

**RECORD OF PROCEEDINGS**  
Waterville Township Trustees' Organizational Meeting  
December 21, 2022 – 8:25 PM.

1. **Fiscal Officer, Catherine Vorst**, called Organizational Meeting for Year 2023 into session at 8:25 p.m. on December 21, 2022.

2. **ROLL CALL / OFFICIALS:**

Trustee – Kim Anderson – Present  
Trustee – Kyle Hertzfeld – Present  
Trustee - Julie Theroux – Present  
Fiscal Officer – Catherine Vorst – Present  
Police Chief Charles Humes – Present

**GUESTS:** None

a. **Fiscal Officer Vorst** called for a motion to nominate the 2023 Chair: **Trustee Theroux** made the motion to nominate **Trustee Hertzfeld** as Chair, Waterville Township Board of Trustees, Lucas County, for the year 2023. Seconded by **Trustee Anderson**. **MOTION PASSED.**

b. **Fiscal Officer Vorst** called for motion to nominate the 2023 Vice Chair. **Trustee Anderson** made the motion to nominate **Trustee Theroux** as Vice Chair, Waterville Township Board of Trustees, Lucas County, for the year 2023. Seconded by **Trustee Hertzfeld**. **MOTION PASSED.**

3. **APPROVE TEMPORARY APPROPRIATIONS:**

**Trustee Anderson** made the motion to approve the temporary appropriations for 2023 as presented by the Fiscal Officer. **Trustee Theroux** seconded. **MOTION PASSED.**

4. **APPROVE PURCHASE ORDERS**

**Trustee Anderson** made the motion to approve the purchase orders for 2023 as presented by the Fiscal Officer. **Trustee Hertzfeld** seconded. **MOTION PASSED.**

5. **APPROVE BLANKET CERTIFICATES**

**Trustee Theroux** made the motion to approve the blanket certificates for 2023 as presented by the Fiscal Officer. **Trustee Anderson** seconded. **MOTION PASSED.**

6. **APPROVE CONTRACTS**

There are no pending contracts for 2023.

7. **PAYMENT OF ELECTED OFFICIALS**

**Trustee Theroux** made a motion that the Waterville Township Trustees adopt a policy for 2023 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 2023 Amendment Certificate of Estimated Resources from the Lucas County Auditor's Office. To be paid from Fund #2272 – Local Fiscal Recovery Fund until these funds are used and then to be paid from the General Fund. Seconded by **Trustee Anderson**. **MOTION PASSED.**

#### **8. SCHEDULE OF 2023 REGULAR BOARD OF TRUSTEE MEETING**

**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 exist, beginning at 6:30 pm. **Trustee Anderson** seconded. **MOTION PASSED.**

|              |                                                             |
|--------------|-------------------------------------------------------------|
| January 25   | 4th Wednesday                                               |
| February 22  | 4th Wednesday                                               |
| March 22     | 4th Wednesday                                               |
| April 26     | 4th Wednesday                                               |
| May 24       | 4th Wednesday                                               |
| June 28      | 4th Wednesday                                               |
| July 26      | 4th Wednesday                                               |
| August 23    | 4th Wednesday                                               |
| September 27 | 4th Wednesday                                               |
| October 25   | 4th Wednesday                                               |
| November 15  | 3rd Wednesday (move from 4th Wednesday due to Thanksgiving) |
| December 20  | 3rd Wednesday (move from 4th Wednesday due to Christmas)    |

#### **9. 2023 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 \$0.62.5 cents per mile or current rate as recommended by the Internal Revenue Service. Seconded by **Trustee Theroux**. **MOTION PASSED.**

#### **10. 2023 TOWNSHIP DEPARTMENT INVENTORIES**

The Waterville township Trustees and department heads will need to conduct their 2023 Annual Inventory on the fourth Wednesday in January (01/25/23) as set forth in the ORC 505.24 and a copy of the 2023 Waterville Township Inventory shall be filed with the Lucas County Engineer's Office. **Trustee Theroux** will meet with the Police Department.

