

**RECORD OF PROCEEDINGS**  
Waterville Township Trustees' Organizational Meeting  
**JANUARY 12, 2021 – 12:00 p.m.**

Scheduled on ZOOM

<https://us02web.zoom.us/j/81996508848?pwd=L3RTSituOGxhRDBWTDgvbTFIZIR3UT09>

Meeting ID: **819 9650 8848** Passcode: **660014**

**Assistant to Deputy Fiscal Officer, Patty Rupert** called the organizational meeting into session at 12:00 p.m.

**PLEDGE OF ALLEGIANCE:**

All those present were asked to join in reciting the Pledge of Allegiance.

**ROLL CALL / OFFICIALS:**

Trustee – Kyle J. Hertzfeld – Present  
Trustee – Richard “Duke” Wheeler – Present  
Trustee - Vacant  
Deputy Fiscal Officer – Peggy Michael – Absent  
Interim Police Chief – Shaun Wittmer - Present  
Zoning Inspector – Jim Fischer – Absent  
Solicitor – John Borell - Present

**Patty Rupert** called for a motion to nominate the 2021 Chair. **Trustee Wheeler** made the motion to nominate **Trustee Hertzfeld** as Chair, Waterville Township Board of Trustees, Lucas County, for the year 2021. Seconded by **Trustee Hertzfeld**. **MOTION PASSED**

**Trustee Hertzfeld** asked for a nomination for the Vice Chair. **Trustee Hertzfeld** made the motion to nominate **Trustee Wheeler** Vice Chair, Waterville Township Board of Trustees, Lucas County, for the year 2021. Seconded by **Trustee Hertzfeld**. **MOTION PASSED**

**APPROVE PERMANENT APPROPRIATIONS**

**Trustee Wheeler** made the motion to approve the permanent appropriations for 2021 as presented by the Deputy Fiscal Officer. **Trustee Hertzfeld** seconded. **MOTION PASSED**

**APPROVE PURCHASED ORDERS**

**Trustee Hertzfeld** made the motion to approve the purchase orders for 2021 as presented by the Deputy Fiscal Officer. **Trustee Wheeler** seconded. **MOTION PASSED**

**APPROVE BLANK CERTIFICATES**

**Trustee Hertzfeld** made the motion to approve the blank certificates for 2021 as presented by the Deputy Fiscal Officer. **Trustee Wheeler** seconded. **MOTION PASSED**

**PAYMENT OF ELECTED OFFICIALS**

**Trustee Hertzfeld** made a motion that the Waterville Township Trustees adopt a policy for 2021 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 2021 Amendment Certificate of Estimated Resources from the Lucas County Auditor’s Office. Seconded by **Trustee Wheeler**. **MOTION PASSED**

**SCHEDULE OF 2021 REGULAR BOARD OF TRUSTEE MEETINGS**

**Trustee Hertzfeld** 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. **Trustee Wheeler** seconded. **MOTION PASSED**

January 27	4 <sup>th</sup> Wednesday	
February 24	4 <sup>th</sup> Wednesday	
March 24	4 <sup>th</sup> Wednesday	
April 28	4 <sup>th</sup> Wednesday	
May 26	4 <sup>th</sup> Wednesday	
June 23	4 <sup>th</sup> Wednesday	
July 28	4 <sup>th</sup> Wednesday	
August 25	4 <sup>th</sup> Wednesday	
September 22	4 <sup>th</sup> Wednesday	
October 27	4 <sup>th</sup> Wednesday	
November 17	3 <sup>rd</sup> Wednesday*	Move from 4 <sup>th</sup> Wednesday due to Thanksgiving
December 15	3 <sup>rd</sup> Wednesday *	Move from 4 <sup>th</sup> Wednesday due to Christmas Week

**2021 TRAVEL OUTSIDE THE TOWNSHIP OF WATERVILLE**

**Trustee Hertzfeld** made a motion that the mileage for travel outside of the Township of Waterville on official business be 0.56 cents per mile or current rate as recommended by the Internal Revenue Service. Seconded by **Trustee Wheeler**. **MOTION PASSED**

**2021 TOWNSHIP DEPARTMENT INVENTORIES**

The Waterville Township Trustees and department heads will need to conduct their 2021 Annual Inventory on the second Monday in January (01/11/21) as set forth in the ORC §505.24 and a copy of the 2021 Waterville Township Inventory shall be filed with the Lucas County Engineer’s Office. **Trustee Wheeler** will work on the Roads/Cemetery Department and **Trustee Hertzfeld** will meet with the Police Department.

