

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING
SEPTEMBER 27, 2023 – 6:30 PM
MINUTES**

Attendance: Kim Anderson, Kyle Hertzfeld, Julie Theroux, Catherine Vorst, Jim Fisher, and Kevin Smith.

Guest: Karen Gerhardinger with The Mirror, Paula Stout, Todd Cranmore and 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** – Present were Trustees: Hertzfeld, Anderson and Theroux.
3. **Approve Agenda for September 27, 2023 Meeting.** Trustee Theroux made the motion for approval with Trustee Anderson seconding.
4. **Minutes for review:**
 - a. **Minutes of the Regular Meeting held August 23, 2023** – Minutes review moved to the October meeting.
5. **Fiscal Officer Report:**
 - a. **Appropriations Increase** request was reviewed. Increase General Fund \$1,500 and Increase the Police Budget \$10,000. Trustee Theroux made a motion for approval with Trustee Hertzfeld seconding. **Motion passed.**
 - b. **Purchase Orders** were reviewed. Trustee Anderson made a motion for approval with Trustee Hertzfeld seconding. **Motion passed.**
 - c. **Warrants/Payments** were reviewed. Trustee Theroux made a motion for approval with Trustee Anderson seconding. **Motion passed.**
 - d. **Monthly signature page** and reports presented – Trustees reviewed and signed
 - e. **Other business** – Fiscal Officer Vorst wants to close down the Brightspeed account (Approx. \$60 per month) for the townhall phone and use the One Talk app (Approx. \$20 per month) on a Trustee phone. Trustee Hertzfeld is willing to try this. The current townhall phone number will be ported to the new app. Trustee Hertzfeld will drop off phone to Fiscal Officer Vorst. She will get this set up.
6. **Old Business**
 - a. **Banking Update** – Still in process. Accounts will be opened at Star Ohio and First-FedDelta. A resolution will be presented later in this meeting.
 - b. **Adjustment of Payroll Distribution** – will change this when we get closer to the end of the year and Local Fiscal Recovery Funds are depleted.
7. **New Business**
 - a. **Comment by Todd Cranmore re: Hutchinson Rd traffic by Taco Bell** – He and others on his road have concerns about the increased traffic concerns on Hutchinson when the new Taco Bell opens. Taco Bell has an entry/exit onto this road. Trustees brought up

ideas. They will need to work with the City of Waterville and Lucas County Engineer's Office to find possible solutions.

