

RECORD OF PROCEEDINGS
Waterville Township Trustees' Meeting

Held at: 7:00 p.m. at the Waterville Township Hall on October 23, 2019.

OFFICIALS:

Chairman – Brett Warner – Present
Vice Chairman - Kyle J. Hertzfeld – Present
Trustee – Duke Wheeler – Present
Temporary Deputy Fiscal Officer – Michelle Stahl – Present
Fiscal Officer - Eileen Sullivan (Appointed 10-1-19) - Present
Police Chief – Richard Bingham – Present
Interim Zoning Inspector – Jim Fischer – Present
John Borell, Lucas County Assistant Prosecutor - Present

PLEDGE OF ALLEGIANCE:

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: Karen Gerhardinger - Maumee Mirror, Victor Coleman, Tehya Collingsworth, Renee Hertzfeld, Bill Walborn

AGENDA

Duke Wheeler made a motion to approve the agenda with the addition of the credit card discussion for the October 23, 2019 meeting. Seconded by **Kyle Hertzfeld**. **MOTION CARRIED**

PUBLIC COMMENTS

Tehya Collingsworth, 6700 S.River Rd. addressed the trustees regarding property on the Anthony Wayne Trail (6730 & 6824) to be rezoned from agricultural to industrial. Township is the jewel of the community. Has concerns about industrial development in this area. Not clear on the acreage. Ohio revised code does call for adjoining property owners to be notified. **Brett Warner** spent quite a bit of time researching this. Property is within the City of Waterville, not the township. Adjacent property owners were not notified. Municipality charter is different from townships in notifying property owners. Brett has left some messages with city personnel looking for answers. **Karen Gerhardinger** from Maumee Mirror stated they will be meeting on December 9.

MINUTES

Patty Rupert stated she has almost all the back logged minutes ready transcribed and ready for approval. However, payment and warrant information is the hold up. Fiscal Officer Michelle Stahl will work with Patty to get her the files in a better format for insertion into the minutes. When the minutes are approved, they will be printed for the books ready for signature.

FISCAL OFFICER'S REPORT

Credit Card

Michelle Stahl reported a fraudulent charge on the township credit card account in excess of \$1,178 in August. Credit card had been reissued. **5/3 Bank** would like credit card account to be updated and have one person guaranteeing card. Township does not have to be guaranteed (per **John Borell**). If bank

holds our assets, check with business affairs office for municipalities. **Eileen Sullivan** will work with 5/3 Bank, Division of Governmental Affairs.

Documents for Board

Payment of Warrants/Vouchers

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

| Number | Post Date | Total Warrant Amount | Payee |
|----------|-----------|----------------------|---|
| 124-2019 | 9/27/19 | \$2,594.42 | OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM |
| 125-2019 | 9/27/19 | \$7,512.09 | OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM |
| 128-2019 | 10/1/19 | \$225.00 | Ohio Deferred Compensation |
| 129-2019 | 10/6/19 | \$1,699.52 | U.S. TREASURY |
| 130-2019 | 10/15/19 | \$735.15 | TREASURER OF STATE OF OHIO |
| 131-2019 | 10/15/19 | \$20.75 | SCHOOL DISTRICT INCOME TAX |
| 132-2019 | 10/15/19 | \$363.15 | CITY OF TOLEDO |
| 133-2019 | 10/15/19 | \$120.91 | City of Perrysburg Income Tax Division |
| 134-2019 | 10/15/19 | \$573.67 | R.I.T.A. |
| 136-2019 | 10/15/19 | \$225.00 | Ohio Deferred Compensation |
| 137-2019 | 10/15/19 | \$1,371.15 | U.S. TREASURY |
| 138-2019 | 10/30/19 | \$2,491.56 | OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM |
| 139-2019 | 10/30/19 | \$7,301.91 | OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM |
| 140-2019 | 10/11/19 | \$1,509.34 | FIFTH THIRD BANK |
| 143-2019 | 11/1/19 | \$225.00 | Ohio Deferred Compensation |
| 144-2019 | 11/1/19 | \$1,717.44 | U.S. TREASURY |
| 145-2019 | 10/22/19 | \$434.83 | BUREAU OF WORKERS' COMPENSATION |
| 40344 | 10/1/19 | \$667.85 | Ricardo A. Artiaga Jr. |
| 40345 | 10/1/19 | \$1,293.39 | Brian B Biegajski |
| 40346 | 10/1/19 | \$1,821.43 | Richard E. Bingham |
| 40347 | 10/1/19 | \$1,197.47 | Harry Richard Kellett III |
| 40348 | 10/1/19 | \$1,093.25 | Richard Allan Ludwig |
| 40349 | 10/1/19 | \$1,102.77 | Daniel Martin Stuber |
| 40350 | 10/1/19 | \$1,079.50 | Andrew T Whited |
| 40351 | 10/1/19 | \$976.22 | Shaun Edward Wittmer |
| 40352 | 10/1/19 | \$370.74 | JAMES ERWIN FISCHER |
| 40353 | 10/1/19 | \$753.83 | Kyle James Hertzfeld |
| 40354 | 10/1/19 | \$88.01 | Robert Long |
| 40355 | 10/1/19 | \$318.45 | Patricia A Rupert |
| 40356 | 10/1/19 | \$1,239.80 | Michelle E Stahl |
| 40357 | 10/1/19 | \$913.11 | Brett T Warner |
| 40358 | 10/1/19 | \$826.21 | Richard C Wheeler |
| 40359 | 10/1/19 | \$57.22 | CENTURY LINK |
| 40360 | 10/1/19 | \$6,635.03 | MEDICAL MUTUAL OF OHIO |
| 40361 | 10/1/19 | \$762.00 | TREASURER OF STATE OF OHIO - U.A.N. |
| 40362 | 10/1/19 | \$70.63 | TOLEDO EDISON |
| 40363 | 10/1/19 | \$0.80 | United States Postal Service |
| 40364 | 10/11/19 | \$66.34 | D & R OUTDOOR POWER EQUIPMENT |

