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FISCAL OFFICER: Michele Nowakowski 419.410.8304

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REGULAR MEETING

FEBRUARY 23, 2021

Zoom Meeting

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

Pledge of Allegiance

Roll Call Trustees: Mrs. Schlachter here, Mr. Schuster here,
Mr. Britton here.

Department Heads Present at Meeting:

Police Department, Chief Kaiser, Deputy Chief Hart
Fire Department, Chief Kay, Assistant Chief Yunker, Assistant Chief Bailey
Superintendent Parks and Roads Department, Bryon McIntosh,
Zoning Inspector, Jim Binienda and Fiscal Officer Shelly Nowakowski.

Trustees acknowledge and would like to thank Chief Kay for his 35 years.
Thank you for the great job you do.

MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING February 9, 2021.

Mr. Britton moved; Mrs. Schlachter seconded.

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

ANNOUNCEMENTS/REPORTS

Mrs. Schlachter - Trustee Announcements/Reports-

Planning Committee is still planning on the Point Place/Shoreland Parade to be June 5, 2021 at 12:00 pm. Will go on as planned as long as we can obtain a permit.

Working with the City of Toledo on Vision Zero

Working on compensation study with other Townships.

Would like to circle back to something that Mr. McIntosh said at the February 9, 2021 meeting regarding using the word hide when discussing finances for the Road/Park Department. Nothing is hidden. Mr. McIntosh did not budget enough expenses compared to his 2021 revenue. We will need to add a supplemental appropriation releasing funds to cover the "hidden" expenses. Mr. McIntosh budgeted thinking he was saving money however we need every dime of revenue coming in to cover the costs in parks and roads. This was the first year the department heads were asked to do their own budgets and this is part of the learning curve. We are all better off now because of it and all department heads are now accountable for spending and understand the need to budget and know what is needed for the future. We will be happy to share any reports with the public if requested.

Reviewed the Seagate Building inspection for 5714 Blessing.

Have been a part of several calls regarding 911 Consolidation Cost. It is coming back to incident reporting will be the most cost effective. This will be a burden taken on by the Township and billed by the 911 Council of Governments. We will have to try to absorb the cost of approximately 70k. Around 3,500 incidents are Police and 500 Fire so the split will be 88% Police and 12% Fire or approximately 61k Police and 9k Fire. Incidents will be reviewed for adjustment. This only pays for operations. There is a levy renewal going on the ballot in November for 911 infrastructure costs. We will need to budget in 2021 zero cost, 2022 40k, 2023 55k then full cost of

70k in 2024. The goal of the Trustees is to find the cost savings so we do not have to add a levy to our residents.

**Mr. Brittson – Trustee
Announcements/Reports –**

Continuing to work with Evans Time/Tru Pay. Will be beginning to use the product to track, and request personal time off. They have a lot of services we could be using that we pay for but was never set up.

Multiple meetings with Lexipol. They are a company that Chief Kay introduced us to that is a company that helps write and update companies policy and procedures.

Had conversation with Ohio Township Association Risk Management Authority and Ohio Township Association regarding background requirements for elected officials. Will be working with Kim on procedures for new hire of employees and elected officials.

Received call regarding a golf cart going through the ice of the river. Chief Kay and his department have done a great job responding to these calls.

Spoke to mailman regarding issues he is having getting to mailboxes. Some residents not being able to receive mail because of it.

Reviewed Seagate Inspection Report.

Spoke to Shelly, Fiscal Officer, regarding Trustee's approvals for electronic payments.

**Mr. Schuster - Trustee
Announcements/Reports –**

Working on getting up to speed on Township information. Read some emails. Getting familiar with everything.

**Shelly Nowakowski - Fiscal Officer
Announcements/Reports-**

Sent appropriation Code descriptions to each department head.

Star Plus Account is changing their name. We will be able to continue our account under new name.

Ohio Department of Job and Family Service has had numerous problems with identity theft recently. Let me know if you receive any paper work in the mail about filing for unemployment, if you haven't filed. **This fraud can be reported.**

Accounts payable and receivables have been delayed due to extreme slowness of the USPS mail. We have been notifying vendors to send their invoices electronically if they are able. We have also asked vendors to waive any late charges due to this extreme slowness.

