

RECORD OF PROCEEDINGS
Waterville Township Trustees' Meeting

Held at: 6:30 P.M. at the Waterville Township Hall on December 27, 2017.

OFFICIALS:

Chair - Keith Moosman - Present
Vice Chair - Kyle J. Hertzfeld – Absent
Trustee - Karen M. Schneider – Present
Police Chief Richard Bingham – Present
Fiscal Officer Jennifer Bingham – Present

PLEDGE OF ALLEGIENCE:

Keith Moosman called the meeting to order at 6:30 p.m. All those present were asked to join **Keith Moosman** in reciting the Pledge of Allegiance.

GUESTS:

James E. Fischer	Christy Geha	Matthew Harpes
Karen Gerhardinger	Martha Wheeler	Brett Warner
John Gouttire	Duke Wheeler	Julie Theroux

AGENDA:

The Agenda was approved by **Karen Schneider** and seconded by **Keith Moosman**. Motion Carried.

PUBLIC COMMENT:

Karen Gerhardinger, report for The Mirror Newspaper requested that she be informed via email of any Special Meetings called by the Trustees, as required by the Ohio Revised Code (ORC).

Guest, Brett Warner, asked the Trustees if the procedures outlined in a 2012 Resolution approved by the Trustees was followed with regards to the Special Meeting on December 11, 2017. **Mr. Moosman** indicated he was unaware of the 2012 Resolution, but noted that **Mr. Warner** was a Trustee at the time the Resolution was adopted. **Mr. Moosman** recommended that the incoming Board of Trustees would have the opportunity to establish its own procedures and requirements with regards to providing Public Notice for Special Meetings. **Ms. Schneider** also made note that **Mr. Warner** was in attendance at the December 5, 2017 Special Meeting when the December 11, 2017 date was set and inquired if there was another concern leading to **Mr. Warner's** question. **Mr. Warner** stated that since no agenda was posted and discussion regarding the Health Care Plan provided to elected official and full-time employees and their immediate family under ORC 505.60 was discussed he wanted to make sure that the full-time employees were not affected by the Trustees decision to eliminate the Health Plan for Trustees, as ORC 505.60 states "the board shall provide uniform coverage under these policies for township officers and full-time township employees and their immediate dependents." **Ms. Schneider** stated that the Township had not cancelled the Health Care Plan, but rather adopted a Resolution to permit elected officials to enroll in Health Care coverage at their own expense reimbursable to the Township and that there was no change for the full-time Township employees.

MINUTES:

The minutes of the November 29, 2017 Regular Meeting were reviewed, **Mr. Moosman** moved to approve the minutes as corrected seconded by **Ms. Schneider**. Motion Carried.

The minutes of the December 5, 2017 Special Meeting were reviewed, Ms. Schneider moved to approve the minutes as corrected seconded by Ms. Moosman. Motion Carried.

The minutes of the December 6, 2017 Special Meeting were reviewed, Mr. Moosman moved to approve the minutes as corrected seconded by Ms. Schneider. Motion Carried.

The minutes of the December 11, 2017 Special Meeting were reviewed, Ms. Schneider moved to approve the minutes as corrected seconded by Ms. Moosman. Motion Carried.

FISCAL OFFICER’S REPORT:

Jennifer Bingham, Fiscal Officer provided the following documents for the Board:

- 1) Signature page and reports for October ready for Trustees
- 2) Payroll Certifications – for Board Chair’s signature
- 3) Purchase Orders/Blanket Certificates – approval and signatures needed

Ms. Bingham requested the Board’s approval for the Temporary Appropriations as follows to begin the 2018 year and to allow the incoming Board of Trustees time to review the 2018 Appropriations and Budgets:

RESOLUTION #2017-17 ADOPTION OF THE WATERVILLE TOWNSHIP 2018 TEMPORARY APPROPRIATIONS.

Keith Moosman moved the adoption of the following Resolution #2017-17:

Be it resolved, by the Board of The Board of Trustees of Waterville Township, Lucas County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2018, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, until such time as the Board of The Board of Trustees can adopt Permanent Appropriations for the fiscal year ending December 31, 2018. The Temporary Appropriation Resolution is approved and to be forwarded to the Lucas County Auditor’s Office; and