#### **11. EMPLOYEE MATTERS**

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

**2023 Holiday Schedule**

|                        |                   |                          |
|------------------------|-------------------|--------------------------|
| New Year's Day         | 01/01/2023, Sun.  | (always on the 1st)      |
| Martin Luther King Day | 01/16/2023        | (3rd Monday in January)  |
| Presidents' Day        | 02/20/2023        | (3rd Monday of February) |
| Memorial Day           | 05/29/2023        | (Last Monday in May)     |
| Juneteenth Day         | 06/19/2023, Mon.  | (Always on the 19th)     |
| Fourth of July         | 07/04/2023, Tues. | (Always on the 4th)      |
| Labor Day              | 09/04/2023        | (1st Monday in Sept)     |
| Columbus Day           | 10/09/2023        | (2nd Monday in October)  |
| Veterans' Day          | 11/11/2023, Sat.  | (Always the 11th)        |
| Thanksgiving Day       | 11/23/2023        | (4th Thursday November)  |
| Christmas Day          | 12/25/2023, Mon.  | (Always the 25th)        |

Seconded by **Trustee Anderson. MOTION PASSED.**

**12. POLICE DEPARTMENT**

| POLICE DEPARTMENT       |           |          |                             |          |                                |                                  |                                             |                              |
|-------------------------|-----------|----------|-----------------------------|----------|--------------------------------|----------------------------------|---------------------------------------------|------------------------------|
| As of <b>12/31/2022</b> |           |          |                             |          |                                |                                  |                                             |                              |
| EE Name                 | Hire Date | Wage     | Increase @ Anniv in YR 2023 | Vacation | Vacation Carry Over @ 12/31/22 | Sick Time Carry Over at 12/31/22 | Floating Holiday Time Carry Over @ 12/31/22 | Health & Life Insur Eligible |
| Charles Humes           | 06/01/21  | S        |                             |          | 0                              | 148                              | 8                                           | Yes                          |
| Miami Box               | 01/24/22  | \$ 21.00 | \$ 23.00                    | 40       | 0                              | 77                               | 27                                          | Yes                          |
| Michelle McDevitt       | 02/08/08  | \$ 20.00 |                             | N/A      | N/A                            | N/A                              | N/A                                         | No                           |
| Jeff Siebenaler         | 10/07/21  | \$ 28.00 | TBD                         | 80       | 40                             | 52                               | 44                                          | Yes                          |
| Nicholas Smith          | 10/15/21  | \$ 23.00 | TBD                         | 80       | 40                             | 100                              | 44                                          | Yes                          |
| Joshua Tonjes           | 12/01/21  | \$ 23.00 | TBD                         | 80       | 0                              | 35                               | 3                                           | Yes                          |
|                         |           |          |                             |          |                                |                                  |                                             |                              |

**Trustee Anderson** 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 |

Seconded by **Trustee Anderson. MOTION PASSED.**

### **13. ZONING COMMISSION MEMBERS**

**Trustee Anderson** 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**

|                 |            |
|-----------------|------------|
| William Burkett | 12/31/2023 |
| Michelle Hayes  | 12/31/2024 |
| Thomas Wardell  | 12/31/2025 |
| Robert Long     | 12/31/2026 |
| Keith Moosman   | 12/31/2027 |

#### **Zoning Commission, Alternate**

**Trustee Anderson** made a motion the following resident of the unincorporated area of the Township of Waterville be appointed as an alternate member of the Waterville Township Zoning Commission to serve the designated one (1) year term: Seconded by **Trustee Theroux. MOTION PASSED.**

**Zoning Commission, Alternate**

Jeanne Taylor 12/31/2023

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 2023. **Trustee Anderson** made motion. Seconded by **Trustee Hertzfeld**. **MOTION PASSED.**

**14. BOARD OF ZONING APPEALS MEMBERS**

**Trustee Anderson** 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.**

**Board of Zoning Appeals**

|                 |            |
|-----------------|------------|
| Eileen Sullivan | 12/31/2023 |
| Robert Bryce    | 12/31/2024 |
| Roger Tucholski | 12/31/2025 |
| Toby Miller     | 12/31/2026 |
| Matt Ditzig     | 12/31/2027 |

**Trustee Anderson** made a motion the following resident of the unincorporated area of the Township of Waterville be appointed as an alternate member of the Waterville Township Board of Zoning Appeals to serve the designated one (1) year term: Seconded by **Trustee Theroux**. **MOTION PASSED.**

**Board of Zoning Appeals, Alternate**

Vacant 12/31/2023

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 2023. **Trustee Theroux** made the motion. Seconded by **Trustee Anderson**. **MOTION PASSED.**

**15. APPOINTMENT OF ZONING INSPECTOR**

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

**16. APPOINTMENT OF ZONING SECRETARY**

**Trustee Anderson** 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 Hertzfeld** 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 Fire Prevention Officer for the Waterville Fire District for the 2023 year; and to appoint the Village of Whitehouse Fire Chief, JOSHUA HARTBARGER as the Fire Prevention Officer for the Whitehouse Fire District for the 2023 year. **Trustee Hertzfeld** seconded. **MOTION PASSED.**

**Trustee Hertzfeld** made a motion to adjourn the organization meeting for 2023. **Trustee Anderson** seconded. **MOTION PASSED.**

Meeting adjourned at 8:49 pm.