

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING
RECORD OF PROCEEDINGS**

SEPTEMBER 23, 2020 – 7:00 PM - Held on ZOOM

<https://us02web.zoom.us/j/89123719987?pwd=WWRSKzJMVElPcWw4OTkvL0ZTQnlBQT09>

Meeting ID: 891 2371 9987

Passcode: 450659

1. Meeting was called to order at 7:00 p.m. by Trustee Hertzfeld. In attendance were Trustee Hertzfeld, Trustee Warner, Trustee Wheeler, Deputy Fiscal Officer Peggy Michael, Zoning Inspector Jim Fischer, Police Sergeant Shaun Wittmer, and Assistant to FO Patty Rupert. There were also several attendees from the public on zoom.
2. Pledge of Allegiance – Those in attendance joined in the Pledge of Allegiance.
3. Approve Agenda for September 23, 2020 Meeting **
Approval of Minutes for September 11, 2020 was inadvertently omitted from the agenda. With that correction being made Trustee Hertzfeld made the motion to accept the agenda, seconded by Trustee Wheeler. Motion Passed.
4. Public Comments – This time is reserved for comments from citizens/guests.
The Board of Trustees may/may not choose to respond to or take any action on comments at this time.
The following oral public records request was made by Waterville Township resident Karen Schneider:
 - 1) A copy of time sheets (documenting dates and hours billed to Waterville Township for Fiscal Officer duties) and the corresponding pay statements/checks for any and every check that has been issued to Acting Fiscal Officer Peggy Michael from December 23, 2019 to date.
 - 2) The appropriations document/s (fiscal records) showing which Waterville Township funds (i.e., general fund, roads and bridges, police department, etc) are being used to pay Acting Fiscal Officer Peggy Michael, from December 23, 2019 to date, and the respective, current (as of September 2020) fund balances.
 - 3) A copy of time sheets (documenting dates and hours charged for Asst. Fiscal Officer duties to Waterville Township) and the corresponding pay statements/checks for any and every check that has been issued to Assistant Fiscal Officer Patty Rupert from December 23, 2019 to date.
 - 4) The appropriations document/s (fiscal records) showing which Waterville Township funds (i.e., general fund, roads and bridges, police department, etc) are being used to pay Assistant Fiscal Officer Patty Rupert, from December 23, 2019 to date, and the respective, current (as of September 2020) fund balances.
 - 5) A copy of all email correspondence, from December 23, 2019 to date, sent and received by Acting Fiscal Officer Peggy Michael at the following email addresses: Watervilletwpfo@yahoo.com and fiscalofficer@watervilletownship.com pertaining to public records requests made by any and all members of the Waterville Township Police Department for any and all Waterville Township Fiscal Officer records having to do with "police budgets", monthly police department expenses, and police department fund balances. I am also requesting a copy of the 2020 police budget appropriations as of January 1, 2020.
 - 6) A copy of the most current (as of September 2020) fund balances (any and all) for the entire Waterville Township Police Department.
 - 7) A copy of the records retention policy for any and all emails sent from and received at watervilletwpfo@yahoo.com as well as any other email addresses used by Acting Fiscal Officer Peggy Michael (other than fiscalofficer@watervilletownship.com) to conduct Waterville Township business, communicate with current Waterville Township Trustees and any other individual/s regarding Waterville Township matters.
 - 8) A copy of all public notices for all Waterville Township Trustee meetings held in April 2020 (other than the regularly scheduled monthly Trustee meeting)
 - 9) A copy of the corresponding minutes (written and/or audio) specifically noting when all the public meetings for April 2020 (other than the regularly scheduled monthly meeting) were scheduled and approved by the Board of Trustees.
5. Minutes for review, deletions, and corrections.
 - a. Approve Minutes for August 31, 2020 ** - Tabled for approval until next regular meeting.
 - b. Approve Minutes for September 8, 2020**
Trustee Wheeler made the motion to approve meeting minutes from the September 8, 2020 Special Meeting, Trustee Hertzfeld seconded. Motion Passed.

