

RECORD OF PROCEEDINGS
Waterville Township Trustees' Meeting

Held at: 7:00 p.m. at the Waterville Township Hall on May 9, 2018.

OFFICIALS:

Chairman – Brett Warner – present
Vice Chairman - Kyle J. Hertzfeld – absent
Trustee – Duke Wheeler - present
Fiscal Officer Jennifer Bingham – present
Sgt. Shaun Wittmer – present (attending for Chief Bingham)

PLEDGE OF ALLEGIENCE:

Brett Warner called the meeting to order at 7:05 p.m. All those present were asked to join **Mr. Warner** in reciting the Pledge of Allegiance.

GUESTS: Kay Robertson, Jim Fischer, Scott Saneholtz, William Walborn , Martha Wheeler, Eileen Sullivan, Karen Gerhardinger

AGENDA

Mr. Warner made a motion to approve the Agenda for the May 9, 2018 meeting. Seconded by **Mr. Wheeler.** Motion Carried.

MINUTES

Mr. Warner made a motion to approve the minutes of the April 25, 2018 meeting with no additions, deletions, and/or corrections. Seconded by **Duke Wheeler.** Motion Carried.

PUBLIC COMMENTS

There were no public comments.

FISCAL OFFICER'S REPORT

Purchase Orders

16

Payment of Warrants

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

No.	Post Date	Payee	Amount	Purpose
43-2018	4/30/18	OPERS	\$9,057.88	- Withholding
44-2018	4/30/18	Ohio Deferred Compensation	\$400.00	- Withholding
47-2018	5/8/18	Bureau of Workers' Compensation	\$404.58	- Operating Expense
39277	5/1/18	Ricardo A. Artiaga, Jr.	\$555.91	- Payroll
39278	5/1/18	Brian B Biegajski	\$1,088.84	- Payroll
39279	5/1/18	Richard E. Bingham	\$1,771.49	- Payroll
39280	5/1/18	Eric H. Gay	\$375.11	- Payroll
39281	5/1/18	Harry Richard Kellett, III	\$1,115.60	- Payroll
39282	5/1/18	Robert Long	\$87.99	- Payroll

No.	Post Date	Payee	Amount	Purpose
39283	5/1/18	Michelle L. McDevitt	\$290.07	- Payroll
39284	5/1/18	Jerry Robinson Jr.	\$925.96	- Payroll
39285	5/1/18	Daniel Martin Stuber	\$1,207.92	- Payroll
39286	5/1/18	Shaun Edward Wittmer	\$1,112.60	- Payroll
39287	5/1/18	Richard Allan Ludwig	\$954.08	- Payroll
39336	5/8/18	B & L Auto Service, inc.	\$384.64	- Vehicle Maintenance
39337	5/8/18	Tomahawk Printing, Inc.	\$76.90	- Operating Expense
39338	5/8/18	Stevens Disposal & Recycling Service	\$4,658.35	- Refuse Service
39339	5/8/18	Sanderson Law Offices, LLC	\$918.00	- Legal Fees
39340	5/8/18	Medical Mutual of Ohio	\$7,881.95	- Insurance Premium
39341	5/8/18	Ohio Peace Officer Training	\$275.00	- Operating Expense
39342	5/8/18	Lucas County Coroner Toxicology Lab	\$160.00	- Operating Expense
39343	5/8/18	Traffic Stop Uniform Supply	\$18.00	- Operating Expense
39344	5/8/18	Spectrum Business	\$152.41	- Utility-Telephone
39345	5/8/18	Delta Dental Plan of Ohio	\$264.28	- Insurance Premium
39346	5/8/18	Anthony Wayne Board of Education	\$734.12	- Fuel - Police/Roads
39347	5/8/18	City of Waterville - Water Dept.	\$43.64	- Utility - Water
39348	5/9/18	Toledo Edison	\$466.00	- Utility - Electric
39349	5/9/18	The Waterville Gas Company	\$308.55	- Utility - Gas
39350	5/9/18	Steve Rogers Ford	\$40.76	- Vehicle Maintenance
39351	5/9/18	Kalida Truck Equipment, Inc.	\$529.25	- Vehicle Maintenance

Moved to approve by **Mr. Warner** and seconded by **Mr. Wheeler**. Motion carried.

Mr. Wheeler asked if there was any reporting that would show the month to date and year to date expenses. **Ms. Bingham** stated she would look at what reporting is available from the UAN system and provide that to the Trustees.

Ms. Bingham advised that an invoice had been received from the Lucas County Office of the Engineer for signs related to the zoning change request on Dutch Road. William Burkett of the Zoning Commission had proofed the signs and authorized the printing, stating that Josh Doyle would pay the expense. **Mr. Wheeler** indicated that the expense should be billed to Josh Doyle.

Ms. Bingham stated that she would like to implement a new timesheet with the Roads/Cemetery Departments to better track the time spent by function. The Trustees supported the implementation. **Mr. Warner** stated it would help in the analysis of the union cemetery to know how much time is spent caring for the cemeteries. **Ms. Bingham** provided a summary of the revenue and expenses paid for the care of the cemeteries for the calendar years 2016, 2017 and 2018 year-to-date.

Ms. Bingham also provided to the Trustees a report available from the UAN system of employee leave balances as a follow-up to a request from Mr. Wheeler.