1000	General Fund	\$	38,325.00
2011	Motor Vehicle License Fund		1,250.00
2020	Gas Tax Fund		75,000.00
2031	Road & Bridge Fund		32,375.00
2041	Cemetery Fund		10,587.50
2071	Garbage/Waste		22,125.00
2081	Police Fund		157,050.00
2111	Fire Fund		31,750.00
2231	Permissive Fund		2,250.00
2261	Law Enforcement Trust Fund		-
2271	Enforcement/Education Fund		-
2401	Lighting Districts Fund		2,500.00
2901	Dare Fund		-
4401	Public Works Fund		<u>175,975.00</u>
	Total		\$ 549,187.50

Karen Schneider seconded Resolution #2017-17 and the roll being called upon its adoption, the vote resulted as follows:

Karen Schneider, Yes
Kyle Hertzfeld, Absent
Keith Moosman, Yes

I certify that the foregoing is a true and accurate copy of Resolution 2017-17, passed in the regular meeting of the Waterville Township Board of Trustees on December 27, 2017.

Attest:

Jennifer Bingham, Fiscal Officer
Waterville Ohio

Ms. Bingham requested the Board's approval for Reallocation of Appropriations in General Fund From the Fiscal Officer withholding for Medicare and Ohio Public Employees Retirement System (OPERS) in the amounts of \$1.00 and \$6.55 respectively to the General Fund Zoning Salaries account to cover withholdings for the Zoning Secretary position that were not previously required.

Moved to approve by **Ms. Schneider** and seconded by **Mr. Moosman**. Motion carried.

Ms. Bingham requested Board's approval for payments of the warrants as listed below

96-2017	Ohio Deferred Compensation	\$400.00	-	Retirement
97-2017	Treasurer State of Ohio	698.98	-	Withholding
98-2017	U.S. Treasury	3,672.30	-	Withholding
99-2017	Ohio Public Retirees	8,664.90	-	Retirement
100-2017	Crestline Paving & Excavating	88,754.67		Noward Road Project
103-2017	Fifth Third Bank	630.67		Township Expenses
104-2017	Fifth Third Bank	829.41		Township Expenses
39027	Ricardo A. Artiaga, Jr.	636.65	-	Payroll - Cemetery/Roads
39028	Brian B. Biegajski	777.24	-	Payroll - Police
39029	Richard E. Bingham	1,890.86	-	Payroll - Police
39030	Harry R. Kellett, III	1,172.03	-	Payroll - Police
39031	Richard A. Ludwig	1,026.47	-	Payroll - Cemetery/Roads
39032	Michelle L. McDivett	126.87	-	Payroll - Police
39033	Jerry Robinson, Jr.	1,025.04	-	Payroll - Police
39034	Daniel M. Stuber	1,213.13	-	Payroll - Police
39035	Shaun E. Wittmer	1,040.70	-	Payroll - Police
39036	Sanderson Law Offices, LLC	5,866.34	-	Township Legal Fees
39037	Void	0.00	-	
39038	Kenn-Feld Group Metro Toledo Criminal Justice	67.84	-	Operating Supplies
39039	Administrators	50.00	-	Police Membership Dues
39040	Whitehouse Police Department	28.08	-	Citizen's Police Academy Expense
39041	Spectrum Business	156.17	-	Police Telephone/Internet
39042	Traffic Stop Uniform Supply	136.48	-	Police Operating Supplies