- c. Approve Minutes for September 11, 2020**
Trustee Wheeler made the motion to approve meeting minutes from the September 11, 2020 Special Meeting, Trustee Hertzfeld seconded. Motion Passed.
6. Fiscal Officer's Report
 - a. Warrants / Payment Vouchers for approval **
Trustee Wheeler made the motion to approve the warrants and payment vouchers for this reporting period, Trustee Hertzfeld seconded. Motion Passed.
 - b. Trustee Hertzfeld moved to adopt Resolution #2020-12 Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. Trustee Wheeler seconded. Motion Passed.
Roll being called as follows:
Trustee Herzfeld – Yes, Trustee Wheeler – Yes, Trustee Warner – N/A (difficulty signing in).
 - c. Trustee Hertzfeld moved to adopt Resolution #2020-13 to Request Advance of Taxes Collected and have the Chairperson of the Board of Trustees sign that request. Trustee Wheeler seconded. Motion Passed.
Roll being called as follows:
Trustee Herzfeld – Yes, Trustee Wheeler – Yes, Trustee Warner – N/A (difficulty signing in).
7. Old Business
 - a. Salt Storage Contract – Table until next meeting. Need to determine if we will need or sell.
 - b. Steve Rogers Ford Fleet Repairs – Recommendation last month that the police department no longer make their own car repairs due to liability issues, rather use Steve Rogers Ford for all fleet repairs moving forward. Trustee Warner made the motion to use Steve Rogers Ford for all fleet repairs. Trustee Wheeler seconded. Motion Passed.
8. New Business
 - a. Security at Township Hall - Trustee Wheeler asked whether or not a security camera would be a viable option at the hall. A payroll check came up missing, as well as a Fed Ex package that showed delivered to the hall address. The lock has been changed on the township hall. This was not to lock anyone out specifically, but a control measure as to who has a key. Patty Rupert has a list on file of new key holders and the date received. When an individual leaves, key will be turned in and list will be updated. Getting security cameras at hall is an issue because there is no internet. Has been looked to in the past. If problems continue, security will need to be readdressed.
9. Department Reports
 - a. Police – Sergeant Shaun Wittmer
Worked with the Chief and Deputy Fiscal Officer resolving account status with Federated Auto Parts. Have requested a P.O. for purchase of protective vests for department. Deputy Fiscal Officer informed Sergeant Wittmer purchase order has been approved and a check requiring 2 trustee signatures has already been cut for that P.O.
 - b. Zoning Inspector's Report – Jim Fischer
Permit No. 035 – 10' x 12' accessory building permit for Paul DeCola
6352 North River Road
Waterville, Ohio 43566
Collected \$100.00, Ck. No. 119
Permit No. 036 – 40' x 40' accessory building permit for Gabriel Buchman
10905 Winslow Road
Whitehouse, Ohio 43571
Spring Brook Farms
Collected \$300.00, Ck. No. 9711
Permit No. 037 – amendment request to the PUD for Fallen Timbers Fairways submitted by Total Ground Solutions (Matt Gruber, 419-467-3357)
Ridge Stone Building
7015 Lighthouse Way
Perrysburg. Ohio 43502
Collected \$1000.00, Ck No. 3882
Permit No. 038 – new home permit for

Joe and Rachel Welinski
11832 Stiles Road
Whitehouse, Ohio 43571
Agent – Bankowski Builders
9265 Village Meadows Drive
Temperance, Michigan 48182
Collected \$250.00, Ck. No. 6765
Permit No. 039 – new home permit for
Seneca Builders (spec. home) Agent Karen Hensley
6336 Glen Gary Woods Lot No. 58
Coventry Glen, Plat Three
Waterville, Ohio 43566
Collected \$250.00 Ck. No. 10471
Permit No. 040 – new home permit for
Seneca Builders (spec. home) Agent Karen Hensley
6361 Glen Gary Woods Lot No. 45
Coventry Glen, Plat Two
Waterville, Ohio 43566
Collected \$250.00 Ck. No. 10626

08-24-2020 – I spoke with Barb and Rob Bruno (419-386-6763). They are interested in developing an RV park in Waterville Township. I told them RV parks are not allowed in the township.

09-10-2020 – I attended two BZA meetings. One was for the Carroll's challenging being able to keep chickens on their one acre property. The BZA upheld their challenge and granted them a variance. One was for Matt Ditzig who wanted a variance to build an accessory building with a three foot side yard offset instead of a ten foot offset as required. The BZA granted him a variance.