We will be having our 2019 and 2020 audit this year. Due to Covid-19 they are scheduling out farther than usual. **Sometime between April and August is when it is expected to start.**

We have put a legal notice in the Point/Shoreland Journal regarding our Annual Report. We have posted the Annual Report in our office and we will be posting it on our township website as well.

Continuing to work on direct deposit for the township payroll. I know a target date was set for around April 15, 2021. However, we are having some issues with Citizens Bank on a few things. I would like to pursue looking into other banks and extend the deadline.

**Bryon McIntosh – Parks/Roads Department
Announcements/Reports –**

When myself and Trustee Brittson were out plowing snow, I received a call from a resident regarding her water pressure and kitchen light. Trustee Brittson and myself went to her house as she requested while there, we were able to help her out and fix both issues.

Had issues with both trucks with the brakes freezing up. The bleeder valve packed with snow was not letting the brakes release properly. All good now.

Received a total of 6 loads of salt from the county.

Met with Tom Barriger at Shoreland Park he helped me with getting power to new wireless cameras.

Trustee Brittson and myself installed cameras at Shoreland Park. Great quality.

Had a lot of snow this year tried to do the best we could. Sorry to hear the mailman had problems in some areas.

Annual Meeting with Lucas County scheduled for Wednesday, March 10, 2021. This will be a virtual meeting.

Spoke to Sarah Rowland with Lucas County regarding the roundabout. It is scheduled to start in 2025.

Received a letter from Lucas County Engineers. They are looking into putting sewers in on shoreland and Holliday area.

Waiting on a call back from Monroe Sealing regarding the tennis courts.

Chief Kay - Fire Announcements/Reports-

Making Grants a top priority to look into for help. We brought in a professional grant writer to help us with applying for these grants. The Shoreland Firefighters Association paid for the cost of this.

Applied for FEMA Assistance to Firefighters Grant (AFG) for the replacement of the departments Self Contained Breathing Apparatus (SCBA). Must be replaced by 2024.

Total project cost: \$163,000.00

Federal Resources: \$155,238.10

Our cost/share: \$7,761.90 (our cost/share was budgeted for 2021)

Regular Meeting February 23, 2021

Applied for EMS training grant from State of Ohio Division of EMS for reimbursement of recent EMT classes for new probationary members.

Received Fire Training Grant from State of Ohio to cover cost of recent Fire Instructor Course for Assistant Chief Yunker. Total Grant: \$500.00.

Applied for State Fire Marshal Fire Equipment Grant for one battery powered smoke removal fan (\$5,300.00), 3 sets of turnout gear to allow us to bring on more new members in 2021 (\$9,552.00). Total value of grant \$14,852.00 with no cost match.

I would like to thank Assistant Chiefs Yunker and Bailey, they worked extremely hard in helping with these grants.

During the recent snow storm, we felt the need to staff the fire station at night for quicker and safer response time.

On February 16, 2021 the Washington Township Fire Department reached a significant milestone in the departments history in having the first all-female engine crew respond and work at a working house fire. Engine 72 crew on this day, Acting Officer Heather Bacon, Jessica Stacy and Mandy Miller. I had a lot of feedback from the other departments chiefs that were on the scene and they had nothing but great things to say about them.

We had a lot of publicity this month. The volunteer fire service itself has changed a great deal. I feel we do our best to bring on the most qualified members and I am thankful for the group we have right now. They are all hard workers and are doing a great job.

Mr. Brittson - thanks to Assistant Chief Yunker for all his help setting up the new zoom set up.

**Chief Kaiser - Police
Announcements/Reports -**

Had 2 officers out with Covid-19 and 1 systematic.

Had new front brakes on patrol car #91.

Had new tires placed on patrol car #92.

Light bar on car #91 not working taken to D.R. Ebel and fixed.

Attended Lexipol presentation webinar at the fire station.

Spoke to the new Lucas County Sheriff, Mike Navarre. Talked about structure and new changes coming in the future.

Will be receiving new drug drop off box.

Received new insurance cards. Put in all patrol cars.

Submitted grant application for new vest.

Investigating possible drug activity complaints in the township. Advised Metro Drug Task Force.

Have Intoxilyzer Operator Training set up for several officers in March.

Asking the board to approve hiring Mark Barker to the police auxiliary.

Trustee Schuster asked if there are any updates on the counterfeit bills going around.

