

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

Held at: 7:00 p.m. at the Waterville Township Hall on June 27, 2018.

**OFFICIALS:**

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

**PLEDGE OF ALLEGIENCE:**

**Mr. 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 and Karen Schneider

**AGENDA**

**Mr. Warner** made a motion to approve the Agenda for the June 27, 2018 meeting as amended. Seconded by **Kyle Hertzfeld**. Motion Carried.

**PUBLIC COMMENTS**

There were no public comments.

**MINUTES**

**Mr. Warner** made a motion to approve the minutes of the June 13, 2018 public hearing with no additions, deletions, and/or corrections. Seconded by **Mr. Hertzfeld**. Motion Carried.

**Mr. Hertzfeld** made a motion to approve the minutes of the June 13, 2018 board of trustees meeting with no additions, deletions, and/or corrections. Seconded by **Mr. Warner**. Motion Carried.

**FISCAL OFFICER'S REPORT**

**Documents for Board**

**Ms. Bingham** provided the following documents for the Board:

- 1.) Minute book updated and ready for signatures
- 2.) Purchase Orders

**Payment of Warrants**

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

<u>No.</u>	<u>Post Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
61-2018	6/15/18	Treasurer of State of Ohio	\$607.61	- withholding
62-2018	6/15/18	U.S. Treasury	\$2,574.99	- withholding
66-2018	6/26/18	Ohio Deferred Compensation	\$250.00	- withholding
39391	6/15/18	Ricardo A. Artiaga, Jr.	\$771.68	- payroll
39392	6/15/18	Brian B Biegajski	\$1,181.07	- payroll

39393	6/15/18	Richard E. Bingham	\$1,940.43	- payroll
39394	6/15/18	Harry Richard Kellett, III	\$1,257.91	- payroll
39395	6/15/18	Richard Allan Ludwig	\$1,282.63	- payroll
39396	6/15/18	Michelle L. McDevitt	\$173.87	- payroll
39397	6/15/18	Jerry Robinson Jr.	\$1,220.47	- payroll
39398	6/15/18	Daniel Martin Stuber	\$1,175.62	- payroll
39399	6/15/18	Shaun Edward Wittmer	\$1,131.65	- payroll
39413	6/15/18	Delta Dental Plan of Ohio	\$528.56	- withholding
39419	7/1/18	Ricardo A. Artiaga, Jr.	\$704.45	- payroll
39420	7/1/18	Brian B Biegajski	\$1,496.11	- payroll
39421	7/1/18	Jennifer L Bingham	\$1,387.48	- payroll
39422	7/1/18	Richard E. Bingham	\$1,771.49	- payroll
39423	7/1/18	Eric H. Gay	\$375.11	- payroll
39424	7/1/18	Harry Richard Kellett, III	\$972.89	- payroll
39425	7/1/18	Robert Long	\$87.99	- payroll
39426	7/1/18	Richard Allan Ludwig	\$1,180.46	- payroll
39427	7/1/18	Jerry Robinson Jr.	\$804.82	- payroll
39428	7/1/18	Daniel Martin Stuber	\$1,274.91	- payroll
39429	7/1/18	Shaun Edward Wittmer	\$953.69	- payroll
39430	6/24/18	Ohio Association Chiefs of Police	\$195.00	- dues
39431	6/24/18	The Lawft	\$179.97	- uniform expense
39432	6/24/18	U.S. Bank Equipment Finance	\$119.03	- equipment lease
39433	6/24/18	Cintas Corporation - 306	\$111.33	- operating expense
39434	6/24/18	Espresso Car Wash	\$4.00	- operating expense
39435	6/24/18	Century Link	\$45.78	- utility
39436	6/24/18	Speedway, LLC	\$1,203.88	- vehicle fuel
39437	6/24/18	Verizon Wireless	\$130.36	- utility
39438	6/24/18	Collins Reporting Service Inc.	\$161.55	- professional service
39439	6/24/18	Criminal Justice Coordinating Council	\$2,008.30	- operating expense
39440	6/24/18	Fifth Third Bank	\$734.64	- operating expenses
39441	6/26/18	Kyle James Hertzfeld	\$749.04	- payroll
39442	6/28/18	VOID	\$0.00	- voided
39443	6/26/18	Richard C Wheeler	\$822.34	- payroll
39444	6/26/18	Patricia A Rupert	\$165.74	- payroll
39445	6/26/18	Brett T Warner	\$912.84	- payroll
39446	6/26/18	VOID	\$0.00	- voided
39447	6/26/18	VOID	\$0.00	- voided
39448	6/26/18	CareWorksComp	\$139.00	- professional service
39449	6/26/18	Lucas County Engineers	\$205.46	- signage
39450	6/26/18	Lucas County Treasurer	\$426.43	- EMA assessment
39451	6/26/18	Hanifan-Obenhaus-Robinson, Inc.	\$1,300.00	- lease payment
39452	6/26/18	B & L Auto Service, Inc.	\$405.89	- vehicle maintenance
39453	6/26/18	Ohio Twp Assn Risk Mgmt Authority	\$15,201.00	- insurance premium
		Total	\$50,327.47	

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

**Ms. Bingham** requested approval from the Trustees for supplemental appropriations that were needed to process payroll and pay some expenses where funds were not originally established (i.e. increase in risk insurance premium, operating expenses, etc.). The total of supplemental appropriations made were \$6,799.67. Moved to approve by **Mr. Hertzfeld** and seconded by **Mr. Warner**. Motion carried.