| | | | |
|-------|----------|------------|--|
| 40365 | 10/11/19 | \$61.18 | Valvoline, LLC |
| 40366 | 10/11/19 | \$47.74 | THE WATERVILLE GAS COMPANY |
| 40367 | 10/11/19 | \$138.74 | VERIZON WIRELESS |
| 40368 | 10/11/19 | \$150.00 | LISA L. COLE |
| 40369 | 10/11/19 | \$5,026.90 | Republic Services |
| 40370 | 10/11/19 | \$1,239.23 | TOLEDO EDISON |
| 40371 | 10/11/19 | \$237.64 | ANTHONY WAYNE BOARD OF EDUCATION |
| 40372 | 10/11/19 | \$136.73 | U.S. Bank Equipment Finance |
| 40373 | 10/11/19 | \$25.36 | LUCAS COUNTY ENGINEERS - ROAD DIVISION |
| 40374 | 10/11/19 | \$200.00 | John Lewton PhD |
| 40375 | 10/11/19 | \$445.60 | VANCE OUTDOORS INC |
| 40376 | 10/11/19 | \$1,350.00 | HANIFAN-OBENAUUF-ROBINSON,INC. |
| 40377 | 10/11/19 | \$58.10 | KENN-FELD GROUP |
| 40378 | 10/11/19 | \$597.59 | GENERAL PRO HARDWARE |
| 40379 | 10/11/19 | \$253.71 | DELTA DENTAL PLAN OF OHIO |
| 40380 | 10/11/19 | \$1,623.94 | SuperFleet MasterCard Program |
| 40381 | 10/15/19 | \$634.98 | Ricardo A. Artiaga Jr. |
| 40382 | 10/15/19 | \$1,304.97 | Brian B Biegajski |
| 40383 | 10/15/19 | \$1,821.43 | Richard E. Bingham |
| 40384 | 10/15/19 | \$1,099.49 | Harry Richard Kellett III |
| 40385 | 10/15/19 | \$1,135.70 | Richard Allan Ludwig |
| 40386 | 10/15/19 | \$1,388.49 | Daniel Martin Stuber |
| 40387 | 10/15/19 | \$1,115.84 | Andrew T Whited |
| 40388 | 10/15/19 | \$1,002.84 | Shaun Edward Wittmer |
| 40389 | 11/1/19 | \$643.18 | Ricardo A. Artiaga Jr. |
| 40390 | 11/1/19 | \$45.77 | Josh Arvay |
| 40391 | 11/1/19 | \$1,581.43 | Brian B Biegajski |
| 40392 | 11/1/19 | \$1,821.43 | Richard E. Bingham |
| 40393 | 11/1/19 | \$1,099.49 | Harry Richard Kellett III |
| 40394 | 11/1/19 | \$1,008.35 | Richard Allan Ludwig |
| 40395 | 11/1/19 | \$52.81 | Michelle L. Mc Devitt |
| 40396 | 11/1/19 | \$1,191.24 | Daniel Martin Stuber |
| 40397 | 11/1/19 | \$117.07 | Anthony R Szymczak |
| 40398 | 11/1/19 | \$1,104.66 | Andrew T Whited |
| 40399 | 11/1/19 | \$962.92 | Shaun Edward Wittmer |
| 40400 | 11/1/19 | \$370.74 | JAMES ERWIN FISCHER |
| 40401 | 11/1/19 | \$753.83 | Kyle James Hertzfeld |
| 40402 | 11/1/19 | \$88.01 | Robert Long |
| 40403 | 11/1/19 | \$173.55 | Patricia A Rupert |
| 40404 | 11/1/19 | \$1,194.26 | Michelle E Stahl |
| 40405 | 11/1/19 | \$913.11 | Brett T Warner |
| 40406 | 11/1/19 | \$826.21 | Richard C Wheeler |
| 40407 | 10/25/19 | \$539.98 | Michelle Stahl |
| 40408 | 10/25/19 | \$4,950.00 | Perry & Associates CPAs |
| 40409 | 10/25/19 | \$123.00 | TREASURER OF STATE OF OHIO - AUDIT |