- b. **Telephone Options for the Townhall** – Discussed
- c. **Resolution 2023-08 Declaring the Intent on Behalf of the State of Ohio to Reimburse General Fund for the Lakeview, Springbrook, Winslow and Janelynn Resurfacing Project** - Trustee Anderson made a motion for approval with Trustee Theroux seconding. Roll call: Kyle Hertzfeld: Yes / Kim Anderson: Yes / Julie Theroux: Yes **Motion passed.**
- d. **Resolution 2023-09 Vacancy of Township Zoning Office** – Appointed Jeanne Taylor to fill this vacancy thru December 31, 2023. Trustee Anderson made a motion for approval with Trustee Theroux seconding. Roll call: Kyle Hertzfeld: Yes / Kim Anderson: Yes / Julie Theroux: Yes **Motion passed.**
- e. **Resolution 2023-10 Vacancy of Township Zoning Office Alternate** – Appointed Catherine Vorst to fill this vacancy thru December 31, 2023. Trustee Anderson made a motion for approval with Trustee Theroux seconding. Roll call: Kyle Hertzfeld: Yes / Kim Anderson: Yes / Julie Theroux: Yes **Motion passed.** Jim Fischer believes there is a conflict. Fiscal Officer Vorst is to reach out to John Borell to check into this. Will report back at next meeting.
- f. **Resolution 2023-11 Disposal of Old Equipment** – Trustee Anderson has located township property no longer needed for public use. The property is obsolete and has no value. Authorizes Trustee Anderson to dispose of the old AV equipment. Trustee Anderson made a motion for approval with Trustee Theroux seconding. Roll call: Kyle Hertzfeld: Yes / Kim Anderson: Yes / Julie Theroux: Yes **Motion passed.**
- g. **Resolution 2023-12 Changing Bank(s) for Township Accounts** – Directs Fiscal Officer Vorst to move forward with opening accounts at FirstFedDelta and Star Ohio. Trustee Hertzfeld made a motion for approval with Trustee Anderson seconding. Roll call: Kyle Hertzfeld: Yes / Kim Anderson: Yes / Julie Theroux: Yes **Motion passed.**
- h. **Resolution 2023-13 Accepting the Amounts and Rates Determined by the Budget Commission and certifying them to the County Auditor** – Prepared our annual resolution. Trustee Hertzfeld made a motion for approval with Trustee Theroux seconding. Roll call: Kyle Hertzfeld: Yes / Kim Anderson: Yes / Julie Theroux: Yes **Motion passed.**
- i. **Resolution 2023-14 Request for Advance of Taxes Collected** - Prepared our annual resolution. Trustee Hertzfeld made a motion for approval with Trustee Theroux seconding. Roll call: Kyle Hertzfeld: Yes / Kim Anderson: Yes / Julie Theroux: Yes **Motion passed.**
- j. **Distribute Proposed Pay Schedule** – A proposed 2023 and 2024 Pay Schedule was presented to allow the change from bi-monthly to bi-weekly for the Police Department. The schedule notes all other personnel receiving pay. The hope is to start this in November 2023. After getting the bank accounts opened and funded. Will need to address OPERS on this change. OPERS filling dates will change.

8. Department Reports

- a. **Police** – Chief Smith has been looking at auto maintenance costs. Located a vendor for oil changes at a lower price. Will be looking at another vendor to get pricing. Chief Smith hired two new Officers. Joining the team are: Phillip Sommers and Joel

Turner. Both officers bring years of experience and skills. They should be fine additions to the force. Chief Smith contacted John Borell to review and Officer Training/Equipment/Uniform Reimbursement Agreement for all new hires. These costs run about \$2,000 per officer which need to be repaid if the officer resigns before their one-year anniversary. This Agreement started with the new hires. There is an item in the property room worth about \$7,000. The owner has passed. The Forfeiture process has begun. Received a call from a student at BGSU regarding an Internship. We will not be able to pay for this. The student needs this for graduation. He will begin in January 2024. He will do office stuff and organize files. This will help him as well as us.

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

Permit No. 25 – new home permit for

Josiah Drouillard

8539 Hocking Cove, Coventry Glen, Plat 4, Lot No. 72

Waterville, OH 43566

Collected \$250.00, Check No. 12652

Agent – Karen Hensley, Seneca Builders

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 yard 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)

08-28-2023 - I have observed that the horse trailer has been moved.

08-24-2023 – I spoke with Rob Hohler, 11070 Alscot Lane. He asked if a zoning permit is required to add an enclosed porch or a sun room to his home. Yes.

09-1-2023 – I spoke with Pete Ermy (spelling ?) for JM. He needed to know if a permit was required to erect a temporary fence for striking workers control at their main gate on River Road if there is a strike. That gate is located in Monclova Township.

08-29-2023 – I spoke with Mark Otting who lives on Neapolis Waterville Road in Waterville Township. He wants to construct a 12' x 16' (192 sq. foot) accessory building. This size is fewer than 200 sq. feet so a zoning permit is not required.

09-11-2023 – I spoke to Dan Bollin who is the new owner of the property at 7750 Dutch Road. He is interested in possibly building storage units on the property which is currently zoned Agriculture. He would have to rezone C2.

