

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING  
OCTOBER 25, 2023 – 6:30 PM  
MINUTES**

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

**Absent:** Kim Anderson

**Guest:** Karen Gerhardinger with The Mirror 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 and Theroux.
3. **Approve Agenda for October 25, 2023 Meeting.** Agenda reviewed. Trustee Hertzfeld made the motion for approval with Trustee Theroux seconding.
4. **Minutes for review:**
  - a. **Minutes of the Regular Meeting held August 23, 2023** - Minutes reviewed. Trustee Theroux made motion for approval with Trustee Hertzfeld seconding. **Motion passed.**
  - b. **Minutes of the Special Meeting held August 30, 2023** – Minutes reviewed. Trustee Hertzfeld made motion for approval with Trustee Theroux seconding. **Motion passed.**
  - c. **Minutes of the Regular Meeting held September 27, 2023** - Minutes reviewed. Trustee Theroux made motion for approval with Trustee Hertzfeld seconding. **Motion passed**
5. **Fiscal Officer Report:**
  - a. **Appropriations Increase** – Fiscal Officer did not bring the information on this request. She will table to next meeting.
  - b. **Purchase Orders** were reviewed. Trustee Theroux 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 Hertzfeld seconding. **Motion passed.**
  - d. **Monthly signature page** and reports presented – Trustees reviewed and signed
  - e. **Fire Reports** – Whitehouse Quarter 2/2023 had 17 incidents; Whitehouse Quarter 3/2023 had 27 incidents and Waterville Quarter 3/2023 had 23 incidents
  - f. **Other business** – Fiscal Officer Vorst received the sign off from Lucas County Budget Commission of Certificate of Estimated Resources for the year beginning January 01, 2024. Also, received a Prepaid MasterCard from the Ohio Electricity Litigation Settlement in the amount of \$48.21. The Police Department must use the card for a purchase.
6. **Old Business**
  - a. **Banking Update** – Still in process. The Star Ohio account is open and funded. Fiscal Officer Vorst met earlier in the day with FirstFedDelta. We have an account number assigned for the checking account. Now checks can be ordered for the new account. There is check to be signed tonight to fund/open the account. The signature card needs to be signed by Trustees. The Police Chief will need to provide additional information to move

forward with the credit card application. Fifth Third Bank needs an updated signature card.

- b. **Adjustment of Payroll Distribution** – Last month, the Fiscal Officer provided a proposed Pay Schedule last meeting. The pay schedule will be need to be amended. Police and Zoning Secretary will be on one pay schedule. The Fiscal Officer, Trustees and the Zoning Inspector will be paid on another. The first pay for direct deposit is now targeted for November 30. For this to happen, the banking direct deposit will need to be in place. If this does not happen, then the target date will move to December.
- c. **Children at Play Signs and Posts ordered** – Trustee Anderson asked Fiscal Officer Vorst to order the signs and posts. The signs and posts have arrived.
- d. **Town hall phone number update** – The phone number for the office of 419.878.5176 will be ported November 30 to the cell phone of Trustee Hertzfeld. The One Talk application will be used.

## 7. New Business

- a. **Resolution #2023-10 Zoning Board Alternate** – After a discussion of conflict of interest with the Fiscal Officer and Zoning Alternate position, an email was sent to John Borell for his opinion. Mr. Borell agreed this would be a conflict. A motion to **rescind** the Resolution was made by Trustee Theroux with Trustee Hertzfeld. Roll Call: Kyle Hertzfeld: Yes / Julie Theroux: Yes / Trustee Anderson: Absent. **Motion Passed.**
- b. **Update on Bill Burkett Term with Zoning Board** – Move to next meeting
- c. **Joint Cooperation Agreement with regards to plowing and brining of Township roads** – Move to next meeting.

## 8. Department Reports

- a. **Police** – Chief Smith investigated a noise complaint; a letter was sent out and the noise has stopped. Another officer has been hired and is starting October 30<sup>th</sup>. The Chief is happy with Anthony Wayne Auto Repair. They are taking care of the maintenance on the Police vehicles.
- b. **Zoning Inspector Report** – Jim Fischer presented his written report as follows:

Permit No. 26 – home alteration permit (addition to existing garage) for  
Cliff Vaughan  
11119 Obee Road  
Whitehouse, OH 43571  
Collected \$125.00, Check No. 1131  
Agent – Dave Blochowski 419-266-1910

One new permit has been written since the last trustee meeting. I have written twenty-six permits for the year.

