

WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 16, 2020 – 7:00 PM - Held on ZOOM

<https://us02web.zoom.us/j/89784519915?pwd=Z3ZhRTRXK2tQVVQ4ZURtK3V4dzdVZz09>

Meeting ID: 897 8451 9915

Passcode: 741321

RECORD OF PROCEEDINGS

1. **Call to Order / Pledge of Allegiance** – Meeting was called to order at 7:00 p.m. by Trustee Hertzfeld.
2. **Roll Call** - In attendance were Trustee Hertzfeld, Trustee Warner, Trustee Wheeler, Deputy Fiscal Officer Michael, Solicitor John Borell, Zoning Inspector Jim Fischer, Interim Police Chief Shaun Wittmer, and Assistant to Fiscal Officer Patty Rupert. There were many attendees also signed in on zoom. Individual attendance by device I.D. is not listed.
3. **Approve Agenda for December 16, 2020 Meeting – Trustee Warner** made the motion to approve the agenda, **Trustee Hertzfeld** seconded. **MOTION PASSED.**
4. Public Comments – This time is reserved for comments from citizens/guests.
The Board of Trustees may/may not choose to respond to or take any action on comments at this time.
Karen Schneider, 7035 Finzel Rd., addressed the board of trustees. Wanted to know when the police department writes grants and township is reimbursed, what fund are those monies returned to. DFO Michaels stated the funds go back to the police department. She also wanted to know why the police department is currently not writing grants. Officer Wittmer responded that current equipment for the department, does not require spending at this time, and that when the dust settles from replacement of their totalled vehicle, it was agreed upon to revisit grant applications in 2021. Ms. Schneider also asked why the township never applied for Cares Act money at the start of the pandemic when funds became available. DFO Michaels stated that all Cares Act money needs to be paid back. Waterville Township was in a position to cover their expenses without needing additional funds, and having to pay back monies not used. Also asked about money spent to buy our former Chief Bingham’s contract. Came out of appropriated police budget which was appropriated and approved by trustees.
5. Minutes for review, deletions, and corrections.
 - a. Approve Minutes for October 28, 2020 Meeting** (Tabled from November 18, 2020 Meeting)
Trustee Wheeler made the motion to approve the minutes as submitted, **Trustee Warner** seconded. **MOTION PASSED.**
 - b. Approve Minutes for November 18, 2020 Meeting**
Trustee Wheeler made the motion to approve the minutes as submitted, **Trustee Warner** seconded. **MOTION PASSED.**
 - c. Approve Minutes for November 30, 2020 Special Meeting**
Trustee Wheeler made the motion to approve the minutes as submitted, **Trustee Warner** seconded. **MOTION PASSED.**
6. Fiscal Officer’s Report
 - a. Warrants / Payment Vouchers for approval **
Trustee Wheeler made the motion to approve payments as submitted for this reporting period. **Trustee Warner** seconded. **MOTION PASSED.**
7. Old Business - None
8. New Business –
Trustee Hertzfeld initiated a conversation regarding the current expense and usage of the WENS (Wireless Emergency Notification System). Feels the expense compared to our current usage is not worth the cost. We have other means to notify our residents (website, police department Facebook page). **Trustee Hertzfeld** made the motion to discontinue this service. We will use it a couple of more times between now and the end of the year to notify residents this service will be discontinued (S. Wittmer). Will also have notice posted on website (P. Rupert). **Trustee Wheeler** seconded. **MOTION PASSED.**
9. Department Reports
 - a. Police – Interim Chief, Shaun Wittmer
Annual report for 2020 will be out early 2021. There has been a lot of reported Covid cases among area first responders, but no one has had an interruption in services. Transition from Chief Bingham to wherever we’re going in the future is still on going. Administratively, things are going well.

- b. Zoning Inspector's Report
 - Permit No. 044 – new home permit for Tracy and Ray Green
8512 Valley Gate, Lot 66, Coventry Glen
Waterville, Ohio 43566
Agent – Tom Roehrs, West Rock Development
Collected \$250.00 Ck. No. 2066
 - Permit No. 045 – new fence permit for Daniel Cook
6358 Coventry Way
Waterville, Ohio 43566
Agent – American Fence and Supply
Collected \$50.00 Ck. No. 10154

I have written 45 total permits to date as follows;

- (10) Accessory Buildings
- (15) New Homes
- (5) Home Alterations
- (1) Sign
- (2) In-ground Pools
- (6) Residential Fence
- (1) Commercial Fence
- (1) Pond
- (1) Permit denied
- (1) Special Use
- (1) Amendment to PUD
- (1) Void

Since the November Trustee meeting, I have responded to numerous e-mails and phone calls from residents of Fallen Timbers Fairways, concerning a proposed amendment change to the current PUD. Those persons include, Michael Bockisch, Deborah Reed, Roger Fisher and Erica Ward (president of their HOA). I explained the process of the regular public meetings that the Zoning Board holds and the Special Public Hearing for the PUD amendment that the Zoning Board is required to hold. They understand that these meetings are open to the public. Zoning Board will be reviewing the plan commission recommendations for the first time at their meeting on December 21, 2020 on Zoom and will be holding their hearing sometime after that date.

