

WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

JANUARY 27, 2021 – 7:00 PM - Held on ZOOM

<https://us02web.zoom.us/j/87811041460?pwd=bEQ2NWxrRGtucUpleVVERjRnU0R4dz09>

Meeting ID: 878 1104 1460

Passcode: 742176

RECORD OF PROCEEDINGS

1. **Call to Order / Pledge of Allegiance** – Meeting was called to order at 7:00 p.m. by **Trustee Hertzfeld**. All present joined in the Pledge of Allegiance.
2. **Roll Call** - In attendance were Trustee Hertzfeld, Trustee Wheeler, Deputy Fiscal Officer Michael, Solicitor John Borell, Zoning Inspector Jim Fischer, Interim Police Chief Shaun Wittmer, and Assistant to Fiscal Officer Patty Rupert. Whitehouse Fire Chief Josh Hartbarger, and Waterville Fire Chief Doug Meyer were also in attendance. There were many attendees also signed in on zoom. Individual attendance by device I.D. is not listed.
3. **Approve Agenda for January 27, 2021 Meeting** - **Trustee Hertzfeld** made the motion to approve the agenda as submitted, **Trustee Wheeler** seconded. **Motion Passed.**
4. **Public Comments** – This time is reserved for comments from citizens/guests. – None.
The Board of Trustees may/may not choose to respond to or take any action on comments at this time.
5. **Minutes for review, deletions, and corrections.**
 - a. Approve Minutes for December 16, 2020 Regular Trustee Meeting – More information is needed. Will review at February Meeting.
 - b. Approve Minutes for December 23, 2020 Special Meeting – **Trustee Wheeler** made the motion to approve, **Trustee Hertzfeld** seconded. **Motion Passed.**
 - c. Approve Minutes for January 7, 2021 Special Meeting - **Trustee Wheeler** made the motion to approve, **Trustee Hertzfeld** seconded. **Motion Passed.**
 - d. Approve Minutes for January 12, 2021 Organization Meeting & Special Meeting - **Trustee Hertzfeld** made the motion to approve, **Trustee Wheeler** seconded. **Motion Passed.**
 - e. Approve Minutes for January 18, 2021 Special Meeting - **Trustee Wheeler** made the motion to approve, **Trustee Hertzfeld** seconded. **Motion Passed.**
6. **Fiscal Officer’s Report (Peggy Michael)**
 - a. **Warrants / Payment Vouchers for approval** - **Trustee Hertzfeld** made the motion to approve payments as submitted for this reporting period. **Trustee Wheeler** seconded. **MOTION PASSED.**
 - b. **Other** – General Fund needs to be watched closely over the next couple of years. On target to be deficit spending by 2024 if cost cutting measures are not addressed soon. Cemetery funds due are approximately \$48,000 and need to go back into the general fund. This should help when funds are received. The tax sharing agreement with the City of Waterville has increased substantially over the past couple of years. Due to Covid and budget cuts increase is not expected to last. Something to keep an eye on. Police Department was appropriated for \$533,000. Budgeted for \$611,000. Spending actually came in at \$667,000. Revenue was up, but cannot be predicted to be the same for this year. Department budget for this year is way down in spending, Shaun will do his best to adhere to it. Question came up as to what the current spending amount is before trustee approval is needed. After discussion, **Trustee Hertzfeld** made the motion to have spending limit set at \$500, primarily to cover auto repairs. Anything over would require prior approval, not a P.O. In an emergency situation, if trustees are not available in a timely manner, the Fiscal Officer may grant approval. **Trustee Wheeler** seconded. **MOTION PASSED.** Our MasterCard has had a lingering Verizon charge hanging out there for months. This has been collecting interest. I’ve received help from Shaun trying to track down this charge, and no one at Verizon seems to know what it is for. Card may need to be shut down if not able to resolve. Other than this charge, the only other charges have been pet insurance on the K-9 officer, and monthly zoom meeting charge. It was recommended this credit card, or any future account set-up have a credit limit of no more than \$2500. Current card has \$5,000 limit. **Trustee Wheeler** made the motion to have a \$2500 limit set on credit card account. **Trustee Hertzfeld** seconded. **MOTION PASSED.**
7. **Old Business**
 - a. **Fallen Timbers Union Cemetery District (Trustee Wheeler)** – **Trustee Wheeler** received detailed report from Fiscal Officer Michael for \$48,000 due to us. Feels every penny is owed to us. Contacted **John Gochenour** from City of Waterville, and also reached out to Village of Whitehouse **Rebecca Conklin**. Conversations and attempted contacts have gone no where. John Borell reported conversations

