

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

Held at: 7:00 p.m. at the Waterville Township Hall on May 22, 2019.

**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  
Interim Zoning Inspector – Jim Fischer – present  
John Borell, Lucas County Assistant Prosecutor

**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:** Erin Mastin, Karen Gerhardinger

**AGENDA**

**Kyle Hertzfeld** made a motion to approve the agenda for the May 22, 2019 meeting. Seconded by **Duke Wheeler**. Motion Carried.

**PUBLIC COMMENTS**

**Erin Mastin** stated that she would like to have a 2200 square foot home and garden décor store at 9525 Waterville Swanton Road. The property is currently zoned M-1. Ms. Mastin asked the Trustees what she needs to do to open this business. Jim Fischer, Interim Zoning Inspector stated that he spoke with the Lucas County Planning Commission and the space will need a special use permit. It will also need a detailed site plan, which will need to be reviewed by Lucas County. Mr. Fischer also noted the property lies in the Rt. 64 Overlay District, which will also need to be reviewed by the Architectural Review Board. Mr. Borell stated he would review with the County and get back with Mr. Fischer.

**MINUTES**

**Mr. Wheeler** made a motion to approve the minutes of the April 24, 2019 regular meeting with no additions, deletions, and/or corrections. **Mr. Hertzfeld** seconded. Motion carried.

**Mr. Wheeler** made a motion to approve the minutes of the May 13, 2019 special meeting with no additions, deletions, and/or corrections. **Mr. Warner** seconded. 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.) Purchase Orders for grant related purchases were presented for signature

**Payment of Warrants/Vouchers**

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

<u>No.</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
61-2019	Bureau of Workers' Compensation	\$434.83	- Insurance Premium
62-2019	Ohio Deferred Compensation	\$250.00	- Withholding
63-2019	Treasurer of State of Ohio	\$692.51	- Withholding
64-2019	U.S. Treasury	\$3,047.94	- Withholding
66-2019	Fifth Third Bank	\$739.89	- Operating Expenses
69-2019	OPERS	\$9,608.79	- Withholding
40068	Delta Dental Plan of Ohio	\$253.71	- Insurance Premium
40069	Ankebrandts Inc.	\$127.50	- Operating Expenses
40070	Ohio Peace Officer Training	\$520.00	- Training Expense
40071	Spectrum Business	\$166.57	- Utility -
Phone/Internet/Cable			
40072	The Waterville Gas Company	\$215.71	- Utility - Natural Gas
40073	The Mirror	\$47.50	- Advertising
40074	Kenn-Feld Group	\$113.40	- Operating Supplies
40075	Anthony Wayne Board of Education	\$286.54	- Fuel Expense
40076	City of Waterville - Water Dept.	\$41.44	- Utility - Water
40077	Fisher Auto Parts, Inc.	\$752.15	- Repair/Maintenance
40078	Toledo Edison	\$1,040.31	- Utility - Electric
40079	Hanson Aggregates Inc.	\$28.41	- Operating Expenses
40080	Republic Services	\$5,026.90	- Contracted Service -
Refuse			
40081	General Pro Hardware	\$149.44	- Operating Supplies
40090	Ricardo A. Artiaga Jr.	\$630.87	- Payroll
40098	Brian B Biegajski	\$1,247.12	- Payroll
40099	Richard E. Bingham	\$1,995.40	- Payroll
40100	Harry Richard Kellett III	\$1,099.49	- Payroll
40101	Richard Allan Ludwig	\$1,185.25	- Payroll
40102	Daniel Martin Stuber	\$1,178.87	- Payroll
40103	Andrew T Whited	\$1,121.62	- Payroll
40104	Shaun Edward Wittmer	\$889.40	- Payroll
40105	Medical Mutual of Ohio	\$8,605.71	- Insurance Premium
40106	Motorola	\$8,443.64	- Grant Purchase -
Radio & Antenna			
40107	WatchGuard Video	\$10,790.00	- Grant Purchase - In
Car Cameras			
40108	Axon Enterprise, Inc.	\$3,495.00	- Grant Purchase -
Body Cameras			
40109	Vance Outdoors Inc.	\$171.50	- Operating Supplies
40110	U.S. Bank Equipment Finance	\$129.84	- Lease -
Copier/Printer/Scanner			
40111	Cintas Corporation - 306	\$122.80	- Repair/Maintenance
40112	Hanifan-Obenauf-Robinson, Inc.	\$1,350.00	- Lease - Police Dept.
40113	Gov-Deals, Inc.	\$11.25	- Advertising
40114	Lexipol, LLC	\$2,262.00	- Subscription Service

