

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING
JUNE 28, 2023 – 6:30 PM
MINUTES**

In Attendance: Kyle Hertzfeld, Julie Theroux, Catherine Vorst, Jim Fisher.

Absent: Kim Anderson

Guest(s): Karen Gerhardinger

1. **Call to Order / Pledge of Allegiance** - The meeting was called to order at 6:36 pm by Trustee Hertzfeld. Those present recited the Pledge of Allegiance.
2. **Roll Call** – Present were Trustees: Hertzfeld and Theroux. Police Chief Humes and Zoning Inspector Jim Fischer present. Trustee Anderson was absent.
3. **Approve Agenda for June 28, 2023 Meeting.** Trustee Hertzfeld made the motion for approval with Trustee Theroux seconding.
4. **Minutes for review:**
 - a. **Minutes of the Regular Meeting held May 24, 2023** – Minutes reviewed. Trustee Theroux made motion for approval with Trustee Hertzfeld seconding. **Motion passed.**
 - b. **Minutes of the Special Meeting held June 09, 2023** – Minutes reviewed. Move this to next meeting.
5. **Fiscal Officer Report:**
 - a. **Budget – Increase Appropriations Account (Police 2081-210-360 by \$51,568.22) - Trustee Theroux** made a motion to approve increase with Trustee Hertzfeld seconding. Fiscal Officer Vorst did Roll call. **Motion Passed.**
 - b. **Purchase Orders & Warrants/Payments** were reviewed. Trustee Hertzfeld made a motion for approval with Trustee Theroux seconding.
 - c. **Monthly signature page** and reports presented – Trustees reviewed and signed
 - d. **Audit Update for Years 2021 & 2022** – The additional audit cost is \$800 for an additional 16 hours of work. Auditors Office looked at a potential FFR (Finding for Recovery) but determined the total of the late fees/penalties to be below the threshold, so an FFR was not issued. This led to the additional hours of work. Deadline to issue report was June 30, 2023. New deadline for report is July 31, 2023.
 - e. **Other Business** – Requests for Engineering for the OPWC project (Paving Project in Springbrook) are due July 21, 2023. Trustee Theroux is aware of this. Trustee Anderson and Fiscal Officer Vorst attending a meeting on OPWC projects. At the end of the meeting, Fiscal Officer Vorst was given a completed and signed contract. Next step is the bidding process.
 - f. **OTARMA IT Visit Update** – A waterproof/fireproof safe has been purchased for backup storage. There are two (2) keys. They will be held by the Fiscal Officer and the Zoning Secretary.
6. **Old Business**
 - a. **Cemetery Funds transferred to the General Fund** – This has been completed.

7. New Business

- a. **Resolution 2023-04 Providing for the Adoption of a Public Records Policy** - Trustee Theroux moved to approve the Resolution. Trustee Hertzfeld seconded. Motion passed. Fiscal Officer must be involved in this committee. Signed the Resolution. Trustee Anderson gave instructions on next step to Fiscal Officer.
- b. **Credit Card Policy Updated** – During a discussion with the auditor - when we open/close a credit card account, the Policy should be updated. Trustee Theroux moved to approve the Policy Update. Trustee Hertzfeld seconded.
- c. **Banking Update** – Fiscal Officer provided information to the Trustees. They would like more information on the Fees for comparison.
- d. **Contract for Grass Mowing along the roads** – Trustee Hertzfeld made a motion to approve a contract for mowing services. Trustee Theroux seconded.
- e. **Safety Improvements at State Route 64 and Noward Road** – Trustee Theroux spoke about a safety study done by OH Department of Transportation looking at potential safety improvements at this intersection. By July 12, ODOT want comments and a preferred countermeasure. By August 18, they want a letter of support for one of the countermeasures. Trustees agreed to send a letter to ODOT by July 12 for the single lane roundabout. Then put this item on the July agenda for the August 18th letter.
- f. **Budget/Levy** – Fiscal Officer Vorst gave a report on the projected vs actual budget since we are six (6) months into the year. She referenced some of the expenses and explained expenses are up like office supplies/toner, natural gas, etc. With the changes coming in the Police Department, she would expect payroll expenses, OPERS, training expenses and uniforms expenses to increase. Zoning Inspector Jim Fischer said the Zoning Board of Appeals budget will need to reviewed as the members have met more often this year. There have been several appeals this year already. In the past, Trustees made the final decision on conditional use permits. This process is now handled by the Zoning Board of Appeals. The Trustees are reviewing the budget and considering a levy during a special meeting. At this time, more information is needed. Trustees want the Year 2023 and Year 2024 Projections.