39043	Lucas County Coroner Toxicology Lab	105.00	-	Police Operating Expense
39044	Treasurer of State of Ohio - UAN	3,092.50	-	UAN Fees
39045	Gov-Deals, Inc.	106.87	-	Police Operating Expense
39046	Cintas Corporation	103.33	-	Police Dept. Mats
39047	City of Waterville, Water Department	46.06	-	Township Water
39048	The Waterville Gas Company	236.30	-	Township Gas
39049	Stevens Disposal & Recycling Service	4,658.35	-	Township Refuse
39050	The Mirror	737.00	-	Township Advertising
39051	Anthony Wayne Board of Education	448.64	-	Police/Road Vehicle Fuel
39052	Steve Rogers Ford	37.76	-	Operating Expense
39053	General Pro Hardware	38.63	-	Police/Road Operating Supplies
39054	Jennifer Bingham	\$901.25	-	Payroll - Fiscal Officer
39055	Ricardo A. Artiaga, Jr.	\$743.04	-	Payroll - Cemetery/Roads
39056	Brian B. Biegajski	\$1,107.96	-	Payroll - Police
39057	Richard E. Bingham	\$1,729.36	-	Payroll - Police
39058	Eric Gay	\$375.11	-	Payroll - Zoning
39059	Kyle J. Hertzfeld	\$663.12	-	Payroll - Trustee
39060	Harry R. Kellett, III	\$1,081.11	-	Payroll - Police
39061	Robert Long	\$87.99	-	Payroll - Zoning
39062	Richard A. Ludwig	\$1,154.68	-	Payroll - Cemetery/Roads
39063	Michelle L. McDivett	\$62.69	-	Payroll - Police
39064	Keith Moosman	\$910.43	-	Payroll - Trustee
39065	Jerry Robinson, Jr.	\$853.86	-	Payroll - Police
39066	Karen Schneider	\$806.21	-	Payroll - Trustee
39067	Daniel M. Stuber	\$1,251.96	-	Payroll - Police
39068	Shaun E. Wittmer	\$964.81	-	Payroll - Police
39069	Delta Dental	\$176.19	-	Withholding
39070	Glenn Banas	\$245.00	-	2017 Zoning Commission Mtgs
39071	William Burkett	\$490.00	-	2017 Zoning Commission Mtgs
39072	James Fischer	\$539.00	-	2017 Zoning Commission Mtgs
39073	Rich Hertzfeld	\$490.00	-	2017 Zoning Commission Mtgs
39074	Joseph Beck	\$147.00	-	2017 Zoning Board of Appeals Mtgs
39075	Eileen Sullivan	\$147.00	-	2017 Zoning Board of Appeals Mtgs
39076	Ronald Pittman	\$147.00	-	2017 Zoning Board of Appeals Mtgs
39077	Michelle M. Hayes	\$294.00	-	2017 Zoning Commission Mtgs
39078	Century Link	\$39.34	-	Township Telephone
39079	Thomas Wardell	\$588.00	-	2017 Zoning Commission Mtgs
39080	David Robensteine	\$182.00	-	Fiscal Officer Consulting Fees
39081	City of Toledo	\$428.64	-	4th Quarter Withholdings
39082	Void		-	
39083	Jennifer Bingham	\$59.18	-	Payroll - Zoning
39084	Renee Hertzfeld	\$325.00	-	Fiscal Officer Consulting Fees
39085	Whitehouse Commissioner of Taxation	\$480.12		Payroll - Withholding

Moved to approve by Ms. Schneider and seconded by Mr. Moosman. Motion carried.

REPORTS

POLICE:

1. Grants:

Chief Richard Bingham advised the Trustees that the Department did not receive the COPS Fast Grant

2. Full Time Officer:

Chief Bingham requested approval to hire Brian Biejagski to the full-time police officer position approved during the November 29, 2017 Regular Meeting.

Ms. Schneider moved to approve the hiring of Brian Biejagski with an effective date of February 1, 2018 seconded by Mr. Moosman. Motion carried.

3. Proposal to Change Full-time Employees' Pay Date

Chief Bingham presented a request from the police department personnel to change the pay dates from the second and fourth Wednesday of the month to the 1st and 15th of the month. Chief Bingham indicated that he had discussed the proposal with the Road and Cemetery personnel, and they were supportive of the change. Chief Bingham indicated the current pay structure may create a hardship for personnel in certain months when they must wait up to 21 days to receive their pay. With the proposed change to the 1st and 15th the longest personnel would wait would be 16 days.

Ms. Schneider asked if it would make sense to switch to a bi-weekly pay as many townships have done. Chief Bingham indicated that the current schedule works with the department's shift schedule and also minimizes the amount of overtime, which occurs primarily for patrolman to attend court.

Ms. Bingham requested the change not be effective before March 1, 2018.

Ms. Schneider moved to approve the change in Township personnel pay dates to the 1st and 15th of the month effective March 1, 2018 seconded by Mr. Moosman. Motion carried.

4. Review of Department Compensation Rates

Chief Bingham presented for review a comparative analysis of area police department wage scales.

Ms. Schneider recommended that the review of Police Department pay be tabled and taken up for consideration by the next Board of Trustees.

5. Asset Update

Chief Bingham presented a list of assets that the Police Department would like to dispose of: Panasonic DP-8060 copy machine, two (2) - Xerox Copycentre C20, two (2) – Swintec 4000 typewriters and a Lexmark E232 printer. Chief Bingham indicated that all of the listed items were inoperable. Mr. Moosman inquired is there was any value to the items presented. Chief Bingham indicated that the Department could list the Panasonic DP-8060 copy machine on govdeals.com but he was uncertain if it would sell.

Mr. Moosman moved to approve the disposal or sale of the items presented seconded by Ms. Schneider. Motion carried.

Chief Bingham requested the Board of Trustees adopt a policy establishing a minimum monetary value for reportable assets. **Chief Bingham** stated that he believes the State of Ohio uses a \$500 minimum value and a shelf life greater than 5 years in order to declare and item as asset. **Ms. Schneider** commented that for insurance purposes an item must cost greater than \$2,500 to be covered under the Township's insurance.

