

RECORD OF PROCEEDINGS
Waterville Township Trustees' Special Meeting

Held at: 6:00 p.m. at the Waterville Township Hall on April 15, 2019.

OFFICIALS:

Chairman – Brett Warner – present
Vice Chairman - Kyle J. Hertzfeld – present
Trustee – Duke Wheeler – present
Fiscal Officer Jennifer Bingham – present
Property Standards Officer – Robert Long - present

PLEDGE OF ALLEGIENCE:

Brett Warner called the meeting to order at 6:00 p.m.. All those present were asked to join **Mr. Warner** in reciting the Pledge of Allegiance.

GUESTS: Jim Fischer, Patricia Rupp (Zoning Secretary)

AGENDA

Kyle Hertzfeld made a motion to approve the agenda for the April 15, 2019 meeting. Seconded by **Duke Wheeler**. Motion Carried.

APPOINTMENT OF ZONING INSPECTOR

Mr. Warner stated the purpose of the meeting was to discuss the appointment of a Zoning Inspector to fill the position following the death of Eric Gay. **Mr. Warner** stated he thought perhaps the position of Zoning Inspector and Property Standards Officer could be filled by one individual. **Mr. Wheeler** asked if an advertisement had been placed and stated that the Zoning Inspector needs proper tools to function. **Mr. Warner** stated that he has been working to identify space for a Zoning Inspector's office with proper equipment that he would be sharing at the April Trustees meeting. **Mr. Hertzfeld** stated opportunities to share services with the City of Waterville and the Village of Whitehouse. **Mr. Warner** stated that he will be talking to each of them. **Mr. Warner** stated that he would like to see set hours and get away from working out of home. It was very difficult retrieving items from Mr. Gay's home because he felt like he was intruding. **Mr. Wheeler** stated it was difficult for his wife to have to answer the phone and should not have had to. The Trustees were in agreement that they needed to make sure the Township's interest were being taken care of.

Mr. Warner made a recommendation to address the short-term need by appointed Jim Fischer as interim Zoning Inspector until the end of 2019 or sooner when a permanent Zoning Inspector is appointed. **Mr. Wheeler** asked if there was a job description. **Mr. Warner** stated he was going to ask Mr. Fischer to be involved in writing a job description. Mr. Fischer stated he would help with that task. **Mr. Warner** asked about paying an hourly wage with the expectation of a minimum of 4 hours per week spent in the Zoning Office, attending Township meetings and County meetings. The individual would submit a log of how their time was spent. The Trustees discussed possible options for how to pay as well as expectations for the Zoning Inspector.

Mr. Wheeler made a motion to place an add to fill the Zoning Inspector position. **Mr. Hertzfeld** seconded. Motion carried.

It was agreed that **Mr. Warner** would write the advertisement. Patricia Rupp, the Zoning Secretary stated that other townships may example of a Zoning Inspector job description that could be helpful.

Mr. Warner made a motion to appoint Jim Fischer as the interim Zoning Inspector until the end of 2019 or until a permanent Zoning Inspector is appointed. This appointment is made with the understanding that Mr. Fischer will be temporarily relieved of his appointment to the Zoning Commission and the Architectural Review Board and that at the time a permanent Zoning Inspector is appointed he will return to his positions on those Boards. The interim Zoning Inspector will be paid at a rate of \$5,200 paid monthly and pro-rated to the date upon which Mr. Fischer is bonded. **Mr. Wheeler** seconded. Motion carried.

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 6:22 p.m.

Attest: /s/ Jennifer Bingham

Trustees: Brett Warner
Kyle Hertzfeld
Duke Wheeler