

RECORD OF PROCEEDINGS
Waterville Township Trustees' Special Meeting

Held at: 9:00 a.m. at the Waterville Township Hall on May 31, 2019.

OFFICIALS:

Chairman – Brett Warner – Absent
Vice Chairman - Kyle J. Hertzfeld – Present
Trustee – Duke Wheeler – Present
Fiscal Officer – Jennifer Bingham - Absent
Police Chief – Richard Bingham – Absent
Interim Zoning Inspector – Jim Fischer – Absent
John Borell, Lucas County Assistant Prosecutor – Absent

PLEDGE OF ALLEGIENCE:

Kyle Hertzfeld called the meeting to order at 9:00 a.m. All those present were asked to join in reciting the Pledge of Allegiance.

GUESTS: Michelle Stahl

AGENDA:

Kyle Hertzfeld began stating with this special meeting was posted on the door, website, e:mail to Maumee Mirror and put on alert system by Chief Bingham. The purpose of this meeting is to hire a temporary Fiscal Officer, discuss transition activities and compensation.

Duke Wheeler explained our current Fiscal Officer has resigned and her last day is today. Looking for permanent Fiscal Officer. Have advertised in Blade, Maumee Mirror, and Blade on-line. Posting was also on township website and township hall door. Received 7 applications. Requirements for Fiscal Officer are skills necessary to do the job and residency in the township. None of the applicants resided in the township so they were excused as possible candidtes. We have 30 days to fill this vacancy, after which time the Lucas County Probate Court will assign one to us. Have contacted probate court to update them on our status yesterday and have not heard back. **Duke Wheeler** contacted the State Auditors and obtained a list of traveling Fiscal Officers. Contacted **Michelle Stahl** and scheduled an interview after a lengthy phone conversation. Currently Fiscal Officer for Paulding County Library System, CPA. Skills she has listed on her resume are reflective of the needs we have. Passed on her resume to the other trustees. We are at our last day. Michelle has been in contact with **Jennifer Bingham** and hopes to meet with her today. Would be titled as Temporary Deputy Fiscal Officer. **Duke Wheeler** is unclear as to how many hours this job will entail. Starting point rate discussed is \$50/hour. Need to stay within cap of state guidelines for Fiscal Officers. Michelle does not have desire to do the minutes. Reasonable considering she may not be present for every meeting due to travel and time constraints. Need to hire someone as assistant to do clerical end. **Duke Wheeler** made the motion to hire **Michelle Stahl** as Temporary Deputy Fiscal Officer at \$50/hour, not to exceed the maximum allowed by the state. **Kyle Hertzfeld** seconded. **KH- yes, DW-yes. Motion Carried.**

DISCUSISON:

Michelle Stahl will need letter from township addressing her hiring in this position for state access needed. Concerned about signing checks on passed due invoices. **Duke Wheeler** is comfortable doing so. Consensus is three trustee signatures should be appropriate. Will check with legal counsel to make sure.

At this time **Duke Wheeler** made the motion to adjourn the special meeting. With no further discussion, **Kyle Hertzfeld** seconded. **KH-yes, DW-yes. Motion Carried.**

Meeting adjourned at 9:10 a.m.

Attest: /s/ Patricia Rupert
Administrative Assistant to
Temporary Deputy Fiscal Officer
(Transcribed from Audio Recording)

Trustees: Kyle Hertzfeld
Duke Wheeler