

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING  
APRIL 27, 2022 – 7:00 PM**

**MINUTES**

**GUESTS:** Karen Gerhardinger (The Mirror), Jeanne Taylor, and Bill Walborn

- 1. Call to Order / Pledge of Allegiance** – Meeting called to order at 7:00 pm by Trustee Hertzfeld. All in attendance joined in the Pledge of Allegiance.
- 2. Roll Call** – Fiscal Officer Vorst called the roll call. Present were Trustees: Anderson, Hertzfeld, and Theroux. In addition: Jim Fischer, Zoning Inspector and Police Chief Humes
- 3. Approve Agenda for April 27, 2022 Meeting** – Trustee Theroux made the motion for approval with Trustee Anderson seconding.
- 4. Minutes for review:**
  - a. Approve Minutes from March 23, 2022 Regular Trustee Meeting** – Trustee Theroux made the motion for approval with Trustee Anderson seconding.
  - b. Approve Minutes from May 05, 2022 Trustees Special Meeting** - Trustee Theroux made the motion for approval with Trustee Anderson seconding.
- 5. Fiscal Officer's Report**
  - a. Purchase Order** was reviewed. – Trustee Theroux made the motion for approval with Trustee Hertzfeld seconding.
  - b. Warrants/Payment** were reviewed. Trustee Theroux made the motion for approval with Trustee Hertzfeld seconding.
  - c. Monthly Signature Page** and Reports presented – Trustees reviewed and signed.
  - d. Fiscal Liability Reporting** as required against the Township. Fiscal Officer spoke with Trustee Theroux and Department of Labor has no determination or resolution at this time. Only other item is the Fifth Third MasterCard. Fifth Third reversed the charge the prior Fiscal Officer, Peggy, fought. Currently receiving bills for accumulated late fees and interest. Fiscal Officer Vorst wrote a letter to get this zeroed. Balance Due is \$1,145.81. Fifth Third Credit Card Department will not speak with current Fiscal Officer since her name is not on the closed account. Waterville branch is not able to assist with the credit card issue.
  - e. Other Business-** Did not know about [watervilletwpfo@yahoo.com](mailto:watervilletwpfo@yahoo.com), the email address prior Fiscal Officer, Peggy, during her time here. Sent email requesting from Peggy the ID and Password for this email.
    - This resulted in three (3) invoices not paid to the Treasurer of the State of Ohio. Two (2) invoices were for UAN fees. Quarter 1 fees were \$762.00. Quarter 2 fees were \$876. As a result of an increase in Revenue from 2020 to 2021, the fees are increased starting Quarter 2. The other invoice was for a review of the CPA's (Perry & Assoc) work for the Years 2019 and 2020 audit.
    - Correspondence about the NEU funds from the Ohio Office of Budget and Management went to this email. There is a report due April 30.
  - f. State of Ohio – Department of Commerce – Division of Liquor Control.** Made copies for Trustees on 04/04/2022 for their review. Nothing to be done.

**g. Fire Agreement Payment** – Per the fire contracts with Waterville and Whitehouse, a payment is to be made April 1<sup>st</sup> and October 1<sup>st</sup>. Pulled last year’s information to see what certified report was used per agreement. The report used was the UAN Fund report showing a balance of \$324,277.70. In August 2021, two (2) payments of \$150,000 each were made. Do not know how \$300,00 was determined as the correct amount to be paid out. Contract indicates written certification or public record issued by Lucas County Auditor or Treasurer. Spoke with Waterville and Whitehouse. No reports were sent with the payment. Working with Lucas Co Auditors office to obtain the reports during the year 2021 in order to calculate what should have been paid. The calculation for the year 2021 and the April 2022 payment will be calculated and payment will be made in May. Tiffany Bachman with Whitehouse is helping me read/understand the Luca Co Auditor reports. She has been very helpful.

**h. Lighting Projects** – Forwarded email to Trustees. The projects (Crimson, Coventry Glenn and Telluride) should be recertified this year. Trustee Hertzfeld will be looking into this. Move to next meeting.

