

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

Held at: 7:00 p.m. at the Waterville Township Hall on December 19, 2018.

**OFFICIALS:**

Chairman – Brett Warner – present  
Vice Chairman - Kyle J. Hertzfeld – present  
Trustee – Duke Wheeler – present  
Fiscal Officer Jennifer Bingham – present  
Police Chief – Richard Bingham- present  
Zoning Inspector – Eric Gay – 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:** William Walborn, Karen Gerhardinger,

**AGENDA**

**Duke Wheeler** made a motion to approve the agenda for the December 19, 2018 meeting. Seconded by **Kyle Hertzfeld**. Motion Carried.

**PUBLIC COMMENT**

There were no public comments.

**MINUTES**

**Mr. Warner** made a motion to approve the minutes of the November 28, 2018 with no additions, deletions, and/or corrections. Seconded by **Mr. Hertzfeld**. Motion Carried.

**FISCAL OFFICER'S REPORT**

**Documents for Board**

**Ms. Bingham** presented the following to the Board

- 1.) Minutes book updated and ready for signature
- 2.) Blanket Certificates/Purchase Orders presented for signature

**Payment of Warrants/Vouchers**

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

No.	Payee	Amount	Purpose
140-2018	Spectrum Business	\$332.61 -	Utility - Telephone/Internet
141-2018	Bureau of Workers' Compensation	\$434.83 -	Insurance Premium
142-2018	Treasurer - State of Ohio	\$19.61 -	Withholding
143-2018	Treasurer of State of Ohio	\$720.26 -	Withholding
144-2018	U.S. Treasury	\$3,096.87 -	Withholding
145-2018	OPERS	\$9,365.03 -	Withholding
146-2018	Fifth Third Bank	\$554.95 -	Operating Expenses

39787	Ricardo A. Artiaga Jr.	\$636.86 -	Payroll
39788	Josh Arvay	\$125.83 -	Payroll
39789	Brian B Biegajski	\$1,517.70 -	Payroll
39790	Richard E. Bingham	\$1,940.43 -	Payroll
39791	Harry Richard Kellett III	\$1,091.82 -	Payroll
39792	Richard Allan Ludwig	\$1,008.97 -	Payroll
39793	Michelle L. Mc Devitt	\$26.39 -	Payroll
39794	Daniel Martin Stuber	\$1,140.49 -	Payroll
39795	Andrew T Whited	\$958.05 -	Payroll
39796	Shaun Edward Wittmer	\$1,084.22 -	Payroll
39797	Steve Rogers Ford	\$57.57 -	Vehicle Repair/Maintenance
39798	Kalida Truck Equipment, Inc.	\$319.39 -	Vehicle Repair/Maintenance
39799	Medical Mutual of Ohio	\$7,822.17 -	Insurance Premium
39800	City of Waterville - Water Dept.	\$58.58 -	Utility - Water
39801	Toledo Edison	\$1,139.24 -	Utility - Electric
39802	The Waterville Gas Company	\$335.06 -	Utility - Natural Gas
39803	General Pro Hardware	\$231.95 -	Operating Expenses
39804	Stevens Disposal & Recycling Service	\$4,798.05 -	Contracted Service - Refuse
39805	Anthony Wayne Board of Education	\$408.36 -	Fuel Expenses
39806	Toledo Edison	\$191.45 -	Utility - Electric
39807	Fisher Auto Parts, Inc.	\$188.60 -	Vehicle Repair/Maintenance
39808	U.S. Bank Equipment Finance	\$126.08 -	Lease - Copier/Scanner/Fax
39809	Expresso Car Wash	\$4.00 -	Vehicle Repair/Maintenance
39810	Traffic Stop Uniform Supply	\$46.80 -	Uniform Expense
39811	Hanifan-Obenauf-Robinson, Inc.	\$1,300.00 -	Lease - Police Dept.
39812	Tony Szymczak Automotive	\$397.52 -	Vehicle Repair/Maintenance
39813	Cintas Corporation - 306	\$129.80 -	Operating Expenses
39814	Century Link	\$41.80 -	Utility - Telephone
39815	Swanton Township Trustees	\$52.50 -	Payment for Funds Received in
Error			
	Total Warrants	\$41,703.84	

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

**Reallocation of Appropriations**

**Ms. Bingham** presented the following reallocation of appropriations for approval:

**Cemetery Fund**

2081-210-190-0000 – Other - Salaries	\$500.00
2081-210-211-0000 – Other - Salaries	(\$500.00)

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

**2019 Budget and Appropriations**

**Ms. Bingham** presented the final summary of the proposed Revenue and Appropriations Budget for 2019. **Ms. Bingham** asked if there were any questions regarding the information presented. **Mr. Wheeler** asked how the information varied from prior information provided. **Ms. Bingham** advised the following;

General Fund Revenue

Fees from Permits updated to include revenue of \$13,000 and \$69,000 additional revenue included related to potential formation of a Union Cemetery and possible cost sharing for employees who will work for both the Township and the Union Cemetery.

