

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING  
JANUARY 24, 2024 – 6:30 PM  
MINUTES**

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

**Guests:** Karen Gerhardinger with The Mirror, Logan Schaefer, Jeanne Taylor, and Nick Gillespie

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** – Fiscal Officer Vorst called Roll Call. Present were Trustees: Anderson, Hertzfeld and Theroux.
3. **Approve Agenda for January 24, 2024 Meeting.** Trustee Hertzfeld made the motion for approval with Trustee Anderson seconding. **Motion passed.**
4. **Minutes for review:**
  - a. **Minutes of the Regular Meeting held December 20, 2023** – Minutes reviewed. Trustee Theroux made motion for approval with Trustee Hertzfeld seconding. **Motion passed.**
  - b. **Minutes of the Organizational Meeting for Year 2024** meeting held on December 20, 2023. Trustee Theroux made the motion to approve the minutes. Trustee Anderson seconded. **Motion passed.**
5. **Fiscal Officer Report:**
  - a. **Monthly Signature Pages and Reports** – Trustees reviewed and signed.
  - b. **Increase appropriations for budget approval** – Trustee Hertzfeld moved to approved the changes/adjustments in the Temporary Appropriations. **Resolution 2023-05.** Trustee Theroux seconded. **Motion passed.**
  - c. **Purchase Orders for Approval** – Trustee Anderson moved to approve the Purchase Orders. Trustee Theroux seconded. **Motion passed.**
  - d. **Warrants/Payments for Approval** – Trustee Theroux moved to approve the warrants/payments. Trustee Anderson seconded. **Motion passed.**
  - e. **Other Business** – Fifth Third bank account closed in January. Direct deposit is seamless. No issues to this point. OPERS change over will be completed in February when reporting for January. Working on closing the year 2023.
6. **Old Business**
  - a. **Resolution 2023-19 Waterville Township OPWC Resurfacing Project** – On February 1<sup>st</sup>, Notice to Bidders will be published in The Mirror and posted on the Township site. Bid Express will open February 16<sup>th</sup>. Results will be several days prior to the February 28<sup>th</sup>, 2024 meeting where an announcement can be made on the project.
  - b. **Approved Ballet Language for Levy** – This was completed January 19, 2024 and will be Item # 3 on the ballot.
  - c. **Berming of Waterville Township Roads** – Move this to the next meeting

## 7. New Business

- a. **Annual Highway Mileage Certification Form for the year 2023:** Calendar Year End 2022 mileage was 11.071. Changes in Year 2023, increased mileage to 12.262 miles of public roads. Trustee Hertzfeld made a motion to approve the form. Trustee Anderson seconded. **Motion passed.**
- b. **Waterville Township Joint Cooperation Agreement with Lucas County for years 2024 and 2025 Drainage Improvement.** Trustee Theroux made a motion to approve the Agreement. Trustee Anderson seconded. **Motion passed.**
- c. **Resolution #2024-04 Appoint Members of the Public Works District 12 Integrating Committee.** Trustee Anderson made the motion to approve **Resolution #2024-04.** Trustee Theroux seconded. **Motion passed.**
- d. **2024 Crack Sealing Project** – Requests for Engineering Due February 9<sup>th</sup>. Trustees believe nothing is needed at this time. The list last year was pretty complete.
- e. **Received Quarter 4/20243 Fire Incidents Reports** – Waterville reported 11 incidents and Whitehouse reported 15 incidents.
- f. **BZA Board Member – Amy Stolarski** Trustee Theroux made a motion to name Amy Stolarski as the Alternate on the Board of Zoning Appeals through the end of year 2024. Trustee Anderson seconded. **Resolution #2024-06. Motion passed.**

## 8. Department Reports

a) **Police** – Chief Smith talked about the calls of service in Year 2023. He anticipates an increase moving forward. Introduced Logan Schaefer, a student from BGSU, doing an internship of 380 – 400 hours. Received \$3,600 for Professional Training from Attorney General’s Office. He plans on meeting business owners and church leaders to ask how the department can be of assistance and collect after hours contact information. Wants to revisit the cap on sick time. Chief asked for guidance on township property damaged involving an accident. Chief thanked Trustee Anderson for obtaining grants for police equipment and other township items.

### b) **Zoning Inspector Report** –

Jim Fischer introduced a Guest Speaker on the Agenda tonight – Nick Gillespie from HBJD (Home By Josh Doyle). Mr. Fisher gave a brief summary: This summer a sign was installed at the Telluride subdivision. Mr. Fisher knew there was no permit issued for the sign. Informed HBJD a permit application was needed for the sign. The permit was denied because the height of the sign is 18” more than allowed. HBJD appealed to the Board of Zoning Appeals; asking for a variance. The request was denied. For several months, Mr. Fisher and Mr. Gillespie have met to find a way to meet compliance. Mr. Gillespie came to talk with the Trustees. HKBD has invested thousands into this sign – part of the sign was custom made in Detroit, the timbers, base concrete, and lighting have added costs. HBJD is building new houses in the \$800k range, which is bringing money into the township. Nearby, the Coventry Glen sign exceeded the height. Mr. Fisher was not the zoning inspector at the time, nearly 15 years ago, when that sign was installed. He had the job of enforcing the zoning codes. Trustee Hertzfeld said there is nothing the Trustees can do regarding this matter. There is a Zoning Board for this matter. Trustees cannot overturn a decision by the Zoning Board. Trustee Theroux pointed out the time frame to appeal in court has passed. She indicated we rely on Jim to follow the rules. She suggested Mr. Gillespie work with Jim to find a workable solution. Mr. Gillespie indicated he will look at lowering the sign 18” or talk with an attorney to see if there is another option.

