

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING  
DECEMBER 20, 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, Jeanne Taylor, Kathryn Long, Bob Long, Anthony Noe, David Noe, Essence Dobbelaere-Buchman, Claire Hertzfeld and John Borell.

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 December 20, 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 Hertzfeld made motion for approval with Trustee Theroux seconding. **Motion passed.**
  - b. **Minutes of the Special Trustee Meeting held November 28, 2023** -Minutes reviewed. Trustee Hertzfeld made motion for approval with Trustee Anderson seconding. **Motion passed.**
  - c. **Minutes of the Special Trustee Meeting held November 30, 2023** -Minutes reviewed. Trustee Theroux made motion for approval with Trustee Anderson seconding. **Motion passed.**
5. **Fiscal Officer Report:**
  - a. **Budget – Increase Appropriations** - Fiscal Officer asked for an increase in Account 2081-210-360 Contracted Services of \$66,000 for Luca County 911 Invoice. Trustee Theroux made a motion for approval with Trustee Hertzfeld seconding. **Motion passed.**
  - b. **Purchase Orders and Super Blanket** were reviewed. Trustee Anderson made a motion for approval with Trustee Hertzfeld 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** – Fiscal Officer Vorst reports missing the SLFRF reporting. Will be working on this to get corrected. In addition, have found another lead on the Opioid funds. Was told the Township should expect to receive a couple thousand dollars. A letter was written to Ohio Opioid Settlement Project. Hopefully they will respond to where the funds are.
6. **Swearing in** – John Borell came to give the oath to newly re-elected Township Trustee Julie Theroux. She was sworn in for her four (4) year term beginning January 1<sup>st</sup>, 2024. The newly elected Fiscal Officer, Jeanne Taylor, will be sworn in closer to her term start date of April 1<sup>st</sup> 2024.

## 7. Old Business

- a. **Banking Update** – First ACH files have been done. If all goes as planned, Police will receive an ACH payment on December 21 for a stub period of Dec 1-7. Starting December 8<sup>th</sup>, the Township Pay schedule will be used. I did not receive Patty's time sheet – she was sick and no contact with her. Officer Bowman will receive a paper check since there was an extra digit entered in his checking account prenote file when transmitted. Next run, he should be ACH like the others. Fiscal Officer, Trustees and Zoning Inspector should expect an ACH payment on December 29. Worked with UAN to change files from Semi-monthly to Bi-weekly. Worked with OPERS to report these wages correctly. Hoping to close Fifth Third bank account after the December bank reconciliation is completed. Still have a few outstanding checks to deal with. We have a charge of \$262 in fees on the Fifth Third account for December. Interest does not post until the end of the month. Will shred all Fifth Third checks after the account is closed.
- b. **Payroll Pay Date Transition** – Fiscal Officer emailed ALL employees the Township Pay Schedule with Period Start, Period End and Pay Dates.
- c. **Joint Cooperation Agreement with regards to plowing and brining Township Roads.** This item was tabled from November to December to get more information. After further review, the Township will not be using Lucas County for Township roads. They will use a different entity for plowing.
- d. **Resolution #2023-17 Bonds/Faithful Performance Coverage** – This item was moved from November to December to do more research. Fiscal Officer gave the pros to moving forward with this coverage. Over 80% of the 1,000 townships are switching from bonds to faithful performance. This does cover the Zoning Inspector and secretary, Trustees and Fiscal Officer. Trustee Hertzfeld made a motion for approval with Trustee Theroux seconding. Roll call: Trustee Hertzfeld: Yes / Julie Theroux: Yes / Trustee Anderson: Yes. **Motion Passed.**
- e. **Phone allowance for Jim Fischer** – At this time Mr. Fischer is withdrawing his request.

## 8. New Business

- a. **Resolution #2023-19 2024 Waterville Township OPWC Resurfacing Project** – The work on Lakeview Drive, Springbrook Court, Winslow Road and Janelynn Road includes milling and resurfacing, drive repairs, pavement markings and other related work. A set of plans and the cost estimate on the 1.40 miles of work was passed out. The estimated cost is \$524,000. The OPWC cost would be 49.9% and the Township cost would be 50.1%. The move this project along, the Township needs a Resolution approving the plans and authorizing the Fiscal Officer to advertise for bids. The Township would anticipate awarding the project at the February Regular Trustee Township Meeting. Residents within the project limits will need to be notified of the pending work after the project is awarded. Trustee Theroux made a motion for approval with Trustee Hertzfeld seconding. Roll call: Trustee Hertzfeld: Yes / Julie Theroux: Yes / Trustee Anderson: Yes. **Motion Passed.**
- b. **Permission to advertise on the OPWC Project** - covered above
- c. **Lucas County Auditor Certification FY 2024 received** – Have received the signed document. Will distribute in Organizational Meeting – which is following this meeting.

- d. **Year 2023 Bridge Inspection Report** – Two (2) bridges were inspected: David Road Bridge in very good condition and the Winslow Road Bridge in Excellent condition.

## 8. Department Reports

- a. **Police** – Police Chief Kevin Smith reported: His department had an audit conducted by the Attorney General’s Office. Everything went very well. All CPT training in the department has been completed. There has been an increase in deer accidents. The department participated in several events: The Light Parade, The Nativity Scene at Lial. The car schedule has been reviewed. The new schedule will allow for a more even usage of the vehicles.

