

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING**

**December 15, 2021 – 7:00 PM**

**RECORD OF PROCEEDINGS**

1. **Oath of Office** – Assistant County Prosecutor John Borell administered the Oath of Office to the three (3) newly elected Waterville Township Trustees. Kim Anderson, Kyle Hertzfeld and Julie Theroux were sworn into office. Kim Anderson will take over the Trustee seat currently held by Richard “Duke” Wheeler. His term ends December 31, 2021.
2. **Call to Order / Pledge of Allegiance** – The meeting was called to order at 7:00 pm by **Trustee Hertzfeld**. Those in attendance joined in the Pledge of Allegiance.
3. **Roll Call** – In attendance were Trustee Hertzfeld, Trustee Theroux, Trustee Wheeler, Fiscal Officer Vorst and Chief Humes. Guests in attendance were Kim Anderson, John Borell (Solicitor), Karen Gerhardinger (The Mirror), Toby Miller, Jeanne Taylor and Bill Walborn.
4. **Approve Agenda for December 15, 2021 Meeting** – Trustee Hertzfeld made the motion to approve the agenda. Trustee Theroux seconded. **MOTION PASSED.**
5. **Minutes for Review:**
  - a. Approve Minutes for November 17, 2021 Meeting – The November Minutes needs correction to the Roll Call – remove Zoning Inspector Jim Fischer and Patty Rupert. Trustee Theroux made to the motion to approve with this change. Trustee Wheeler seconded. **MOTION PASSED.**
6. **Fiscal Officer’s Report**
  - a. Warrants/Payment Vouchers for approval – After review and sign off on the Payment Listing report, Trustee Theroux made the motion to approve the warrants and vouchers for this reporting period. Trustee Wheeler seconded. **MOTION PASSED.**
  - b. Bank Reconciliation for November for review – The Trustees signed off on the November Bank Reconciliation.
  - c. Fund Status Report for December for review – The Trustees signed off on the Fund Status Report for period as of 12/15/2021.
  - d. Medical Insurance for Trustee Wheeler will be ending December 31, 2021 – when his term ends.
  - e. Asking for Reallocation of Appropriations – from Account #2081-210-599 Other Expenses to Account # 2081-2210-221 Medical in the amount of \$10,000. Trustee Hertzfeld made the motion to approve the reallocation. Trustee Theroux seconded. **MOTION PASSED.**
  - d. 2022 Revenue Budget - The 2022 Revenue Estimates were submitted back in September 2021 by Peggy Michael.
  - e. 2022 Appropriations Budget – Fiscal Officer Vorst spoke with Matthew Thal, Chief Tax Accountant with Lucas County Auditor’s Office. Temporary Appropriations should be done by year end but has seen this done as late as the end of February. Technically checks should not be written after 01/01/2022 if this is not submitted. Fiscal Officer suggested using the 2019 Permanent budget as the 2022 temporary budget for now. Fiscal Officer compared the Revenue with the Appropriations and the only change would be remove the 2041 – Cemetery appropriations to make the temporary. Trustees want to hold off for now and review this at

the Organizational Meeting.

f. Schedule Organizational Meeting for early January 2022. After brief discussion, Thursday January 06, 2022 was decided as the meeting day at 1 pm. Trustee Theroux made the motion. Trustee Hertzfeld seconded. **MOTION PASSED.**

g. Fiscal Officer asked Trustees to approve hiring a traveling Fiscal Officer to assist her through the year end process, computer upgrade to the new year software and appropriations process. Since she is new to UAN software and has a learning curve, she is asking the for approval to hire Michelle Stahl for 25 hours at \$50 per hour and mileage on a consulting basis.

Trustee Wheeler commented Vorst should resign. Trustee Theroux is very concerned about her lack of knowledge. Both stated they were disappointed Vorst has not involved herself until now. Vorst thought she would not be starting until April. Vorst stated she has called UAN and they will not work with her. She is not an authorized party but she has taken steps to get this corrected. Vorst commented there were no other persons standing in line to take this position. While Trustee Wheeler suggested Vorst could resign, John Borell advised the Trustees could not ask her to resign since she is an elected official. Vorst indicated she intends to move forward in this position as quickly as possible.