he has attempted have gone the same way. FTUCD representatives are under the impression they have permission to use our equipment. **Trustee Hertzfeld** stated only the smaller pieces. No trailers, no mowers, etc. **Trustee Hertzfeld** will reach out to FTUCD Board Members to see when meetings are so we can address these issues publicly in front of everyone. Patty Rupert said originally the meetings were the third Wednesday of each month at 6 p.m. However, current postings on F.T.U.C.D. website seems to contradict that.

- b. **Police Department K-9 Unit (Trustee Wheeler)** – **Trustee Wheeler** contacted **Officer Wittmer** to discuss wrapping up the K-9 unit. Officer Wittmer already had a contract drafted for review by **John Borell**. **Officer Stuber** is very interested in taking over ownership of the K-9. Miscellaneous items (leash, food bowls, bed, etc.) have no major resale value and will transfer with ownership of the dog. A \$1 transfer fee will be applied. **Officer Wittmer** will work with Ohio State Highway Patrol to ensure proper procedures are followed and documented to transfer back all training supplies they provided for this K-9 unit. **Peggy Michael** will check with the auditor to see how to best handle the remaining funds in the K-9 Account (appx. \$600). Possibly use to retrofit K-9 vehicle back into regular service. **Trustee Wheeler** would like to discuss possibility of selling the K-9 vehicle as is to reduce the fleet of patrol cars. **Trustee Wheeler** made the motion to move forward with the contract as discussed transferring the ownership to Officer Stuber for \$1. **Trustee Hertzfeld** seconded. **MOTION PASSED.**
- c. **Equipment Inventories (All)** – **Officer Wittmer** stated police department inventory still needs some refinement. Is comparing previous list with current equipment. **Officer Wittmer** will work with **Fiscal Officer** when completed for direction on how best to proceed. **Trustee Wheeler** was having trouble locking down Road/Maintenance Department inventory list on Richard Ludwig’s old computer. Only one file was available. With working knowledge of that particular computer, **Trustee Hertzfeld** stated that computer was only used for that one particular file. Difficult to do anything else, since internet is not available at the maintenance garage. **Trustee Hertzfeld** will continue to offer aid in nailing down inventory of maintenance equipment.

8. New Business

- a. **Fire Protection Services Agreement (Solicitor, John Borell)** – **Trustee Wheeler** made the motion to approve the Joint Fire Protection Services Agreement and the Co-Op Agreements as presented and discussed by **Chief Hartbarger** from the Village of Whitehouse and **Chief Meyer** of City of Waterville. **Gary Sommer** worked up these documents with the Chiefs, and were reviewed by our Solicitor, **John Borell**. This is a three-way agreement, and these documents make it operational. **Trustee Hertzfeld** seconded. **MOTION PASSED.**
- b. **Fallen Timbers Planned Unit Development – Need to schedule Public Hearing (Jim Fischer/Patty Rupert)** – The Waterville Township Zoning Board has held their public hearing for this PUD Amendment on Monday, January 18, 2021. They voted unanimously to approve with additional recommendations. The Trustees have scheduled their public hearing for Wednesday, February 17, 2021 at 9:30 a.m. Hearing will be held on Zoom. **Patty Rupert** will follow 10 day public notice requirements.

9. Department Reports

- a. **Police (Interim Police Chief Shaun Wittmer)** – **Officer Wittmer** thanked **Deputy Fiscal Officer Michael** for her help in obtaining the information he needed on 2020 grants. This was important in achieving a 100% score on fiscal reporting for grants. The higher the score on audit, the better chance of receiving grants in the future. Almost done cleaning out the evidence room. Common practice when there is a change of administration. Will be submitted to court for evidence destruction. **Waterville Township Police Department** is pleased to announce they have received full certification from Ohio Police Advisory Board. Huge deal for our department being one of the smallest agencies to receive certification. States we have model policies on file with state, we are being audited and following those policies and procedures.
- b. **Zoning Inspector’s Report (Jim Fischer)**
Permit No. 001 – In-ground pool and pool fence permit for
Josh Spencer
11537 Waterville Swanton Road (State Route 64)
Whitehouse, Oh 43571
Agent – Ryan Egger, HP Pools Inc.
Collected \$300.00 Ck. No. 7836
Permit No. 002 – new home permit for
Seneca Builders (spec. home)