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

Permit No. 029 – new deck permit for  
Katherine Byers  
6861 North River Road  
Waterville, OH 43566  
Collected \$125.00, Check No. 755  
Agent – Mike Richardson, Deep Water Designs

Permit No. 030 – New accessory building permit for  
Melanie and Deion Tansel  
8045 Hertzfeld Road  
Waterville, Oh 43566  
40 feet x 80 feet = 3200 square feet  
Collected \$300.00, Check No. 4800  
Agent – James Thomas

Permit No. 031 – Conditional Use Permit for  
3 Gwin Girls LLC  
P.O. Box 17  
Monclova, OH  
Collected \$1250.00, Check No. 1858  
Agent – Jason Gwin

Permit No. 032 – new fence permit for  
James and Brook McCloud  
8521 Valley Gate, Coventry Glen, Lot 51  
Waterville, OH 43566  
Collected \$50.00, Check No. 138

Permit No. 033 – new home permit for  
Seneca Builders (spec home)  
8509 Hocking Cove, Coventry Glen, Lot No. 69  
Waterville, OH 46566  
Collected \$250.00, Check No. 12779

Agent – Karen Hensley, Seneca Builders

Five new permits have been written since the last Zoning Commission meeting. I have written thirty-three permits for the year as follows;

New home	- 15
Home alteration	- 3
Sign	- 2
Accessory Building	- 5
Patio/deck	- 2
Fence	- 4
Conditional Use	- 2

11-13-23 – I met with Molly and John Burkett at the Township Hall. They are interested in a property at 11500 Stiles Road. They had numerous questions about the zoning and building permit process which I helped them with as much as possible.

11-13-23 – I met with Nick Gillespie from HBJD at the Telluride site to discuss options to bring the sign for the development into compliance. He said he would get back to me with possible changes. I called Nick again on 12-12-23 as I had not heard back from him. He reported no progress. My plan is to advise the Trustees of the situation and suggest that after a thirty-day notice to HBJD, if the sign is not in compliance the Township will remove it.

12-11-23 – I stopped at Black Diamond on Dutch Road and spoke with Zach Edwards, one of the owners. I advised him that when they were ready to erect a new business sign to contact me for a permit.

12-13-23 – I spoke with Mahmoud Hariri about a 35-acre parcel, 6226 Waterville Monclova Road. Currently it is farm ground without any structures and has a ditch located through it. He had many questions about current zoning, flood plain location, building a bridge across the ditch and a possible zoning change in the future to possibly develop the property.

12-12-23 – I spoke with Peter Schwiegeraht of Pivotal (who should be here tonight) from Pivotal about a possible project called Waterville Senior Housing to be built in the current PUD off of Kay Drive. The current PUD plan would have to be amended and approved to accommodate this type of project per Molly Maguire.

Status of Dutch Road Self Storage project: the paper work is still at the County for review and recommendations.

Status of Conditional Use permit submitted by Chad McKee: he is still working on the detailed site plan. He was not able to hire a professional surveyor until sometime in January.

Status of Mark Strayer and the misplaced accessory building: I spoke with Tony Cicerella on December 12, 2023. He confirmed that he is selling some property to Mr. Strayer. The details are currently in the hands of the surveyor and the attorneys.

## **Report Ends**

During the discussion of the Telluride sign, Mr. Fischer would like to send a Final Notification Letter since they have not corrected the sign and still remains out of compliance. After thirty (30) days, the process to remove the sign will begin. Attempts to get this corrected have resulted in nothing being done. Mr. Fischer will work with John Borell on the Final Notification Letter. Expects the letter to go out shortly. The Board supports this effort.

Mr. Fischer signed a title sheet for Crimson Hollow subdivision – there are four (4) plats in the final plat that are located in Waterville Township.

Mr. Fischer has received a complaint regarding the SE corner of Heller & Waterville Neapolis Road. This is not a zoning issue but is considered to be a safety issue. At this corner, there are three (3) pine trees and decorative grass. This creates an obstructed. Trustee Hertzfeld has had a few complaints on this corner. Determination: Police Chief Kevin Smith will drive by to see if the decorative grass appears to be in the right of way.

9. **Correspondence** – Fiscal Officer Vorst reported she is receiving about one (1) phone call a day from residents. There were no cemetery calls. Kim Anderson reported the website where the Township Main phone number was listed has been corrected.

## **10. Trustee Reports –**

- a. Kyle Hertzfeld – Drove by the tree issue called in by a resident. Tree is leaning on the power line near David Bridge and Weckerly. Trustee Theroux said there is another tree on the other side of the bridge, leaning toward the road. Fiscal Officer Vorst will contact Craig Bauer to ask for a quote to take care of this matter.
- b. Julie Theroux – Nothing additional to report.
- c. Kim Anderson – Received several calls regarding leaf pick up. All were resolved. The Cemetery received an OK to purchase a computer with remaining Grant money. They were able to purchase a water proof and fire proof gun safe instead of a regular fireproof safe. The gun safe was a better, less expensive find from space to money. The “Children At Play” safety signs are with a resident of the HOA. Regulations were provided to assist in the placement of the signs. Two (2) members of the Cemetery Board were not re-elected. Mary Duncan and Louann Artiaga were appointed. They begin their term January 1<sup>st</sup> of the new year. At the Organizational Meeting, we will be approve Eileen Sullivan with the BZA. Trustee Anderson brought up the need to review the members of the Architectural Review Board. This is five (5) member board. This Board meets on demand or when changes in the State Route 64 overlay district are required. The Board currently has two (2) members – Renee Hertzfeld and Rich Hertzfeld. One member must be a Professional Engineer and they must be a township resident.

## **11. Executive Session – None**

**12. Adjournment** – Trustee Hertzfeld wished everyone a Happy Holiday and Happy New Year. 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: Proposed schedule at the Organizational Meeting following this meeting.**