**i. Life and Health Insurance** – New policy begins May 1<sup>st</sup>. Tried to pull down the May premium billing. There were no invoices. Danielle with Savage and Associations is on vacation until Monday, May 2nd. I will follow up on this.

**j. Fiscal Officer and Trustee Wage Allocation** – Fiscal Officer is asking Trustees if they want to make changes to wage allocation. A prior example was distributed. Trustees need time to review. Move to the next meeting.

**k. Fiscal Deadlines** – Fiscal Officer provided a list of reporting timelines to Trustees.

**l. Crack/Seal Project** – Sent invoice to Lucas County Engineer Office per agreement

## **6. Old Business**

**a. 911 RCOG Appeal** – Trustee Theroux and Chief Humes successfully appealed the numbers used by the 911 Regional Council of Governments to determine call volume and charges to the township. The original bill was \$130,00 a year. Next year, communities are responsible for 50% of that cost. A group is looking to put a charge on cell phones to cover those costs instead of charging each community.

**b. Road Projects** – Crack Seal project with Lucas County Engineers is moving forward.

**c. Request for Engineering Assistance with Lucas County Engineers** – Approved a joint cooperation agreement with the Lucas County Engineer’s Office, which will reimburse the township for up to \$50,000 on any project that will improve drainage – including leaf pickup.

**d. Permissive Motor Vehicle License Fees** – Schedule dates for Public Hearings

## **7. New Business**

**a. Zoning Appeals Board Appointment** – Trustee Hertzfeld made a motion to name Matt Ditzig to the Board of Appeals and seconded by Trustee Theroux.

## **8. Department Reports**

**a. Police** – Chief Humes presented a check for \$3,761 from the state as reimbursement for police body armor in a 75% grant. Chief Humes stated the oldest police vehicle was damaged by a deer on April 19th. The officer was not hurt. Insurance will pay for repairs to the vehicle. A Northwest Ohio regional law enforcement mutual aid agreement was approved. Thirty-one (31) agencies agree to assist on another when necessary.

**b. Zoning Inspector Report** – Jim Fischer presented a report. Permit Numbers 004, 005, 006 and 007 were issued. Several meetings with various people about projects – concrete driveway, accessory building, a possible covered patio - were held. The Zoning Board meeting Monday, April 25, 2022 update. There is a suggested resolution change scheduled to go before the County Plan Commission in May. Muddy Water outdoors owner Joe Stuard is asking about the possibility of adding a rifle range in addition to the pistol range. Rifle ranges are not covered in the zoning book. Zoning is working with the county on how to handle this request.

#### **9. Correspondence/Administrative**

**a.** Letter from Hanson Aggregates Midwest, LLC regarding price list for aggregates produced at the Waterville Quarry. Pricing effective June 1, 2022.

**b.** Received Maumee Municipal Court 2021 Annual Report.

**c.** Verizon account has been updated. Will see changes on next billing. Renee removed and actual names put to phone numbers. Email changed to Fiscal Officer email.

**d.** Received email from PERSO on 04/21/2020 regarding a vehicle damage claim. Claim rep was assigned on this claim.

**e.** Received call from Betty at Broadway Tax Service. Question on Waterville Township resident taxes. Called. Left message.

**f.** Sonya Yauneridge from Pierce and Company. Working for USA Insulation. Wants to know about personnel taxes. Emailed her with a site she can use to help her figure out what is needed to be withheld from the employees at the site she is working with.

**g.** Other calls returned – dealing with zoning. They had already spoken with Jim.

#### **10. Trustee Reports -**

**a. Kyle Hertzfeld** – Trustee Kim Anderson was named as the Township representative on the Fallen Timbers Union Cemetery District board.

**b. Julie Theroux** – FTUCD update – Annual meeting Monday, May 9<sup>th</sup> to approve appropriations.

**c. Kim Anderson** – nothing to report

11. Adjournment – With no further business to discuss, Trustee Theroux made a motion to adjourn and Trustee Hertzfeld seconded.

The adoption of all resolutions or motions were in an open meeting of this Board and action by this Board of 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 Meeting: May 25, 2022**