

## **RECORD OF PROCEEDINGS**

### **Waterville Township Trustees' Organizational Meeting**

Held at: 8:00 a.m. at the Waterville Township Hall on January 5, 2019.

#### **OFFICIALS:**

Trustee - Kyle J. Hertzfeld – Present  
Trustee – Brett Warner – Present  
Trustee – Duke Wheeler - Present  
Fiscal Officer Jennifer Bingham – Present

#### **PLEDGE OF ALLEGIANCE:**

**Brett Warner** called the meeting to order at 8:00 a.m. All those present were asked to join **Mr. Warner** in reciting the Pledge of Allegiance.

**GUESTS:** Karen Schneider, Karen Gerhardinger

### **2018 ORGANIZATIONAL MEETING**

#### **Chair, Waterville Township Board of Trustees**

**Fiscal Officer, Jennifer Bingham** called the organizational meeting into session by requesting a motion to nominate the 2019 Chair. **Duke Wheeler** to nominated Brett Warner as Chair, Waterville Township Board of Trustees, County, for the year 2019. Seconded by **Kyle Hertzfeld**. Motion carried.

#### **Vice-Chair, Waterville Township Board of Trustees**

**Mr. Warner** asked for a nomination for the Vice Chair **Mr. Wheeler** made a motion to nominate **Kyle Hertzfeld** to Vice-Chair, Waterville Township Board of Trustees, Lucas County, for the year 2019. Seconded by **Mr. Warner**. Motion carried.

#### **AGENDA**

**Mr. Warner** made a motion to approve the Agenda for the January 5, 2019 meeting. Seconded by **Mr. Wheeler**.

#### **Payment of Elected Officials**

**Mr. Hertzfeld** made a motion that the Waterville Township Trustees adopt a policy for 2019 that the annual salaries of the Trustees and the Fiscal Officer shall be paid in twelve (12) equal monthly installments. The amount per diem for the Trustees and the Fiscal Officer's salary are based on the 2019 Amendment Certificate of Estimated Resources from the Lucas County Auditor's Office. Seconded by **Mr. Wheeler**. Motion carried.

#### **Schedule of 2019 Regular Board of Trustee Meetings**

**Mr. Wheeler** made a motion that the regularly scheduled Board of Trustees meetings will be held on the fourth Wednesday of the month, except where conflict exists, beginning at 7:00 p.m. at the Waterville Township Hall. Conflicts already identified and rescheduled include the November meeting, which will be held on Monday, November 25, 2019 at 7:00 p.m. and the

December meeting, which will be held on Wednesday, December 18, 2019 at 7:00 p.m.  
 Seconded by **Kyle Hertzfeld**. Motion carried.

**2019 Travel Outside the Township of Waterville**

**Mr. Hertzfeld** made a motion that the mileage for travel outside of the Township of Waterville on official business be 0.58 cents per mile as recommended by the Internal Revenue Service.  
 Seconded by **Mr. Wheeler**. Motion carried.

**2019 Township Department Inventories**

The Waterville Township Trustees and department heads will need to conduct their 2019 Annual Inventory on the second Monday in January (01/14/2019) as set forth in the ORC §505.24 and a copy of the 2019 Waterville Township Inventory shall be filed with the Lucas County Engineer’s Office. **Ms. Bingham** asked which Trustees would be responsible for the oversight of which departments to assist in facilitating the inventory process. **Mr. Hertzfeld** will meet with the Roads/Cemetery Department and **Mr. Warner** will meet with the Police Department.