8. Department Reports

- a. **Police (Chief Humes) as presented by Trustee Theroux** – Deputy Chief Siebenaler resigned June 06 to join the Whitehouse Police Department. Chief Humes is retiring with his last day being August 1st. Several applications have come in and the plan is to interview candidates by phone and meet in executive session at a later date. The goal is to get a new chief in place before August 1st.
- b. **Zoning Inspector Report** – Jim Fischer presented his written report as follows:

Report starts...

Permit No. 16 – new fence permit for

Albert Santus

9700 Dutch Road

Collected \$50.00 Check No. 1197

Permit was issued because the BZA denied the variance for an eight-foot-high fence

Permit No. 17 – new home permit for
Daniel and Jennifer Emptage
844 Glen Creek, Lot 46, Plat 2, Coventry Glen
Waterville, OH 43566
Agent Austin Cordy, West Rock Development

Permit No. 18 – home alteration (pergola) permit for
Deborah Marcinek
6052 Sweetgum Drive
Monclova, OH 43542
Collected \$125.00, Check No. 5590
Agent – Chris from Signature Decks (419-277-5464)

05-25-23 – The BZA met to consider a variance request for an eight-foot-high fence for the property at 9700 Dutch Road. A new permit (No. 16) was written for a six-foot-high fence which is to code.

06-05-23 – I spoke with John Hilyard from Danbury Realty. He had questions about the three houses on the property at 7750 Dutch Road. This is the old Betty Schultz property. He asked if all three building could be demolished and one new home be built.

06-11-23 – I received a request by mail for a residential solar panel permit for 121 South River Road. After checking the address, the property is in the City of Waterville. I advised the sender and destroyed the paperwork and the included check.

06-11-23 – I spoke with Bev Fischer, 8020 Dutch Road who had questions about property splits. I advised her to contact Molly MacGuire at the county to begin the process.

06-14-23 – I spoke with Brian Heller about the property at 7750 Dutch Road (the old Betty Schultz property). He had questions about having a dog boarding kennel and grooming business on the property. The property is currently zoned agriculture. The zoning would have to be changed to C2 for this type of business. Also, some of the building would not meet the 50 feet from property line requirement.

Telluride update. I have another new contact person at HBJD. His name is Nick Gillispie. He is the second new contact this calendar year. I made two site visits this month, one visit with each of the new contacts. HBJD had their grounds/property maintenance person contact me directly to review what the township wanted done in the way of week control. I reviewed what we expect per our resolution and the ORC. He did not like what I had to say and I got a lot of push back. I told him he needed to get his instructions from his office. I could only advise him what the requirements are. I cannot tell him how to meet the requirements. Something must have worked as a bulldozer and operator was on site this past week and has begun to re-contour the mounded earth at the north property line which is removing the weeds in the process. I will continue to monitor the process.

06-28-23 – I spoke with Nick Gillispie from HBSD today for any additional updates. The contractor, Rick Reckenwald, will be returning to the Telluride site to level or re-contour the remaining mounds which will allow future weed control to be done by using brush hog or chopper. Cody Booth is to be on site next week to be operating a bush hog on areas that do not need re-contouring. Plans are in place to reshape the mounds at the Dutch Road entrance, hydro-seed the area, plant trees and install signage beginning late July and early September. I will continue to monitor progress.

06-22-23 – I received a complaint by e-mail from Nicholas Styacich, 8125 Hertzfeld Road, about a property at 7010 Finzel Road which has a fallen tree in the right of way and tall and overgrown grass. I have driven past this address and his complaint is valid.

06-27-23 – through Trustee Hertzfeld, I received a complaint of tall grass from Dennis (last name ?) for a property at 5655 Eber Road. I drove pass this address in the afternoon of 06-28-23 for visual inspection. The appearance of this property is fine. No contact from the township is required. We maybe have the wrong address. The neighboring properties were fine also.

Lastly, discuss a possible Ag Exempt form.

Report Ends

Mr. Fischer wants to create an ag-exempt application similar to the one used in Providence Township. This form would answer questions to determine if the applicant would qualify for a barn or accessory building to be declared as ag-exempt, therefore not taxable. Trustees agreed. Mr. Fischer will be moving forward with the application.

9. Correspondence/Administrative – Phone calls have been returned. In The Mirror, there was a mention on the Dutch Road roundabout plans.

10. Trustee Reports –

- a. Kyle Hertzfeld – The NEXUS money is not settled. Waterville Township is not expected to receive any of these funds.
- b. Julie Theroux – Attended the 911 Regional Meeting. She voted against the shares as outlined for Waterville Township. She will continue to look for ways to get the township's costs lowered.
- c. Kim Anderson – Absent.

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 7:51 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: July 26, 2023