| | | | |
|-------|--------------|--------------|--|
| 40410 | 10/25/19 | \$800.00 | Dan Lawrence |
| 40411 | 10/25/19 | \$121.83 | U.S. Bank Equipment Finance |
| 40412 | 10/25/19 | \$1,350.00 | HANIFAN-OBENAU-ROBINSON, INC. |
| 40413 | 10/25/19 | \$458.83 | ANTHONY WAYNE BOARD OF EDUCATION |
| 40414 | 10/25/19 | \$46.32 | CENTURY LINK |
| 40415 | 10/25/19 | \$265.40 | CINTAS CORPORATION - 306 |
| 40416 | 10/25/19 | \$46.23 | CITY OF WATERVILLE - WATER DEPT. |
| 40417 | 10/25/19 | \$135.26 | D & R OUTDOOR POWER EQUIPMENT |
| 40418 | 10/25/19 | \$228.90 | Fisher Auto Parts, Inc. |
| 40419 | 10/25/19 | \$9.49 | GENERAL PRO HARDWARE |
| 40420 | 10/25/19 | \$30.85 | HANSON AGGREGATES INC. |
| 40421 | 10/25/19 | \$150.00 | LISA L. COLE |
| 40422 | 10/25/19 | \$952.72 | LUCAS COUNTY ENGINEERS - ROAD DIVISION |
| 40423 | 10/25/19 | \$68.98 | KENN-FELD GROUP |
| 40424 | 10/25/19 | \$100.00 | Treasurer, State of Ohio |
| 40425 | 10/25/19 | \$5,026.90 | Republic Services |
| 40426 | 10/25/19 | \$999.00 | MPH INDUSTRIES INC. |
| 40427 | 10/25/19 | \$165.64 | Spectrum Business |
| 40428 | 10/25/19 | \$1,262.09 | TOLEDO EDISON |
| 40429 | 10/25/19 | \$496.00 | SPECK SALES INC. |
| 40430 | 10/25/19 | \$450.00 | MERCY ST VINCENT OCC HEALTH |
| 40431 | 10/25/19 | \$162.00 | VILLAGE OF WHITEHOUSE - FIRE |
| | Total | | |
| | Payments | \$104,438.62 | |
| | Total | | |
| | Expenditures | \$104,438.62 | |

Brett Warner made the motion to approve the vouchers and warrants, **Kyle Hertzfeld** seconded.
MOTION CARRIED

OLD BUSINESS

Union Cemetery Update

Brett Warner presented the update. Tree commission has done an entire assessment of Wakeman Cemetery. Priority list of trees to be dealt with. Updating rules and signs. Discussions about website. Need to update fee schedule on website as well as phone number. 100% of township time is being reimbursed by cemetery board.

Fire District

Brett Warner was unable to attend last meeting. Two fire chiefs worked closely on a co-op document. Interesting reading and recommendations. Brett Warner will have it available for review at next meeting.

Refuse/Recycling

Done. Some refuse and almost all recycleables. Each resident has to call and complain. Will deal with Lucas county to look for an alternative company to use.

NEW BUSINESS

Appointment of New Fiscal Officer

Brett Warner stated we have received a certified court order for Lucas County Probate Court.

Eileen Sullivan is our newly appointed Fiscal Officer effective October 1, 2019. Needs to be bonded. Jennifer Bingham's name is still on. Bond is thru the Lucas County Township Association. Will check to see if it can be transferred. Township will pay for the bond. Working with Michelle O'Neal. Should be Wendy French. Appointment ends at the end of March. Per **John Borell**, new appointment or reappointment of Eileen will be necessary. Election is in November, but Fiscal Officer does not start until April 1 of the following year.

