

APPROVED



TRUSTEES: Leo Britton 419.392.5377
Jerry Mayfield 419.392.5375
Kellie Schlachter 419.392.5379

FISCAL OFFICER: Michele Nowakowski

5714 Blessing Drive, Toledo, OH 43612-3912, 419.726.6621, Fax 419.726.0528 <http://www.washington-twp.com>

REGULAR MEETING AUGUST 20, 2020

Mr. Mayfield called the meeting to order at 6:00 p.m.
Meeting opened with the Pledge of Allegiance to the Flag.
Roll Call: Mr. Mayfield present, Mrs. Schlachter present, Mr. Britton present.

**MOTION: APPROVE MINUTES FROM REGULAR MEETING FROM JULY 16, 2020,
SPECIAL MEETING JULY 23, 2020 AND SPECIAL MEETING JULY 28, 2020.**

Mr. Mayfield moved; Mrs. Schlachter seconded.
Roll Call: Mrs. Schlachter yes, Mr. Britton yes, Mr. Mayfield yes.

ANNOUNCEMENTS

MR. MAYFIELD - TRUSTEE

Washington Local Schools has submitted a request to rezone the school property from residential to public open space.
Welcome to our new Fiscal Officer Michele (Shelly) Nowakowski.

MR. BRITTON – TRUSTEE

Received payment from Insurance Company that covered repairs to Medic 72. Also covered the price for batteries.

MICHELE NOWAKOWSKI – FISCAL OFFICER

Thank you to everyone for the warm welcome.

REPORTS

MR. MAYFIELD - TRUSTEE

Spoke to Bill Harbert with Lucas County Plan Commission about the rezoning of Shoreland School Property. Washington Local Schools has submitted the request to us and I delivered it to the Plan Commission. They will put it on their September Agenda. It will then come back to us for our Zoning Commission Board to approve and forward it to the Trustees for final approval. This is the property rezoning only, not the site plan which will come later and go through the same process.

Spoke to Wesson Builders in regards to the situation out back of his property. Neighbor is using Wesson Builders property and doing things as if it was theirs.

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I am looking at the water bills for the shelter house, they seem very high. Bryon and I looked at the meter and he is going to have the water company check for leaks.

MR. BRITTON – TRUSTEE

Has been a crazy, busy month, but in a good way we are moving forward. Working on the Washington Township Policy and Procedure Manual. Ended up just starting from scratch ended up being too much work to edit previous one. Goal is to have rough draft by end of August to everyone for review and input. If I do not hear back from anyone, I will assume you are ok with it. Hopefully on September 17, 2020 meeting we can have a copy ready for the Attorney to review for final.

Working on the Ohio Township Association Risk Management Authority (OTARMA) Renewal that's due October 1, 2020.

Found some payments that were not paid so Ms. Kay and I have been working on those.

Sent all the Department Heads their employees Motor Vehicle Reports.

We are required to pay employees 80 hours of sick pay for Covid. We will be tracking it through Evens Time (our payroll program) if one of the Township employees comes down with it. Worked with Evens Time and UAN to set up for payroll purposes if employee comes down with Covid. Evens Time will be changing names is now Tru Pay. There are a lot of programs that we are not utilizing that we are already paying for that we will start looking into to use in near future.

Looking into changing the way we handle park rental deposits.

MRS. SCHLACHTER – TRUSTEE

Would like to see better communication in the office. I am here to help. I want the township to succeed and to set things up for the future. I was voted in by the residents and I am here to make sure things are being done right and all issues in the township are being addressed. If you have a problem or any questions of anything that you have heard that I said or that is going on please come to me to clarify. If I ask for something please return information to me in a timely manner. At least a day turn around.

Working on human resource issues.

Working on policy and procedures for new manual.

Read up on the Care Funding.

Working on newsletter.

Working on human resource issues.

Working with Ms. Nowakowski and Ms. Kay on things regarding fiscal officer duties.

Working with department heads on stuff.