09-14-2020 – I spoke with Mike from Josh Doyle Homes about sign requirements. They are getting ready to place a new sign to the Telluride subdivision on Dutch Road. We discussed the requirements and they will contact me for a permit when they are ready.

09-17-2020 – I spoke with Scott Clark about a permit for a new home at 9402 Noward Road. He will contact me for a permit when his paperwork is ready.

09-23-2020 – I attended a zoom meeting with the County Planning Commission in regards to the Special Use Permit concerning Modification to the Gun Range. The Commission pasted the request with a unanimous affirmative vote. The request now goes back to the Zoning Board.

We need to discuss the Lou Lessor property on Hertzfeld Road. Trustees will have to pass a resolution declaring the property a nuisance.

Zoning Board will be working on an issue coming up in Waterville Township. A couple is currently looking for property for an RV park. No current language in our zoning resolution on how to address this.

10. Correspondence / Administrative – Received a request from the Board of Elections to Acknowledge our ballot language. Obtained signature and returned.

11. Trustee Reports

a. Richard “Duke” Wheeler

- i. Roads/Maintenance – Discussed snow removal for subdivisions. Need to find out specific roads. Brett Warner sent an e:mail to Mike Pniewski form the Lucas County Engineers office. Craig Bauer is interested in doing what the county can't. Duke will get additional bids lined up and coordinate with miles of roads. Lucas County still needs to send contract for snow removal. John Borell was working with the county on this as well. Will follow up with Mike Pniewski.
- ii. Refuse – Klumm Brothers are doing an excellent job with refuse collection. Complaints are way down. Sent recommendations on how service can be improved. Sent to other trustees and Jim Shaw.

- iii. Kyle Hertzfeld has a copy of inventory list as it relates to insurance. Will get it to Duke Wheeler. Brett Warner is willing to mow. Union Cemetery is interested in our list of equipment. We need to get appraisals. Not necessary for township to maintain equipment if county can do it. No discount from insurance if equipment is dropped off the list. We need to update our Deals.Gov account for selling off our equipment. Shaun Wittmer will work with Peggy Michael and Kyle Hertzfeld to ensure the account is set up properly so the township will not be out of any money for fees.
 - b. Kyle Hertzfeld
 - i. Fire District – Has attended a couple of meetings. If there is anyone that would like a sign to put out to help with the levy give Kyle or Steve Holland a call.
 - ii. Website / e:Mail Listing – Not sure if all of our e:mails are being sent or delivered. Will reach out to Dan Lawrence.
 - iii. Insurance – Addressed under road equipment discussion.
 - c. Brett Warner
 - i. Police – Nothing further.
 - ii. Fallen Timbers Union Cemetery – Trying to do some spraying for weed control. Using an outside company for mowing. Rory Hartbarger is doing an outstanding job moving things forward.
 - iii. Zoning – BZA is short one member. Vincent Schmidt has moved out of the township. Brett has asked the trustees to move Eileen Sullivan back to the BZA per her interest. Duke Wheeler made the motion to have Eileen Sullivan appointed to the BZA, Brett Warner seconded. Motion Passed.
 - iv. JEDD – Nothing to report.
12. Executive Session – To discuss pending or imminent court action and investigation of complaints against a public employee.

Trustee Hertzfeld made the motion to exit out of regular session and into executive session for discussion. Trustee Wheeler seconded his motion. Motion Passed with roll being called as follows:
 Kyle Hertzfeld – Yes Brett Warner – Yes Duke Wheeler – Yes

John Borell requested to allow two individuals from his office to remain in executive session. The remainder of public participants were moved to the waiting room.

Patty Rupert allowed remaining public participants back into the waiting room.

Trustee Hertzfeld made the motion to exit out of executive session and into regular session. Trustee Wheeler seconded his motion. Motion Passed with roll being called as follows:
 Kyle Hertzfeld – Yes Brett Warner – Yes Duke Wheeler – Yes

13. Adjournment. With no additional comments for discussion, Trustee Wheeler made the motion to adjourn. Trustee Warner seconded. Motion Passed.

The adoption of all resolutions or motions were in an open meeting of this Board and action by this Board or 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: October 28, 2020

Agenda items are due by 5:00 pm on Friday prior to meeting date

**PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC DEVICES.
 IF YOU ARE NOT SPEAKING DURING A ZOOM MEETING, PLEASE MUTE YOUR DEVICE**