Brett Warner asked **Michelle Stahl** how long she can stay on to help out. Best to maintain Michelle while Eileen is getting bonded and trained. Discussed consulting fee. Will stay on to close out the books. Once Eileen is bonded, Michelle with transfer to consulting basis. Will not leave the township in a bind. Rate of pay will stay the same. **Patty Rupert** will stay on to assist with administrative duties for Fiscal Officer during transition or however long is needed.

Brett Warner asked **Eileen Sullivan** to offer her verbal resignation as BZA Chairperson. Can be done verbally. Need to have completed before she is bonded. As part of the appointment of Fiscal Officer, Eileen Sullivan offered her resignation to the BZA. **Brett Warner** made the motion to accept, **Kyle Hertzfeld** seconded. **Motion Carried**

Whitehouse Village Boundary Conformation

Josh Russo – Only revenue lost will be .2 mils of general fund money from district 98. Other revenues will remain unchanged. Means we will lose \$24,000 rather than the \$67,000 thought previously. Will not see until the first of the year.

911 Consolidation

Lucas County Township Association is having a Meeting October 24, 6 PM, Monclova Township Administration Bldg. Association has asked individual townships take a vote and send a representative to LCTA meeting. Waterville Township cannot afford the cost. Brett Warner is opposed to the consolidation based on financial basis. **Duke Wheeler** and **Brett Warner** both agree Waterville Township cannot afford the cost. Cost has not been addressed at the meetings. Waterville Township Trustees official vote is as follows:

Kyle Hertzfeld – No **Duke Wheeler** – Yes **Brett Warner** – No

Waterville Township's official vote is "No". **Patty Rupert** asked if something official needs to be typed up. Just sending a representative with the official vote will suffice.

Lighting District - Telluride

Victor Coleman (Toledo Edison) & **Renee Hertzfeld (Former Fiscal Officer)** were present to aid in this discussion. Josh Doyle's company was not represented. Renee began by stating developer should petition township for lighting. When received, needs a public hearing for the purpose of creating a lighting district. This needs to be advertised to the public. Once that is done work needs to be done including, auditor needs to assess parcels, working with Toledo Edison on that particular lighting district. When Coventry Glenn on Dutch Rd. went for their last two lighting districts, there were issues with who was responsible on paying for the light fixtures themselves. That bill had not been paid yet they wanted to turn lights on. Trustees decided to take the township out of that part of it. There was no reason for the developer to pay the township to turn that money over to Edison. Developer pays for light fixtures and installation. Petition process is handled thru the township. Once that is paid and approved then everything is turned in to Lucas County. At this point if a lighting district is to be petitioned and approved, the

township would realize no tax revenue until 2021. The deadline to turn in assessments on properties is end of August, beginning of September. If we were to do it now, the township is responsible for paying those electric bills until the time the tax revenue starts coming in. Renee's opinion is that lighting districts need to be created around the time tax duplicates are due to the county to avoid the township having to pay for electric consumption. Needs to be a deadline, suggested May-July timeframe. This is a lengthy process. Each plat and parcel needs to be looked at. Toledo Edison needs to determine what the cost would be for each plat to determine assessment for each parcel each month to share electric consumption. Developer can put in and pay for it themselves. Deadline is this Monday for tax duplicate approvals. Cost for creating a lighting district is not passed on to the developer. Developers want lighting districts to avoid having to pay for them and to sell their properties better. Past practice indicates it is better to create a lighting district to avoid a problem. We have not been formally petitioned. It is an actual petition that needs to be signed, not please stop by and pick this up. Letter needs to go to the developer from the fiscal officer. If anyone else owns lots in that area, it has to be distributed to those property owners as well and signed. Document comes back in then advertised as described earlier. **Victor Coleman** stated that the developer needs to follow the proper process. **Brett Warner** thanked Renee for being at the meeting.

DEPARTMENT REPORTS

Police

Chief Bingham reported the lease proposal **Sean Wittmer** presented to trustees at last months meeting has been reviewed by **John Borell**. Compared other lease opportunities and nothing else compared. **Duke Wheeler** made the motion to accept the lease proposal and have the lease signed by all three trustees, **Kyle Hertzfeld** seconded. **Motion Carried**

Chief Bingham asked for an executive session near the end of this meeting regarding a personnel issue.

Cemeteries

Brett Warner will hopefully be meeting with Rich and Andy about cemetery issues discussed at last meeting.

