

RECORD OF PROCEEDINGS
Waterville Township Trustees' Organizational Meeting
January 26, 2022 – 7 PM.

Held at: 7:00 p.m. at the Waterville Township Hall on January 26, 2022.

GUESTS: Toby Miller, Jeanne Taylor, Karen Gerhardinger (The Mirror), Phil Johnson (Savage and Associates)

- 1. Call to Order / Pledge of Allegiance** - The meeting to order at 7:00 pm by Trustee Hertzfeld. All those present joined in reciting the Pledge of Allegiance.
- 2. Roll Call** – In attendance were Trustee Kyle Hertzfeld, Trustee Julie Theroux, Trustee Kim Anderson, Fiscal Officer Catherine Vorst, Police Chief Charles Humes, and Zoning Inspector Jim Fischer.
- 3. Approve Agenda for January 26, 2022 Meeting.** Trustee Theroux made Motion, seconded by Trustee Anderson.
- 4. Minutes for Review:**
 - a. Approve Minutes from December 15, 2021 Regular Trustee Meeting** – Trustees moved approval to next Trustee Meeting.
 - b. Approve Minutes from January 6, 2022 Special Meeting** – Trustee Theroux made the motion to approve the minutes. Trustee Anderson seconded. **MOTION APPROVED.**
 - c. Approve Minutes from January 6, 2022 Regular Trustee Meeting** - Trustees moved approval to next Trustee Meeting.

5. FISCAL OFFICER’S REPORT

- a.** Request an increase of \$2,000 in Account # 1000-110-312 Audit Services. Trustee Hertzfeld made Motion, seconded by Trustee Theroux. **MOTION APPROVED.**
- b.** Request an increase of \$1,000 in Account # 2081-210-341 Telephone/Internet. Trustee Theroux made Motion, seconded by Trustee Hertzfeld. **MOTION APPROVED.**
- c.** Approve Warrants / Payment Vouchers - Trustee Hertzfeld made Motion, seconded by Trustee Theroux. **MOTION APPROVED.**
- d.** Approve Purchase Orders – Trustee Hertzfeld made Motion, seconded by Trustee Anderson. **MOTION APPROVED.**
- e.** Approve Super Blanket Certificates - Trustee Theroux made Motion, seconded by Trustee Anderson. **MOTION APPROVED.**
- f.** Review and sign off monthly reports - Provided December Reports as follows: Appropriation Status, Cash Summary by Fund, Bank Reconciliation, Revenue Status by Fund, Payment Listing, and Wage Base Summary. All Trustees reviewed and signed off.
- g.** Presented a list of Items for Disposal

Item	Description	Identifier
#1	Premier Jack Type Beige Touch Dial Telephone	Serial # 202G011562
#2	Emerson Digital Answering System/Phone	Model EM2655
#3	Brother Facsimile Trans receiver	Model FAX 575

		Serial # U61227E3W354544
#4	HP Fax Series 900	Model 920
		Serial # MY0BTF31WH
#5	Dell Printer/Copier/Scanner	Model DELL B2375dnf
		ACT Reg # US:A3LFA008SLM4075FW
#6	Panasonic Vacuum Cleaner	Model MC-V 5217
		Serial # DG3694678
#7	Panasonic Performance Plus Vacuum Cleaner	Model MC-V 5209 00
		Serial # M63615678

Mr. Fischer said Item #5 does work.

Trustee Theroux made motion to approve disposal of items with the except of Item #5. Seconded by Trustee Anderson. **MOTION APPROVED.**

h. Working on Year End and Taxes – W-2’s expected to go out timely.