**Mr. Binienda - Zoning
Announcements/Reports –**

Sent out zoning violation letter to resident at 2960 Shoreland.

Have been in contact with resident at 5420 Patriot regarding blight. Has been a little cooperative.

Resident at 2938 Jasik received their 4-day warning Resolution regarding cleaning up their property. Needs to be cleaned up and charges sent to Lucas County Auditor

OLD BUISNESS

- Policy and Procedures getting pricing from Lexipol.
- Texcom for all departments was to be set up by February 23, 2021. Road Department - Bryon and Rick are on it no one else interested on Roads Department. Not a choice, all employees should be on it. Police Department - only Deputy Chief Hart is on it no one else on Police Department is on it yet.
- Camera system for park is recording. Will be adding 4 more cameras.
- School update - Motions to do under new business.
- Villamar Park - Trustee Schlachter checking into somethings. Revisit next meeting.

Update on Bid for Junk cars, towing contract, and tow lot. Chief Kaiser spoke to a few places all verbal nothing in writing. Revisit next meeting.

- Taurus - Chief Kaiser wants to keep says there is minimal expense to have. If any major thing happens to it Trustees will not fix vehicle. Do not want any money put in this vehicle. Deputy Chief Hart keeping track of milage will turn into Fiscal Officer. Will not put any money into the car other than normal maintenance.
- Zoom product upgrade & technology improvement. Did upgrade spent under \$2000.
- Reminder Employee reviews are due by March 31st including job description new form emailed out. Sent out new review form job descriptions needed for employees.

- Evans Time will start using for vacation tracking and requests. Will be tracking vacation, personal time off. Everyone will have to swipe a card to be able to use this. All employees will have a sign on and
- password to get on Evans Time. Chief Kaiser and Mr. McIntosh now have a swipe card need to be using it.
- Cost for Township to hire new officer. Per Chief Kaiser ball park cost for Township to hire a new officer about \$500.00. We already have guns and tasers.
- Direct Deposit - Still shooting for April 15, 2021.
- Star Account - Stay with what we have for now.
- Back Flow System Check for the City of Toledo for the Shoreland Park and Township Building – Trustee Schuster and Mr. McIntosh has not been discussed since last meeting. Mr. Schuster will be donating his services for the next year.
- OVI – Still looking at information on this. Making progress. Thank you to Deputy Chief Hart for being patient and answering questions regarding this matter.

NEW BUSINESS

Mr. Brittson

Had a meeting with Lexipol with Chief Kay, Chief Kaiser, Assistant Chief Yunker and myself in regards to having them create our Policies & Procedures Manual for General, Fire, and Police Policies. Trustee Brittson recommends to go forward with Lexipol Contract. It is a 1year contract. We will get \$1000.00 from Ohio Township Association Risk Management Authority (OTARMA) for fire and police. It is a renewable grant. We could also apply \$500.00 Safety Grant as well to it if we want. We will own the policy.

MOTION: TO APPROVE UP TO \$10,000 OF CARES MONEY TO PAY LEXIPOL TO CREATE OUR POLICY AND PROCEDURE MANUAL FOR GENERAL, FIRE AND POLICE.

Discussion: Mrs. Schlachter - Has states it has been a long time since these have been updated and Trustee Brittson and myself and the prosecutor have spent time already on these and it really needs a professional to do because so much is involved. Especially for police and fire. Seems like a lot of money but needs to be down right. Chief Kay thanks the Trustees for making sure they have an updated manual in place.

Mr. Brittson moved; Mrs. Schlachter seconded.

Roll Call: Mrs. Schlachter yes, Mr. Schuster abstain, not familiar enough with it, Mr. Brittson yes.

- Discuss ways to get parked cars off the streets during snow storms for the plows to do their job. Need to do something to help road department to see about enforcing some kind of ordinance. Revisit at next meeting. Trustee Schlachter will check with other Townships.
- Reimburse Jessica Stacy for her deductible of \$500.00 for an accident she was involved in when responding to an emergency call. Always have reimbursed for deductible for past employee in the past. Accident was not her fault.