40115	Toledo Edison	\$147.90	- Utility - Electric
40116	Verizon Wireless	\$130.32	- Utility - Cell Phones
40117	Ricardo A. Artiaga Jr.	\$716.92	- Payroll
40118	Brian B Biegajski	\$1,328.10	- Payroll
40119	Richard E. Bingham	\$1,821.43	- Payroll
40120	Harry Richard Kellett III	\$1,160.73	- Payroll
40122	Daniel Martin Stuber	\$1,166.47	- Payroll
40123	Andrew T Whited	\$1,067.39	- Payroll
40124	Shaun Edward Wittmer	\$1,002.84	- Payroll
40125	SuperFleet MasterCard Program	\$1,583.06	- Payroll
40126	Steve Rogers Ford	\$51.02	- Payroll
40127	Jennifer L Bingham	\$1,389.92	- Payroll
40128	James Fischer	\$370.74	- Payroll
40129	Robert Long	\$88.01	- Payroll
40130	Kyle James Hertzfeld	\$753.83	- Payroll
40131	Richard C Wheeler	\$826.21	- Payroll
40132	Brett T Warner	\$913.11	- Payroll
	Total	\$82,791.30	

## **OLD BUSINESS**

### **Union Cemetery Update**

**Mr. Warner** stated that Cemetery Board will continue to meet two times a month for until there is a better understanding of all the needs

### **Fire District**

**Mr. Warner** stated that the Board needs to appoint a member to serve on the Fire District Work Group. **Mr. Hertzfeld** nominated **Mr. Wheeler**. **Mr. Wheeler** stated he would rather work on refuse matters. **Mr. Wheeler** nominated Mr. Warner. **Mr. Hertzfeld** seconded. Motion carried.

### **Refuse**

**Mr. Wheeler** stated is waiting on documents from Jim Shaw, of the Solid Waste Management District, and John Borell

### **Emergency Management Agency Broadcast System**

**Mr. Warner** stated that he is interested in refuse district. **Mr. Warner** stated that the next step will be for the Lucas County Commissioners to hold three public hearings with the goal of the first assessments taken in February. **Mr. Warner** asked if there were sufficient funds to continue paying refuse expenses through that time. **Ms. Bingham** stated that some of the money currently collected comes from residents of Whitehouse and that with the Village conforming to boundaries she was unsure what impact that will have on previous assumptions.

**Mr. Warner** stated the he had taken time to follow the Republic workers to make sure collections were being made appropriately. **Mr. Wheeler** asked if the timing of collections were different, such as recycling collected first followed by trash pick-up.

**Mr. Warner** stated that he would forward Jim Shaw of the Solid Waste Management District's information to Mr. Wheeler.

**Township WENS Notification**

**Mr. Warner** stated that an alert should be made about the fiscal officer position. Chief Bingham offered to get the information posted if one of the Trustees would provide it. It was also recommended to make a post about the Zoning Inspector's position

**Zoning Software**

**Mr. Wheeler** stated that the company has offered to give the Township the software for free for a three-month trial period. It would then charge \$200/month if the Township agreed to keep the contract. **Ms. Bingham** again, reminded the trustees that with the Village of Whitehouse continuing the process to conform to boundaries, the general fund, which would be the revenue source for such a contract will be impacted financially. **Mr. Wheeler** stated the Zoning Secretary is familiar with the software from a demonstration that was provided. **Mr. Wheeler** made a motion to give the software a three-month trial. **Mr. Warner** seconded. Motion carried, however, **Mr. Hertzfeld** voted against the motion.

**NEW BUSINESS**

**Appointment of Township Representative to the Waterville Township-Village of Whitehouse JEDD**

**Mr. Warner** stated that he has not heard back from William Burkett, but that Steve Rogers agreed to serve as the Township representative on the Waterville Township-Village of Whitehouse JEDD Committee. **Mr. Wheeler** made a motion to appoint Mr. Rogers. **Mr. Warner** seconded. Motion carried.

**Mr. Warner** stated that one more person will need to be appointed. Several people have been interested but are concerned about the time commitment. **Mr. Wheeler** asked what the time commitment was. **Mr. Warner** stated mostly organization with three meetings per year.

**William Burkett**

**Mr. Wheeler** stated that the Township should let the family of the young man involved in the accident with Bill Burkett know that we care and we should pray for the family. **Mr. Wheeler** also stated we should pray for Bill Burkett and his family. **Mr. Wheeler** offered a short prayer for both families.

**DEPARTMENT REPORTS**

**Police Department**

**Chief Bingham** stated items purchased with grant funds are being received. All cars will be equipped with in-car cameras and all officers will be provided new body cameras. Chief Bingham reported crime is down in the Township.