8470 Glen Creek Lot 48, Plat 2, Coventry Glen

Waterville, Oh 49566

Agent – Karen Hensley Agent

Collected \$250.00 Ck. No. 10541

12-17-2020 – I spoke with Mark Glonenak about the property at 5960 Bucher Road. It is zoned Agriculture and has about 30 acres total. He wanted to know if horses would be allowed. Yes, as long as they were personal use and nothing commercial.

12-14-2020 – I spoke with Roger Fisher (Legends at Fallen Timbers resident) and explained the PUD amendment process.

12-15-2020 – I spoke with Scott Garharter, a Zoning Appraiser, who had questions about the PUD amendment at the Legends at Fallen Timbers.

01-05-2021 - I spoke with Bill McKissock from SBA Communications Inc. They own the cell tower at 8574 Hertzfeld Road. He inquired about activity for new cell tower installations in Waterville Township.

01-17-2021 – I spoke with Brian Gendaszck, 6359 Glen Stream in Coventry Glen. He has a drainage question. I will set up an appointment to meet him to observe the issue.

01-25-2021 – I spoke with Josh Spencer, 11537 Waterville Swanton Road (State Route 64). He is interested in building a pond and he had zoning questions which I answered. He will contact me for a permit if he decides to move forward.

01-25-2021 – I attended the regular monthly meeting of the Township Zoning Board. Also on the same night the Zoning Board held special public hearing to hear comments for an amendment to the PUD for the Legends at Fallen Timbers. After all had spoken, the Zoning Board unanimously passed a motion to approve the amendment with conditions. Previously, the Lucas County Planning Commission had recommended approval with conditions to the Zoning Board. The approval of the amendment is now ready for action from the Township Trustees.

10. Correspondence / Administrative

- a. Trustee Reports / Areas of Responsibility – Areas of responsibility/accountability of the trustees to be better defined and reassigned to the trustees. Can do it now, or wait until we receive new appointment of trustee from the Judge. (Roads/Maintenance, Refuse, Fire District, Website, Insurance, Police, FTUCD, Zoning, JEDD, Lighting, Records Retention/Consolidation).
- b. **Correspondence** – I was notified by Abby Bucchop, Director of WENS, she needs a letter in writing from the Trustees of our desire to pull out of the WENS. I will draft a letter and have it available for the trustees to sign when checks are ready next week. No rush, it just needs to be on file with the county. Received list of fire runs for 2020. I know police department likes to cross reference calls in the county, so I fill scan and send Officer Wittmer a copy. Received copies of Ohio Township News and a new small supply of masks from Ohio Bureau of Workman’s Compensation.

11. Trustee Comments -

- a. **Richard “Duke” Wheeler** – Has one company interested in buying all tools & equipment in maintenance garage for \$80,000. Company would like inventory list. John Borell stated something of this size would probably need to be posted on Deals.Gov. Company is getting frustrated because this has been going on for months. Would be nice to get it done in one sale for \$80,000. Duke will get list and company information to John for his review to make sure we are going about this the correct way. Trustee Hertzfeld stated he would like to get VIN# for the trucks and plow equipment to Steve Rogers to find out a rough value. We will be paying for 911 consolidation at 100% in 4 years. County is going around to townships to discuss possible levy information for taxes. We have not yet been approached.
- b. **Kyle Hertzfeld** - Nothing further.

12. Executive Session

Trustee Wheeler made the motion to exit out of regular session and into executive session for discussion on the investigation of charges or complaints against a public employee. **Trustee Hertzfeld** seconded his motion.

MOTION PASSED with roll being called as follows:

Kyle Hertzfeld – Yes Duke Wheeler – Yes

On-line guests were moved to the waiting room and recording was suspended.

On-line guests in the waiting room were moved back into regular session.

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 Duke Wheeler – Yes

13. **Adjournment** - With no further business to discuss, **Trustee Hertzfeld** made the motion to adjourn. **Trustee Wheeler** 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: February 24, 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**