

## **ORGANIZATIONAL YR 2024 MEETING MINUTES**

Organizational Meeting for the Year 2024 – Meeting held on Wednesday, December 20, 2023 after the December 2023 Regular Trustee Meeting which was held at 6:30 p.m.

The Organizational Meeting began at 7:50 pm.

1. Fiscal Officer called meeting to order.

### **2. ROLL CALL / OFFICIALS**

Trustee - Kyle Hertzfeld

Trustee - Julie Theroux

Trustee - Kim Anderson

Fiscal Officer: Catherine Vorst

Others present: Jeanne Taylor

- a. Nomination of a Chair - CATHERINE VORST calls for a motion to nominate the 2024 Chair: Trustee Theroux made the motion to nominate Kyle Hertzfeld as Chair, Waterville Township Board of Trustees, Lucas County, for the year 2024. Seconded by Trustee Anderson. **MOTION PASSED.**
- b. Nomination of a Vice Chair. CATHERINE VORST calls for a nomination of Vice Chair. Trustee Anderson made the motion to nominate Julie Theroux as Vice Chair, Waterville Township Board of Trustees, Lucas County, for the year 2024. Seconded by Trustee Hertzfeld. **MOTION PASSED**

### **3. APPROVE TEMPORARY APPROPRIATIONS:**

Trustee Theroux made the motion to approve the temporary appropriations for 2024 as presented by the Fiscal Officer. Trustee Hertzfeld seconded. **MOTION PASSED**

### **4. APPROVE PURCHASE ORDERS**

Trustee Hertzfeld made the motion to approve the purchase orders for 2024 as presented by the Fiscal Officer. Trustee Anderson seconded. **MOTION PASSED.**

### **5. APPROVE BLANKET CERTIFICATES**

Trustee Theroux made the motion to approve the blanket certificates for 2024 as presented by the Fiscal Officer. Trustee Hertzfeld seconded. **MOTION PASSED.**

### **6. APPROVE CONTRACTS** No new contract to report.

No new contracts to report. Resurfacing project was spoken about in the prior meeting. This contract will be submitted to the Trustees sometime in 2024.

**7. PAYMENT OF ELECTED OFFICIALS**

Trustee Hertzfeld made a motion the Waterville Township Trustees adopt a policy for 2024 that the annual salaries of the Trustees and Fiscal Officer shall be paid in twelve (12) equal monthly installments. The amount per diem for the Trustees and the Fiscal Officer's salary are based on the 2024 Amendment Certificate of Estimated Resources from the Lucas County Auditor's Office. Seconded by Trustee Theroux. **MOTION PASSED.**

**8. SCHEDULE OF 2024 REGULAR BOARD OF TRUSTEE MEETING**

Trustee Anderson made the motion to adopt the following schedule for the regularly scheduled Board of Trustees meetings on the fourth Wednesday of the month, except where conflicts exist, beginning at 6:30 pm. Trustee Theroux seconded. **MOTION PASSED.**

January 24	4th Wednesday
February 28	4th Wednesday
March 27	4th Wednesday
April 24	4th Wednesday
May 22	4th Wednesday
June 26	4th Wednesday
July 24	4th Wednesday
August 28	4th Wednesday
September 25	4th Wednesday
October 23	4th Wednesday
November 20	3rd Wednesday (move from 4th Wednesday due to Thanksgiving)
December 18	3rd Wednesday (move from 4th Wednesday due to Christmas)

**9. 2024 TRAVEL OUTSIDE THE TOWNSHIP OF WATERVILLE**

Trustee Theroux made a motion that the mileage for travel outside of the Township of Waterville on official business be \$0.67 cents per mile or current rate as recommended by the Internal Revenue Service. Seconded by Trustee Hertzfeld. **MOTION PASSED.**

**10. 2024 TOWNSHIP DEPARTMENT INVENTORIES**

Per Ohio Revised Code Section 505.04 Annual Inventory - The board of township trustees shall make an inventory on the second Monday of January each year (January 8, 2024) of all materials, machinery, tools and other township supplies in its possession. The inventory shall be a public record and one copy shall be filed with the fiscal officer of the township.