**Roads Department**

**Mr. Hertzfeld** stated that he has been in contact with Lucas County in response to several calls he has received about flooding. Mr. Warner stated he will be meeting with Road staff to talk about supervision of their work. Mr. Wheeler stated that he sees the staff at the Whitehouse hardware store and feels like its their second office. Mr. Wheeler said it does feel appropriate and believe it is tantamount to theft. Mr. Wheeler asked is an executive session would be needed to discuss further. Mr. Warner asked Mr. Wheeler if he wanted to meet with the staff. Mr. Hertzfeld stated that he has seen the truck at the store, and reminded the other trustees that the cemeteries do not have

restrooms and that he is not sure if they are on break when he sees their vehicles at the store. Mr. Wheeler stated that the City of Waterville and the Village of Whitehouse are helping us with the cemeteries and it does not look good if staff are not working. It was determined that there was no need for an Executive Session.

### **Zoning – Inspector’s Report**

**Jim Fischer** stated he has been busy playing catch up. **Mr. Fischer** submitted six permits: three for new homes, two for fences, and one for a house addition. Mr. Fischer stated that former Trustee Karen Schneider passed along a goal from a Lois Haberstock on West River Road. Ms. Haberstock was questioning unauthorized dumping in the lot across from her home. Mr. Fischer drove by and did observe wood chips, dirt with weeds and concrete. Mr. Fischer has referred the matter onto the Property Standards Officer.

Mr. Fischer stated he will be following up on two properties with in ground pools and fencing needed. He continues to work on a job description. Mr. Fischer also stated that John Mansville is seeking a renewal for the construction trailer that was approved 2-years ago. There is some question about the timing of payment for the Zoning Board of Appeals application. Ms. Bingham stated that when she was the Zoning Secretary the Zoning Board of Appeals approved the permit pending receipt of payment.

Mr. Fischer stated he had a complaint from a property owner on Tournament Drive regarding the lighting at the storage facility. Mr. Fischer stated he is checking on the Zoning Regulations to see if some sort of shield can be used to reflect the light downward.

**Mr. Fischer** stated Mr. Long has been working with the property owner on Weckerly Road. Mr. Wheeler stated he spoke with Mr. Long and the cars are now registered.

Mr. Warner stated that Mr. Fischer has informed him there is a lot of public contact with people in the role of Zoning Inspector and that the job is not just issuing permits, but includes fielding questions about possible permits.

**Zoning – Property Standards** – see above

### **FISCAL OFFICER CORRESPONDENCE**

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

- Letter from Lucas County Board of Commissioners regarding the annexation of Parcel No. 91-12037 into Whitehouse
- Information from Ohio Township Risk Management Authority on their recent valuation of Township property
- Invitation from the League of Women Voters to their annual meeting and dinner on May 14<sup>th</sup>
- Notice received from Jennifer Bingham, Fiscal Officer of her resignation effective May 31, 2019
- Notice from Medical Mutual of the name change for its Life Insurance Plans to Consumers Life

### **TRUSTEE REPORTS**

**Duke Wheeler** – stated that an advertisement had been placed in the Blade with four resumes received to date, however none of those applying lived in the Township. Mr. Wheeler stated he has contacted the State Auditor’s Office for a list of traveling fiscal officers. There was discussion on the process for interviewing potential candidates. Mr. Wheeler offered to screen candidates. There was discussion on the 30-day window to fill the vacancy.

**Kyle Hertzfeld** – thanked Ms. Bingham for her service to the Township. Mr. Hertzfeld asked if meeting needs to be set up for the Fiscal Officer interviews, however since no candidates from the Township have expressed an interest there is no current need. Ms. Bingham stated that she would help the Township through the June 15<sup>th</sup> payroll date, which would give the Trustees additional time since the next payroll will not be due until July 1<sup>st</sup>.

**Brett Warner**

**Mr. Warner** stated perhaps the Police Department is not the best place for the Zoning Inspector’s office as there are a lot of people who come and go. Mr. Warner stated that the new tables are almost done for the Town Hall and he is thinking it might be better to set up workstations in the Town Hall for both the Zoning Inspector and the Fiscal Officer. Mr. Wheeler stated he would work on getting quotes for internet service. Mr. Hertzfeld stated he would look into a “hot spot” option from the cell phone carrier.

**PUBLIC COMMENT**

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 8:05 p.m.

Attest: /s/ Patricia Rupert  
Administrative Assistant to  
Temporary Deputy Fiscal Officer  
(Transcribed from Audio Recording)

Trustees: Kyle Hertzfeld  
Brett Warner  
Duke Wheeler