

APPROVED



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FISCAL OFFICER: Michele Nowakowski

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## REGULAR MEETING SEPTEMBER 17, 2020

Mr. Mayfield called the meeting to order at 6:07 p.m.  
Meeting opened with the Pledge of Allegiance to the Flag.  
Roll Call: Mr. Mayfield present, Mrs. Schlachter present, Mr. Britton present.

**MINUTES FROM REGULAR MEETING FROM AUGUST 20, 2020 AND SPECIAL MEETING SEPTEMBER 8, 2020 ARE NOT YET PREPARED. WILL BE READY FOR APPROVAL AT OCTOBER 15, 2020 MEETING.**

### ANNOUNCEMENTS

#### MR. MAYFIELD – TRUSTEE

Shoreland School rezoning is on the agenda for the Lucas County Zoning Commissions Meeting. It will be zoom meeting and is set for September 23, 2020 at 9:00 a.m. See the Lucas County Website for the link.

### REPORTS

#### MR. MAYFIELD – TRUSTEE

Spoke to the builder for the new home going up at the corner of Shoreland and Summit Street. They will be applying for a zoning permit.

Reviewed the quotes for a new roof for the Township hall. We will be asking tonight for approval to go ahead with that.

Testing Zoom tonight for future meetings.

Reviewed Salt Contract for this winter and it will need approved at tonight's meeting.

Spoke to owner's representatives for new Shoreland School regarding the portion of the parking lot that is in City of Toledo. They are working on that.

Spoke to Rusty at the Collaborative regarding status on site plan for the new Shoreland School and timeline.

Spoke to residents regarding dead trees, parking issues and blight.

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### **MR. BRITTON – TRUSTEE**

Waiting on some information for OTARMA for 2021 Insurance then it will be ready to submit. Invoice will be due in December for 2021 year. One thing that is clearly stated in it is no one is allowed to carry a gun in the Township Building except for police officers. Even if they have a carry to conceal it is not allowed and not allowed in vehicles as well. Township police officers are not allowed to carry personal weapons in township building unless approved by Chief Kaiser and Trustee, only department furnished guns.

Policy and Procedures are about done. I will submit it to John Borrell for final approval. They will probably not be ready until January.

Have been working with Michelle and Kim on computer and printer issues.

Have been finding out from Michelle and Kim that a lot of things were not being done properly in the past from previous fiscal officer. Will have to make some changes regarding those issues. One thing is that police department was never charged for all the mail/certified mailings that they sent out for the police department. It will have to be documented and they will be responsible going forward to pay for this expense not just paid out of General Fund. OPERS is another thing that mistakes were made on from previous fiscal officer. Kim and I have many hours in trying to fix errors. When there are errors on OPERS Reports they will not submit the report or payment till the error is corrected on our end. It is very time consuming to try to go back and find an error if not corrected right away.

Kelly Coressel who posted information on our township website in the past came in today and posted on our website that it is under construction. We will have a new website up and running hopefully by October 15, 2020 meeting.

### **MRS. SCHLACHTER – TRUSTEE**

Updated and sent out August Newsletter.

Went to the fire the township fire department had on Belpre.

Had meeting regarding our new website with Ken with Neon Gold Fish and our team that will be working on it and that is Kim, Michele, Leo and myself. Should be up and running mid-October. The funding for this will be coming from Cares Act Funding for communication to the residents due to Covid and the Administration Office being closed. Asked Chief Kay and Chief Kaiser to submit some photos from their departments to put on website.

Met with Chief Kaiser and Sergeant Hart.

Continue to work on updating Township Policy and Procedure Manual.

Researching Presidents deferment regarding Social Security withholdings.

Working on Grassy Island H2O Ohio Wetlands Project.

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Attended ceremony at the fire station and gave the Oath of Office to Tom Yunker and Mike Bailey that got promoted to Assistant Chiefs. Were just able to have because of Covid.

Had few calls from residents.

### **JIM BINIENDA – ZONING**

Owner of property at 6045 Summit Street hasn't kept up on their grass again. Will have to do another Resolution tonight.

6021 Holliday neighbors still going back and forth with each other regarding blight.

### **CHIEF KAISER – POLICE**

Spoke to resident on Holliday suggested to call City of Toledo, Citizens Dispute Department to try and settle that way.

Had an audit from NORIS on our Leads Computer and it came back that we are 100% in compliance. Made a few suggestions but for most part was good. Also had a mini audit on the OVI Task Force. Have not got results back on that yet.

### **MICHELE NOWAKOWSKI – FISCAL OFFICER**

Submitted Lighting Assessment Resolution.

Kim and I met with Richard Ford. He is a Fiscal Officer from Mad River Township. He was recommended from UAN as a visiting fiscal officer to help us with some things. He found a few errors from earlier this year that will need to be corrected before year end. He was very helpful and very knowledgeable.

There are several webinars that were posted in the Ohio Township Association Newsletter regarding Cares Act, one for Law and one on Budget and Management. Unfortunately, they are during the day but they do record them so I plan on watching them in the evening. There are quit a few new codes for funds that needed to be put in UAN Program for Cares Act and I was able to get that done.