Roads

Kyle Hertzfeld Richard Ludwig needs a new bucket for the tractor (pretty well eaten away) at a cost of \$1,065. **Michelle Stahl** stated there should be funds available. **Kyle Hertzfeld** made the motion to approve purchase for a new bucket for salt not to exceed \$2,000. **Duke Wheeler** seconded. **Motion Carried**

Zoning Inspector

Jim Fischer asked for clarification of Property Standards Officer. Now combined into one position effective October 1, 2019. Fiscal Officer was informed of new rate of pay. No new permits have been issued this period. Couple points of interest. John Widmer presented plans to the zoning board for our new zoning resolution book. Appears to be more user friendly. Met with Vision Ministries to review plans for their property on Noward Rd. Pastor wants to meet at the site to review location and plans for sign. **Eileen Sullivan** texted Jim regarding an accessory building being built on Obee Rd. just south of Eber. Jim did not have a permit pulled and will follow-up. Question for John, Zoning Inspector has authority to issue a stop work order. **Patty Rupert** asked Jim if he has obtained his I.D. we talked about in last months meeting. May be helpful in these situations. If property owner immediately complies, fee will not be doubled. **Goethke** property at 11230 Stiles Rd. is still in violation without a fence around their pool. One year ago previous Zoning Inspector issued violation. Jim had conversation with property owner. He currently has no intention of putting

up a fence for the permit he pulled. **John Borell** is taking over and will write property owner letter. **Brett Warner** stated new Zoning Resolution will be available on-line. Residents will be able to search on key words. Publically thanked zoning board for all their work getting this project going.

Zoning Software

iWorq Software is nice, but has not been used effectively. Permitting this year has been slow and would appear this is not a cost effective option for the township. Voting was only to use the free trial. Could use a spreadsheet to do the same thing or a table in Word. The shape file from Aires can be pulled directly into the software, but unless you search exactly, you still have to go into Aires anyway to find parcel data. Would be a better use at the county level, since building permit tracking, and inspections and expenses can also be tracked. Down the road it may be a viable option with public share and access of permits to see what's being applied for in township. Monclova Township recommended this program. Patty will try to meet with someone from their township to see how they are utilizing this software. **Duke Wheeler** will see if he can get an additional extension to accommodate new appointments of our officials to better evaluate further use of this software.

CORRESPONDENCE

Patty Rupert will file official letter received from Judge Puffenberger's appointment of Eileen Sullivan as our new Fiscal Officer. Received letter from Ohio Department of Transportation inviting anyone interested to a public meeting regarding plans for the Rouche de Boeuf Interurban Bridge. LCTA meeting scheduled on October 24. E:Mail from J. Russo regarding Whitehouse conforming boundaries. E:mail from Dan Lawrence for annual invoice. Stress Care Behavioral health workplace resource, currently not using. Chief Bingham will take a look at it. Charles E. Harris associates looking to see if you need help for year end statements, solicitation letter. Several updates are being submitted to the website. Will contact Cemetery Board to get fees and contact information for website. Appears contact phone numbers need to be confirmed across the board. Legal notice on website should be changed to my title and e:mail address. **Michelle Stahl** asked if we want to continue performance coverage. New coverage option in place of assurity bond. Must elect by resolution if a change in statue. New application. **Eileen Sullivan** will investigate assurity bond issue.

Brett Warner asked **Eileen Sullivan** to offer her verbal resignation as BZA Chairperson. Can be done verbally. Need to have completed before she is bonded. As part of the appointment of Fiscal Officer, Eileen Sullivan offered her resignation to the BZA. **Brett Warner** made the motion to accept, **Kyle Hertzfeld** seconded. **Motion Carried**

TRUSTEE REPORTS

Duke Wheeler – Nothing further.
Kyle Hertzfeld – Nothing further.
Brett Warner – Nothing further.

PUBLIC COMMENTS

NONE

EXECUTIVE SESSION (Executive Sessions are not recorded).

Brett Warner made the motion to move into an executive session, to address personnel issues. Duke Wheeler seconded.

Kyle Hertzfeld – Yes

Duke Wheeler – Yes

Brett Warner – Yes

Brett Warner made the motion to resume with the regular Trustee meeting, Duke Wheeler seconded.
Kyle Hertzfeld – Yes Duke Wheeler – Yes Brett Warner – Yes

There being no further business to be brought before this Board **Mr. Hertzfeld** made a motion to adjourn. Seconded by **Mr. Wheeler** seconded. **MOTION CARRIED**

Adjourned at 9:30 p.m.

Attest: /s/ Patricia Rupert
Administrative Assistant to
Temporary Deputy Fiscal Officer

Trustees: Kyle Hertzfeld
 Brett Warner
 Duke Wheeler