NEXUS UPDATE

Mr. Wheeler visited the job site and stated that soil has been stripped and Phase I of the utilities work is underway. **Mr. Wheeler** stated that some of the roads have experienced traffic stoppage as the result of construction work needed to lay timbers for the heavy trucks to get to the construction

sites. **Mr. Wheeler** stated he asked if Nexus could place a sign man or place signage to warn drivers of any potential delays or to reroute traffic.

OLD BUSINESS

Township Financial Update

Ms. Bingham provided a copy of the approval letter received from the Tax Commission related to the request to transfer \$335,778 from the Miscellaneous Capital Fund to the General Fund. **Ms. Bingham** stated that the transfer has been recorded in the UAN system and the General Fund now has a positive balance. **Mr. Wheeler** thank Kay Robertson, a former fiscal officer for her assistance in answering questions that assisted with the transfer of funds.

Township Insurance Plan Quotes

Mr. Warner stated that the Committee has been provided the insurance quotes from Phil Johnson, the Township's insurance broker. The Committee will meet on May 21st with Phil Johnson to review the quotes and answer any questions they may have. **Mr. Warner** stated that he believes the Committee will meet separately once and then meet again to provide recommendations to the Trustees.

Refuse Quote

There were no quotes to review at the time of the meeting.

Fire Districts

Mr. Warner stated that the consultants are working on their proposal to complete the feasibility analysis for a regional fire district. The proposal will then be shared with all governing board representatives.

DEPARTMENT REPORTS

Zoning

Mr. Warner stated the owner of the property at 5976 Weckerly Road contacted him and the owner has requested additional time to remove the vehicles. Mr. Warner clarified options with John Borrell in the Lucas County Prosecutor's office. While the notice stated the owner had 14 days to remove the junk vehicles, the township does not have to act at that time. **Mr. Warner** stated that the owner was working with the Property Standard's Officer to remove the junk vehicles as soon as possible.

Mr. Wheeler asked about a Zoning Board of Appeals needed for Johns Manville. **Ms. Sullivan** stated that it was her understanding that the Appeal had been submitted while **Ms. Bingham** was Zoning Secretary. **Ms. Bingham** advised **that** the appeal application was received at her last meeting and that the Zoning Inspector kept the application to have the new Zoning Secretary handle the appeal. **Mr. Wheeler** stated that he was going to meet with Johns Manville to review their need for a construction trailer.

Fiscal Officer's Correspondence

Ms. Bingham stated the following correspondence was received since the April 25th meeting:

- Whitehouse Fire Department 1st Quarter Runs report

- The Workplace Resources employee newsletter
- OPERS will be offering optional life insurance to employees and their families

TRUSTEE REPORTS

Duke Wheeler

Mr. Wheeler stated that he is concerned with the communication for example the Josh Doyle appeal for rezoning and what was filed with who and when. **Ms. Bingham** stated that the proper procedure for the Josh Doyle request would have started with the Zoning Inspector, it would have then been reviewed by the Zoning Commission, the Zoning Commission would then refer the request to the Lucas County Planning Commission for review and recommendations. At the conclusion of the Lucas County Planning Commission's review their comments would be returned to the Zoning Commission for their review and a public hearing. Based on the Zoning Commission's recommendation the final step is a meeting of the Township Trustees along with a public hearing. The Trustees can approve the application as well as add additional requirements. **James Fisher** stated that somehow the request for the Zoning Change was received by the Lucas County Planning Commission without review by the Township's Zoning Commission. **Mr. Warner** stated that he was not sure how that happened. **Ms. Bingham** stated that she had worked with the Zoning Secretary and the letter to residents had been reviewed by the Mr. Borrell and would be sent in accordance with the public notice requirement.

Mr. Wheeler stated that he attempted to find numbers for officials on the Township's website, but was unable to find them. **Ms. Bingham** stated she would review.

Mr. Wheeler stated that he received an anonymous call about some property and was unsure how to handle. **Mr. Fisher** stated that when he was the Property Standards Officer, the Township had a policy of requiring a complaint in writing (either letter or email) before a complaint is acted upon. The name of the complainant was never shared, but served as documentation to support any investigation or action taken.

Brett Warner

Mr. Warner stated he had a meeting with the Chief of Police. Mr. Warner asked that internet for the Garage and the Newsletter be placed on the agenda for the next meeting. **Mr. Warner** also asked that the engagement of John Widmer for the reorganization of the Zoning Resolution be added to the agenda as well. **Ms. Bingham** asked Mr. Fischer if he had a proposal that could be provided ahead of the meeting.

PUBLIC COMMENTS

Ms. Sullivan asked if there was a way to post to the website for Zoning Board of Appeals meetings.

Ms. Bingham advised that when the Public Notice is placed with the Mirror the same posting is also placed on the website.

Mr. Wittmer asked as a resident if the Trustees were aware of the problems with the Disher and Bucher Roads ditches. Mr. Warner stated that he was aware of a meeting with the Village of Whitehouse on May 17th to discuss the cleaning of the ditch.

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

Adjourned at 7:37 p.m.

Attest: s/s/Jennifer Bingham

Trustees:

s/s/Brett Warner

s/s/Kyle Hertzfeld

s/s/Duke Wheeler

original on file