Have some website proposals for our new website to go over.

I have been asked to be on Grassy Island and Cullen Park Snake Holder Committee.

Working with residents on several different issues. One resident was elderly and ill and was unable to take care of an issue with over grown trees. I asked Mr. McIntosh if he could go over and help this resident if not my husband and I were willing to help.

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CHIEF KAY – FIRE

At August 19, 2020 Fire Department meeting, Jim Binienda and Harry Thoman have been accepted as Life Time Members status with 20 years or more service with the Washington Township Fire Department.

CHIEF KAISER – POLICE

Patrolman Dennis Moszkowicz is off due to a shoulder injury, not work related. Car we had on Gov Deals was auctioned off for \$4,050.00.

BRYON MCINTOSH – PARK/ROADS

Have been working on getting estimates for a new air conditioning unit. Received 2, the third place wouldn't even go on our roof to give an estimate because of how bad the shape of the roof was in.

County will start resurfacing and restriping Summit Street on September 8, 2020 between 131st Street and the Michigan line.

Will start leaves and trimming trees right before Halloween for Fall cleanup.

MICHELE NOWAKOWSKI – FISCAL OFFICER

Have been continuing getting information together to start taking out City of Toledo taxes out of employee checks. Would like to be ready to start in January. Plan on continuing setting up direct deposit as well.

Have been looking into having a travel Fiscal Officer come into the office to work with me. They are not offering any training due to Covid and this would be a way to have some advice on somethings that are not clear to me regarding the position. I am asking the Board for approval to have this person come into work with me on somethings. The fee is \$35.00 an hour for the services. Mr. Mayfield states as an elected official you are allowed to spend up to \$1,500.00 without Boards approval.

NEW BUSINESS

MR. MAYFIELD – TRUSTEE

New Policy and Procedure Manual will have to be approved by legal.

Any ideas for items that we can by with Covid Funds please let Trustees know.

Mr. Mayfield looking into Zoom Meeting set up September Regular Meeting.

Thank you to Mr. Brittson and Ms. Kay for all their extra work during this transition time from the changing of Fiscal Officer. A lot of long hours are being put in and we all appreciate it.

MOTION: DUE TO COVID TIMES MOVE ALL MEETINGS FROM TOWNSHIP HALL TO THE FIRE STATION MEETING ROOM STARTING WITH THURSDAY, SEPTEMBER 17, 2020'S MEETING.

Mr. Mayfield moved; Mr. Brittson seconded.

Roll Call: Mr. Mayfield yes, Mr. Brittson yes, Mrs. Schlachter yes.

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Mrs. Schlachter received 2 quotes in regards to creating a new website.

MOTION: HIRE NEON GOLDFISH TO REDESIGN A NEW WEBSITE FOR WASHINGTON TOWNSHIP, NOT TO EXCEED THE COST OF \$4,000.00.

Mrs. Schlachter moved; Mr. Mayfield seconded.

Roll Call: Mr. Brittson yes, Mrs. Schlachter yes, Mr. Mayfield yes.

CHIEF BAILEY - Update on Covid-19

MOTION: FOLLOW FAMILY FIRST CARE ACT, PAY TOWNSHIP EMPLOYEE, NO MORE THEN 80 TOTAL, STRAIGHT PAY, FOR COVID PAY IF EMPLOYEE IS OFF WORK DUE TO COVID.

Mr. Brittson moved; Mr. Mayfield seconded.

Roll Call: Mrs. Schlachter yes, Mr. Mayfield yes, Mr. Brittson yes.

Discussion – Need to make sure we are keeping track of hourly and salaried employees sick time and vacation time that is taken.

Discussion - Mr. Brittson had a conversation with the property owner of 6045 Summit Street regarding sale of it. Mr. Brittson to follow up on.

Discussion – Accident regarding police car. Chief Kaiser to follow up on with guy whose car was hit. May let the two insurance companies deal with it.

