

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING  
NOVEMBER 17, 2021 – 7:00 PM**

**MINUTES**

1. **Call to Order / Pledge of Allegiance** – The meeting was called to order at 7:00 pm by Trustee Hertzfeld. All those in attendance joined in the Pledge of Allegiance.
2. **Roll Call** – In attendance were Trustee Hertzfeld, Trustee Theroux, Trustee Wheeler, Deputy Fiscal Officer Michael, Chief Humes, Zoning Inspector Jim Fischer, John Borell (Solicitor) and Patty Rupert. Also in attendance were William Walborn, Jeanne Taylor, Kim Anderson (Trustee Elect), Jeff Michael, Joshua Tonjes, and Karen Gerhardinger (*The Mirror*).
3. **Approve Agenda for November 17, 2021 Meeting** – Trustee Wheeler made the motion to approve the agenda. Trustee Theroux seconded. **MOTION PASSED.**
4. **Minutes for review:**
  - a. **Approve Minutes from October 27, 2021 Regular Trustee Meeting** – Trustee Wheeler made to the motion to approve the minutes. Trustee Theroux seconded. **MOTION PASSED.**
5. **Fiscal Officer’s Report – Deputy Fiscal Officer Peggy Michael**
  - a. Warrants / Payment Vouchers for approval – Trustee Theroux made the motion to approve the warrants and vouchers for this reporting period. Trustee Wheeler seconded. **MOTION PASSED.**
6. **Old Business - Ohio Residential Broadband Expansion Grant Program (Tabled from October 27, 2021 Meeting)** – The grant application process had been closed. However, Patty Rupert sent comments to the Trustees relating to the townships experience with internet service. Mostly due to the amount of individuals losing service during Zoom meetings. Trustee Wheeler noted her comments were forwarded on to the county commissioner requesting the information prior to the deadline.
7. **New Business** – None
8. **Department Reports**
  - a. **Police (Chief Humes)**

Newly hired officer Nick Smith has been patrolling on his own on a limited basis. Almost ready to go full steam on his own.

Police records removed from FTUC building.

Dodge Charger sold on gov deals for \$3,570.00

Permission to spend \$880 for 4 professional grade fire extinguishers to be mounted inside the Explorers. Trustee Wheeler made the motion to approve the expense. Trustee Theroux seconded. **MOTION PASSED.**

Anthony Wayne Auto spa on Pray Blvd. in Waterville has offered the department a substantial discount for car washes. \$912/year for all 4 vehicles to have daily washes. Goes a long way in preventive care of the vehicles keeping them clean. Trustee Wheeler made the motion to approve the expense. Trustee Theroux seconded. **MOTION PASSED.**

Building security is still a bit of an issue. Locking system believed to have been installed by former employees is insecure. Need to have new system installed. Trustee Hertzfeld made the motion to approve the expense. Trustee Theroux seconded. **MOTION PASSED.**
  - b. **Zoning Inspector’s Report (Jim Fischer)**

Permit No. 037 – fence permit for Daniel Ard  
8451 Glen Creek Road (Coventry Glen)  
Waterville, Ohio 43566

Collected \$50.00 Check No. 41060

10-25-2021 – I spoke with Randy King who is on the Board of Directors for Anthony Wayne Community Food Bank. They currently work out of the Waterville Community Church at the corner of Dutch Road and Waterville Monclova Roads. They would like to place a storage pod on the churches property to store food supplies between distributions. The pod would be on site as long as they are working out this location. I believe they would need an accessory building permit if the pod was allowed at all.

11-10-2021 – I spoke with Doug Parrish, Lucas Co. Building Dept. He informed me that the County is reviewing the plan for the next plat to be opened in Coventry Glen on Dutch Road. He told me that the postal service will no longer deliver mail to individual homes. They now require cluster mail boxes on a pedestal. Monclova and Sylvania Townships have chosen to move theirs to behind the concrete walks. The Telluride subdivision is designed this way also. I would suggest staying consistent and stay behind the walk but wanted the Zoning Board's input.

11-10-2021 – I spoke with Bruce Miller, who lives on Finzel Road. He had questions about property splits, new home permits and if building in the floodplain is acceptable.

