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**FISCAL OFFICER:** Michele Nowakowski

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# REGULAR MEETING

## December 17, 2020

Mr. Mayfield called the meeting to order at 6.07 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 Fire Department, Chief Kaiser, Sergeant Hart, Police Department, Jim Binienda, Zoning and Michele Nowakowski, Fiscal Officer,

**MOTION: Approve Minutes from Regular Meeting from November 19, 2020.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

### ANNOUNCEMENTS

None

### REPORTS

#### MR. MAYFIELD - TRUSTEE

Spoke to Bill Harbert with Lucas County Planning regarding the delay in receiving the site plan report for Shoreland School and we now have it. Karen Mayfield will be contacting the Zoning Commission Members and setting up a meeting in early January to get their approval on the site plan and rezoning.

Spoke to Redfox Homes 3 times regarding the new house being built on Summit and Shoreland and they have now received their zoning certificate.

Spoke to Mr. Binienda about zoning issues a few times. The complaints on Randon Property were discussed. You can park a car in your driveway and cover it up. The garbage next to the other house was in bags and was gone on garbage day. I asked Chief Kaiser to watch the area for cars blocking the sidewalk.

The Township won the Federal Appeal in the case involving the house on Patriot. That location needs the attention of Zoning Department again due to blight, junk cars, illegal structures, and violations of our sign code.

The roof continues to leak at the Blessing Drive Building. I had Mr. McIntosh go up on the roof and seal what he could. The leaks have now damaged paperwork that were stored in the police garage storage room. The vinyl siding in that area has come loose from the side of the building due to the leaks going behind the siding and either rotting the furring strips or the attaching hardware. It will need to be repaired.

Karen Mayfield spoke to the Zoning Members up for renewal. Chuck Conner has decided to step down and make way for someone new. He celebrated his 92<sup>nd</sup> birthday this year.

**MR. BRITTON - TRUSTEE**

Not much to report, was out sick with COVID-19 half the month.

Have been working on budgets with department heads.

Followed up on cares money distribution what has been used and not been used. Few things we are not going to be using money for. May need to reappropriate the money if we are not going to use like second shift crew for fire department, cannot find anyone to move copy machine for the \$200.00 we allowed for it, and still waiting for shelter house update once they go up in ceiling to see what it will all involve.

**MRS. SCHLACHTER - TRUSTEE**

Finished November newsletter and sent that out.

Attended several Cullen park stake holders calls. There is another one tonight but will not be able to attend because of this meeting but will follow up on that.

Been in contact with Fiscal Officer, Department Heads regarding some needs and issues as well as going over the budgets for 2021.

Continue to review police logs daily.

Keeping up on 911 consolidation and been in contact with Matt from the county regarding this.

Police portal is up and running. There is now a place on our township website if a resident is out of town and they want the police to check their house while their gone there is a form you can fill out and submit for them to do so. Also, if you have something that is non-emergency for police there is a link on the website for that as well.

Have made some updates on the township website as needed.

Spoke to some residents that had concerns with red X's on trees. Reached out to Mr. McIntosh and we found out through Toledo Edison that it was for tree trimming.

Continuing to review invoices and signing checks.

Need to come up with the date that we will be distributing paychecks starting in 2021.

Thank you to everyone for stepping up the past couple months we have had several people out with Covid-19. Special thanks to Sergeant Hart for all his extra hours he has put in and double duties he has had to take on for the police department.

### **JIM BINIENDA – ZONING**

Status on Jasik Resolution

### **CHIEF KAY- FIRE**

Attended a Zoom Meeting with Lucas County Health Department and St. Vincent's regarding vaccines. Looks like the Firefighters and EMT's should be able to receive vaccine starting the week of December 21 will start receiving 1<sup>st</sup> shot then 2<sup>nd</sup> vaccine shot 28 days later.

Have had a lot of COVID-19 calls in fire department that we have gone on and I am happy to say no one has come down with it within the department.