MOTION: APPROVE ADDITIONAL EXPENDITURE OF \$1,500.00 COST FOR BOOKS AND WORK KEY ASSESSMENTS FROM THE BASIC EMT TRAINING FOR THE FOUR PROBATIONARY FIREFIGHTERS.

Mr. Mayfield moved; Mrs. Schlachter seconded.

Roll Call: Mr. Mayfield yes, Mr. Brittson yes, Mrs. Schlachter yes.

MOTION: APPROVE EXPENDITURE OF \$2,626.30 for SCBA (SELF CONTAINED BREATHING APPARATUS) FLOW TESTING AND REPAIRS.

Mr. Mayfield moved; Mrs. Schlachter seconded.

Roll Call: Mr. Brittson yes, Mrs. Schlachter yes, Mr. Mayfield yes.

OLD BUSINESS

MOTION: APPROVE AMES LOCKSMITH TO INSTALL TOUCHLESS ENTRY ACCESS CONTROLS INTO BLESSING BUILDING NOT TO EXCEED \$4,800.00

Mr. Brittson moved; Mrs. Schlachter seconded.

Roll Call: Mrs. Schlachter yes, Mr. Mayfield yes, Mr. Brittson yes.

Discussion – Replacing roof and air conditioning unit. Mr. McIntosh will look into getting quotes for township hall and garage roof.

Mr. Mayfield to continue to work on finding a computer company.

Mr. Brittson to continue to work on Policy and Procedure Manual.

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RESOLUTION #15:20: POOL AND DECK PLACEMENT, IN VIOLATION OF CODES 2101 AND 1311 AT 5812 VISTAMAR, IN WASHINGTON TOWNSHIP, LUCAS COUNTY, OHIO.

Mr. Mayfield moved; Mrs. Schlachter seconded.

Roll Call: Mr. Mayfield yes, Mrs. Schlachter yes, Mr. Brittson yes.

Discussion – Update on fence in road right away on Suder. Mr. Mayfield to write letter to their attorney. Owner is responsible when it comes to property lines not the township, stated on our zoning application. Counties responsibility now.

Revisit House Bill 253 in January 2021, table for now.

In new Policy and Procedure Manual it needs to be stated who gets insurance and who gets reimbursed for insurance if they opt out of what township is offering to employee or elected official.

MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 47167 TO 47268 TOTALING \$27,139.75.

Mr. Mayfield moved; Mrs. Schlachter seconded.

Roll Call: Mrs. Schlachter yes, Mr. Brittson yes, Mr. Mayfield yes.

MOTION: ENTER INTO EXECUTIVE SESSION OHIO REVISED CODE 121.22G.

Mr. Mayfield moved; Mrs. Schlachter seconded.

Roll Call: Mr. Brittson yes, Mr. Mayfield yes, Mrs. Schlachter yes.

MOTION: BACK FROM EXECUTIVE SESSION 8:34 P.M.

Mr. Mayfield moved; seconded.

Roll Call: Mr. Mayfield yes, Mrs. Schlachter yes, Mr. Brittson yes.

MOTION: TO EXTEND MS. KAYS STIPEN PAY FOR ASSISTING IN THE FISCAL OFFICER POSITION FOR 2 MORE PAY PERIODS.

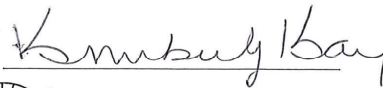
Mr. Mayfield yes, Mrs. Schlachter yes.

Roll Call: Mr. Brittson yes, Mr. Mayfield yes, Mrs. Schlachter yes.

MOTION: ADJOURN THE MEETING AT 8:38P.M.

Mr. Mayfield moved; Mrs. Schlachter seconded.

Roll Call: Mr. Mayfield yes, Mrs. Schlachter yes, Mr. Brittson yes.



Regular Meeting August 20, 2020



KIMBERLY A KAY
Notary Public
State of Ohio
My Comm. Expires
June 21, 2025

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