6. Bullet Proof Vest

Chief Bingham requested approval to purchase a new bulletproof vest for the new full-time patrolman. The current vest is nearing its 5-year life per the Department of Justice guidelines. The department currently works with local police agencies to ensure appropriate protective vests are available for the part-time and auxiliary patrolman. The cost to purchase a replacement vest is \$675.00.

Ms. Schneider moved to approve the purchase of a new bulletproof vest of the Police Department **Mr. Moosman** seconded. Motion carried.

7. Sergeant Position:

Chief Bingham advised Patrolman Shaun Wittmer was the only applicant for the Sergeant position approved during the November 29, 2017 Regular Meeting. **Chief Bingham** will work with the new Board of Trustees on how to proceed with the interview process.

ROADS/CEMETERIES

Ms. Schneider presented for future consideration a request from the Roads Department the acquisition of a new back loader rather than a used piece of equipment. The current equipment is beginning to rust and will need replacement in approximately one to two years.

REFUSE

Ms. Schneider had nothing to report.

ZONING:

Eric Gay, Township Zoning Inspector, reported that 37 permits were issued during 2017 and of those 12 were issued for new residential construction. **Ms. Schneider** requested that the address for new residential construction be provided to Dan Lawrence, Lawrence Graphics to ensure the Township mailing address list is up to date.

PROPERTY STANDARDS:

Mr. Gay had nothing to report in Bob Long's absence.

SOLITOR'S REPORT

Nothing to report.

OTHER CORRESPONDENCE

Ms. Bingham reported that the Board of Trustees 2018 Organizational meeting has been scheduled for Wednesday, January 3, 2018 at 6:30 p.m. The meeting will be held in the Township Hall. Notice has been published in The Mirror, on the Township's website and posted on the door of the Township Hall.

Ms. Bingham reported the Township is in receipt of the Solid Waste Plan for Lucas County's Solid Waste District and will hold and present at the next meeting of the Board of Trustees.

TMACOG has invited Township Officials to their 2018 General Assembly, which will be held on January 29, 2018 at the Holiday Inn French Quarter, Perrysburg. **Ms. Bingham** will provide details to the members of the 2018 Board of Trustees so they register to attend, if desire.

Updated information on the Township's Officials has been sent to the Lucas County Township Association (LCTA).

Ms. Bingham requested the Board to approve payment of registration and lodging expenses for the 2018 Ohio Township Association Winter Conference, which will be held in Columbus from January 31 through February 3, 2018. **Ms. Bingham** will provide details to the members of the 2018 Board of Trustees so they register to attend, if desire.

Ms. Schneider moved to approve the payment of the Fiscal Officers registration and lodging expenses to attend the 2018 Ohio Township Association's Winter Conference **Mr. Moosman** seconded. Motion carried.

Ms. Bingham presented the renewal notification for the Township's Health Care Plan with Medical Mutual of Ohio. **Ms. Schneider** commented that the 2018 rate increase was 0.1%, which was very favorable.

TRUSTEE REPORTS

Keith Moosman: Nothing to Report

Kyle Hertzfeld: Absent

Karen Schneider: **Ms. Schneider** indicated that she had submitted the 2018 proposed budget requests from **Chief Bingham**. She provided an additional copy to Ms. Bingham. **Ms. Schneider** also mentioned that she has asked Chief Bingham to work with the Roads/Cemetery Department to get a proposal for internet service at the Township Garage. The Roads/Cemetery personnel are currently using their own personal cell phone data to look-up parts or review minutes from the Trustee Meetings. **Ms. Schneider** also presented the information she had as of May 2017 about the Nexus Pipeline. All permits have been granted, the project has experienced slight delays due to litigation. Safety Training has been conducted and all necessary road agreements have been executed. Additionally, the township had initially requested that all electrical lines to the compressor station be buried underground, but indicated the Township had not received confirmation and plans in accordance with this request. **Ms. Schneider** also presented the plans for the proposed Compressor Station as well as the Site Plan. **Ms. Schneider** indicated that Nexus has agreed to the Township's landscaping and lighting requests and mentioned that Nexus informed her that Waterville Township was the only Township that worked with them on these types of requests.

ADJOURNMENT:

Ms. Schneider made a motion to adjourn. Seconded by **Mr. Moosman**. Motion carried.
Adjourned at 7:12 p.m.

Attested:

Trustees:
