

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING  
NOVEMBER 15, 2023 – 6:30 PM  
MINUTES**

**Attendance:** Kim Anderson, Kyle Hertzfeld, Julie Theroux, Catherine Vorst, Jim Fisher, and Philip Gallup.

**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, Anderson and Theroux.
3. **Approve Agenda for November 15, 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 October 25, 2023** - Minutes reviewed. Trustee Theroux made motion for approval with Trustee Hertzfeld seconding. **Motion passed.**
5. **Fiscal Officer Report:**
  - a. **Appropriations Increase** – Fiscal Officer asked for an increase in several line items. With end of the year, some of the line items needed to be increased. Trustee Anderson made a motion for approval with Trustee Theroux seconding. **Motion passed.**
  - b. **Purchase Orders** were reviewed. Trustee Anderson made a motion for approval with Trustee Theroux seconding. **Motion passed.**
  - c. **Warrants/Payments** were reviewed. Trustee Anderson made a motion for approval with Trustee Theroux seconding. **Motion passed.**
  - d. **Monthly signature page** and reports presented – Trustees reviewed and signed
  - e. **Other Business** – Received Renewal Information from Workers Compensation. For Year 2024, the estimated premium is \$3,884. For Year 2023, the estimated premium paid was \$4,306. The Fiscal Officer feels this estimate is low since we have a fully staffed Police force. She will review and call on this. The township gets a 2% discount if paid by December 21. She plans to take the discount. In addition, the jetting invoices were submitted to Lucas County Engineer Office. Matt McFadden emailed. The township has an allowance of \$50,000. The Roto Rooter invoice leaves a balance of \$48,900. Leaf pick up needs to be submitted by end of the year. The remaining balance can be used against the Swan Creek project.
6. **Old Business**
  - a. **Banking Update** – Checks and deposit tickets should be here soon. Need to start the process of ACH from old account to new with deposits and withdrawals. Gave information on interest earned for the month on the new accounts.
  - b. **Payroll Pay Date Transition** – Passed out new schedule for the Year 2024 – had to be amended since there are 29 days in February in Year 2024. Need to do 1.5 hours of training on UAN and fill out a form to keep moving on the direct deposit for payroll. The

bank is set up. Missing 2 persons direct deposit forms. We are still moving forward on this but do not have a firm start date on direct deposit.

- c. **Town hall phone number update** – November 1<sup>st</sup>, Trustee Hertzfeld gave his approval to purchase a phone for \$360 plus a case. The township is saving \$40 per month with this change. The phone will be paid for in less than a year. Residents should expect a quicker response time on a call. Fiscal Officer Vorst has the phone. During her vacation, Jim Fischer had the phone. He had 2 calls. Fiscal Officer Vorst had 2 calls on the phone the first 2 days. All 4 calls were regarding the cemetery. In the future, will ask where they got the number if calling on the cemetery. Fiscal Officer Vorst also removed the One Talk app from Trustee Hertzfeld phone. This was going to cost about \$20 per month.
- d. **Audit Reports Year 2021 and 2022 Update** – On November 11, Fiscal Officer Vorst received an email from Shannon at Perry and Associates. The Audit for Waterville Township has been released. On November 03, 2023, Fiscal Officer Vorst received a call from the Ohio Auditors Office when the document was under review. The report was close to being approved. The Auditor wanted to discuss the late fees. This was an item from the prior two-year audit. Fiscal Officer explained the SuperFleet late fee and the OPERS late fee. This should not happen again. We shut down SuperFleet because of the problem we had with them.

## 7. New Business

- a. **Update on Bill Burkett Term with Zoning Board** – Trustee Anderson is asking the Trustees to approve Bill Burkett for another term as a Board Member with the Zoning Commission. This term is for 5 years. Trustee Hertzfeld made a motion for approval with Trustee Anderson seconding. Roll call: Trustee Hertzfeld: Yes / Julie Theroux: Yes / Trustee Anderson: Yes. **Motion Passed.**
- b. **2024 Waterville Township OPWC Resurfacing Project** – An email from Lucas Co. Engineer's Office was sent to the Trustees with several questions. Trustees decided to look at replacing concrete with concrete and approving center lines. A Resolution on the project will be presented at the December 20 meeting.
- c. **Joint Cooperation Agreement with regards to plowing and brining of Township roads** – Trustee Hertzfeld tried to contact Mike Pniewski in the Lucas Co. Engineer's Office several times. He still has some questions regarding the agreement. Julie Theroux will attempt to contact Mr. Pniewski. Move to the December 20 meeting. The Trustees clarified plowing. Klumm Brothers plow the Township Roads and Davis for the school.
- d. **Resolution #2023-16 Waterville Township Levy** – Trustee Theroux read a statement she would like to discuss with the Trustees to be put on the website to inform our residents with facts relating to the Township. All agreed the statement was informative. Trustee Theroux made a motion for approval with Trustee Anderson seconding. Roll call: Trustee Hertzfeld: Yes / Julie Theroux: Yes / Trustee Anderson: Yes. **Motion Passed.** Resolution to be emailed to Lucas County Auditor Office.
- e. **Resolution #2023-17 Bonds/Faithful Performance Coverage** – Fiscal Officer Vorst gave information to the Trustees. There are a few unanswered questions. Fiscal Officer Vorst will get in contact with Wendy French at Burnham & Flower Insurance. Move to the December 20 meeting.