Jim Fischer presented his written report as follows:

Permit No. 001 – new home permit for  
HBJD (model/spec home)  
6361 Josie Court, Telluride, Lot No. 6, Plat One  
Waterville, OH 46566  
Collected \$250.00, Check No. 7027  
Agent – Grace, HBJD

Permit No. 002 – new home permit for  
HBJD (model/spec home)  
6372 Josie Court, Telluride, Lot No. 10, Plat One  
Waterville, OH 46566  
Collected \$250.00, Check No. 7028  
Agent – Grace, HBJD

Permit No. 003 – new home permit for  
HBJD (model/spec home)  
6362 Josie Court, Telluride, Lot No. 9, Plat One  
Waterville, OH 46566  
Collected \$250.00, Check No. 7029  
Agent – Grace, HBJD

Permit No. 004 – alteration construction permit for  
Waterville Community Church  
8217 Dutch Road  
Waterville, OH 46566  
Collected \$750.00, Check No. 25169  
Agent – Shane Huntley ELI engineers

01-03-2024 – I spoke with a realtor from Hanna Realty about a property near the corner of State Route 295 and Stiles Road. He had questions about expanding an existing accessory building.

01-12-2024 – I spoke with Bradley Wotring about the property on Noward Road that has a building on it which is currently being used as a church which I believe required a special use permit. His question is if the property changes owners does the special use permit follow as long as the use remains a church?

01-23-2024 – I spoke with Nick Goetz, 7055 Finzel Road and a person from Waterville Landscaping and Irrigation, St. Rt. 64. Both had questions about accessory buildings. They each will contact me for permits when they have their paperwork ready.

Topics;

Black Diamond on Dutch Road - They have received notification from the county that their property split has been approved with conditions. One of the conditions that may impact the township is the new configuration of entrance and exit driveways to the retail store. I also understand that the parking in front of the retail store will need to be removed. Does the township need to review new parking requirements and does the new parking and drives need to be a hard surface?

Aqua Golf on Dutch and Waterville Monclova Roads – No new information

Conditional Use Permit for Carter McKee – the required property survey should be performed yet this month or in February.

Dutch Road Storage Facility – the paperwork for the zoning change is at the county for review and recommendations. The county Planning Commission reviewed the request this morning and recommended approval. I have not yet received a hard copy of the approval yet. I do not know if there are any attached comments.

Mark Strayer accessory building problem – nothing new or any progress to report

Telluride Sign – I have met with Nick Gillespie (HBJD) twice last week about modifying the current development sign to conform to code. His latest argument is that the sign at Coventry Glen is over five feet above grade and is allowed so why not Telluride. I spoke with John Borell and he agrees that the Telluride sign must be modified to conform.

Pursuant to the alleged light pollution complaint voiced by the Long family (at the December trustee meeting) emanating from the neighbor's property to the west, I forwarded photos to John Borell for his review and comment. The photos sent were taken by me and one photo that was included was taken by Ms. Long. After John's review his comments are as follows; "I have reviewed the photographs and the Township's zoning resolution. The photos I reviewed do not violate the zoning resolution"

## **Report Ends**

### **9. Correspondence/Administrative**

OTA Reminder – Ohio Township Day is February 1<sup>st</sup>. Received a call from a resident – mailbox destroyed. He called the county. They will replace. Received a call about no Snow Plowing or salting on Noward and Neowash. Called Klumm to assess. Received reminder from Lucas Co. 911 on Invoice FY 2024. Received 2 calls regarding water leak on Obee and Eber. Found files labeled Resolutions Year 2016, 2018 and 2019. Working on scanning them and putting them in the Resolution Book started for Years 2022 and 2023.

### **10. Trustee Reports –**

- a. Kyle Hertzfeld – Nothing to report.

- b. Julie Theroux – Received call from resident on transport in this area. After receiving emails back, referred the caller to TARTA FLEX and Area Office on Aging. Went to meeting with ODOT regarding a planned 2028 roundabout at Noward Road and S.R. 64. Three-fourth of the project belongs to Waterville Township. The remaining portion belongs to the City of Waterville. The utilities (including water, and sewer) will have to be relocated for the project. For landscaping, the county has come up with a template which keeps maintenance simple.
- c. Kim Anderson – Cemetery grant expired December 31, 2023. Did not get all the records digitized. Looking at other grants. Trustee Anderson is the new Cemetery Board Chair. Mary Duncan is the Co-chair. Took the donated recorder on the counter to the electronic recycling event. Trustee Anderson is also looking for a grant for the town hall. The interior ceiling, windows, painting are a few wish items. Historical buildings are difficult to modify like windows. But she will look to see if there is anything we can use.

**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 8:15 p.m.

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: Wednesday, February 28, 2024**