Probationary member Les Lundquest and Kyle Montgomery have passed their EMT Training and will be soon working as certified EMT's. Probationary member Mandy Miller has passed her Fire Fighter Training. That will be 3 members that will be able to help with staffing.

Would like to bring in a new member from Lake Township Fire Department Chad Klavinger, who is already a Fire Fighter and EMT that is moving to our township.

New 800 MHZ pagers are in service and issued to all active Washington Township Fire Department Members.

Update on Cares items; Lucas CPR device is in service. All members are currently being trained on this. The Stryker Power Load Cot is scheduled to be delivered around December 21, 2020. Install on December 28.

Promotion of 2 Captains, Jacob Cook and Joe Reams, will take effect on January 1, 2021.

### **MR. BRITTON - TRUSTEE**

Please get invoices to Shelly so she can get put in by the end of the year. Also, all stuff needs to be added to our inventory. Also, if you need acid tags for anything they need to be put on items and listed by end of January. If you need any you can get with Bryon.

### **CHIEF BAILEY - FIRE**

There is an outbreak at nursing home of COVID-19. There is a certain wing they are using for positive patients.

### **CHIEF KAISER - POLICE**

Sergeant Hart did a great job filling in for me while I was out for COVID-19 thank you to him.

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**MR. MCINTOSH – PARKS/ROAD DEPARTMENT**

Thanks to Rick Phillips for filling in while I was off with COVID-19.

Leaves are finished 27 loads 925 yards.

I have been in contact with Meg Adams from First Energy regarding changing lights at Shoreland Park to be more energy efficient and about LED street lighting on Rounding River and throughout the Township to be more energy efficient.

Alternative Plumbing came out and finished all 3 buildings.

I received the bills for Pugh Heating and Air Conditioning cost is \$3,929.00 to put 2 units in at Shoreland Shelter House bill will drop to \$3,850.00 if paid within 10 days. Bill for Fire Station was \$1,195.00 and Administration Building was \$1,195.00 as well.

We had duct work cleaned at Shoreland Shelter House, bill for that was \$675.00.

Went up on roof tared gutter line where I saw cracks to help with leaking.

Working with the County on the navigation lights on Summit Street bridge there is a problem with the lights staying on trying to figure out what they are going to do.

Off next week for vacation Rick Phillips will be in charge and filling in for me while I am off. Again, thanks to Rick for always helping me out.

Trustee Brittson and I are going to look at the computer and camera system at park needs updated.

Received 2 loads of free salt from the county received because we salt some of the county roads.

**MICHELE NOWAKOWSKI- FISCAL OFFICER**

I want to thank everybody for all the cost saving efforts you have done for the township and the residents.

We have received approximately \$3,400.00 more to add to our COVID-19 fund (this was redistribution amount we received). Grand total for COVID-19 received is \$175,192.74.

Covid-19 allocation of funds: Suggestion, remainder to go towards Turn Out Gear. Ohio Township Association guidelines for Covid-19 expenses support this expense.

Yesterday had opportunity going to a meeting online for our star account of our investment account they were saying Cares Act money out 2.2 trillion.

Will be receiving a dividend/credit from Bureau Workers Compensation for paying the annual bill in full. Should be in the amount of \$476.70.

City taxes are set up with city account is activated. Just waiting to get all the slips back from employees letting me know who all lives in the city. Will see this come out of your first check of the year.

Capital Outlay 5-year plan for major non-emergent expenses.

Completed Appropriation worksheet by line item and submitted to Trustees on December 12, 2020 to be approved at this meeting. Mrs. Schlachter thought we still needed to go over them because the Appropriations seemed high.

2021 Appropriations will need to be approved by us no later than December 31, 2020. Will need Appropriation Measure approved at program level. Will also need Blanket Certificates approved for a certain dollar amount.

## **NEW BUSINESS**

### **Schedule Organizational Meeting for January 2021**

**MOTION: 2021 Organizational Meeting, Monday, January 4, 2021 at 10:00 am.**

Mr. Mayfield moved; Mr. Brittson seconded.

