

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING**  
**April 26, 2023 – 6:30 PM**  
**MINUTES**

**Guests:** Karen Gerhardinger (The Mirror), Jeanne Taylor

1. **Call to Order / Pledge of Allegiance** - The meeting was called to order at 6:30 pm by Trustee Hertzfeld. Those present recited the Pledge of Allegiance.
2. **Roll Call** – Fiscal Officer Vorst called the roll call. Present were Trustees: Anderson, Hertzfeld and Theroux. Police Chief Humes and Zoning Inspector Jim Fischer present.
3. **Approve Agenda for April 26, 2023 Meeting.** Trustee Hertzfeld made the motion for approval with Trustee Theroux seconding.
4. **Minutes for review:**
  - a. **Minutes of the Regular Meeting held March 22, 2023** – Minutes reviewed. Trustee Anderson made motion for approval with Trustee Theroux seconding. **Motion passed.**
5. **Fiscal Officer Report:**
  - a. **Purchase Order** presented by Fiscal Officer Vorst for approval. Trustee Theroux made the motion for approval with Trustee Anderson seconding. Motion Passed.
  - b. **Warrants/Payments** presented for approval. Trustee Theroux made the motion for approval with Trustee Anderson seconding. Motion Passed.
  - c. **Monthly signature page and reports** presented – Trustees reviewed and signed
  - d. **Waterville Fire Department Incident Reports:** Quarter 4/2022 reporting 24 incidents and Quarter 1/2023 reporting 11 incidents. There is a new Fire Chief. This may be the reason for the late reports. With the reports being up to date, we will release Fire payment to City of Waterville.
  - e. **Other Business – Perry & Associates**, the Audit firm, picked up the records for the years 2021 and 2022 on Tuesday, April 25. **Ohio Public Works** has sent paperwork indicating our request has been approved. Project Agreements to be released about July 1<sup>st</sup>. Agreements will be emailed for electronic signature and must be signed within 45 days of release. The Project is as follows: Lakeview, Springbrook, Winslow and Janelynn Resurfacing.
6. **Old Business**
  - a. **Update on 5/3 credit card for WTPD** – This has been completed.
  - b. **Township Sign Grant** – Trustee Theroux will be attending 3 seminars with more information to be provided at the May Meeting.
7. **New Business**
  - a. **Winter Salt Contract – Lucas Co Resolution/Ordinance by May 1<sup>st</sup>** – Trustee Hertzfeld explained this was done many years back when the Township had crews. Trustee Anderson will call on snow/salt contract(s).

**b. Establishing a Records Commission** – Trustee Anderson is working on a records retention policy. She has contacted John Borell, Lucas Co. Assistant Prosecuting Attorney and was told a Records Commission should be formed. The commission should consist of a trustee and the fiscal officer. Trustee Anderson made the motion for forming a Records Commission with Trustee Theroux seconding. **Motion Passed.** Trustee Anderson has found old records dating back to the 1850's. Trustee Anderson is also in contact with the Ohio History Connection. This group must approve record disposal.

**c. Resolution #2023-03 Authorizing the transfer of Fund #2041-Cemetery to #1000-General.** Presented by Fiscal Officer Vorst for approval. Trustee Anderson made the motion for approval with Trustee Theroux seconding. **Motion Passed.** The Resolution will be emailed to the State of Ohio.

## **8. Department Reports**

a. **Police** – Chief Humes received a \$240 check from Toledo Road Runners for police services provided at a race. Regarding the OTARMA Statement of Action Form, 5 of the 6 items have been completed. Still working on item 6. Form should be completed shortly. The INDEED ad is up for a Police Officer position since we have the credit card.

b. **Zoning Inspector Report** – Jim Fischer presented his written report as follows:

### **Report starts...**

Permit No. 010 – accessory building permit for  
Corey and Jamie Gladwell  
9801 Dutch Road  
Waterville, OH 46566  
Collected \$300.00 Check No. 2048  
Agent Amos Schwartz, Toledo Pole Barns

Permit No. 011 – new home permit for  
Michael Horvath  
9249 South River Road  
Waterville, Oh 43566  
Collected \$250.00 Check No. 5453

Permit No. 012 – new home permit for  
West Rock Development (spec home) [In Coventry Glenn]  
8510 Hocking Cove  
Waterville, Oh 43566  
Collected \$250.00 Check No. 7989  
Agent Austin Cordy

I do have an appointment tomorrow morning to write a permit for a patio cover/pergola for a property in Coventry Glen. That will make 13 permits for the year to date.