11-11-2021 – I spoke with Kreg Moosman about his commercial trucking business being operated from his home which is zoned agriculture and not permitted. He has agreed to keep the vehicle off site during the construction season and will only have it on the home property when maintenance is required and for winter storage. The winter storage will be in an enclosed building and the vehicle will not be seen by the public. If this arrangement does not work out, I will pursue a conditional use permit.

11-11-2021 – I spoke with Tim Harris about a property at 10152 Eber Road. He would like to convert an existing single family dwelling into a duplex. I believe it can be done if he can meet the lot size and structure square footage requirements and change the zoning from agriculture to R3.

11-11-2021 – I spoke with Anthony Stidham who had questions about an open property on Hertzfeld and Neapolis Waterville Roads. He would like to build an accessory building containing living quarters. If he meets the minimum living area square footage requirement is this acceptable? I asked the Zoning Board's opinion.

#### **9. Correspondence / Administrative (Patty Rupert)**

- Letter to Trustees resigning my position as Administrative Assistant to Temporary Deputy Fiscal Officer effective November 30, 2021.
- Refuse Calendar for 2022 (Will need to be reviewed with Klumm and posted on website.)
- Trustee Meeting Dates for 2022 (Will need to be addressed at December Meeting, then advertised and posted on the website.)
- Zoning Term Expirations (Will need to be renewed at January Organizational Meeting)  
Following appointments need to be motioned on at the December meeting.  
Rich Hertzfeld, Zoning Commission Board - Term Expires 12/31/21, Zoning Board supports additional 5 year term.  
Toby Miller, Board of Zoning Appeals - Term Expires 12/31/21, needs to be contacted to see if he wishes reappointment.  
Alternate, Bob Long, Zoning Commission Board – Needs Yearly Renewal, Zoning Board supports renewal.

Alternate, BZA (Vacant) – Needs Yearly Renewal  
Patty Rupert, Secretary to both boards – Needs yearly Renewal

**10. Trustee Reports -**

- a. Richard “Duke” Wheeler – Leaf pick-up has started. No complaints, just compliments.
- b. Kyle Hertzfeld – Reached out to new Fiscal Officer. Not able to come tonight. As soon as board of elections certifies results, she will need to be sworn in, bonded, and take over. Has not been clear on when she is going to start. Once election is certified, we are no longer able to have a deputy fiscal officer. Our Fiscal Officer Elect needs to reach out to someone to help ease this transition.

Trustee Hertzfeld made the motion to suspend Audio Recordings due to many technical difficulties and poor audio quality. Trustee Theroux seconded. Trustee Wheeler suggested looking for better alternatives and improvements in technology before suspending them all together. **MOTION PASSED.**

- c. Julie Theroux – Two applications for stimulus grants for road improvements have been filed. Will be notified by February 28, 2022. Many applications have been submitted with not enough funds to go around.

Trustee Theroux would like to explore supplemental vision plans similar to what we have with Delta Dental.

Department of Labor has done a records request from the township regarding police department overtime hours. Looking more closely at these claims. Not all are currently available as a former employee deleted them after he was no longer in our employ. We are trying to recover those records.

**11. Executive Session –**

To consider the employment and compensation of a public employee or official.

Trustee Theroux made the motion to exit out of regular session and into executive session for discussion. Trustee Hertzfeld seconded. **MOTION PASSED** with roll being called as follows:

**Kyle Hertzfeld – Yes          Duke Wheeler – Yes          Julie Theroux – Yes**

All guests were asked to exit the meeting room.

All guests were invited back into the meeting room.

Trustee Hertzfeld made the motion to exit out of executive session and into regular session. Trustee Wheeler seconded. **MOTION PASSED** with roll being called as follows:

**Kyle Hertzfeld – Yes          Duke Wheeler – Yes          Julie Theroux - Yes**

Chief Humes introduced candidate Joshua Tonjes. Has 2 years experience as full-time officer. Army National Guard - received numerous awards. Highly recommended the township hire Joshua as a full-time officer. Trustee Theroux made the motion to hire Joshua Tonjes as a full-time officer effective December 1, 2021. Trustee Wheeler seconded. **MOTION PASSED.**

Chief Humes immediately swore in Joshua Tonjes as our most recent member of the Waterville Township Police Department.

- 12. 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: December 15, 2021**

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

**PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC DEVICES.**