

RECORD OF PROCEEDINGS
Waterville Township Trustees' Organizational Meeting

Held at: 9:00 a.m. at the Waterville Township Hall on January 3, 2020.

OFFICIALS:

Trustee – Kyle J. Hertzfeld – Present
Trustee – Brett Warner – Present
Trustee – Richard “Duke” Wheeler – Absent
Deputy Fiscal Officer – Peggy Michael – Absent
Zoning Inspector – Jim Fischer – Present

PLEDGE OF ALLEGIANCE:

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

AGENDA

Brett Warner made a motion to approve the Agenda for the January 3, 2020 meeting. Seconded by **Kyle Hertzfeld**. **MOTION CARRIED**

BOND APPROVAL OF TRUSTEES

Mr. Warner has his bond approval on file.

GUESTS: Karen Gerhardinger, The Mirror Newspaper

2020 ORGANIZATIONAL MEETING

Administrative Assistant to Temporary Deputy Fiscal Officer, Patty Rupert called the organizational meeting into session by requesting a motion to nominate the 2020 Chair. **Brett Warner** made the motion to nominate **Kyle Hertzfeld** as Chair, Waterville Township Board of Trustees, Lucas County, for the year 2020. Seconded by **Kyle Hertzfeld**. **MOTION CARRIED**

Kyle Hertzfeld asked for a nomination for the Vice Chair. **Kyle Hertzfeld** made the motion to nominate **Brett Warner** as Vice Chair, Waterville Township Board of Trustees, Lucas County, for the year 2020. Seconded by **Brett Warner**. **MOTION CARRIED**

Payment of Elected Officials

Brett Warner made a motion that the Waterville Township Trustees adopt a policy for 2020 that the annual salaries of the Trustees and 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 2020 Amendment Certificate of Estimated Resources from the Lucas County Auditor's Office. Seconded by **Kyle Hertzfeld**. **MOTION CARRIED**

Schedule of 2020 Regular Board of Trustee Meetings

Brett Warner made the motion to adopt the following schedule for the regularly scheduled Board of Trustees meetings on the fourth Wednesday of the month, except where conflicts exists*, beginning at 7:00 p.m. **Kyle Hertzfeld** seconded. **MOTION CARRIED**

January 16	3 rd Thursday*	Moved from 4 th Wednesday due to conflict
February 26	4 th Wednesday	
March 25	4 th Wednesday	
April 22	4 th Wednesday	
May 27	4 th Wednesday	
June 24	4 th Wednesday	
July 22	4 th Wednesday	
August 26	4 th Wednesday	
September 23	4 th Wednesday	
October 28	4 th Wednesday	
November 18	3 rd Wednesday *	Move from 4 th Wednesday due to Thanksgiving
December 16	3 rd Wednesday *	Move from 4 th Wednesday due to Christmas

2020 Travel Outside the Township of Waterville

Kyle Hertzfeld made a motion that the mileage for travel outside of the Township of Waterville on official business be 0.58 cents per mile or current rate as recommended by the Internal Revenue Service. Seconded by **Brett Warner**. **MOTION CARRIED**

2020 Township Department Inventories

The Waterville Township Trustees and department heads will need to conduct their 2020 Annual Inventory on the second Monday in January (01/13/20) as set forth in the ORC §505.24 and a copy of the 2020 Waterville Township Inventory shall be filed with the Lucas County Engineer’s Office. **Kyle Hertzfeld** will meet with the Roads/Cemetery Department and **Brett Warner** will meet with the Police Department.

Employee Matters

Brett Warner made a motion to recognize the following legal holidays for all employees:

2020 Holiday Schedule

New Year’s Day	1/1/2020	(always on the 1st)
Martin Luther King Day	1/20/2020	(3rd Monday in January)
Presidents’ Day	2/17/2020	(3rd Monday of February)
Memorial Day	5/25/2020	(Last Monday in May)
Fourth of July	7/4/2020	(Always on the 4th)
Labor Day	9/7/2020	(1st Monday in September)
Columbus Day	10/12/2020	(2nd Monday in October)
Veterans’ Day	11/11/2020	(Always the 11th)
Thanksgiving Day	11/26/2020	(4th Thursday in November)
Christmas Day	12/25/2020	(Always the 25th)

Seconded by **Kyle Hertzfeld**. **MOTION CARRIED**

Brett Warner made a motion to hire the following employees for 2020 with the Social Security Cost of Living 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	Current Wage	1.6% Cost of Living Adj.	Vacation	Vacation Carry-Forward	Sick Time Carry Forward	Float.Hol. Time Carry Forward	Health & Life Ins. Elig.
Ludwig, Richard	7/10/1995	19.30	19.61	5 Weeks	0.00	0.00	n/a	X
Artiaga, Ricardo	1/1/2013	11.36	11.54	2 Weeks	0.00	0.00	n/a	X

Kyle Hertzfeld seconded. **MOTION CARRIED**

The Trustees decided that the Chief of Police should present any requests for pay increases after evaluation of the department’s budget. **Brett Warner** 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