**Employees**

**Mr. Wheeler** made a motion to recognize the following legal holidays for all employees:

New Year’s Day	01/01/2019	(always on the 1 <sup>st</sup> )
Martin Luther King Day	01/19/2019	(3 <sup>rd</sup> Monday in January)
Presidents’ Day	02/16/2019	(3 <sup>rd</sup> Monday of February)
Memorial Day	05/27/2019)	(Last Monday in May)
Fourth of July	07/04/2019	(Always on the 4 <sup>th</sup> )
Labor Day	09/02/2019	(1 <sup>st</sup> Monday in September)
Columbus Day	10/14/2019	(2 <sup>nd</sup> Monday in October)
Veterans’ Day	11/11/2019	(Always the 11 <sup>th</sup> )
Thanksgiving Day	11/28/2019	(4 <sup>th</sup> Thursday in November)
Christmas Day	12/25/2019	(Always the 25 <sup>th</sup> )

Seconded by **Mr. Hertzfeld**. Motion carried.

**Mr. Wheeler** made a motion hire the following employees for 2019 with a 3% increase in their hourly rate. The rates, vacation, vacation carry-over, sick time carry-over and floating holiday carry-over if applicable:

**Roads/Cemetery**

	Hire Date	Wage	Vacation	Vacation Carry-Forward	Sick Time Carry Forward	Float. Hol. Time Carry Forward	Health & Life Ins. Elig
Ludwig, Richard	7/10/1995	19.30	5 weeks	0.00	0.00	n/a	X
Artiaga, Ricardo	1/1/2013	11.36	2 weeks	0.00	0.00	n/a	X

Seconded by **Mr. Hertzfeld**. Motion carried.

The Trustees discussed rate increases for the Police Department employees. Mr. Wheeler inquired what the current cost of living increase was. Ms. Bingham stated that the Social

Security cost of living increase was set at 2.8% for 2019. Mr. Herzfeld stated that the patrolman have a step in pay increase that has been followed in the past. Ms. Bingham stated that several patrolman have maxed out in the steps and have not received pay increases and Chief Bingham's rate of pay has not changed since he signed his 5-year contract with the Township. The Trustees decided that the Chief of Police should present any request for pay increases after evaluation of the department's budget. Mr. Hertzfeld motioned to approve the following rates, vacation, vacation carry-over, sick time carry-over and floating holiday carry-over for the police department personnel:

**Police Dept.**

	Hire Date	Wage	Increase @Anniv.	Vacation	Vacation Carry-Forward	Sick Time Carry Forward	Float. Hol. Time Carry Forward	Health & Life Ins. Elig
Bingham, Richard	11/10/2014	27.54		4 weeks	0.00	382.00	0.00	X
Biagajski, Brian	2/1/2017	15.50	16.00	1 week	11.00	36.00	16.00	X
Kellett, Richard	12/16/2006	17.50		3 weeks	0.00	558.75	16.00	X
Stuber, Dan	2/1/2015	17.00	17.50	2 weeks	24.00	284.00	16.00	X
Whited, Andrew	7/1/2018	15.50	16.00	1 week	12.00	10.00	8.00	X
Wittmer, Shaun	2/1/2015	18.50		2 weeks	40.00	67.50	16.00	X
McDevitt, Michelle	2/8/2008	15.00		0 weeks	0.00	0.00	0.00	n/a
Arvay, Josh	8/11/2016	13.00		0 weeks	0.00	0.00	0.00	n/a

**RESOLUTION #2019-01 APPOINTING THE WATERVILLE TOWNSHIP ZONING COMMISSION MEMBERS**

**Mr. Warner** moved the adoption of the following Resolution 2018-01

**BE IT RESOLVED**, by the Board of Trustees of Waterville Township, Lucas County, Ohio, that the following residents of the unincorporated area of the Township of Waterville be appointed as members of the Waterville Township Zoning Commission to serve the designated five (5) year terms:

1. Michelle Hayes, term expiring on December 31, 2019
2. Thomas Wardell, term expiring on December 31, 2020
3. Richard Hertzfeld, term expiring on December 31, 2021
4. James Fischer, term expiring on December 31, 2022
5. William Burkett, term expiring on December 31, 2013

The following resident of the unincorporated area of the Township be appointed as an alternate member of the Waterville Township Zoning Commission to serve the designated one (1) year term:

1. TBD, term expiring on December 31, 2019

Members of the Zoning Commission shall be paid at a rate of \$64.00 for the Chair and \$49.00 for all other members for each Zoning Commission meeting attended during 2019.

