

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING  
AUGUST 23, 2023 – 6:30 PM  
MINUTES**

**Attendance:** Julie Theroux, Kim Anderson, Jim Fisher, Kevin Smith.

**Absent:** Kyle Hertzfeld, Catherine Vorst

**Guest:** Karen Gerhardinger with The Mirror

1. **Call to Order / Pledge of Allegiance** - The meeting was called to order at 6:30 pm by Trustee Theroux. Those present recited the Pledge of Allegiance.
2. **Roll Call** – Present were Trustees: Anderson and Theroux. Police Chief Smith and Zoning Inspector Jim Fischer present.
3. **Approve Agenda for May 24, 2023 Meeting.** Trustee Anderson made the motion for approval with Trustee Theroux seconding.
4. **Minutes for review:**
  - a. **Minutes of the Regular Meeting held July 26, 2023** – Minutes reviewed. Trustee Anderson made motion for approval with several changes, with Trustee Theroux seconding. **Motion passed.**
5. **Fiscal Officer Report:**
  - a. **Purchase Orders & Warrants/Payments** were reviewed. Trustee Theroux made a motion for approval with Trustee Anderson seconding.
  - b. **Monthly signature page** and reports presented – Trustees reviewed and signed
6. **Old Business**
  - a. Trustee Anderson reported that the cemetery district closet is full of old AV equipment - all obsolete. A resolution is required to dispose of the old equipment.
  - b. Adjustment of Payroll Distribution - topic moved to the September meeting.
7. **New Business**
  - a. Trustee Anderson submitted a request for the OTARMA grant (up to \$500). This grant will pay for “Children At Play” signs to be placed in township residential areas.
  - b. **Tom Wardell retirement.** Trustee Anderson reported that Tom Wardell retired and resigned from the zoning board. He will send his resignation in writing. Jeanne Taylor was the alternate. She will take the position on the board vacated by Tom.
8. **Department Reports**
  - a. **Police** – Chief Smith met with all officers and reviewed his expectations and listened to their concerns. Most important to the officers was moving to a bi-weekly, 80 hour pay period with direct deposit. He reported that the department is now working 12 hour shifts. We are covering the shifts and providing 24/7 coverage. Interviews for more officers are continuing, with three more scheduled for August 31st. Chief

Smith said with the addition of new officers, we will need more guns for the department. The department currently has four guns. He proposed that we consider purchasing two new handguns. Two new guns will cost \$800.00. Trustee Theroux said there is money in the budget to purchase two new guns. Trustee Theroux made a motion to approve the purchase of two new handguns for the Police Department. Trustee Anderson seconded. **Motion passed.**

- b. Chief Smith received two bills, one for the LEADS account. \$1200.00. This is an annual fee. A second account bill is due now for Norris. The annual amount due has increased and is now \$4,275.00. This includes an agency credit of \$1,000.00.
- c. Chief Smith said we have an increase in calls for service in the Township. Included in these a serious major accident, drowning, an investigation of sexual assault, unauthorized use call (driving someone's car without permission), juveniles at construction sites. We continue to conduct house checks with four formal checks, and we check on the spouse of the drowning victim.

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

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  
8520 Hocking Cove, Coventry Glen, Plat 4, Lot No. 80  
Waterville, OH 43566  
Collected \$250.00 Check No. 406  
Agent – Matt Leffler (419-376-5522)

Permit No. 22 – new sign permit for  
HBJD Telluride Housing Development  
Dutch Road, Waterville, OH 43566  
Collected \$100.00 Check No. 0277  
Agent: Nick Gillispie HBJD

The permit was denied because the maximum height for a low profile sign is five feet above grade. The request is for a low profile sign six foot six inches above grade. HBJD has requested an audience before the BZA. I have received the written request and have in hand the \$300.00 check. The process is underway to schedule the meeting.

Permit No. 23 – new home permit for  
HBJD (model home)  
6371 Josie Court, Telluride, Plat 1, Lot No. 7  
Waterville, OH 43566

Collected \$250.00 Check No. 6777  
Agent – Josh Myers (419-619-8622)

Permit No. 24 – new home permit for  
HBJD (model home)  
6353 Josie Court, Telluride, Plat 1, Lot No. 5  
Waterville, OH 43566  
Collected \$250.00, Check No. 6777  
Agent – Josh Myers (419-619-8622)

The noxious weed problem on the Telluride subdivision property has improved. Although the platted portion of the property (around the existing streets) could use some work, the worst of the noxious weeds have been removed and the earth mounds at the Dutch Road entrance are now barren of all vegetation. I am now working with Nick Gillispie, HBJD, to remove the overgrown vegetation on their property at 7010 Finzel Road they are using for storage.

07-31-2023 – I spoke with Joshua Spencer, 11537 Waterville Swanton Road (St. Rt. 64, west of Whitehouse). He had a large pond on the property and would like to construct a yurt to be rented for short-term camping. If the rental is successful, additional yurts and or cabins would be added in the future. He had questions if current zoning would permit this. I would like to discuss this with the zoning board. 08-22-2023 – I spoke with Mr. Spencer and let him know that a commercial recreational facility located on a property zoned agriculture, is permissible if a conditional use permit is obtained.