09-28-2023 – I spoke with a person from Ranker Lawn Service who has a client who lives in Waterville Township who wants to build a pergola. They will call for a permit when they are ready.

10-02-2023 – A First Notice of Violation letter was sent to Mark Strayer, 10010 South River Road advising him of the accessory building setback violation. The letter was sent by certified mail and I have received the return notification indicating Mr. Strayer has received the letter. I should be hearing from him in the next few days with an outline of his plan to bring the setback issue into compliance. (I have not heard from Mr. Strayer since he received the certified letter. I have heard from the neighbor, Mr. Cicerella by email. He wrote that he is in negotiations with Mr. Strayer to purchase property from him and would be enough property to bring Mr. Strayer's accessory building into compliance).

10-12-2023 – I met with James Moline Builders (James Moline, Dan Bollin and Nick Bollin). They are the new owners of the property at 7750 Dutch Road. They are proposing to build self-storage structures on the property and are requesting to begin the rezoning process from agriculture to C2. They were at the last zoning board to answer questions.

10-12-2023 – I spoke with Michelle Collingwood from Cigna Technology. She had questions about placing fiber optic cable in the right of way in the township. We have no control over utilities placed in the right of way.

10-12-2023d – I spoke with Sandra Schmidt, who lives at the corner of St. Rt. 295 and St. Rt. 64, 11760 Waterville Swanton Road. She had questions about caretaker structures.

10-13-2023 – I met Carter McKee who has purchased the property at 7840 Noward Road which is currently zoned agriculture. He would like to operate a landscape and snow removal business from the property. Our zoning resolution allows this type of business to operate in a agriculture zoned area if a conditional use permit is obtained. He would like to begin that process. He was at the last zoning board to answer questions.

10-24-23 – I spoke with Ward Carver, 7820 Finzel Road. He had questions about a privacy fence that his neighbor is constructing. I may have to visit the neighbor as I believe he is constructing the fence without a permit. I gather the neighbors are not getting along.

10-24-2023 – I spoke with Anthony Stidham, 343 North River Road. He has questions about accessory buildings. This address is in the City of Waterville. I advised him to contact Waterville City Hall.

10-24-2023 – I received an email from Joe Fisher, who lives on River Road. He has questions about who is responsible for removing a dead tree that is in the right-of-way, the home owner or the township. He had contacted me this past April about the same tree.

Previously I have given the Trustees some bad information. Molly Maguire has advised me that the Trustees have the last review of any zoning change and the BZA. The BZA does have the last review on any conditional use requests.

FYI. The "Entering Waterville Township, Zoned" sign at the west end of Dutch Road, near Finzel Road, was struck by a vehicle and totally destroyed. I believe it is the county that is taking care of installing a replacement but I am not sure.

## **Report Ends**

Mr. Fischer would like the Trustees to consider a stipend for his personal cell phone. The number of calls has increased with recent activities in the township. He does not feel this will go down in the future. He would also like the Trustees to consider a new copier. When he meets people at the town hall, the quality of the copy is not good. Trustee Hertzfeld said he will give these items consideration.

9. **Correspondence** – Fiscal Officer Vorst gave the Chief and Trustees information on a new service for people needing assistance – they can call 211 and get help. She also gave the Chief a brochure on a winter heating assistance program. The Patrolman might be able to use these in their dealings with people. Chief Smith said a list of services for people had recently been updated. He will review the information.

## **10. Trustee Reports –**

- a. Kyle Hertzfeld – Leaf pickup will begin Monday, November 6<sup>th</sup>. Flyer needs to be updated and posted at town hall. Also update our website with this information. He also noted the November meeting will be held November 15 because of Thanksgiving.
- b. Julie Theroux – An update on Hutchison Road. Spoke with residents after looking into this matter raised at the prior meeting. The residents were advised to call the Administrator for the City of Waterville. We cannot place barricades since there is a school bus on this route. Speed bumps may or may not be a possibility. A traffic study would need to be done at a later date once the traffic goes to a normal flow after the new opening of the Taco Bell. In addition, we received the 911 bill for \$66,858. The appeal is over and the bill was reduced. We will deal with this bill in Year 2024. Also, Springbrook Court had an issue with water which causes the Township to call out Rot-Rooter for services. The bill can be submitted to the county for reimbursement. Last, Trustee Theroux attended the online seminar about JEDD's provided by OTA. She felt it was a great presentation.
- 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 7:18 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: November 15, 2023**