6. OLD BUSINESS

a. Phil Johnson with Savage & Associates came to talk about the Health Insurance. The township renewal rates show a 16% increase. The current plan is grandfathered by Medical Mutual and is no longer offered. If we move to another plan, you can not get this plan again. The current plan goes into effect February 1st. Mr. Johnson asked Trustees to give him guidelines so he can explore other options. After a discussion and some questions, Mr. Johnson said he will get back to us. Trustees may call a special meeting to discuss the options.

b. Zoning Appointments – Appoint Robert Long to the Zoning Commission with Term ending 12/31/2026. Appoint Toby Miller to the Board of Zone Appeals with Term ending 12/31/2026. Appoint Matt Ditzig as a Board of Zoning Appeals alternate with Term ending 12/31/2023. Trustee Theroux made Motion, seconded by Trustee Anderson. **MOTION APPROVED.**

7. NEW BUSINESS

a. 2022 Road Project – Two grant applications have been submitted for the repaving of Winslow and Lakeview. If selected, the Township will be notified by February 28th. The Trustees discussed a Joint Cooperation Agreement with the Lucas County Engineer’s Office for a 2022 crack sealing and repair project. The County Engineer will oversee the project, bids, contractors and final true-up. The estimated budget for this project is \$36,000. Trustee Hertzfeld made a motion to approve the agreement, seconded by Trustee Anderson. **MOTION APPROVED.**

b. American Rescue Plan (ARP) Funds – Trustee Theroux attended a seminar. These funds can be applied to General Funds. Funds need to be used by December 2026.

8. DEPARTMENT REPORTS

a. Police Department

1. Chief Humes gave Personnel update on Officers Smith and Tonjes. New hire Officer Box started January 24.

2. Computer System update – waiting on towers and working with NORRIS.

3. He is asking for approval to spend \$2,174.17 in repairs consisting of brakes and control arm for a 2015 vehicle with 132,000 miles. Looking to replace vehicle with shortages

it is hard to acquire a vehicle as we know. Trustee Hertzfeld made a motion to approve the agreement, seconded by Trustee Theroux. **MOTION APPROVED.**

4. Chief Humes has applied for a State Grant. The department would be reimbursed \$3,700 for vests. He can submit for more with Officer Box coming on board.

b. Zoning Inspector Report

1. Mr. (Jim) Fischer wrote a permit for Guy Brown at 7325 Finzel Road. The home will be a pre-engineered steel building. There will be 1,200 square feet of living space inside the building. He township does not permit accessory buildings on properties without homes.

2. Mr. Fischer communicated with Seneca Builders regarding concerns about the property at 8422 Dutch Road. Seneca’s agent believes the look and condition of the building on the adjacent property are affecting the sales of lots in this subdivision. Mr. Fischer has spoken with the current owner. He plans to sell the property or raze the house and rebuild this spring.

3. Mr. Fischer had a call from Kyle at 8606 Dutch about hooking up his sewer on his property. He was advised to call the county.

4. Waterville Community Church called regarding using an inflatable when the weather gets nicer. Mr. Fischer determined there was no permit to be issued for this.

5. Looked at 3 homes on S. Noward when high winds hit this area regarding debris. Mr. Fischer determined everything looked OK.

6. Mr. Fischer announced the Zoning Board is getting ready to hold a meeting to give the public the opportunity to give input on changes to the zoning book. Zoning Board of Appeals will have final approval.

9. Correspondence / Administrative

- Fiscal Officer Vorst received a call from a resident regarding Christmas tree removal. She is 90 years old. FO Vorst thanked Trustee Theroux for assisting with this issue. She went above and beyond to help the individual get rid of the tree.

- Fiscal Officer Vorst has received her bond dated January 17.

- Website has been updated with Trustee Meetings

- Lucas County Engineer Letter received. Telluride Plat 1 is classified as a Township Road.

10. TRUSTEE REPORTS

a. Trustee Hertzfeld wanted to assign areas of responsibility and focus for this year. He would be the Trustee liaison with regards to the 911 committee, roads and fire. Trustee Theroux would be the liaison with cemetery and police. Trustee Anderson would be the liaison with zoning and garbage.

b. Trustee Theroux thanked the Chief for all his hard work.

c. Trustee Anderson – passed

11. Adjournment – With no further business to discuss Trustee Hertzfeld made the motion to adjourn. Seconded by Trustee Anderson. **MOTION APPROVED.**

Adjourned at 8:20 pm.

Attest: _____

Trustees: _____