09-11-2023 – I spoke with Todd Cranmore who lives on Hutchinson Road. He is worried about damage to the road because of increased traffic caused by the construction of Taco Bell. I was

not sure if Hutchinson is a township road but guessed that it was. This is not a zoning issue and invited him to a trustee meeting to discuss his concerns.

09-11-2023 – I spoke with Joseph Carter who is also interested in the 23 acre site with the borrow pit on Dutch Road. He would like to build a whiskey distillery with a gift shop, tasting bar and sell pre-packaged food. Water from the pond would be used as cooling water for the distillation process. The property is zoned Agriculture and would have to be rezoned to C2.

09-11-2023 – I spoke with Paul Jacoby who is a realtor. He has a client who is interested in the property at 7034 North River Road. He had set back questions if the client would raze the existing house and then build a new house.

09-12-2023 – The BZA met to hear the request for a variance for the entrance sign to the Telluride development. Five feet above grade is the maximum height for a low profiled sign and they wanted six foot six inches. The BZA voted not to grant a variance. A new submission for a sign permit will be required.

09-15-2023 – The Buehrer Group (engineers) have contacted me about the required information needed to complete a detailed site plan. They are working with the prospective buyer of the 23 acre parcel on Dutch Road who wants to build the Aqua Golf facility. The detailed site plan is required to apply for a conditional use permit. I told them which sections in the zoning resolution to refer to.

09-18-2023 - I spoke with Mike Horvath today. His business has been moved to 1280 Conant Street in Maumee. They are having an open house this Wednesday at 6:00 p.m. His new home is under construction. The concrete slab has been placed and the framing is scheduled to begin the first week of October.

09-25-2023 – I spoke with Josiah Drouilla who is building a new home in Coventry Glen. He had questions about in-ground swimming pool setbacks. He will contact me when he ready for a permit.

09-25-2023 – I spoke with Rich Hertzfeld. His family has a number of properties that they want to split. I referred him to Molly Maguire at the county.

09-26-2023 – I spoke with Michael Costa, 8202 South River Road. He is having issues with his neighbor and wants to construct a privacy fence. This address is in the City of Waterville. I referred him to Waterville City Hall.

Report Ends

- a. Zoning Inspector Fischer discussed an issue with an accessory building on South River Road. This building is over the neighbor's property line. **Resolution 2023-15 Resolution Declaring a Nuisance and Violation** was discussed. Trustee Anderson made a motion for approval with Trustee Theroux seconding. Roll call: Kyle Hertzfeld: Yes / Kim Anderson: Yes / Julie Theroux: Yes **Motion passed.** The Zoning Inspector is notify the

property owner his building is not in compliance and explain the deadlines associated with the Resolution.

9. **Correspondence** – Fiscal Officer reported: Received \$492.39 for the MORE Grant which Trustee Anderson applied for. The Children At Play signs and posts can be ordered. Received a Forfeiture Check for \$1,115.80 for abandoned property. In addition, Jeanne Taylor would like to attend Fiscal Officer Training held in Perrysburg in October. Cost is \$100. Trustees are not opposed to paying this. She would like to be included in emails to know what is going on now instead of the start of her term. Trustees asked Fiscal Officer Vorst to send John Borell an email on this item.

10. Trustee Reports –

- a. Kyle Hertzfeld – Will be contacting a plumber for the town hall bathroom issue
- b. Julie Theroux – Attended the 911 meeting. Still have a dispute over the billing. The Board did do an adjustment but Trustee Theroux feels there should be more done. She is asking for clarification on the billing.
- c. Kim Anderson – On the BZA, Eileen Sullivan is willing to continue in the year 2024. Trustee Anderson wants to reach out to another person to join the BZA as an alternate. She and Jim Fischer will get together on this. The Cemetery bought a John Deere with money that needs to be spent before the end of the year.

11. Executive Session – None

12. Adjournment - With no further business to discuss, Trustee Anderson made the motion to adjourn and Trustee Theroux seconded. Meeting ended at 8:06 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: September 27, 2023