11-30-2020 – I spoke with Richard Hayes who had a question about campaign sign removal.

12-09-2020 – I spoke with Ryan Eggers, agent for a property in Coventry Glen for an in-ground pool. I answered all his questions.

12-02-2020 – I spoke with Ron Hensley who has a property on Noward Road. He is building a new home and had questions regarding setbacks.

10. Correspondence / Administrative

- a. Correspondence – Received a safety recall notice for one of our police vehicles, forwarded on to the department. Wrote letters for continued collection on the Telluride Lighting district for auditors office for DFO. Prepared resolution for final action for the PFA SUP amendment, will forward to PFA so they will have record. Received OTARMA's annual election information if anyone is interested in looking at it.

11. Trustee Reports

- a. Richard "Duke" Wheeler
 - i. Roads/Maintenance – Had an issue this morning regarding an accident at Noward/Neapolis Rd. Should have been County/State responsibility. Lucas County dispatch did not have correct

information. Called township hall. DFO received message at hall and had Swanton Township run out to dump some salt down. Going forward, police department should have maps and list of what roads county is responsible to do and what roads Klumm has picked up for the township. Calls from police department for salt/plowing go thru dispatch. Trustee Wheeler also reported he has been receiving calls regarding damaged/downed street signs. Trustee Warner believes the county has a program to charge as called to make these repairs. John Borell will contact county to follow-up.

- ii. Refuse / Leaf Pick-Up – Refuse collection is going well, receiving little to no complaints. Leaf pick-up for the year is completed.
- b. Kyle Hertzfeld
 - i. Fire District – Asked John Borell for clarification on collection of Fire Levies. Township will continue to collect on current levies and new levy. Trustees need to pass a resolution as such.
- c. Brett Warner
 - i. Police – Nothing further.
 - ii. Fallen Timbers Union Cemetery – Trustee Warner indicated he has a FTUC meeting on Monday, December 21, followed by a zoning meeting. He plans to meet with the cemetery sexton at the hall on Tuesday, December 22, to transfer some files. This will also be his last day with the township. He will write a letter of official resignation, so the trustees will be free to proceed with a special meeting on Wednesday, December 23 to begin filling vacancy. Patty will issue notice. Goal is to start before year end for organization purposes. Cannot process until there is a vacancy. Letters and applications are due to the Trustees by December 21 if anyone is interested.

Resident Karen Schneider interrupted meeting to ask John Borell about public records she's requested of Trustee Warner for over a year. Concerned they will not be available after he leaves office from his private phone. John Borell assured her all township calls whether made on private or township phones will remain public records and will be treated as such. Not an easy task and it's time consuming.

- iii. Zoning – Trustee Hertzfeld brought up issues related to the need for Trustee to participate in Public Hearings. Necessary in a few townships due to zoning regulations. Since we are under current revisions to our regulations, Jim Fischer will bring forth to zoning board eliminating Special Use Permits, and going to Conditional Use. This will result in the elimination of a public hearing necessary by the trustees, still getting county review, and leaving final decision to the BZA.

12. Executive Session**

Trustee Warner made the motion to exit out of regular session and into executive session for discussion on the investigation of charges or complaints against a public employee. **Trustee Wheeler** seconded his motion.

MOTION PASSED with roll being called as follows:

Kyle Hertzfeld – Yes Brett Warner – Yes Duke Wheeler – Yes

On-line guests were moved to the waiting room and recording was suspended.

On-line guests in the waiting room were moved back into regular session.

Trustee Warner made the motion to exit out of executive session and into regular session. Trustee Wheeler seconded his motion. **MOTION PASSED** with roll being called as follows:

Kyle Hertzfeld – Yes Brett Warner – Yes Duke Wheeler – Yes

- ## 13. Adjournment ***- 2021 Organization Meeting will be set for Monday, January 11, 2:00 p.m. Trustee Warner thanked the board, and Patty Rupert and Peggy Michael as well. Also appreciated the cooperation of the Police Department and the Zoning Inspector
- With no further business on the agenda, Trustee Wheeler made the motion to adjourn. Trustee Warner seconded. **MOTION PASSED.**

The adoption of all resolutions or motions were in an open meeting of this Board and action by this Board or any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Next regular meeting: January 27, 2020

Agenda items are due by 5:00 pm on Friday prior to meeting date

**PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC DEVICES.
IF YOU ARE NOT SPEAKING DURING A ZOOM MEETING, PLEASE MUTE YOUR DEVICE**