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TRUSTEES: Leo Britton 419-392-5377

Kellie Schlachter 419-392-5379

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# REGULAR MEETING JANUARY 26, 2021

## Zoom Meeting

Mr. Britton called the meeting to order at 6:00 p.m.

Moment of silence for Toledo Police Officer Brandon Stalker.

**MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING DECEMBER 17, 2020, ORGANIZATIONAL MEETING JANUARY 4, 2021 AND SPECIAL MEETING JANUARY 20, 2021.**

Mr. Britton moved; Mrs. Schlachter seconded.

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

Regular Meeting Minutes from January 12, 2021 will be approved at the February 9, 2021 Regular Meeting.

Attending Meeting: Mr. Britton, Mrs. Schlachter, Jim Binienda, Chief Kaiser, Sergeant Hart, Bryon McIntosh, Chief Kay, Assistant Chief Yunker and Shelly Nowakowski, Fiscal Officer.

## ANNOUNCEMENTS/REPORTS

### **Mrs. Schlachter - Trustee Announcements/Reports-**

I have been working on the 911 with RCOG. Was on a zoom call right before this meeting. We are still discussing different ways the Township will be able to fund this.

Special Meeting January 26, 2021

Numerous conversations with Washington Local Schools regarding their open enrollment.  
Conducted phone interviews with the 3 candidates for the Trustee position.  
Reviewed and signed checks.  
Reviewed police logs.  
Went over Mr. McIntosh's budget for Parks and Road Department.

### **Mr. Binienda - Zoning**

#### **Announcements/Reports -**

With the Boards permission I am wanting to start sending violations for 5420 Patriot.

### **Chief Kay - Fire**

#### **Announcements/Reports-**

We will be getting motor fixed for the ventilation system it is scheduled for tomorrow.

Ordered battery maintainer to take care of charging issues for Rescue Engine 72 we will install that in house.

### **Chief Kaiser - Police**

#### **Announcements/Reports -**

New auxiliary Officer Andrew Whitmore was sworn in and issued all his duty equipment. Andrew has already been putting time in out with our officers doing ride along, training and gaining experience.

Sergeant Hart and I attended zoom meeting with the Law Enforcement TAC regarding the consolidation of communication in Lucas County.

Toledo Police requested mutual aid from us due to Officer Brandon Stalkers funeral. We did have officers attend the funeral to represent the township.

Working with several local junk yards to get the best price for junk motor vehicles that we discard from our impound lot.

Requesting the Board to approve the 2021 contract with Northwest Ohio Regional Information System (NORIS) at a cost of \$17,000.00. This is an annual contract for the police law enforcement terminal and MDT's.

## **Bryon McIntosh – Parks/Roads Department**

### **Announcements/Reports -**

Have been receiving quite a few loads of salt from Lucas County at no cost. We get that from them because we help them with road maintenance, pick up dead animals, cut some of their grass and help plow some of their roads.

There is a broken handrail section along the Summit Street Bridge, it is no danger to anyone. Lucas County did come out to look at it and they will fix in the spring. Water froze under public walkway and it picked up the public walk and snapped the bolts.

Turned in Annual Road Report to Sarah Rowland at the Lucas County Engineers office.

2020/2021 Park and Road Inventory is ready, and I will turn in tonight.

Met with Mrs. Schlachter regarding my 2021 Budget.

Resident called regarding low limbs on Raintree while they were walking their dog, so we went over and trimmed it up due to safety concerns.

Contacted asphalt company regarding tennis and hockey court and possible stripping for a Pickle Ball Court.

Attended zoom meeting on road repairs vs. road replacement would like to revisit in spring.

## **Shelly Nowakowski - Fiscal Officer**

### **Announcements/Reports-**

Getting close to completing year end, goal is by the end of January. Will have W-2s out by January 31, 2021

Received an email that our Star Plus Account will be ending. The money will automatically transfer over to the Star Account.

Working on Quarterly Reports and Yearly Reports.



## **Mr. Britton – Trustee**

### **Announcements/Reports –**

Met with and interviewed the 3 candidates that applied for the Trustee position. Mrs. Schlachter and I will meet in executive session tonight and make the decision who we will bring on to replace Mr. Mayfield. Have 3 great people to choose from.

Continuing to work on 2021 Budgets with department heads.

Continuing to work on Policy and Procedures.

## **OLD BUSINESS**

### **Mr. Britton**

Policy and Procedures – Have a call into Lexipol, they are a service that helps write policy and procedures going to see if they can help with writing/updating our policy and procedures.

Would like to have all departments using Tex Com by February 23, 2021. Would like to go forward with it and start with the Park/Roads Department. Then have police start using it.

Need to replace camera system for the park. At a cost around \$1,000.00. I have it narrowed down to 3 systems within that price range.