- f. **Resolution #2023-18 Disposal of Old Police Equipment** – This Resolution was written at the request of Police Chief Kevin Smith. He is asking to dispose of obsolete and unusable property. Lieutenant Philip Gallup provided additional information on the property. Trustee Anderson made a motion for approval with Trustee Theroux seconding. Roll call: Trustee Hertzfeld: Yes Julie Theroux: Yes / Trustee Anderson: Yes. **Motion Passed.**
- g. **Delta Dental Renewal for Term 01/01/2024 – 12/31/2024** – Fiscal Officer Vorst received the Dental Contract for the Year 2024. The new rates increased 3.03% for the new year. Trustee Hertzfeld made a motion for approval with Trustee Theroux seconding. Fiscal Officer to sign the new contract and send to Delta Dental for contract Year 2024.

## 8. Department Reports

- a. **Police** – Lieutenant Gallup reported. A contract was created to help retain officers. Looking at the expense for a new hire, it was determined the cost for items should not be on the township. If the new hire leaves in less than twelve (12) months, these costs of \$1,500 will be deducted from the employee’s final pay check. This should cut down on turn over. This looked to be a problem in reviewing past reports. He is happy with the current staffing of six (6) officer. This allows for 24/7 (round-the-clock) coverage. They are getting calls for mutual aid from Waterville, Whitehouse and the County. There is a review of body cam tapes along with written reports to better train staff while looking at best practices. Looking to create Policy and Procedures Rules to be used for best practices. The front door to the station is open 8 am to 4 pm so people can walk into the lobby. Before you had to stand in outside in front to the door. Reworking the front door security call had to be reworked. It got figured out. Mike with Anthony Wayne Auto Repair is doing a good job. They are using this facility for oil changes, tire repairs, etc. There is a rotation of vehicles which has allowed for the oldest car in the force to get back on the road. Lieutenant Gallup would like to see bigger “Entering Waterville Township” signs placed in a few more places. Hopefully this would cut down on the confusion when a call is received and it belongs to another jurisdiction. Really need them on State Route 24 and a few other places. Trustee Theroux will check into this. Lt. Gallup recently spoke about a STOP sign that was knocked down. Who puts up the new sign? Trustee Hertzfeld and Theroux indicated this is done thru the county.
- b. **Zoning Inspector Report** – Jim Fischer presented his written report as follows:

Permit No. 28 – new home permit for  
Albert and Emily Santus  
9700 Dutch Road  
Whitehouse, OH 43571  
Collected \$250.00, Check No. 12159  
Agent – Brad Helm, Black Oak Building Co.

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

My report tonight will not be as extensive as it sometime is as this month's trustee meeting falls before the zoning commission meeting. The November Zoning Commission meeting [on November 20<sup>th</sup>] will be busy. They will be hearing requests for one zoning change and two conditional use permits. The zoning change request is for the property at 7750 Dutch Road. The change would be from agriculture to C2. One conditional use request is for a commercial recreational facility to be located at 7750 Dutch Road and the other is to operate a landscape and snow removal business from a home located on Noward Road.

11-07-2023 – I spoke with Phil Ritter who is interested in the 31-acre parcel for sale on Dutch Road. He would like to split the property into five acre lots for single family dwellings. Meeting the required frontage requirements may be a problem. I advised him to contact the county as they handle property splits.

I do not have any new information on the Mark Strayer accessory building problem. I do know that Mr. Strayer is working with the neighbor to purchase property from him so Mr. Strayer's building would be in compliance.

I did receive two phone calls regarding the Union Cemetery. I referred both calls to Sexton Rory Hartbarger.

## **Report Ends**

Mr. Fischer met with Molly and John Burkett in the town hall. They recently purchased two (2) acres on Stiles Road. They had a lot of unknowns on building a new home and questions on zoning. This was really an educational meeting. Mr. Fischer discussed permits, curb cuts, setbacks and other things. They all met for about 30 minutes.

9. **Correspondence** – Fiscal Officer Vorst received an email from Tina Helminiak inviting us to the Lucas County Association meeting on Wednesday, December 13th at 6 pm. The purpose of the meeting is to elect officers for Year 2024 and set dates for the Annual Meeting. The second items is from the OTA Newsletter. A proposal seeking legislation to increase maximum employer rates on OPERS pension from 14% to 18%. The proposal would also allow a 1% increase every decade. OTA is asking for the impact on the townships.

## **10. Trustee Reports –**

- a. Kyle Hertzfeld – When people call the Township phone for the cemetery, he would like us to inquire where they got the number. He attended the Fire Meeting. EMS is in final review. More information to come in July.
- b. Julie Theroux – Nothing additional to report.
- c. Kim Anderson – Tried to contact all Mike Pniewski and was not able to reach him either. She wanted to get the signs and posts up. She has the Year 2024 garbage calendar already. She needs to have 40 more service hours for the cemetery grant. This may be a concern and trying to find a way to get this done.

## **11. Executive Session – None**

**12. Adjournment** - With no further business to discuss, Trustee Hertzfeld made the motion to adjourn and Trustee Anderson seconded. Meeting ended at 8:07 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: December 20, 2023**