

**WATERVILLE TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING  
FEBRUARY 28, 2024 – 6:30 PM  
MINUTES**

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

**Absent:** Jim Fischer

**Guests:** Karen Gerhardinger with The Mirror, Jim Moline, Jeanne Taylor, and Wayne Wagner

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 February 28, 2024 Meeting.** Trustee Hertzfeld made the motion for approval with Trustee Theroux seconding. **Motion passed.**
4. **Minutes for review:**
  - a. **Minutes of the Regular Meeting held January 24, 2024** – Minutes reviewed. Trustee Theroux made motion for approval. Trustee Anderson seconded. **Motion passed.**
5. **Fiscal Officer Report:**
  - a. **Monthly Signature Pages and Reports** – Fiscal Officer presented reports less the January 2024 Bank Reconciliation. Trustees reviewed and signed.
  - b. **Present appropriations budget for approval** – Defer until Item 7e.
  - c. **Purchase Orders for Approval** – Trustee Hertzfeld moved to approve the Purchase Orders. Trustee Anderson seconded. **Motion passed.**
  - d. **Warrants/Payments for Approval** – Trustee Hertzfeld moved to approve the warrants/payments. Trustee Theroux seconded. **Motion passed.**
  - e. **Other Business** – The BWC True Up Report was filed prior to the February 15<sup>th</sup> deadline. The AFR (Annual Financial Report) was filed 02/22/2024 and confirmed 02/26/2024. Will publish Notice in The Mirror Newspaper.
6. **Old Business**
  - a. **Waterville Township OPWC Resurfacing Project** – The lowest of the four bids on this project was from Gerken Paving. The bid came in at \$455,255.69. Trustee Theroux moved to approve the warrants/payments. Trustee Anderson seconded. This motion was approved by all Trustees. **Motion passed** and contract awarded. Fiscal Officer Vorst will send contact to Gerken Paving. She will also send out the notices to the home owners in the Springbrook Farms area where the resurfacing project will be taking place.
  - b. **Berming of Waterville Township Roads** – Table to next meeting.
  - c. **OneOhio Recovery Update – National Opioid Settlement** – Found out Trustee Anderson is the listed contact on this. Any amount less than \$500 will be forwarded to Lucas County. Both awards were less than \$500. Therefore – no money.

## 7. New Business

- a. **Health Insurance Renewal May** – Looking at 8.05% increase – email from Phil Johnson with Savage and Associates was forwarded to Trustees on 02/27. Phil will go back and ask for a reduction. Trustees would like Phil to come to the next meeting to talk over options on this matter.
- b. **Action for Zone Change from “A” Agricultural to “C-2” General Commercial District at 7750 Dutch.** Trustees received a packet from Toledo Lucas County Planning Commission including a letter recommending the request be approved. Trustee Anderson attended the township zoning board meeting. The Zoning Board approved the change request at their Public Hearing. Trustees set a date of Wednesday, March 27 at 6:30 pm for the Public Hearing about the proposed change. Mailings and signage will be done by the Fiscal Officer. The Regular Meeting of the Board of Trustees to follow the Public Hearing Meeting.
- c. **Resolution #2024-07 Payroll EFT Notice by Township Email** – Currently employees receive a paper copy of the EFT payroll transaction. The Police Department would like to get their payroll information via township email. Trustee Theroux made the motion to approve. Trustee Anderson seconded. **Motion passed.**
- d. **Resolution #2027-08 Change Source Fund for Trustees and Fiscal Officer** – There is still a little under \$20,000 in fund #2272 available. This change would begin in February. Trustee Anderson made the motion to approve. Trustee Theroux seconded. **Motion passed.**
- e. **Budget Discussion – Resolution #2027-09** With the upcoming levy of 4.5 mills on March 19 primary ballot, the Fiscal Officer Vorst reviewed the budgets looking at each fund. She explained the funds and what the monies in the fund can be used for. The last levy of 3.00 mils was for Fire and EMS back in the Year 2020. Projections in Excel format for the General Fund, Police Fund and Local Fiscal Recovery Funds were provided. All other funds were reviewed. The General Fund carry over is low in Year 2026. The Police Fund is low in Year 2024. The Garbage Fund carry over is low in Year 2027. Speaking with Matt Thal at the Lucas County Auditor’s Office, the General Fund inside millage received by the Township is 0.20%. This year the General Fund for the 2024 1<sup>st</sup> Half Real Estate Settlement is \$7,750 – of which \$6,500 is deducted for the Health Department. This only leaves \$1,250 for the General Fund. This will not pay many bills. We will receive the same amount for the 2024 2<sup>nd</sup> Half. Other townships in our area have a lot higher rate than Waterville Township: from 0.50% to 2.50%. The largest bill we receive is the Lucas County 911 Regional Count of Governments. Our Year 2024 bill was \$89,144 with a county subsidy of \$22,286 for a net total owed of \$66,858. General Funds can be used by any other fund. This is the only fund that can do this. With regards to the Police Department, prior to Chief Smith coming on board, there were gaps in our coverage at night. Other police departments were called to our township. Chief Smith closed that gap like many people wanted. If Waterville Township contracted with Lucas County Sherriff’s office, the station is not close by. Not sure how long the response time would be. House check and drive-by when residents are not home would not be done. I have heard the contract with Lucas County Sheriff’s Office is expensive and the response time will be longer. With US 24 coming thru the township, our current force have more road mileage to cover. Our garbage fund will be fine thru a few years unless fuel would go up and the township would incur a surcharge. During the budget discussion, **Resolution**

