

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

**In Attendance:** Kim Anderson, Jim Fischer, Kyle Hertzfeld, Kevin Smith, Julie Theroux, Catherine Vorst

**Guest(s):** Karen Gerhardinger with The Mirror

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** – Present were Trustees: Anderson, Hertzfeld and Theroux.
3. **Approve Agenda for July 26, 2023 Meeting.** Trustee Hertzfeld made the motion for approval with Trustee Theroux seconding.
4. **Minutes for review:**
  - a. **Minutes of the Special Trustee Meeting held June 09, 2023** – Minutes reviewed. Trustee Theroux made motion for approval with Trustee Hertzfeld seconding. **Motion passed.**
  - b. **Minutes of the Regular Trustee Meeting held June 28, 2023** – Minutes reviewed. Trustee Theroux made motion for approval with a correction. Trustee Hertzfeld seconding. **Motion passed.**
  - c. **Minutes of the Special Trustee Meeting held July 12, 2023** – Minutes reviewed. Trustee Anderson made motion for approval with Trustee Theroux seconding. **Motion passed.**
5. **Fiscal Officer Report:**
  - a. **Purchase Orders** were reviewed. Trustee Anderson made a motion for approval with Trustee Hertzfeld seconding. **Motion passed.**
  - b. **Warrants/Payments** were reviewed. Trustee Hertzfeld made a motion for approval with Trustee Theroux seconding. **Motion passed.**
  - c. **Monthly signature page** and reports presented – Trustees reviewed and signed
  - d. **Audit Update for Years 2021 & 2022** – The new deadline to issue report is pushed back to August 31, 2023.
  - e. **Other Business** – Fiscal Officer reports she will be out of the country August 17 – 27.
6. **Old Business**
  - a. **Bank Update** – Fiscal Officer has fee information from FirstFedDelta Bank. There are no fees with a balance we have. Need to get with Fifth Third bank regarding their fees and rate.
  - b. **Safety Improvements at 64 and Noward Road** – August 18<sup>th</sup> deadline to submit preferred solution. Trustee Theroux drafted a letter in favor of the Roundabout. All agreed. Zoning Inspector Jim Fischer researched this with two (2) other people. They both had the same conclusion - in favor of the roundabout.

- c. **Budget/Levy** – Deadline August 4, 2023. With the information provided for the Years 2023 and 2024 projected budgets, Trustees Hertzfeld and Theroux concluded a levy was not needed at this time but keep an eye on this in the future.

## 7. **New Business**

- a. **New Hires/Police** – Trustee Theroux introduced Kevin Smith and presented information about his background. Trustee Theroux made a motion to hire Kevin Smith as the Chief of Police with a start date of July 24, 2023. Trustee Anderson seconded. **Motion passed.** Trustee Theroux presented information for another candidate for the Police Department, Philip Gallup. Trustee Theroux made a motion to hire Philip Gallup as Police Lieutenant with a start date of August 1, 2023. Trustee Anderson seconded. **Motion passed.**
- b. **Adjustment of Payroll Distribution** – Table this to next month
- c. **Waterproof/Fireproof Safe** – Second key will be held by Patty, the Zoning Secretary. Fiscal Officer will hold the other key. An extra location for the safe has not been determined yet.
- d. **OTARMA Insurance Renewal** – Trustees will renew with current liability limits

## 8. **Department Reports**

- a. **Police (Chief Humes)** – Chief Humes was unable to make this meeting. Incoming Chief Smith was present. Chief Smith welcomes the opportunity. He and Chief Humes are working to make the transition smooth. Chief Humes has told Chief Smith he is available for questions even after he retires.
- b. **Zoning Inspector Report** – Jim Fischer presented his written report as follows:

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

Permit No. 19 – new fence permit for  
Dale Largent  
7850 Finzel Road  
Whitehouse, OH 43571  
Collected \$50.00, Check No. 1126

Permit No. 20 – new home permit for  
Leffler Builders  
8850 Hocking Cove, Coventry Glen, Plat 4, Lot No. 77  
Waterville, OH 43566  
Collected \$250.00, Check No. 405  
Agent – Matt Leffler (419-376-5522)

Permit No. 21 – new home permit for  
Leffler Builders  
8850 Hocking Cove, Coventry Glen, Plat 4, Lot No. 77  
Waterville, OH 43566  
Collected \$250.00, Check No. 406  
Agent – Matt Leffler (419-376-5522)

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 past this address in the afternoon of 06-28-23 for visual inspection. The tall grass seems to be a pasture and not a yard. I did not observe noxious weeds from the road. I will need to make contact with the owner.

07-11-23 – I spoke with Lucie Fortin from Manic and Smith. She was inquiring about a property on Stiles Road that is currently an open field. She was making the inquiry for the same family that proposed starting a lavender farm. Her actual question was if a new home could be built on the property. A zoning permit for a new home is not a problem from the township's standpoint. Other permits or conditions may be necessary if they move forward with a business.

07-17-23 – I spoke with Andrea Born about the property at 7750 Dutch Road (the former Betty Schultz property). If they were to purchase the property could they rent the primary home if they did not live on the property? This would be acceptable but the property is now zoned as single family. They could not rent either of the buildings that are considered dwellings.

07-24-23 – I had to meet with Austin Cordy from West Rock Development about the permit he pulled for a new home in Coventry Glen. We needed to correct the address for plot number 46. This is a corner lot and the engineer had used the wrong address.

Update on the noxious weed problem on the Telluride subdivision property.

Update on generating forms for ag exempt status.

## **Report Ends**

Zoning Inspector Fischer has made some progress with the Telluride Property. The Zoning Board thought the Ag-Exempt form was good idea. This was discussed at the last meeting. All members took the form home for review.

**9. Correspondence/Administrative** – Per John Borell, road fund money cannot be used for mowing. Received City of Waterville Fire report for Quarter 2/2023. There were 10 incidents. Have not received Village of Whitehouse report for Quarter yet. Emailed Trustees the letter on carry-over salt. No resolution is required for the COLA adjustment per John Borell.

## **10. Trustee Reports** –

- a. Kyle Hertzfeld – He asked Zoning Inspector Fischer to talk with the Josh Doyle group about the lightening district. They may want to start this sooner than later. Fiscal Officer will try to find out more information on this for Zoning Inspector Fischer.
- b. Julie Theroux – She read the press release prepared regarding Chief Humes retiring. There will be a swearing in ceremony for Chief Smith on Wednesday, August 2<sup>nd</sup>. Details forthcoming.

c. Kim Anderson – She is researching an OTARMA Grant. More information to come.

**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: August 23, 2023**