General Fund Appropriations

Updated to reflect \$69,000 in salary and benefit expenses anticipated to be paid by the Union Cemetery for employee related expenses.

Overall

Appropriations were rounding up to the nearest five thousand dollar. Ms. Bingham stated that it is most likely not all of the appropriation budget will get used, but hoped that rounding up would provide a small reserve of funds in case they should be needed.

**Mr. Wheeler** asked if the appropriations needed to be approved at this meeting. **Ms. Bingham** advised that either the permanent or temporary appropriations would need to be approved since there were no additional meetings scheduled and employees are due to be paid on January 1<sup>st</sup>. Without an appropriations budget, employees could not be paid. **Mr. Warner** asked Mr. Wheeler if he would like to schedule another meeting to allow more time to review the proposed revenue and appropriations budget. **Mr. Wheeler** stated no.

**RESOLUTION #2018-15  
2019 PERMANENT APPROPRIATIONS**

**Kyle Hertzfeld** moved the adoption of the following Resolution #2018-15:

Be it resolved, by the Board of The Board of Trustees of Waterville Township, Lucas County, Ohio, adopted the following Permanent Appropriations for the fiscal year ending December 31, 2019 during its regularly scheduled meeting on December 19, 2018. The Permanent Appropriation Resolution is approved and to be forwarded to the Lucas County Auditor’s Office; and

1000 General	\$235,000.00
2011 Motor Vehicle License Tax	0.00
2021 Gasoline Tax	15,000.00
2031 Road and Bridge	65,000.00
2041 Cemetery	16,513.15
2071 Garbage & Waste Disposal	80,000.00
2081 Police District	550,000.00
2111 Fire District	120,000.00
2231 Permissive Motor Vehicle License Tax	0.00
2261 Law Enforcement Trust	310.00
2401 Street Lighting District	14,000.00
2271 Enforcement and Education	450.27
2901 - D.A.R.E	0.00
4901 - Miscellaneous Capital Projects	0.00
<b>Total Appropriations</b>	<b>\$1,096,273.42</b>

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**Brett Warner** seconded Resolution #2018-15 and the roll being called upon its adoption, the vote resulted as follows:

Duke Wheeler, abstained  
Brett Warner, Yes  
Kyle Hertzfeld, Yes

I certify that the foregoing is a true and accurate copy of Resolution 2018-15, passed in the regular meeting of the Waterville Township Board of Trustees on December 19, 2018.

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

**NEXUS UPDATE**

**Mr. Wheeler** shared that construction on in the Township is complete. The last meeting he attended focused on safety. Mr. Wheeler stated that the biggest danger to the pipelines is farming and construction equipment. Mr. Wheeler stated that there are numbers to call posted for emergencies. Mr. Wheeler stated that no decision has been made on the compressor station. Nexus is aware of the tension the station has caused in the Township. Mr. Wheeler stated that landscaping is expected at the site is expected to be completed in the Spring.

**OLD BUSINESS**

**Union Cemetery Update**

**Mr. Warner** and **Ms. Bingham** provided an update on the progress made in the working group, with representation from The City of Waterville and The Village of Whitehouse. There is a joint meeting planned for January 7, 2019 in The City of Waterville Council Chambers to further review and if agreed finalize the formation of a Union Cemetery. **Ms. Bingham** presented for review a list of assets identified by Richard Ludwig that are used for cemetery, roads and/or both. There was discussion from the working group about the Township transferring equipment used in the cemetery to the Union Cemetery. The Trustees agreed that a list of the equipment identified as used only in the cemetery will be provided to the Union Cemetery working group. **Ms. Bingham** presented for review the adoption of an amendment to the current agreement with The City of Waterville and the Township a cemetery services. The amendment permits The City to pay a sum of \$2,500, which was requested to help secure the Cemetery Fund through the end of 2018. The amendment was reviewed by John Borrel with the Lucas County Prosecutor’s office.