**Mr. Wheeler** seconded Resolution #2018-01 and the roll being called upon its adoption, the vote resulted as follows:

Kyle Hertzfeld, Yes  
Brett Warner, Yes  
Richard Wheeler, Yes

Adopted January 5, 2019

Attest: s/s/Jennifer Bingham  
Jennifer Bingham, Fiscal Officer  
Waterville Township

**RESOLUTION #2019-02 APPOINTING THE WATERVILLE  
TOWNSHIP ZONING BOARD OF APPEALS MEMBERS**

**Mr. Wheeler** moved the adoption of the following Resolution 2019-02

**BE IT RESOLVED**, by the Board of Trustees of Waterville Township, Lucas County, Ohio, that the following residents of the unincorporated area of the Township of Waterville be appointed as members of the Waterville Township Zoning Board of Appeals to serve the designated five (5) year terms:

1. Robert Bryce, term expiring on December 31, 2019
2. Joseph Beck, term expiring on December 31, 2020
3. Toby Miller, term expiring on December 31, 2021
4. Julie Theroux, term expiring on December 31, 2022
5. Eileen Sullivan, term expiring on December 31, 2023

The following resident of the unincorporated area of the Township be appointed as an alternate member of the Waterville Township Zoning Board of Appeals

1. Vincent Schmidt, term expiring on December 31, 2019

Members of the Zoning Board of Appeals shall be paid at a rate of \$ \$49.00 for all other members for each Zoning Board of Appeal meeting attended during 2019.

**Mr. Hertzfeld** seconded Resolution #2019-02 and the roll being called upon its adoption, the vote resulted as follows:

Kyle Hertzfeld, Yes  
Brett Warner, Yes  
Richard Wheeler, Yes

Adopted January 5, 2019

Attest: s/s/Jennifer Bingham  
Jennifer Bingham, Fiscal Officer  
Waterville Township

**Appointment of Zoning Inspector**

**Mr. Warner** asked if any of the Trustees had spoken with Eric Gay about continuing his appointment as Zoning Inspector for Waterville Township. No Trustee has spoken with Mr. Gay so no appointment will be made at this time.

**Appointment of Property Standards Officer**

**Mr. Warner** made a motion to appoint Robert Long as the Property Standards Officer of Waterville Township for a period of one (1) year. The Zoning Property Standards Officer’s annual salary shall be \$1,200.00 paid in twelve equal monthly installments. Seconded by **Mr. Wheeler**. Motion carried.

**Appointment of Zoning Secretary**

**Mr. Wheeler** made a motion to appoint Patricia Ruppert as the Secretary for the Waterville Township Zoning Commission and Zoning Board of Appeals for a period of one (1) year. The Secretary’s hourly rate shall be \$12.67/hr. paid upon receipt of documentation supporting work performed. Seconded by **Mr. Hertzfeld**. Motion carried.

**Appointment of Fire Prevention Officers**

**Mr. Wheeler** made a motion to appoint The City of Waterville Acting Fire Chief, Douglas Meyer or current Fire Chief as the Fire Prevention Officer for the Waterville Fire District for the 2019 year; and to appoint The Village of Whitehouse Fire Chief, Joshua Hartbarger or current Fire Chief as the Fire Prevention Officer for the Waterville Fire District for the 2019 year. Seconded by **Mr. Hertzfeld**. Motion carried.

This concludes the organizational portion of the meeting.

**TRUSTEE COMMENTS**

*Duke Wheeler* – stated he is looking forward to an exciting new year

*Kyle Hertzfeld* – no comment

*Brett Warner* – is eager to keep working on the important issues for the Township

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

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

Adjourned at 8:20 a.m.

Attest: s/s/Jennifer Bingham

Trustees: s/s/Brett Warner

s/s/Duke Wheeler

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