**Ms. Bingham** advised that she would be submitting the township's agreement to the Ohio Township Associations Risk Management Insurance Coverage.

### **NEXUS UPDATE**

**Mr. Warner** stated that he had spoken with the project personnel about the need for flaggers on the roadways.

### **OLD BUSINESS**

#### **Refuse Quotes**

**Mr. Warner** asked if this could be moved to the next meeting. **Mr. Hertzfeld** asked if a representative from Steven's should be invited to the next meeting to discuss their proposals. Ms. Bingham reminded the Trustees that there would need to be a levy placed to renew and asked if the Trustees knew the timing should they want to place it on the ballot yet this year.

#### **EMA Broadcast**

**Mr. Warner** advised that he had not received any additional responses to his inquiry on the costs and training for use of the site. **Mr. Warner** asked that this be placed on the next meeting's agenda.

#### **Resolution 2018-10 Removal of June Motor Vehicles**

**Mr. Warner** stated that Bob Long, Property Standards Officer advised him that some progress has been made. Sergeant Wittmer stated one or two of the vehicles have been removed.

#### **Engagement of John Widmer**

**Ms. Bingham** advised that she had spoken with Thomas Gibbons with the Lucas County Planning Commission. She discussed the proposal from Mr. Widmer and asked if these services were something that could be provided by the County. Mr. Gibbons stated that the work could be done, but with only one staff person and the primary focus of the office being development, the project for the Township would likely take more than the proposed eleven months and would progress in stops and starts based on the Planning Commissions workloads. The engagement of Mr. Widmer was approved at the \_\_\_\_\_ meeting; therefore, no further action was needed.

### **NEW BUSINESS**

#### **Change in Summer Meeting Schedule**

**Mr. Warner** stated that initially the Trustees had discussed modifying the meeting schedule for the summer months, but given the timing of needing to post notice, the meetings scheduled for July would continue as posted. **Mr. Hertzfeld** stated he thought the discussion was to be whether two meetings are still needed per month. The Trustees will evaluate in the future the need for two meetings per month.

**Cleaning Town Hall**

**Mr. Hertzfeld** asked if the Township should consider hiring a service to clean the Town Hall once a month. Mr. Warner was fine with having someone come in once month to clean the Town Hall. The Police Department utilizes the cleaning services of Lisa Cole. Ms. Bingham will provide Mr. Hertzfeld the contact information.

**DEPARTMENT REPORTS**

**Police Department**

**Sergeant Wittmer** advised that new patrolman Andrew Whited will start July 1, 2018.

**Sergeant Wittmer** advised that the department had applied for a \$1,000 grant from OTARMA to help with the cost of the electronic Police & Procedure resource used by the Department.

**Sergeant Wittmer** advised that the Department would be submitting an Ohio Criminal Justice Grant application to purchase in car camera and body cameras. He plans to have it submitted by the middle of July.

**Sergeant Wittmer** advised that the Department will file a grant application with Nexus by the July 2<sup>nd</sup> deadline.

**Roads/Cemetery**

**Mr. Warner** stated that The City of Waterville’s Council met before its regularly scheduled meeting to discuss the joint cemetery district. Mr. Warner was unable to attend, but did speak with the Mayor and City Administrator before the meeting.

**Zoning**

**Eric Gay**, Zoning Inspector reported 35 permits had been issued year to date compared to 22 for the same period in 2017.

**Mr. Gay** advised the Trustees that it has always been his practice to not get involved with Home Owner Association restrictions that are not covered in the Township’s Zoning Regulations. He stated that there continues to be discussion concerning mounding issues in the Coventry Glen subdivision. Mr. Gay stated that he would contact Joe Torres and remind him of what the Township believes he has agreed to. **Mr. Gay** stated that he did speak with William Harbart at the Lucas County Planning Commission, to review deed restrictions, and Mr. Harbart states that it would be a civil matter with regards to the Fischer property.

**Mr. Gay** advised that Feller Finch who is doing the work on the PUD for Fallen Timbers has included in its site plan for storage units. Section 9.12 of the Zoning Regulations address site plan and self-storage and Mr. Harbart believes Mr. Gay can approve permits for storage units, however, **Mr. Gay** stated he would like either the Trustees or the Zoning Commission to approve.

**Fire District**

**Mr. Warner** advised a Memorandum of Understanding (MOU) was received from the City of Waterville. A copy of the MOU will be provided to John Borell in the County Prosecutor’s office for review and a copy was provided to each Trustee.

## **FISCAL OFFICER CORRESPONDENCE**

**Ms. Bingham** advised the following correspondence was received:

- Letter from John Arnsby, Municipal Prosecutor commending the Township for the efforts and service of the police department.
- Letter from the Board of Lucas County Commissioners confirming the implementation of the \$5.00 license plate fee increase effective with renewal dates in 2019
- Notice of open enrollment for OPERS life insurance benefits
- Letter from Lucas County Engineer advising of new Soil Erosion and Sedimentation Control Rules

## **TRUSTEE REPORTS**

**Kyle Hertzfeld**

**Mr. Hertzfeld** stated he had nothing to report.

**Brett Warner**

**Mr. Warner** advised he attended the most recent Zoning Commission meeting and the group has good discussion and hard work put into the review of the Zoning Regulations. Mr. Warner stated he would not be able to attend the next meeting and asked Mr. Hertzfeld if he could attend.

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

Adjourned at 7:32 p.m.