**RESOLUTION #2018-16 AMENDMENT TO THE CEMETERY SERVICES  
AGREEMENT AND PROPERTY USE LICENSE BETWEEN  
WATERVILLE TOWNSHIP AND THE CITY OF WATERVILLE  
2019 PERMANENT APPROPRIATIONS.**

**Duke Wheeler** moved the adoption of the following Resolution #2018-16:

Be it resolved, by the Board of The Board of Trustees of Waterville Township, Lucas County, Ohio, adopted the attached amendment to the cemetery services agreement between Waterville

Township and the City of Waterville during its regularly scheduled meeting on December 19, 2018.

**Brett Warner** seconded Resolution #2018-16 and the roll being called upon its adoption, the vote resulted as follows:

Duke Wheeler, Yes  
Brett Warner, Yes  
Kyle Hertzfeld, Yes

I certify that the foregoing is a true and accurate copy of Resolution 2018-16, passed in the regular meeting of the Waterville Township Board of Trustees on December 19, 2018.

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

**RESOLUTION #2018-17 AUTHORIZATING THE FORMATION OF A UNION CEMETERY**

**Brett Warner** made a motion to adopt the following Resolution:

**WHEREAS**, the City of Waterville, Village of Whitehouse and Waterville Township have previously united in the establishment and management of a cemetery under R.C. 759.27; and do hereby formally reaffirm the creation of the same; and

**WHEREAS**, the City, Village and Township wish to form a union district for establishment, operation, and maintenance of cemeteries as authorized by R.C. 759.341; and

**NOW, THEREFORE**, the Board of Trustees of Waterville Township hereby takes the following action:

**SECTION 1.** Authorizes the formation of a union Cemetery district to include the City of Waterville, the Village of Whitehouse, and Waterville Township known as Fallen Timbers Union Cemetery pursuant to R.C. 759.341.

**SECTION 2.** The District shall be comprised of territory within the united municipalities and Township.

**SECTION 3.** The District shall be organized, operated and have those powers specified in R.C. 759.341

**SECTION 4.** This Resolution shall be in full force and effect from and immediately upon its adoption.

**SECTION 5.** It is hereby found and determined that all formal actions of this concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board that resulted in such formal actions are in compliance with all legal requirements including Section 121.22 of Ohio Revised Code.

**WHEREFORE,** this Resolution shall take effect and be in full force immediately upon adoption.

**Duke Wheeler** seconded Resolution #2018-17 and the roll being called upon its adoption, the vote resulted as follows:

Duke Wheeler, Yes  
Brett Warner, Yes  
Kyle Hertzfeld, Yes

I certify that the foregoing is a true and accurate copy of Resolution 2018-17, passed in the regular meeting of the Waterville Township Board of Trustees on December 19, 2018.

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

**Mounding in Coventry Glen**

**Mr. Warner** read a letter from Joe Torre with Myles Development dated January 4, 2016 addressed to former Trustee, Les Disher. In the letter, Myles Development committed to the installation of a 3ft wide and tall mound on identified lots, to be seeded with grass and an evergreen tree planted every 25 feet. The mounds would be in place one year after construction. The letter further stated that the maintenance of the mound would pass to the purchaser of the home. **Mr. Warner** stated that he drove by the lots in question and it appears that the builder is in compliance with the letter. **Mr. Wheeler** asked who has the authority to change plans on file. **Mr. Warner** stated that the plans do not have the mounding specifications.

**2019 Meeting Dates**

The 2019 Meeting dates were reviewed. The Trustees agreed to meet on the 4<sup>th</sup> Wednesday of every month at 7:00 p.m. with the exception of the November meeting which was moved to Monday, November 25<sup>th</sup> and the December meeting which was moved to December 18<sup>th</sup>. The organizational meeting was set for Saturday January 5, 2019 at 8:00 a.m. All meetings will be held in the Township Hall.

**DEPARTMENT REPORTS**

**Police Department**

**Chief Bingham** reported that everything is going well. The **Chief** presented a letter for the Trustees to sign stating that as a government entity the Township does not file income tax returns. **Chief Bingham** asked for one trustee to be the point of contact for grant applications. Kyle Hertzfeld was designated as the Trustee contact for grant applications.

**Roads Department**

**Mr. Hertzfeld** reported that the newest truck needs to get brakes and tires done before the snow season. **Mr. Hertzfeld** made a motion to cover the costs of the needed repairs. **Mr. Wheeler** seconded. Motion carried.