Resurface and lining of hockey court to include Pickle Ball Court, not to exceed \$1,000 approved last meeting. Bryon if you will continue to work on this. Probably will not be able to do anything till spring.

### **Mrs. Schlachter**

New Shoreland School update –

We were able to get caught up with what is going on with the new Shoreland School. Attended a few zoom meetings and spoke to Keith the project manager and we requested some public records from the school. The design looks great. They answered questions regarding a lot of stuff. We found out that the County let the project manager change the direction of East Harbor regarding buses, but it is a township street, and he cannot do that it has to be done by trustees not the county. The County did send us a Motion to set forward but now we are waiting on Zoning Board to get us what we need to move forward.

Mr. Britton added, they want us to change direction from one way, we are concerned with Homeland as a drop off sight. Waiting for recommendation from Zoning Committee need to submit a motion to the trustees.

Mr. Britton asked Mr. Binienda about Jasik property if it has it been followed up since 10-day Resolution. It is zoning department responsibility to let Trustees know status before meetings. Regarding Jasik we will need 4-day Resolution.

## **NEW BUSINESS**

Discuss Park on Villamar.

Mrs. Schlachter

Building was removed is there anything we can do to help get revenue for that area. Do people use it for anything? Mr. McIntosh said someone brought picnic tables there, thinks people have picnics there. Mr. McIntosh says it takes about 40 minutes to mow that area. Net needs to be taken down. Need to see if it pays to keep mowing it and maintaining it.

Meetings will be open to the public for questions or comments via zoom with a limit of 5 minutes per person. Will start tonight before we go into executive session.

In conjunction with getting bids on selling junk cars please put our towing contract out for bid to make sure were getting best price. Have them also include for the tow lot. Police Department needs to look into better rates. We owe it to the residents to cut back where we can and get best price where we can for services the township use. Chief Kaiser is going to look into getting the best price as well a reliable company. Need service that they show up 30 minutes or less when they are called.

**MOTION: APPROVE \$1,774.75 TO WATERWAY OF MICHIGAN FOR HOSE AND LADDER TESTING FOR FIRE DEPARTMENT. THIS IS AN ANNUAL REQUIREMENT AND HAS BEEN BUDGETED FOR 2021.**

Mr. Britton moved; Mrs. Schlachter seconded.

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



**MOTION: APPROVE \$1,660.30 FOR ESO EMS1 ACADEMY EMT CERTIFICATION TRAINING AND MANAGEMENT PROGRAM FOR ALL WASHINGTON TOWNSHIP FIRE DEPARTMENT MEMBERS. THIS IS A RENEWAL AND HAS BEEN BUDGETED FOR 2021.**

Mr. Brittson moved; Mrs. Schlachter seconded

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

**MOTION: APPROVE \$17,000.00 FOR 2021 CONTRACT WITH NORTHWEST OHIO REGIONAL INFORMATION SYSTEM (NORIS). THIS IS A RENEWAL AND HAS BEEN BUDGETED FOR 2021.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Mrs. Schlachter came up with an employee payroll and change of status form. Department heads must fill out when an employee's status has changed. Needs to be turned into front office for Trustees signature and then given to fiscal officer for changes to be updated in UAN and then form will go into employee file.

5420 Patriot, Doug Whiting property. Mr. Binienda, zoning, to start moving forwarded to get property cleaned up. Residents still calling in with complaints. Mr. Binienda states he will send something out immediately.

Would like to start adding department heads reports and the meeting agenda to township website before the regular monthly meetings for the residents to be able to see ahead of time what will be discussed at the meeting.

Mrs. Schlachter ask what we are doing with the white police Taurus vehicle. Chief Kaiser states he has been letting Sergeant Hart use it and he has been taking it home because he uses it respond to calls when he is needed after hours. Trustees not sure what they want to do with this vehicle will revisit at next meeting.

Mr. Brittson wants to upgrade zoom need to find out way, so we do not have to keep having Tom Yunker help every meeting. Right now, we are signed up under a personal zoom need to find better one to use.

Personnel reviews will be due March 31, 2021. For each job title you have include one job description with that. Department heads need to start thinking about doing these.

Will have to start working on Inventories. Need to watch when you are listing your inventory don't document every little thing especially if it's something you wouldn't call them to replace. They charge us a dollar every item.

Will need to have employee's driver's license updated, got the due date extended till April.

Anything we bought with Cares Money we need to tag it for insurance. Need to start using our OTARMA (Ohio Township Association Risk Management) Insurance more if we can.

Discuss cell phone policy & procedure.

Need to clarify what the policy states we must make a decision what is fair.

**MOTION: TO REIMBURSE 3 EMPLOYEES FROM ERROR FROM LAST PAY REGARDING CELL PHONE EXPENSE.**

Mrs. Schlachter moved; Mr. Brittson seconded.