**EMPLOYEE MATTERS**

**Trustee Hertzfeld** made a motion to recognize the following legal holidays for all employees:

**2021 Holiday Schedule**

New Year’s Day	1/1/2020	(always on the 1st)
Martin Luther King Day	1/18/2020	(3rd Monday in January)

Presidents' Day	2/15/2020	(3rd Monday of February)
Memorial Day	5/31/2020	(Last Monday in May)
Fourth of July	7/5/2020	(Observed)
Labor Day	9/6/2020	(1st Monday in September)
Columbus Day	10/11/2020	(2nd Monday in October)
Veterans' Day	11/11/2020	(Always the 11th)
Thanksgiving Day	11/25/2020	(4th Thursday in November)
Christmas Day	12/25/2020	(Always the 25th)

Seconded by **Trustee Wheeler**. **MOTION PASSED**

**POLICE DEPARTMENT**

The Trustees decided that the Interim Chief of Police should present any requests for pay increases after evaluation of the department's budget. **Trustee Herzfeld** motioned to approve the rates, vacation, vacation carry-over, sick time carry-over and floating holiday carry-over for the police department personnel pending review of the department's budget with the Deputy Fiscal Officer. **Trustee Wheeler** seconded. **MOTION PASSED**

**DEPUTY FISCAL OFFICER**

**Trustee Hertzfeld** made 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). **Trustee Wheeler** seconded. **MOTION PASSED**

**ASSISTANT TO DEPUTY FISCAL OFFICER**

**Trustee Hertzfeld** 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. **Trustee Wheeler** seconded. **MOTION PASSED**

**ZONING COMMISSION MEMBERS**

**Trustee Hertzfeld** moved the following residents of the unincorporated area of the Township of Waterville be appointed as members of the Waterville Township Zoning Commission. Current five (5) year terms expiration dates are as follows:

**Zoning Commission**

Richard Hertzfeld	12/31/2021
Keith Moosman	12/31/2022
William Burkett	12/31/2023
Michelle Hayes	12/31/2024
Thomas Wardell	12/31/2025

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

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 2021.

**Trustee Wheeler** seconded. **MOTION PASSED.**

**BOARD OF ZONING APPEALS MEMBERS**

**Trustee Hertzfeld** moved the following residents of the unincorporated area of the Township of Waterville be appointed as members of the Waterville Township Board of Zoning Appeals.

Current five (5) year terms expiration dates are as follows:

**Board of Zoning Appeals**

Toby Miller	12/31/2021
Julie Theroux	12/31/2022
Eileen Sullivan	12/31/2023
Robert Bryce	12/31/2024
Joseph Beck	12/31/2025

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

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 2021.

**Trustee Wheeler** seconded. **MOTION PASSED.**

**APPOINTMENT OF ZONING INSPECTOR**

**Trustee Hertzfeld** made a motion to retain **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. **Trustee Wheeler** seconded. **MOTION PASSED**

**APPOINTMENT OF ZONING SECRETARY**

**Trustee Hertzfeld** made a motion to retain **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 \$15.00/hr. paid upon receipt of documentation supporting work performed. **Trustee Wheeler** seconded. **MOTION PASSED**

**APPOINTMENT OF FIRE PREVENTION OFFICERS**

**Trustee Hertzfeld** made a motion to appoint the City of Waterville Interim Fire Chief, **Douglas Meyer** or current Fire Chief as the Fire Prevention Officer for the Waterville Fire District for the 2021 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 2021 year.

**Trustee Wheeler** seconded. **MOTION PASSED**

**Trustee Hertzfeld** made the motion to adjourn the organization meeting for 2021. **Trustee Wheeler** seconded. **MOTION PASSED**

**SPECIAL MEETING - 12:30 P.M.**

The special meeting scheduled to follow the 2021 Organization Meeting of the Waterville Township Board of Trustees is cancelled.