**Mr. Warner** stated that he had a second conversation with the state regarding the ramp at the end of Noward Road. The state will complete an evaluation in the spring. If the base is ok the cost to fix the asphalt will be the Township's responsibility but if the base is determined to be structurally damaged, the cost to fix the base will be the responsibility of the state.

**Ms. Bingham** presented a bill to pay for lining of the township roads in the amount of \$5,862.50. **Mr. Hertzfeld** made a motion to pay the fees. **Mr. Wheeler** seconded. Motioned carried.

**Refuse**

**Ms. Warner** stated that he received several calls from residents about issues with Steven's and glass recycling as well as a complaint that an entire section of St. Rt. 64 was missed. **Mr. Warner** stated that he has asked Steven's to communicate with Residents any changes in their recycling policies, but for now they will continue to collect glass in the recycling bins. **Mr. Warner** stated that no contract has been received to date.

**Zoning – Inspector's Report**

**Eric Gay**, Zoning Inspector, stated the he does not understand the letter from Joe Torre. **Mr. Warner** asked Mr. Gay if he recalled the letter since he was carbon copied on the letter. **Mr. Gay** stated that the purchaser of the Fischer property doesn't care if there was mounding.

**Mr. Gay** reported that he has issued 52 zoning permits year-to-date. **Mr. Gay** stated that it appears there are only one or two plots left in Plats 7 & 8.

**Mr. Gay** stated that a meeting will need to schedule for rezoning on Neapolis Waterville Road that is with the Lucas County Planning Commission. He has provided the information to the Zoning Secretary.

**Mr. Gay** stated Steve Rogers will possibly need a Zoning Board of Appeals meeting for a temporary storage structure. **Mr. Gay** stated that Bill Harbart of the Lucas County Planning Commission is reviewing options as it relates to the use of trailers for storage on or off wheels and perhaps the Zoning Commission will want to address in their review of the Zoning Resolution.

**Mr. Gay** advised that the property on North River Road with a mailing address and 60' of frontage on River Road, but a property address on the Trail with 500' of frontage will use the Trail address as the buildable lot.

**Zoning – Property Standards**

**Mr. Warner** stated that the Property Standards Office continues to monitor and have discussion with eh property owner on Weckerly Road. Two vehicles have been removed and the property owner is looking to register the remaining vehicles.

**FISCAL OFFICER CORRESPONDENCE**

**Ms. Bingham** reported that the following correspondence has been received:

- Save the Date for the Lucas County Township Association Annual Dinner
- Request from the Township Association to update the member directory
- Question about a petition for a new lighting district

**TRUSTEE REPORTS**

**Duke Wheeler** – nothing to report

**Kyle Hertzfeld** – nothing to report

**Brett Warner** – stated that he is scheduling a meeting with Phil Johnson to review the insurance renewal. **Mr. Warner** also stated that he received a letter from Ron King with the King Agency to serve as a paid consultant to the Township. Mr. King’s agency as a staff of 21 employees who will assist the township in reviewing and comparing its benefits. Mr. King’s fee would be \$100/hr. capped at \$1,200. If engaged, the Trustees and employees may be asked to complete information as part of the process. Mr. King would not receive commission, as this is only a consultant service. **Mr. Wheeler** stated that he was also contacted by an agent.

**Mr. Warner** again commented on the furniture in the Hall and the possibility of replacing it.

**Mr. Warner** stated that he planned to attend the Lucas County Township Association meeting.

**PUBLIC COMMENT**

**Mr. Walborn** stated there are millions of shipping containers stock piled and questioned if the Trustees had plans to address construction of container homes or storage in the Township. **Mr. Walborn** also stated that the Form Fire information should be available to insurance quotes. **Mr. Walborn** stated that he believes the Township Trustees need time to consider the budget and the Union Cemetery.

**EXECUTIVE SESSION**

**Mr. Warner** made a motion to move to executive session to discuss the hiring, firing and retention of township employees/appointees. Seconded by **Mr. Wheeler**. Motion carried.

**Mr. Warner** made a motion to return from executive session. **Mr. Hertzfeld** seconded. Motion carried. For the record, Mr. Warner stated that no action would be taken based on the executive session discussion.

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 9:06 p.m.

Attest  s/s/Jennifer Bingham

Trustees:  s/s/Brett Warner

s/s/Duke Wheeler

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