03-20-23 – per the request of the trustee's, I called Michael Dean who works for HBSD. I was to ask about the weed control plan for the Telluride development on Dutch Road for 2023. There

was no answer and I left a voice message. I also called today, Monday, April 17, 202. Same results, no answer and I left a message. Just received a text message from Mr. Dean and he said to contact Doug Beckner (new person) at HBJD at 419-461-5563. I called today. There was no answer and I left a voice mail message. Doug Beckner did call back. He asked for some time to formulate a weed control plan and will get back to me (two weeks).

03-30-23 – I spoke with Michael Horvath to check on progress for getting a new home zoning permit for his 9249 South River Road address and his plan for a business being operated out of an accessory building without a special use permit. He said that his paperwork is almost ready for the new home permit and will contact me for an appointment. He also said he is moving his business to Maumee to an address that is properly zoned.

03-30-23 – I spoke with Tim Capretta of USA Pole Barns. He has purchased 31 acres, at 9092 Dutch Road, that is currently farm ground (the former owner was Don Schaller). He is interested in rezoning the property so it can be developed. He had questions about the process.

04-01-23 – I received an e-mail from Joe Fisher who lives on South River Road. He has a dead tree that is in the right-of-way that he fears may fall onto the roadway at any time. He wants the township to remove it. I forwarded his request along to Trustee Hertzfeld.

04-07-23 – I spoke with Bruce Wixey of 6969 South River Road. His property is on the river side of the road. He would like to build an accessory building behind his current home but does not have enough level ground to do so. He would like to bring in fill to gain enough space. I believe he would be filling in flood plain and suggested he contact the county engineer or the Army Corp of Engineers.

04-10-23 – I spoke with Kayleigh Ryley, who does not live in the township (1629 Berkey Southern Road, Swanton, OH) but owns property on Stiles Road which is in the township. Currently the property on Stiles is farm ground without any buildings or dwellings. She would like to use the property for an agri-tourism business. She would also be using the land to grow lavender and may eventually sell items at a roadside stand. She would also want an accessory building. I invited her to tonight's meeting to review her plans and discuss what zoning permits she may need if any.

04-13-23 – I spoke to Ron Shoemaker who is the board chairman for the AW Community Food Ministry. His organization has been working out of the Waterville Community Church at the corner of Waterville Monclova and Dutch Road. The church needs their space and can no longer house them in their current building. Their organization would like to construct a 5000 square foot pole barn on the church property but the pole barn would be owned by AW Community Food Ministry. I have questions. Who needs to apply for the permit, the church as they own the land or the Food Ministry as they would own the building? Would the addition of another accessory building affect the church's current special use permit?

04-24-23 – I spoke with Diane Murphy who keeps horses on the former Betty Schultz property 7750 Dutch Road. She complained that the neighbor to the east has been discharging fire arms

and scaring her horses and may cause injury. I told her that this was a civil issue and not a zoning issue and she may want to check with the police.

04-24-23 – I spoke with Rob Holer who is a real estate agent for Key Reality. He wants to erect a sign on his property at 11070 Alscot Lane which is zoned agriculture which indicates that he is an agent. I need to research our zoning resolution and get back to him.

### **Report Ends**

In addition to his report, Mr. Fischer working with Dave Munger at Lial. He had questions on set back requirements. Lastly, he has received a Public Records request from CT Consultants. Mr. Fischer will reach out to John Borell on this matter for compliance. This request involves a Whitehouse Spencer Road Property.

### **9. Correspondence/Administrative**

- a. Fiscal Officer Vorst reported a message from Lee Zelina. She has concerns regarding the smart meters being installed by the City of Toledo. A number of persons have a concern of the new smart meters emitting electromagnetic radiation. She was advised to contact the city's water department. She has sent several links regarding the subject to my email.

### **10. Trustee Reports –**

- a. Kyle Hertzfeld – Nothing
- b. Julie Theroux – She has the latest updated map for the years 2023-2028 for the five (5) year road plan. Paving has begun in Waterville Township she reported. Also, road improvements to Neapolis-Waterville between Schadel Road and Waterville city limits will begin soon.
- c. Kim Anderson – The contract with Klumm Brothers for trash collection expires in June. She is working on this matter. Trustee Anderson is trying to get a handle on records retention. Recently she applied for a Grant for the Fallen Timbers Union Cemetery. They received a \$5,000 grant to pay for records storage for the cemeteries. The Fallen Timbers Union Cemetery District will have an Annual Meeting on Monday, May 8<sup>th</sup> at 5:30 pm at Waterville City Council Chambers.

### **11. Executive Session – None**

**12. Adjournment** - With no further business to discuss, Trustee Hertzfeld made the motion to adjourn and Trustee Theroux seconded. Meeting ended at 7:05 pm.

The adoption of all resolutions or motions were in an open meeting of this Board and action by this Board of 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 Trustee Meeting: May 24, 2023**