08-14-2023 – in response to a noxious weed and vegetation complaint I have sent a certified letter of violation to Linda Lewis, 5611 Eber Road. She has contacted me and told me she has hired a contractor to mow/chop the property to eliminate the problem. It may take two to three weeks before he has an opening in his schedule.

08-14-2023 – the property at the northeast corner of Dutch and Waterville Monclova Roads (north), address 7958 Dutch Road, has recently been offered for sale. I have received a number of calls asking about what can the property be used for based on current zoning and what the process is to get conditional use permits and/or get a change of zoning.

08-14-2023 – I spoke with Bradley Wolfe from Summit Bonsai Development, about the 31 acre parcel at 9092 Dutch Road. He had questions about the rezoning process. The current zoning is agriculture. The zoning would have to be changed to allow for a housing development.

08-17-2023 – I spoke with Aaron Rouser about the property at 7075 Dutch Road. It is currently being offered for sale by a month-long on-line auction. If purchased, Mr. Rouser would like to build a baseball field or two and also convert an existing structure or build an indoor training facility. I did review this with Bill Burkett and we agreed that property zoned agricultural, with a conditional use permit, a commercial recreational facility would be allowed.

I have been in touch with Tony Cicerella, 10000 South River Road. His neighbor, Mark Strayer, 10100 South River Road has recently built a new accessory building (Permit No. 28, 2022) on his property. It appears that Mr. Strayer did not establish the common property line between

properties by survey, only by where he thought it should be. Mr. Cicerella has had a property line survey done by a registered professional surveyor. It appears that a corner of Mr. Strayer's new accessory building is about 3.5 feet onto Mr. Cicerella's property. The property line location is not a zoning issue but a civil issue. If any portion of Mr. Strayer's new accessory building is found to be crossing the common property line, it becomes a zoning issue as the proper building setback is not being met per our zoning resolution. I have been in contact with John Borell. He has told me per email, that once the common property line has been established and agreed upon by both parties and the accessory building has encroached onto Mr. Cicerella's property, Mr. Strayer would have to relocate his structure enough to meet the required setback per the current Waterville Township Zoning Resolution. On 08-23-2023 I contacted Mr. Cicerella and told him a statement in writing about the agreed upon property line and if the accessory building Mr. Strayer build does not conform to our current zoning setback the Township can get involved.

I have been in contact with Carter McKee, who owns and operates a mowing and landscape business. He recently purchased a property on Noward Road. The property is currently zoned agriculture. He is in the process of gathering paperwork to apply for a conditional use permit in hopes of being able to operate the business from his new location.

Camp Peace is property at 9001 S. River Road. It appears to be a property that rents cabins and camping sites and a VW bus camper. I have received emails, texts and phone calls from Terri Massucci. She has asked if our zoning allows for the use of a VW bus to be rented as a camp site. I can confirm by a web site on the internet that Camp Peace does exist and that at least one cabin and the VW camper are being rented as camp sites. This property is zoned agriculture. I don't know if the owner is operating under a special use permit or operating a business illegally as far as zoning is concerned. Is the VW bus camper allowed? Is it operational, licensed, or abandoned? I would like to discuss this issue.

08-18-2023 – I spoke with Shane Huntley who is an engineer at CLI. Their company is doing the site engineering work for the upcoming expansion for Waterville Community Church at the corner of Dutch and Waterville Monclova Roads. His question was that based on the square footage of the addition did they have to develop at simple site plan or a detailed site plan which will be included in their paperwork for the submittal for a zoning permit. Per the Township Zoning Resolution, the size of the expansion only requires a simple site plan.

08-22-2023 – I received a list of perceived zoning violations from Kathryn Long against her neighbor, Kelly Meier. Of the items listed only two items were valid. One was the Meier's have a horse trailer parked in a location that breaks the plane of the front of the house and is forward of the house. Any parked trailer must be located in the side or rear yards and be 10 feet or more from the property line. Second, only a combination of two trailers, campers, RVs, etc. can be stored in a rear or side yard at any given time. I notified Kelly Meier by phone and she said she would take care of these items. I will ensure this happens within a reasonable amount of time (seven to ten days)

Update on generating forms for ag exempt status.

**Report Ends**

## **10. Trustee Reports –**

- a. Julie Theroux – Nothing additional to report
- b. Kim Anderson – Trustee Anderson formally acknowledged the contribution that Tom Wardell has made to the Township. Not only through his business, he has volunteered hours of his time to the zoning board. We deeply appreciate what he’s done. Regarding the Cemetery District, Trustee Anderson submitted an interim report for the grant. The Whitehouse member of the board, Conklin, is running for Whitehouse Mayor and can no longer serve on the board as of the end of December. Another member of the board from Waterville, Rod Frey, is up for reelection and if he loses, Waterville will have to appoint someone else.

## **11. Executive Session – None**

**12. Adjournment** - With no further business to discuss, Trustee Anderson made the motion to adjourn and Trustee Theroux seconded.

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: September 27, 2023**