Mrs. Schlachter yes, Mr. Mayfield yes, Mr. Brittson yes.

### **Discuss Police Department Structure**

**Mrs. Schlachter**

Discussion regarding budget for 2021 and scheduling for officers

### **Discuss new rental rates for Shoreland Shelter Park Hall and alcohol policy.**

No alcohol at Shoreland Shelter Park Hall for renters.

Change rates to \$200.00 for resident \$300.00 for non-resident.

Shut off cable at the Shelter Park Hall.

Keep Shoreland Shelter Park Hall closed through at least February and will revisit opening at February Meeting.

Grandfather those in who already have it rented and are on books now for the old rental price and new renters would get charged new amount.

**Motion: To increase rental rates to \$200.00 for township residents and \$300.00 for non-resident and put policy in place for no alcohol allowed for renters at Shoreland Shelter Park Hall.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

**Motion: To cancel rentals for Shoreland Shelter Park Hall till 2021**

Mr. Mayfield moved; Mr. Brittson seconded.

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

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**Discuss Bryon's unused vacation days.**

Unused vacation to be carried over to 2021.

**Discuss 911 Regional Counsel of Government**

Mr. Mayfield was supposed to go and represent the township and missed meeting apologized.  
Mr. Mayfield has information on what took place at meeting.

**MOTION: Anyone that has unused vacation time for 2020 calendar year will be allowed to carry it over until 2021 this being a onetime thing.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

**Need new member for Zoning Appeals Board five-year commitment. Chuck Connors has decided to step down.**

**Reappoint Hunt Sears to Zoning Commission Board (five-year term)**

**Motion: Reappoint Hunt Sears for new five-year term.**

Mr. Mayfield moved; Mrs. Schlachter seconded.

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

**Reappoint Dan Feuerstein Zoning Alternate (one year term)**

**Motion: Reappoint Dan Feuerstein for one year term.**

Mr. Mayfield moved; Mr. Brittson seconded.

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

**Policy salary employees**

Chief Kaisers vacation

Salaried employees will be docked a day's pay if they do not work and they have no days off left for vacation and sick or personnel.

**MOTION: Make a onetime exception to pay Chief Kaiser for 2 extra days that he took off for this year.**

Mr. Mayfield moved; Mr. Brittson seconded.

Mrs. Schlachter no, Mr. Brittson yes, Mr. Mayfield yes.

**Discussion on bringing on 2 auxiliary officers on and promoting Alec Vaughn from part time to full time status. Will not agree to bring on 2 new auxiliary officers until the budget is worked on. Trustees questioning why 1 possible new auxiliary candidate went to superior uniforms and got almost \$500.00 in uniform and equipment when he was not even approved to be brought on. Chief Kaiser states he was not aware of this bill.**

**MOTION: To promote Alec Vaughn from part time to full time status.**

Mr. Mayfield moved; Mr. Brittson seconded.

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



**Motion: Adopt Supplemental Appropriations 2272-490 total of \$175,190.33.**

Mr. Mayfield moved; Mr. Brittson seconded.

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

**Motion: Final Allocations of unused Covid-19 Funds to be used for Fire Department Turnout Gear.**

Mr. Mayfield moved; Mr. Brittson seconded.

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

**OLD BUSINESS**

**2021 Final Budget Due Date**

January 2021

**New Shoreland School**

It is to the point that it is going to Zoning Board. Karen Mayfield is taking care of that. If they can schedule a Zoning Meeting in the first week in January, then it can go to the Trustees to discuss at the Regular Trustee Meeting in January, but it will have to be 10 days after the zoning meeting based on ad in Blade. Then the Trustees would approve what the Zoning Board is recommending. Then we will be done with that.

**Computer Service Company**

I have a name at home for someone that was recommended to me that might work for us.

Mr. Brittson states that it will only be main office computer and Mr. McIntosh's. Police Department has their own contract with Noris that takes care of their equipment. Would like Mr. Brittson to meet with company to see if it will fit what we need.