I just received Resolution requests from Lucas County for Tax Rates, Request for Advance and Estimate of Revenue for next year. The Tax Rates are ready for approval. The Advance Request, and Estimate of Revenue are not complete at this time. They will be completed before our October Meeting. The are due October 31, 2020.

Regarding Withholding City of Toledo Taxes, we may wait and start taking them out in January 2021. Also, employees need to make sure that any change in status that may affect their pay stubs needs to be submitted to the office so we can make sure it is documented correctly for payroll.

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## NEW BUSINESS

### MR. MAYFIELD - TRUSTEE

#### Roofing quotes

Mr. McIntosh has got 3 quotes for a roof for the township hall from Overhead Roofing, Manchester Roofing and M & M Construction. We feel that Overhead Roofing is the best quote to go with.

**MOTION: APPROVE QUOTE FOR NEW ROOF AND GUTTERS FOR THE TOWNSHIP HALL AND GARAGE BY OVERHEAD ROOFING COST NOT TO EXCEED \$62,000.00.**

Mr. Mayfield moved; no second.

#### DISCUSSION

Mrs. Schlachter wants to know what we have in expenses coming up to repair everything that needs repaired in the Township Building. Would like to have an expert come in and give us a capital improvement plan for complete needs before agrees to just keep putting money in the building. Does not make sense to keep putting money into a building if it is not worth it. To many repairs and updates needed at Blessing Drive building.

#### Care Act Funding

Would like suggestions if anyone has any on what we can use the Care Act Funds on. If we do not use it, we will lose funds.

#### DISCUSSION

#### Workers Compensation Claims – Mrs. Schlachter

##### DISCUSSION

Steps that need taken when an employee is injured on the job and files a Workers Compensation Claim. Three Trustees and Ms. Kay need to be notified. Need to have a standard form that employee has filled out as soon as incident happens.

#### Website – Mrs. Schlachter

Collecting any pictures and information that we can use for website.

#### OVI Grants – Mrs. Schlachter

##### DISCUSSION

Giving more officers a chance to be involved in doing OVI. Officers should all be trained and given the opportunity to equally have chances to be involved.

**MOTION: LOWER SPENDING LIMITS FOR DEPARTMENT HEADS TO \$1,000.00 WITHOUT TRUSTEE APPROVAL. TRUSTEE OR FISCAL OFFICER ALONE, SPENDING LIMIT \$1,500.00. SPENDING LIMIT FOR DEPARTMENT HEAD WITH ONE TRUSTEE APPROVAL \$2,500.00.**

Mrs. Schlachter moved; Mr. Mayfield seconded.

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

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# APPROVED

## **2021 Budget Planning**

Department Heads, Trustees and Fiscal Officer to sit down and go over budgets. Department Heads to go back in past year and see what expenses you know will be recurring each year. Plan high, at least what you spent in previous year with a little more to play it safe if anything extra comes up. Average out over 12 months.

## **ZONING – Mrs. Schlachter**

Mr. Binienda explains his procedures.

## **MOTION: APPROVE EXPENDITURE IN THE AMOUNT OF \$2,261.99 FOR FIRE DEPARTMENT TO W.W. WILLIAMS FOR PUMP PACKING REBUILD IN ENGINE 72.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

## **OLD BUSINESS**

### **MR. MAYFIELD – TRUSTEE**

#### **New Shoreland School**

Meeting for zoning with Lucas County Planning Commission September 25, 2020 at 9:00 a.m. Looking at summer of 2022 to be opened.

#### **New Building Access Control**

Will be finished in the next week and will be up and running.

#### **Computer Company**

Still looking for a company.

#### **Policy and Procedure Manual**

Still working on.

Sale of 6045 Summit Street property – Mr. Brittson has been talking to property owner.

Pool on Vistamar – Mr. Mayfield to talk to resident.

Dead trees on Point Pleasant Cove – Joseph Property – Mr. Binienda sent letter regarding cleaning it up.

## **MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 47304 TO 47406 TOTALING \$36,116.88.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

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**RESOLUTION #17:20: PROPERTY 6045 SUMMIT STREET BLIGHT 4 DAY LETTER.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

**RESOLUTION #18:20: WOOD PILE 5242 FORTUNE BLIGHT 10 DAY LETTER.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

**MOTION: ENTER INTO A CONTRACT WITH DETROIT SALT AT A COST OF \$61.75 A TON FOR THE WINTER SEASON FOR 2021.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

**Resident on Holliday spoke regarding the progress, dealing with blight, on her property.**

**MOTION: ENTER INTO EXECUTIVE SESSION AT 7:55 P.M. OHIO REVISED CODE 121.22G.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

**MOTION: BACK FROM EXECUTIVE SESSION 8:05 P.M.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

**MOTION: CHANGE KIM KAYS STATUS TO FULL TIME STATUS AT 32 HOURS A WEEK WITH FULL TIME BENEFITS EFFECTIVE IMMEDIATELY.**

Mr. Brittson yes, Mr. Mayfield yes.

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

**MOTION: ADJOURN THE MEETING AT 8:06 P.M.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

  


  
  