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

**MOTION: POLICY CHANGE REGARDING TOWNSHIP CELL PHONES. IF YOU HAVE A TOWNSHIP BUSINESS PHONE AND YOU USE IT AS YOUR PERSONAL PHONE AS WELL EMPLOYEE WILL REIMBURSE THE TOWNSHIP \$20.00 A MONTH. IT WILL COME OUT OF YOUR FIRST PAYCHECK OF THE MONTH. EFFECTIVE FEBRUARY 1, 2021. THIS IS OPEN TO ANYONE WHO HAS A TOWNSHIP PHONE.**

Mrs. Schlachter moved; Mr. Brittson seconded.

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

**MOTION: TO PAY MISSED PWC PAYMENT FROM JULY 2020.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Mr. McIntosh checked on garbage pricing. Republic is still the best price.

Chief Kay interested in setting up gov deal account for fire department to sell used fire items that they are not using.



## **Zoom callers that would like to speak:**

### **Joanne Vail Nixon - 2524 Shoreland**

Much of the zoom meeting discussion tonight could not be heard. I do appreciate Captain Yunkers efforts as a zoom captain. Hopefully, we can continue to have these zoom calls. I want to thank all the trustee for your fiscal focus. I think you are doing a great job looking at ways to trim the budget. I am assuming you are recording these zoom meetings.

Mr. Brittson states that yes, they are being recorded.

I have submitted public records request. I have submitted 4 requests for the audio recording from the December 17, 2020 meeting. I have submitted 3 requests for the emails from the trustees during the month of December. I started my request for audio December 21, 2020, December 29, 2020 and January 18, 2021. My request for the emails were January 3, 2021, January 18, 2021 and January 22, 2021. I have not had any acknowledgment of those.

Mr. Brittson asked what email address she was sending her request to. Kim who monitors the office email and himself who is one of the ones who monitors the trustee email has not received anything from her.

Mrs. Vail Nixon states she has been sending them to the trustee email address. Mr. Brittson ask if she sent it to Trustees or Trustee. That it makes a difference. She said she thinks she sent to both. Ask if it makes a difference. Mr. Brittson replied yes it must go to Trustee@washington-twp.com.

Mrs. Vail Nixon states she will forward all the emails she previously tried to send to that one. I really do appreciate what you are doing to focus. And she wishes them the very best. Mr. Brittson states he will look for her email request.

### **Harry Thoman - 2540 Woodfox**

Would like to agree with Mrs. Vail Nixon's statement regarding the zoom meeting. Cannot hear anything. Feels people are not muting their devices.



**MOTION: ENTER INTO EXECUTIVE SESSION AT 7:21 P.M. PER THE OHIO REVISED CODE 121.22G**

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

**BACK FROM EXECUTIVE SESSION AT 8:04 P.M.**

**MOTION: APPOINT MARK SCHUSTER AS TRUSTEE OF WASHINGTON TOWNSHIP TO FILL VACANCY OF JERRY MAYFIELD. AND FINISH OUT THIS TERM THAT WILL END DECEMBER 31, 2021.**

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

**MOTION: PROMOTE ERIC HART TO DEPUTY CHIEF OF POLICE AT A RATE OF \$26.50 AN HOUR EFFECTIVE FEBRUARY 8, 2021.**

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

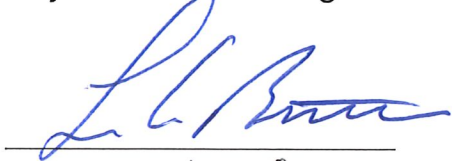
**MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 47793 to 47943 TOTALING \$51,875.32 FOR ACCOUNTING PURPOSES AND \$108,253.43 FOR PAYROLL; FOR A TOTAL OF \$160,128.75**

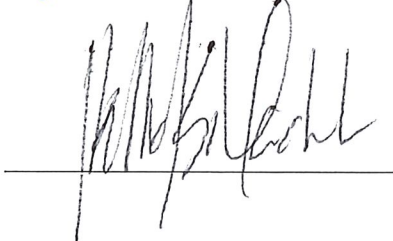
Mr. Britton moved; Mrs. Schlachter seconded.  
Roll Call: Mr. Britton yes, Mrs. Schlachter yes.

**RESOLUTION #03:21 DECLARING 2938 JASIK IN WASHINGTON TOWNSHIP, LUCAS COUNTY A BLIGHT NUISANCE. 4 DAY NOTICE.**

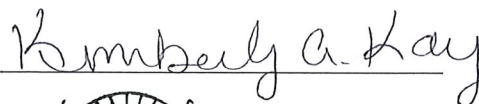
Mr. Britton moved; Mrs. Schlachter seconded.  
Roll Call: Mrs. Schlachter yes, Mrs. Britton yes.

Adjourn the meeting at 8:10p.m.





**APPROVED**





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