to review and update the meet the officers page on the Township's website.

Kyle Hertzfeld

Mr. Hertzfeld asked if the Trustees confirmed the appointment of Patricia Ruppert as the Zoning Secretary. He will reach out to the other interested candidates to let them know the position has been filled. **Mr. Hertzfeld** asked if he needed to contact Ms. Ruppert. **Mr. Warner** stated that she was going to meet with Mr. Wardell and Ms. Sullivan. The primary need is to proceed with the Zoning Board of Appeal for John Mansville.

Mr. Hertzfeld stated that he spoke with Richard Ludwig, Roads and Cemeteries, about needed maintenance for Township vehicles. Specifically the Ford F350 was in need of new tires and a front-end alignment as well as the need for repair to the salt spreader. **Mr. Hertzfeld** made a motion to approve the repair and maintenance of the equipment used to plow and maintain roads in the winter. **Mr. Wheeler** seconded. Motion carried.

Brett Warner

Mr. Warner stated that he had received a call concerning a fee to place a mattress out for trash pick-up. **Mr. Hertzfeld** stated that he believes that there is an additional fee for the pick-up of oversized items and that those fees should be found on the website.

Mr. Warner stated that the Architectural Review Board has a vacancy and Bob Long, the Property Standards officer has expressed an interest. **Mr. Warner** is not sure the property standards officer should fill that position and asked the Trustees to keep an ear open to possible candidates to fill the vacancy

Mr. Warner asked James Fischer if there was anything else from a Zoning perspective. **Mr. Fischer** stated that he was aware that the Lucas County Planning Commission had reviewed a request to change a zoning district on Dutch Road. **Mr. Fischer** stated that normally that process begins with the Zoning Commission, but believes Eric Gay, Zoning Inspector may have expedited the review. He will be taking maps to the Zoning Commission meeting on Monday. **Mr. Warner** asked the other Trustees if they were aware of the request. **Mr. Hertzfeld** stated he had received some calls on the matter. **Mr. Wheeler** asked about the Special Permit Review Process. **Mr. Fischer** stated that past Zoning Commissions had not reviewed the approved permits and that last year work had begun to review the permits to ensure any recommendations were in compliance with the Special Use Permit. The Commission has been reviewing about 2 per month, but that has slowed down with the recent vacancy in the Zoning Secretary Position.

Mr. Warner stated at this time he will be holding off on the Township Newsletter, but thanked those who submitted information.

Mr. Warner attended the second meeting concerning a possible Fire District. Any of the local governments who wish to proceed with further evaluating the implementation of a Fire District will need to pay a portion of the feasibility study. Anticipated cost to the Township could be around \$3,000. **Mr. Warner** shared the common advantages and disadvantages shared by the two speakers. Advantages: equal taxing districts for all parties; equal representation; eliminate duplication (i.e. equipment); potential cost savings. Disadvantages: loss of identity; loss of control; loss of positions; initial increase in cost related to start up. Any of the local governments wanting to be a part of a Fire District would need to sign a resolution and include approval to seek a levy for funding. Township Trustees will have an integral role in educating residents that if the District is formed, the current taxes assessed for fire services would cease and a new fire district tax would be assessed. **Mr. Warner** asked if the other Trustees wanted to continue to pursue. **Mr. Wheeler** agreed the Township should remain in on going discussion. **Mr. Hertzfeld** agreed and thought perhaps funds for paying the Township's portion of the feasibility may be available, but would need to be confirmed by the fiscal officer.

Mr. Warner asked if the Trustees would consider engaging Waterville and Whitehouse officials in forming a union cemetery, similar to the arrangement that exists with Perrysburg and Perrysburg Township. **Mr. Warner** believes that costs of maintaining the inactive Township cemetery on Winslow, the 2 active and one inactive cemetery in Whitehouse and the one active cemetery in Waterville exceed the funds received to maintain them. **Mr. Wheeler** made a motion to engage in conversation with Waterville and Whitehouse on forming a union cemetery. **Mr. Hertzfeld** seconded. Motion carried.

Mr. Warner stated that John Borrell, Lucas County Assistant Prosecutor has made an inquiring of the State Board of Equalization on options available regarding redistribution of inside millage. **Mr. Warner** hopes that Mr. Borrell will have an update at the next meeting.

PUBLIC COMMENTS

None

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 7:59 p.m.

Transcribed from recorded minutes Trustees: s/s/Brett Warner
s/s/Kyle Hertzfeld
s/s/Duke Wheeler