**Policy and Procedures**

Mr. Brittson was supposed to have a meeting with the Prosecutor to go over but had to rescheduled because of Mr. Brittson getting Covid-19 and then the Prosecutor thought he may have it. Meeting postponed till January 11, 2021.

**Update on pool on Vistamar**

Mr. Mayfield states nothing new. May have to take resident to court regarding matter since he is ignoring all the mailings he is being sent.

Regarding property on Patriot, we must get back on track with getting that property cleaned up. Neighbors still putting up with stuff. We put a hold on it because of lawsuit that was going on. House was going to be foreclosed on and but now it has been paid off. So obviously the foreclosure is off the table.

## **Discuss Police Impound - Lot Cost Analysis**

### **Mrs. Schlachter**

Would like to work this out with the budget process when we meet with Chief Kaiser regarding the police budget for 2021. It is part of the budget process. Mr. Mayfield personal feelings about it is that if we get rid of the impound lot it will cost us money. Mr. Mayfield feels there is money to be made for having a impound lot.

## **Discussion regarding OVI Grant, cost analysis and added manpower and if we are being reimbursed for the time the townships officers to be involved.**

### **Mrs. Schlachter**

Biggest concern is the time that it takes for our on-duty officers during the day shifts to do all the running and follow up from the OVI that the residents, taxpayers, are paying for. Most of these OVI Task are outside Washington Township. Want to check into if it is worth it and if it benefits the township residents to have our officers be involved in OVI.

Sergeant Hart explains what is involved in OVI check points and follow up work.

Discussion

## **MOTION: To drop the OVI Grant and not to participate in the program in 2021.**

Discussion: Chief Kaiser states that we are under contract with the OVI Task Force. Chief Kaiser is worried about other entities that are going to wonder why Washington Township Police are backing out. He wants to make sure it is known that it is not coming from him, the police chief. Mr. Brittson suggest seeing the contract we have regarding our involvement with this to make sure we can do so and have our legal representative to look at it.

Mr. Mayfield suggest Mrs. Schlachter withdrawing her Motion until we get a hold of the contract and run it through legal and then vote on it at next meeting.

Mrs. Schlachter denies Mr. Mayfield suggestion to deny Motion and wants to keep Motion on the table.

Mrs. Schlachter moved; Mr. Brittson yes.

Mr. Mayfield yes, Mrs. Schlachter yes, Mr. Brittson yes.

## **MOTION: Approve Supplemental Appropriations, Blanket Certificates, Purchase Orders and Checks Numbered 47676 to 47791 Totaling \$94,286.13.**

Mr. Mayfield moved; Mr. Brittson seconded.

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

## **Motion: Approve Payroll Checks Numbered 47675 to 47792 Totaling \$66,638.43.**

Mr. Mayfield moved; Mr. Brittson seconded.

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



**Discussion regarding Trustee signing Dave Bacons paycheck.**

**Mr. Mayfield**

Officer Bacon is still an active member on the police department. We have a paycheck for Officer Bacon for 5 hours for training he has done. Mr. Mayfield feels that he is intitled to be paid even though he is on personal leave for completing training as required during his time off. Mrs. Schlachter, not signing this week due to being out with sprained ankle. Mr. Britton will be in tomorrow to sign Officer Bacons check.

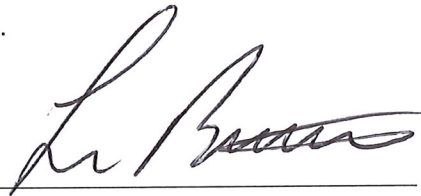
Mr. Britton: Department Heads need to be on top of their employee's status more and have better communication with Trustees and Fiscal Officer before just submitting employee timesheets for payroll.

Mr. Mayfield reads a personal statement and will retire as of January 1, 2021.

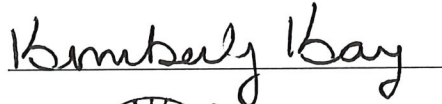
**Mr. Mayfield adjourns the meeting at 8:15 P.M.**



**APPROVED**



**APPROVED**



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