MOTION: REIMBURSE FIREFIGHTER JESSICA STACY \$500.00 FOR HER DEDUCTABLE TO REPAIR HER VEHICLE FROM A ACCIDENT SHE WAS INVOLVED IN RESPONDING TO A CALL TO THE FIRE STATION.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

- Speed Limits Vision Zero. This is regarding speed limits and then a double fine if someone does speed in those areas. Trustee Schlachter to follow this to see what our options could be. See if the township can make any rules for this.
- Shoreland Avenue Sewers. Residents have been notified this is the County's job.
- Seagate report came back for the Blessing Drive Building options going forward, discussion on what options are.

- Spend money to repair current building cost to be around \$100,000.00 (quote to repair all the problems as of now).
- Look for another location in the Township to build a new Building. Trustee Schuster to look into some options for available property.
- Consolidate to the Fire Department Building to house General and Police possible costs:
 - Add Police Garage
 - Purchase Furniture
 - Demolish Blessing Drive Building
 - Move Equipment
 - Bathroom for Roads at Blessing Drive
 - Upgrade Network

Police garage to remained closed at this time.

MOTION: TO REZONE 2158 EAST HARBOR AVENUE FROM R-1A AND R-2 RESIDENTIAL TO PUBLIC OPEN SPACE FOR THE CONSTRUCTION OF THE NEW SHORELAND SCHOOL.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

MOTION: TO REZONE 5650 SUDER AVENUE FROM R-1A AND R-2 RESIDENTIAL TO PUBLIC OPEN SPACE FOR THE CONSTRUCTION OF THE NEW SHORELAND SCHOOL.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

MOTION: TO CHANGE AND ADDITIONAL 100 YARDS OF EAST HARBOR AVENUE FOR 2 WAY TRAFFIC TO THE REMAINDER OF EAST HARBOR AVENUE WILL REMAIN ONE WAY TRAFFIC FOR ALL LICENSED VEHICLES INCLUDING SCHOOL BUSES.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

MOTION: TO ALLOW EXPANSION OF A TURN LANE ON EAST HARBOR AVENUE FROM SUDER AVENUE THE PARKING LOT ON THE SOUTH PARKING LOT USED FOR STUDENT PICKUP.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

- Begin renewal process for Township Health Insurance with Savage and Associates. Employees must go onto Form Fire to update Insurance between March 1 through March 15. Trustee Schlachter to be in charge of this. Kim to send notice to all full-time employees notifying them to do this.
- Mrs. Schlachter - Golf Carts/low speed vehicles

MOTION: TO PERMIT THE USE OF UNDER-SPEED, UTILITY VEHICLE OR MINI-TRUCK INCLUDING PRIVATE GOLF CARTS UPON PUBLIC STREETS WITH A SPEED LIMIT OF 35 MPH OR LESS, WITHIN WASHINGTON TOWNSHIP, LUCAS COUNTY OHIO, EFFECTIVE APRIL 1, 2021.

Mrs. Schlachter moved; Mr. Schuster seconded.

Discussion:

Trustee Brittson has 3 residents that saw this on the agenda and are hoping that we are not voting on this tonight. Those residents are Kelly Dorn, Sue Vailant and Annette Brittson. All submitted letters of their concerns before the meeting. Mr. Brittson voices his concerns with the golf carts.

Does our police department have the time to take on all that that goes along with golf carts? This process will be done during the day when our highest paid officers are working. Limited ability to be able to get from one neighborhood to another. They may be on main streets with speed limits of 45 causing safety issues. Concerned about golf carts on Shoreland Avenue causing backups, safety issues and traffic backups.

Roll Call: Mrs. Schlachter yes, Mr. Schuster yes, Mr. Brittson no

MOTION: TO HIRE MICHAEL F. ROBERTS AS A PROBATIONARY FIRE FIGHTER TO WASHINGTON TOWNSHIP FIRE DEPARTMENT PER CHIEF KAYS REQUEST.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

- County Highway mileage certification forms will be signed tonight.
- Regarding paying bills electronically, if Fiscal Officer is paying a bill by ACH, it should be approved and have something for Trustees to sign unless it is payroll related.

Trustee Schlachter would like the department heads to turn in what they may see are Capital needs assessment may want/need within next 5 years. Have a want list of what you may need for the March 23, 2021 meeting.

- Trustee Brittson and Mr. McIntosh are attending a meeting with Lucas County Engineer via zoom. Meeting is March 10, 2021 at 1:00 p.m. let us know if there is anything any of you would like discussed.

MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 47944 to 48071 (ELECTRONIC 11-25), TOTALING \$65,594.49 FOR ACCOUNTING.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

MOTION: APPROVE PAYROLL CHECKS TOTAL AMOUNT \$65,421.83

Mr. Brittson moved; Mrs. Schlachter seconded.

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

RESOLUTION #04:2; OHIO REVISED CODE SECTIONS 4511.214(A)(2)(a) and 4511.215 AUTHORIZE TOWNSHIP TRUSTEES TO PERMIT AND REGULATE THE USE OF UNDER SPEED VEHICLES, UTILITY VEHICLES, OR MINI-TRUCKS UPON PUBLIC STREETS OR HIGHWAYS UNDER ITS JURISDICTION.

Mrs. Schlachter moved; Mr. Schuster seconded.

Roll Call: Mrs. Schlachter yes, Mr. Schuster yes. Mr. Brittson no

Chief Kaiser asks for Trustees to pass a Motion to bring on a new Auxiliary Police Officer Mark Barker. Trustee Brittson and Trustee Schlachter want Chief to hold off on hiring Mark Barker to Police Auxiliary until he decides what he's doing with the ones that are on there now.

Zoom callers that would like to speak.

Rick Phillips 6004 Villimar

Is upset with residents complaining about the job road department did during the snow storm. When residents do not move their cars the road department cannot do their job to the fullest. Would like to have Trustees to enforce ordinance to move cars so road department can do their job.

JoAnne Vail-Nixon 2524 Shoreland

First off thank you to the Road Department for their diligence during the recent snow storms. Your hard work and willingness to make our roads passable and safe are most appreciated.

Also want to say thank you and kudos to Washington Township Fire Department for their outstanding work on the Ottawa River. Extremely happy to see your grant pursuits. Good luck!

I can confirm that the Policy and Procedures Manual did have OTARMA recommended updates in 2017. I cannot let the golf cart issue go without comment on the record. It comes as no surprise to most that I oppose the operation of "low speed vehicles" in the Township, especially on Shoreland. I believe operating "low speed vehicles" can be safe venture, but combining their operation with high-speed vehicles lends itself to danger, injury and liability. I know residents in various areas have been operating a variety of "low speed vehicles" without Township approval. Google Upper Sandusky golf cart accidents. I expect and look forward to seeing the Ohio Law and requirements for "low speed vehicles" being shared by Township Officials and upheld by Township Officials.

Sue Futey 5429 Patriot

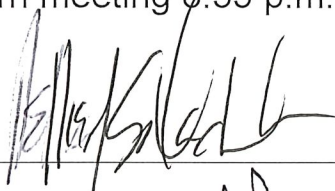
Regarding 5420 Patriot property please be aware that there is still blight that needs worked on and needs cleaned up. It is no way done as you guys just stated. Mr. Brittson states we did not mean that it is done. I'm sorry wrong choice of words. We have been in contact with him and he is being cooperative and we hope it continues and we can get the rest of the blight cleaned up. We promise we are not going to sit on the situation.

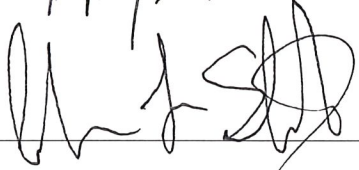
Regarding the topic of golf carts, I just want to say I am against golf carts. The thought of them going down Shoreland scares the hell out of me. I don't think it should have been voted on tonight without more public discussion. It could have been discussed more with the residents.

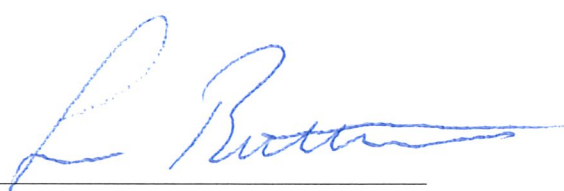
Margaret Thompson
6026 Vistamar

Interested in what the plans are for the Villamar Park. Trustee Britton says we just don't want to cut the grass. Would like to look for grants to put the property to good use. Please feel free to send in any ideas you may have. Ideas from residents are welcomed. We as Trustees may not always agree with each other but we are all in it for the same reason for the residents and to keep our community looking good. Just want to bring the Township into the 2021 with updates.

Adjourn meeting 8:55 p.m.











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