



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

November 19, 2020

Mr. Mayfield called the meeting to order at 6.01 p.m.

Meeting will be done over Zoom.

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

Department Heads present: Chief Kay, Assistant Chief Mike Bailey, Assistant, Chief Tom Yunker, Sergeant Hart, Police Department, Jim Binienda, Zoning and Michele Nowakowski, Fiscal Officer,

MOTION: Approve Minutes from Regular Meeting from October 15, 2020, Special Meeting October 21, 2020 and Special Meeting Minutes from November 10, 2020.

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

ANNOUNCEMENTS

None

REPORTS

MR. MAYFIELD - TRUSTEE

Quit month on my end.

Spoke to Bill Harbor from Lucas County Planning regarding new Shoreland School. I was hoping they had it on the agenda this month and they do not. It is pushed back till next months meeting. They will not have report ready till next week which will probably push trustees vote to January and once I get report we can move forward with that.

MR. BRITTON - TRUSTEE

Received Policy and Procedures Manual back from the lawyer. He had no changes from what we updated but he is working on Police and Fire Department part of manual. There has been a lot that has changed over the past 20 years and there is a lot that has to be changed to meet current requirements since it has been updated last. He was surprised it has not been updated, it is going to need a major overhaul. I was supposed to meet with him Monday but something came up on his end then I got COVID-19 so we have not been able to finish yet.

We will have to push getting together for another 2 weeks. They said they will rewrite it for us. If there is anything that we need updated right away we could make a Motion on it because with COVID-19 and the holidays coming up it is going to take longer than anticipated.

MRS. SCHLACHTER - TRUSTEE

Have been reviewing Policy and Procedures Manual.

Have been looking at the OTARMA renewal. We need to vote on and approve tonight.

Have been working on the 2021 Budget with Department Heads.

Have been working on Care Funding options.

Have been keeping up with Covid-19 at the State and County level.

Finished October Newsletter.

Working on new Website and was able to add Newsletter on there.

Listened in on a call regarding the Wetlands at Cullen Park. There is going to be a public meeting mid-December, I am assuming it will be virtual.

Tonight, there is a meeting regarding a new project out here in Point Place. They are wanting to put a mini roundabout at Ottawa River Road and 108th Street which is set to begin the second half of 2023.

Would like to put a police portal on website.

New 911 will push conversation till December Meeting.

Would like to thank Rick Phillips for all the time he is putting in on starting to get the Polar Express ready.

JIM BINIENDA – ZONING

Nothing to report. Mr. Mayfield said there is a situation on Patriot that they will deal with next week.

CHIEF BAILEY FOR CHIEF KAY

Chief Kay at work has bad connection. Chief Bailey wanted to let us know that the Fire Station is on lock down again, no drills or people in and out of there for now due to Covid-19 still spiking.

SERGEANT HART

Chief will be back on November 23, 2020

Mr. Brittson thanked Sergeant Hart for all his help and really stepping up the past 2 weeks and taking care of everything while Chief Kaiser is out.

MICHELE NOWAKOWSKI – FISCAL OFFICER

Traveling Fiscal Officer will be coming December 2, 2020 and December 28, 2020 to help with year-end.

Discussion on Bureau of Workers Compensation check we received.

NEW BUSINESS

MOTION: To approve invoice to ESO Solutions for the Fire Departments Software in the amount of \$3,899.88.

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

MOTION: To approve payment to Ohio Township Association Risk Management Authority in the amount of \$25,059.00.

Mr. Brittson moved; Mr. Mayfield seconded.

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

COVID 19 PROTOCOL

Mrs. Schlachter

Want to express again how important it is to keep to yourself and keep your mask on while in the offices and at the Fire Station. Keep out of the front office as much as you can. Anytime you leave your desk you must have your mask on.

Please stay out of the front area at the Administration Office and if you have to go up there please have your mask on. Please keep all areas and everything clean and disinfected.

We ordered sanitizing back packs but never ordered cleaner to go into it, so Sergeant Hart ordered that. Not to exceed cost of \$1,500.00.

CARES ACT FUNDING – FINAL ALLOCATION AND IDEAS

Mrs. Schlachter

Sent an email out of some ideas that have been going back in fourth on what we can use the rest of the Care Funding money on.

Additional cleaning and disinfecting police car, fire department vehicles through the end of the year, not to exceed \$2,000.00.

Clean and disinfect administration offices professionally every couple weeks, not to exceed \$1,000.00.

Purchase additional chemicals for the disinfectant back packs not to exceed \$1,500.00

Would like to look at last payroll. With all that overtime in Police Department due to Officers being off with COVID-19 would like to use funds towards all that overtime. May have some more overtime in the next few weeks as well. Would like to use leftover funds towards all the overtime. Not to exceed \$5,000.00 keeping in mind we will have payroll taxes that come with that as well.

Looking at putting on a two-person, second shift at the Fire Department for 21 days from 4:00 p.m. to 11:00 p.m. where no one else comes into the station unless major incident, accident, or fire. That would be ruffly \$8,800.00 with taxes we could say not to exceed \$10,500.00.

If we get close with going over the funds available, we can always cut out the professional cleaning and do it ourselves with the new equipment that we purchased. Would really like to reimburse payroll for all the police overtime and use some towards the fire department second shift if possible. Also, may be some payroll for Roads/Parks Department as well we could reimburse.

Final deadline to have funds encumbered is November 20, 2020, it is all done. The rest can be put in a Blanket Certificate.

IMPOUND LOT

Police Department to limit number of cars from being towed in right now. We want to limit the amount of people that come in and out of the office.

Motion: Not to renew Toledo Metropolitan Area Council of Governments (TMACOG) Membership for 2021.

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

Motion: Not to renew Treasurers Association dues for 2021.

Mr. Mayfield moved; Mr. Brittson seconded.

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

Motion: To approve payment to install Lift Cot not to exceed the cost of \$1,600.00 for the Fire Department.

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

OLD BUSINESS

2021 final budget due date December 31, 2020, Kellie and Shelly will be working on finishing up.

New Shoreland School

City of Toledo had their meeting for their piece of property November 5, 2020. The detachment regarding the one lot in Toledo has gone through City Council. We are waiting for the staff report from Lucas County Planning. At this time, we will not be able to get it to our Zoning Board until December and to the Trustees until January, 2021.

Computer service Company

I received a reference for a computer company from an IT person at Ottawa Hills School. There is a company in Perrysburg I am going to check into.

Policy and Procedures

Covered that earlier in meeting.

Update on pool on Vistamar

Nothing new to report.

MOTION: To start Direct Deposit targeting date for second payroll in April 2021.

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

MOTION: To approve withholding City of Toledo Income Tax to start first pay period in January 2021.

Mrs. Schlachter moved; Mr. Mayfield seconded.

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

RESOLUTION #23:20: PROPERTY AT 2938 JASIK 10 DAY BLIGHT.

Mr. Mayfield moved; Mr. Brittson seconded.

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

MOTION: Approve traveling Fiscal Officer to help with yearend prep December 2, 2020 and December 28 at \$35.00 an hour including travel time not to exceed \$1500.00

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

MOTION: Approve Supplemental Appropriations, Blanket Certificates, Purchase Orders and Checks Numbered 47543 to 47646 Totaling \$157,255.85. Approve Payroll Checks Numbered 47446 to 47674 Totaling \$79,204.18.

Mr. Mayfield moved; Mr. Brittson seconded.

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

ADJOURNMENT AT 8:08 P.M.

APPROVED

Jerry Mayfield
Mrs. Schlachter

APPROVED

L. Brown

APPROVED

Kimberly A. Kay



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