Kyle Hertzfeld seconded. **MOTION CARRIED**

Administrative Assistant to Temporary Deputy Fiscal Officer

Brett Warner made to the motion to retain **Patricia Rupert** in this position at a rate of \$15.00/hour, less taxes and OPERS (Appointment in June, 2019 as a temporary position). Documentation of hours to be provided. **Kyle Hertzfeld** seconded. **MOTION CARRIED**

Deputy Fiscal Officer

Brett Warner made to the motion to retain **Peggy Michael** in this position at a rate of \$50.00/hour, contract staff, no taxes, no OPERS (appointment December 23, 2019). **Kyle Hertzfeld** seconded. **MOTION CARRIED**

**RESOLUTION #2020-01 APPOINTING THE WATERVILLE TOWNSHIP
ZONING COMMISSION MEMBERS**

Brett Warner moved the adoption of the following Resolution #2020-01:

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:

Zoning Commission

Thomas Wardell	12/31/2020
Richard Hertzfeld	12/31/2021
Keith Moosman	12/31/2022
William Burkett	12/31/2023
Michelle Hayes	12/31/2024

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:

Zoning Commisison, Alternate

Robert Long	12/31/2020
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Members of the Zoning Commission shall be paid at a rate of \$65.00 for the Chair and \$50.00 for all other members for each Zoning Commission meeting attended during 2020.

Kyle Hertzfeld seconded Resolution #2020-01 and the roll being called upon its adoption, the vote resulted as follows:

Richard "Duke" Wheeler, Absent
Brett Warner, Yes
Kyle Hertzfeld, Yes

I certify that the foregoing is a true and accurate copy of Resolution 2020-01, passed in the 2020 Organization meeting of the Waterville Township Board of Trustees, January 3, 2020.

Attest:

/s/ Patricia Rupert
Patricia Rupert,
Administrative Assistant to Temporary
Deputy Fiscal Officer
Waterville Township, Lucas County, Ohio

**RESOLUTION #2020-02 APPOINTING THE WATERVILLE TOWNSHIP
BOARD OF ZONING APPEALS MEMBERS**

Brett Warner moved the adoption of the following Resolution #2020-02:

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 Board of Zoning Appeals to serve the designated five (5) year terms:

Board of Zoning Appeals

Joseph Beck	12/32/2020
Toby Miller	12/31/2021

Julie Theroux 12/31/2022
Vincent Schmidt 12/31/2023
Robert Bryce 12/31/2024

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

Board of Zoning Appeals, Alternate

Justin Swaggert 12/31/2020

Members of the Appeals Board shall be paid at a rate of \$65.00 for the Chair and \$50.00 for all other members for each Board of Zoning Appeals meeting attended during 2020.

Kyle Hertzfeld seconded Resolution #2020-02 and the roll being called upon its adoption, the vote resulted as follows:

Richard “Duke” Wheeler, Absent
Brett Warner, Yes
Kyle Hertzfeld, Yes

I certify that the foregoing is a true and accurate copy of Resolution 2020-02, passed in the 2020 Organization meeting of the Waterville Township Board of Trustees, January 3, 2020.

Attest: _____/s/ Patricia Rupert

Patricia Rupert,
Administrative Assistant to Temporary
Deputy Fiscal Officer
Waterville Township, Lucas County, Ohio

Appointment of Zoning Inspector

Kyle Hertzfeld made a motion to appoint **Jim Fischer** as the Zoning Inspector for Waterville Township for a period of one (1) year. Mr. Fischer’s annual salary will be \$7,596 to be paid in twelve (12) monthly installments of \$633/mo. **Brett Warner** seconded. **MOTION CARRIED**

Appointment of Zoning Secretary

Brett Warner made a motion to appoint **Patricia Rupert** 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. **Kyle Hertzfeld** seconded. **MOTION CARRIED**

Appointment of Fire Prevention Officers

Brett Warner made a motion to appoint the City of Waterville Fire Chief, **Douglas Meyer** or current Fire Chief as the Fire Prevention Officer for the Waterville Fire District for the 2020 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 2020 year. **Kyle Hertzfeld** seconded. **MOTION CARRIED**

PUBLIC COMMENTS

Since last trustee meeting **Jim Fischer**, Zoning Inspector, had two additional permits for 2019. One was for a new home and one was for an addition. The addition was denied due to property line setback shortage.

If possible, Patty will attempt to have one public notice for all yearly board meetings issued, rather than separate notices for all areas.

Karen Gerhardinger (The Mirror Newspaper) had a question regarding appointment of Peggy Michael as Deputy Fiscal Officer. Was the emergency meeting advertised? Immediate circumstances dictated the necessity of an emergency meeting to meet year end payroll. It was in the moment, and no notices of any kind were issued. No interviews were conducted. Used resources from other township with necessary experience. Karen asked if that mean Michelle Stahl is out of the picture? Michelle was not reappointed as 2020 contract staff. We are still looking for a Fiscal Officer from within Waterville Township.

Kyle Hertzfeld entertained a motion to adjourn. **Brett Warner** seconded. **MOTION CARRIED**

Meeting adjourned at 9:40 a.m.