**2024-09** Appropriation Budget was presented by Fiscal Officer Vorst. Trustee Anderson made the motion to approve. Trustee Hertzfeld seconded. **Motion passed.**

## **8. Department Reports**

**a) Police** – Chief Smith talked about an article in The Mirror written by Karen Gerhardinger on his department. He thought it was very well done and provided the community with information about his department. The Chief reviewed the 22 accidents his staff were called to. Looking at the location, many of these calls should have been handled by the Sheriff's department. The Chief gave the Trustees an Employee Benefit Booklet for their approval. The Chief will be in training out of town March 11-15 which the township will be reimbursed for 40 hours of training. The Business Survey is going well.

**b) Zoning Inspector Report** –  
Jim Fischer was absent. Report sent to/disbursed by Fiscal Officer Vorst.

Jim Fischer's written report as follows:

Permit No. 005 – new accessory building permit for  
James Anthony, Waterville Landscaping  
9615 Waterville Swanton Road  
Waterville, OH 46566  
Collected \$500.00, Check No. 1105

Permit No. 006 – new in-ground pool permit for  
Todd Cranmore  
6631 Hutchinson Drive  
Waterville, OH 46566  
Collected \$300.00, Check No. 231

Permit No. 007 – new entrance sign permit for  
Telluride Subdivision (HBJD)  
Dutch Road  
Waterville, OH 46566  
Collected \$50.00, Check No. 0289  
Agent - Nick Gillispie

Permit No. 008 – new home permit for  
Kyle Dankert, Sara Cox  
8500 Hocking Cove  
Coventry Glen, Lot 82, Plat 4  
Waterville, OH 46566  
Collected \$500.00, Check No. 1105

I have an appointment tomorrow Thursday, February 29, 2024, to meet with a representative from Green Lock self-storage on Waterville Monclova Road to write a permit for the next phase of their expansion.

Topics:

Black Diamond on Dutch Road – I met with the owners, engineer and attorney on site and we reviewed driveway and parking changes that the county is requiring. Black Diamond has a site plan showing the proposed changes for the commission's review. This topic was discussed at the February Zoning Commission meeting. Our code requires a landscaping island in their new parking lot which will cause semi turn around problems with the space available and existing asphalt in front of the existing retail store needs to be 25 feet inside of the right of way line which will make access to the front door to narrow. Black Diamond will be requesting a variance to both in the near future. This will require a meeting with the BZA.

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

Conditional Use Permit for Carter McKee – the required property survey has been completed and the conditional use permit paperwork has been forwarded to the county

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

Telluride Sign – a new sign permit has been written showing a design that conforms to our resolution. The permit shows a completion date of March 31, 2024.

At the last Zoning Commission meeting, it was voted on to recommend to the Trustee's to change the current zoning (agriculture) to C2 at 7750 Dutch Road.

## **Report Ends**

### **1. Correspondence/Administrative**

Received Notice from Lucas County 911 on FY2024 payment. Also received email from Stacey Mitchell with Lucas County 911 Regional Council of Governments – received the Year 2025 Proportional Shares and Billing Summary. The Appeal Process is due March 14, 2023. Trustee Theroux is aware of this deadline and has requested four years' worth of records which she will review. There is an Annual Meeting with the County Engineer on March 19<sup>th</sup> from 1 – 1:30 pm. Trustee Theroux plans to attend this meeting. Lucas County Solid Waste Management District Public Notice with comments accepted thru March 5<sup>th</sup>. Regarding the Township total miles from last meeting. Received response from Shawn Shaffer with Lucas County Engineers. This email was forwarded to Trustees. Emailed John Borell for swearing in of Jeanne Taylor at the March meeting. He will be her for the swearing in.

### **10. Trustee Reports –**

- a. Kyle Hertzfeld – On the Verizon bill, he and Julie Theroux would like to meet with our contact. Look at possible cost reductions.
- b. Julie Theroux – Along with the 911 Appeal and the Engineer meeting in March, she is meeting with a developer. This meeting is an initial exploration of our area.
- c. Kim Anderson – Received approval on the Police grants for the gas masks and the camera system. These items will be ordered shortly. Cemetery Board is looking at owning equipment vs. contracting services. The sexton and his assistant are contracted. Looking into ways to retain the staff. Looking to pay for some holidays if contracted.

**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 8:09 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, March 27, 2024**