**11. EMPLOYEE MATTERS**

Trustee Anderson made a motion to recognize the following legal holidays for all employees:

**2024 Holiday Schedule**

New Year's Day	01/01/2024, Mon.	(always on the 1st)
Martin Luther King Day	01/15/2024	(3rd Monday in January)
Presidents' Day	02/19/2024	(3rd Monday of February)
Memorial Day	05/27/2024	(Last Monday in May)
Juneteenth Day	06/19/2024, Wed.	(Always on the 19th)
Fourth of July	07/04/2024, Thurs.	(Always on the 4th)
Labor Day	09/02/2024	(1st Monday in Sept)
Columbus Day	10/14/2024	(2nd Monday in October)
Veterans' Day	11/11/2024, Mon.	(Always the 11th)
Thanksgiving Day	11/28/2024	(4th Thursday November)
Christmas Day	12/25/2024, Wed.	(Always the 25th)

Seconded by: Trustee Theroux. **MOTION PASSED**

**12. POLICE DEPARTMENT**

EE Name	Start Date	Wage	Increase @ Anniv in YR 2024	Vacation FY 2024	Vacation Carry Over @ 12/07/23	Sick Time Carry Over @ 12/07/23	Floating Holiday Time Carry Over @ 12/07/23	Health & Life Insur Eligible
Chief Kevin Smith	07/24/23	Salary		160	160	36	N/A	Yes
Lt. Phil Gallup	07/18/23	\$ 32.00	No	160	160	26	0	Yes
Officer Bowman	10/30/23	\$ 28.00	Decision	40	0	11	12	Yes
Officer Box	01/24/22	\$ 28.00	At	80	8	111	16	Yes
Officer Przybysz	08/21/23	\$ 28.00	This	40	0	21	24	Yes
Officer Sommers	09/25/23	\$ 28.00	Time	40	0	20	12	Yes
Officer Tonjes	12/01/21	\$ 28.00		80	80	61.5	24	Yes
Officer Turner	09/18/23	\$ 28.00		40	0	18	24	Yes

Trustee Theroux motioned to approve the following rates, vacation, vacation carry-over, sick time carry-over and floating holiday carry-over for the police department personnel pending review of the department's budget. Holiday pay effective 90 days after start date.

**Sick Leave and Vacation Policy.** In regards to a written Sick Leave/Vacation Policy, be advised that the Board of Waterville Township Trustees did amend some parts of Resolution #2007-18 thru **Resolution #2024-03.**

Full-time employees shall accumulate **sick time** at a rate of 4.0 hours per pay period (which is now bi-weekly) with a maximum accumulation of **160 hours.**

Full-time employees accumulated **holiday** leave time may not exceed **40 hours.**

Full-time employees accumulated **vacation time** is a **use or loss by your anniversary date with an allowed carry over of 40 hours.**

Earning of vacation time schedule will change to:

0-1 years. No vacation leave (1 week for officers who laterally transfer with 5 years of previous experience with approval of the Police Chief)

1-2 years. 2 weeks, applied on employee's hire date

2-6 years. 3 weeks applied each calendar year on employee's hire date

6+ years. 4 weeks, applied each calendar year on employee's hire date

Seconded by Trustee Anderson. **MOTION PASSED.**

**Refer to Resolution 2024-03.**

### **13. ZONING COMMISSION MEMBERS**

Trustee Theroux made a motion the following residents of the unincorporated area of the Township of Waterville be appointed as members of the Waterville Township Zoning Commission to serve the designated five (5) year terms: Seconded by Anderson.

**MOTION PASSED**

#### **Zoning Commission – Term Dates**

Michelle Hayes	12/31/2024
Jeanne Taylor	12/31/2025
Robert Long	12/31/2026
Keith Moosman	12/31/2027
William Burkett	12/31/2028

#### **Zoning Commission, Alternate**

No alternate at this time.



**16. APPOINTMENT OF ZONING SECRETARY**

Trustee Theroux made a motion to appoint PATRICIA RUPERT as the Secretary for the Waterville Township Zoning Commission and Zoning Board of Appeals for a period of one (1) year. The secretary's hourly rate shall be \$15.00/hour paid upon receipt of documentation supporting work performed. Trustee Anderson seconded. **MOTION PASSED.**

**17. APPOINTMENT OF FIRE PREVENTION OFFICERS**

Trustee Hertzfeld made a motion to appoint the City of Waterville Fire Chief DOUG MEYER as the Fire Prevention Officer for the Waterville Fire District for the 2024 year; and to appoint the Village of Whitehouse Fire Chief, JASON FRANCIS as the Fire Prevention Officer for the Whitehouse Fire District for the 2024 year. Trustee Theroux seconded. **MOTION PASSED.**

Trustee Hertzfeld made a motion to adjourn the organization meeting for 2024. Trustee Anderson seconded. **MOTION PASSED.**

Meeting Ended at 8:48 pm.