

**RECORD OF PROCEEDINGS**  
Waterville Township Trustees' Organizational Meeting  
January 6, 2022 – 1 PM.

1. **Fiscal Officer, Catherine Vorst**, called Organizational Meeting into session at 1 P.M.

2. **ROLL CALL / OFFICIALS:**

Trustee – Kim Anderson – Present  
Trustee – Kyle Hertzfeld – Present  
Trustee – Julie Theroux – Present  
Fiscal Officer – Catherine Vorst - Present  
Police LT. Jeff Siebenaler - Present

**GUESTS:** Miami Box, Karen Gerhardinger

a. **Fiscal Officer Vorst** called for a motion to nominate the 2022 Chair. **Trustee Theroux** made the motion to nominate **Trustee Hertzfeld** as Chair, Waterville Township Board of Trustees, Lucas County, for the year 2022. Seconded by **Trustee Anderson**. **MOTION PASSED.**

b. **Fiscal Officer Vorst** called for a motion to nominate the 2022 Vice Chair **Trustee Kim Anderson** made a motion to nominate **Trustee Theroux** Vice-Chair, Waterville Township Board of Trustees, Lucas County, for the year 2022. Seconded by **Trustee Hertzfeld**. **MOTION PASSED.**

3. **APPROVE TEMPORARY APPROPRIATIONS:**

**Trustee Hertzfeld** made the motion to approve the temporary appropriations for 2022 as presented by the Fiscal Officer. **Trustee Theroux** seconded. **MOTION PASSED**

4. **APPROVE PURCHASE ORDERS**

Purchase Orders not ready for this meeting. Will look to approve at next meeting.

5. **APPROVE BLANKET CERTIFICATES**

Blanket Certificates not ready for this meeting. Will look to approve at next meeting.

6. **APPROVE CONTRACTS**

**Trustee Theroux** motioned to approve pending contracts for 2022 as presented by the Fiscal Officer. **Trustee Hertzfeld** seconded. **MOTION PASSED.**

7. **PAYMENT OF ELECTED OFFICIALS**

**Trustee Hertzfeld** made a motion that the Waterville Township Trustees adopt a policy for 2022 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 2022 Amendment Certificate of Estimated Resources from the Lucas County Auditor's Office. Seconded by **Trustee Anderson**. **MOTION PASSED.**

**8. SCHEDULE OF 2022 REGULAR BOARD OF TRUSTEE MEETING**

**Trustee Theroux** 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 exist, beginning at 7:00 pm. **Trustee Anderson** seconded. **MOTION PASSED.**

January 26	4th Wednesday
February 23	4th Wednesday
March 23	4th Wednesday
April 27	4th Wednesday
May 25	4th Wednesday
June 22	4th Wednesday
July 27	4th Wednesday
August 24	4th Wednesday
September 28	4th Wednesday
October 26	4th Wednesday
November 16	3rd Wednesday (moved from 4th Wednesday due to Thanksgiving)
December 21	3rd Wednesday (moved from 4th Wednesday due to Christmas)

**9. 2022 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 0.585 cents per mile or current rate as recommended by the Internal Revenue Service. Seconded by **Trustee Theroux**. **MOTION PASSED.**

**10. 2022 TOWNSHIP DEPARTMENT INVENTORIES**

The Waterville township Trustees and department heads will need to conduct their 2022 Annual Inventory on the second Monday in January (1/10/22) as set forth in the ORC 505.24 and a copy of the 2022 Waterville Township Inventory shall be filed with the Lucas County Engineer's Office. **Trustee Theroux** will meet with the Police Department. **Fiscal Officer Vorst** to ask Auditors for a list of Inventory Items.

**11. EMPLOYEE MATTERS**

**Trustee Anderson** made a motion to recognize the following legal holidays for all employees and adding the Juneteenth holiday.

**2022 Holiday Schedule**

New Year's Day	01/01/2022, Sat.	(always the 1st)
Martin Luther King Day	01/17/2022	(3rd Monday in January)
Presidents' Day	02/21/2022	(3rd Monday of February)
Memorial Day	05/30/2022	(Last Monday in May)
Juneteenth	06/19/2022, Sun.	(Always the 19th)
Fourth of July	7/4/2022, Mon.	(Always the 4th)
Labor Day	9/5/2022	(1st Monday in Sept)
Columbus Day	10/10/2022	(2nd Monday in October)
Veterans' Day	11/11/2022, Fri.	(Always the 11th)
Thanksgiving Day	11/24/2022	(4th Thursday in Nov)
Christmas Day	12/25/2022, Sun.	(Always the 25th)