Trustee Wheeler was opposed to hiring Stahl as a consultant. She had worked in the past for the township and listed herself as an employee which cost the township money. Trustee Theroux said she does not know if Stahl is the right person for the job. Trustees will hold off on this for now, consider other options and may call a special meeting to discuss this matter.

h. 2021 Bridge Inspection Report – Lucas County Engineer’s Officer did bridge inspections. The Davis Road bridge was in very good condition and the Winslow Road bridge was in excellent condition. This report will be filed in the office.

i. Spectrum – Chief Humes and Fiscal Officer Vorst need to go to Bowling Green to get their name added to the account if any changed need to be made. Currently, old personnel are listed as contacts.

j. Requested attendance records from Patty Rupert, Zoning Secretary, for both Zoning and Zoning Board of Appeals no later than the 20<sup>th</sup>.

k. Fiscal Officer will be looking into attending UAN/ Audit Training held in Columbus in late January which will fulfill required Ethics training. Will be asking for approval of overnight accommodations, meals and transportation per policy.

l. Trustee Theroux has received the completed audit report. The audit looks clean and thanked temporary Fiscal Officer Peggy Michael for her assistance.

**7. Old Business**

a. Department of Labor has been provided with additional documentation relating to the DOL requested payment for unpaid overtime claim. This is ongoing.

**8. New Business**

a. 2022 Refuse Calendar – Trustee Hertzfeld has contacted Klumm Brothers for this calendar. Basically, no changes from service from prior year.

b. Zoning Term Expirations:

i. Rich Hertzfeld, Zoning Commission Board Term, expires 12/31/21, appoints for an additional five (5) year term. Trustee Hertzfeld said Mr. Hertzfeld would like to step down.

ii. Toby Miller, Board of Zoning Appeals, Term expires 12/31/21, appoints for an additional five (5) year term. Toby is willing to fill the Zoning Commission Board held by Rich Hertzfeld. This will leave opening for Miller’s position.

iii. Bob Long, Zoning Commission Board Alternate, Term expires 12/31/21, annual review

needed. Trustee Hertzfeld has contacted him. No return calls yet.

iv. Patty Rupert, Secretary to both Zoning Boards, term expires 12/31/21, annual renewal needed. Trustee Hertzfeld indicated she is OK for another year.

c. Repaving/crack sealing plan 2022 – Trustees will be turning plan into county by the end of year 2022

d. SWU reimbursement – The \$9,000 cost for resident leaf pickup could be picked up by the Lucas County Engineer Office - Storm Water Utility Fund.

e. Introduce Kim Anderson as the New Trustee beginning January 01, 2022.

f. Fire Co-op Board. Trustee Hertzfeld and Jeanne Taylor agreed to serve on the Board on behalf of Waterville Township.

g. Trustee Hertzfeld thanked Trustee Wheeler for his four years of service. Trustee Wheeler gave a little speech – giving credit to the hard work done by the late Trustee Les Disher, the zoning inspector Eric Gay and to Kay Robertson for contributing to the success of this community. He asks the new trustees to do what is best for the township.

## 9. Department Reports

### a. Police Department

i. Chief Humes gave a personnel update. He indicated the Police building is totally secure now. He is looking into a source for body cams. Fire extinguishers and snow shovels have been placed in the police cars.

ii. Chief Humes wants to trade in four long guns for four new mid-grade rifles with a life expectancy of 20 years. The cost is \$3,910.60. Trustee Wheeler made the motion to approve. Trustee Hertzfeld seconded. **MOTION PASSED.**

iii. Chief Humes has one functioning Taser. Requesting four new Tasers, cartridges and training for \$6,500. Trustees are Tabling his for now.

iv. Chief Humes is looking for one more full time individual to the department. He may have a candidate. Will update us when he knows more.

v. Chief Humes would like to proceed with a grant request from the OTA (Ohio Township Association) to cover the cost of six super high visibility rain coats in the amount of \$473.90. Trustee Wheeler made the motion to approve the reallocation. Trustee Theroux seconded. **MOTION PASSED**

### b. Zoning Inspector Report – Jim Fischer

i. Permit 038 issued for new home

ii. 38 permits written to date

iii. Inspector provided report of other items he is working on and next meeting.

10. **Correspondence** – Toby Miller indicated the Waterville Historical Society would like any unwanted documents from the township. The Society would keep any that are of historical value. Trustee Theroux and Trustee Anderson plan to attend Records Retention training in 2022. They will plan to work with the Society.

## 11. Trustee Reports

a. Kyle Hertzfeld – nothing to report.

b. Julie Theroux – Crews will be trimming trees around high tension lines along Neowash Road beginning in February.

c. Richard “Duke” Wheeler – nothing to report

**12. Adjournment** – with no further business to discuss, Trustee Hertzfeld made a motion to adjourn. Seconded by Trustee Theroux. **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 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 meeting: Organizational Meeting will be held January 06, 2022 at 1 PM.**

Attest: \_\_\_\_\_

Trustees: \_\_\_\_\_

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