Trustee Theroux seconded. **MOTION PASSED.**

**12. POLICE DEPARTMENT**

**Employee Information**

**Police Dept.**

	Hire Date	Wage	Increase @Anniv.	Vacation	Vacation Carry-Forward	Sick Time Carry Forward	Float. Hol. Time Carry Forward	Health & Life Ins. Elig
Charles Humes	06/01/21	S		0 weeks	0.00	0	0.00	X
Siebenaler, Jeff	10/07/21	26.00		0 weeks	0.00	20.00	16.00	X
Smith, Nicholas	10/15/21	21.00		0 weeks	0.00	12.00	8.00	X
Tonjes, Joshua	12/01/21	21.00		0 weeks	0.00	4.00	0.00	X
Cairl, TJ	01/20/20	20.00		x weeks	0.00	0.00	0.00	X
McDevitt, Michelle	02/08/08	20.00		x weeks	0.00	0.00	0.00	X

--	--	--	--	--	--	--	--	--

Note: As of pay period ending  
12/15/2022

**Trustee Theroux** explained Floating Holiday. If Police work the Holiday, they are paid 8 hours regular pay and have 8 hours of floating holiday pay. They can bank the floating holiday pay.

**Trustee Theroux** motioned to approve the following 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. Holiday pay after 90 days. Sick Leave and Vacation Policy

In regards to a written Sick Leave/Vacation Policy, be advised that the Board of Waterville Township Trustees did adopt by Resolution #2007-18 such a policy. Full-time employees shall accumulate sick time at a rate of 4.0 hours per pay period (twice monthly) with no maximum accumulation, which may carryover from year to year, and a payment at retirement according to the Sick Leave/Vacation Policy adopted 11/28/2007 and filed at the office of the Fiscal Officer of Waterville Township. Compensation for sick leave is capped at **700 hours**.

In regards to earning of Vacation Time, the following applies:

- After 1 year of service      1 week
- After 2 years of service    2 weeks
- After 7 years of service    3 weeks
- After 15 years of service   4 weeks
- After 20 years of service   5 weeks

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

**Trustee Theroux** and **Chief Humes** are working on the Police Budget for Year 2022. After the budget, the next goal would be to update the Employee Manual and bring it to the Board.

**13. ZONING COMMISSION MEMBERS**

**Trustee Hertzfeld** made a motion 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:  
Seconded by **Trustee Theroux. MOTION PASSED.**

**Zoning Commission – Term Dates**

Keith Moosman	12/31/2022
William Burkett	12/31/2023
Michelle Hayes	12/31/2024
Thomas Wardell	12/31/2025
Toby Miller	12/31/2026

**Zoning Commission, Alternate**

Since this position is Vacant, no motion was made. **Trustee Hertzfeld** did mention if anyone knows of a person interested in this position, please call.

**Zoning Commission, Alternate**

Vacant	12/31/2022
--------	------------

Members of the Zoning Commission 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 Commission meeting attended during 2022. **Trustee Theroux** made the motion. Seconded by **Trustee Anderson. MOTION PASSED.**

**14. BOARD OF ZONG APPEALS MEMBERS**

**Trustee Hertzfeld** made a motion 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:  
Seconded by **Trustee Anderson. MOTION PASSED.**

**Board of Zoning Appeals**

Jason Sheidler	12/31/2022
Eileen Sullivan	12/31/2023
Robert Bryce	12/31/2024
Roger Tucholski	12/31/2025

**Board of Zoning Appeals, Alternate**

Vacant	12/31/2021
--------	------------

Members of the Board of Zoning Appeals shall be paid at a rate of \$65.00 for the Chair and \$50.00 for all other members for each Board of Zoning Commission meeting attended during 2022. **Trustee Theroux** made the motion. Seconded by **Trustee Anderson. MOTION PASSED.**

**15. 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 \$7,596.00 to be paid in twelve (12) monthly installments of \$633/month. **Trustee Anderson** seconded. **MOTION PASSED.**

**16. APPOINTMENT OF ZONING SECRETARY**

**Trustee Hertzfeld** 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 \$15.00/hour paid upon receipt of documentation supporting work performed. **Trustee Theroux** seconded. **MOTION PASSED.**

**17. APPOINTMENT OF FIRE PREVENTION OFFICERS**

**Trustee Theroux** made a motion to appoint the City of Waterville Fire Chief DOUG MEYER as **the Acting Chief**/Fire Prevention Officer for the Waterville Fire District for the 2022 year; and to appoint the Village of Whitehouse Fire Chief, JOSHUA HARTBARGER as the **Acting Chief**/Fire Prevention Officer for the Whitehouse Fire District for the 2022 year. **Trustee Anderson** seconded. **MOTION PASSED.**

**Trustee Hertzfeld** made a motion to adjourn the organization meeting for 2022. **Trustee Theroux** seconded. **MOTION PASSED.**

Meeting adjourned at 1:33 PM.