



TRUSTEES: Leo Britton 419.699.0515
Kellie Schlachter 419.350.2945
Mark Schuster 419.466.9884

FISCAL OFFICER: Michele Nowakowski 419.410.8304

5714 Blessing Drive, Toledo, OH 43612-3912, 419.726.6621, Fax 419.726.0528 <http://www.washington-twp.com>

REGULAR MEETING MARCH 9, 2021

Zoom Meeting

Mr. Britton called the meeting to order at 6:02 p.m.

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

Department Heads Present at Meeting:

Police Department, Chief Kaiser

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.

Pledge of Allegiance

MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING February 23, 2021.

Mr. Britton moved; Mrs. Schlachter seconded.

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

NEW BUSINESS

Direct Deposit/EFT (Electronic Funds Transfer)

Fiscal Officer – Shelly Nowakowski

I had a lengthy conversation with our Citizen's Bank Rep. Bottom line is they will not proceed with EFT (Direct Payroll) until they receive 2019 & 2020 audited financial reports. They were given past audited reports, but we cannot give what we do not have yet. Many fees were mentioned for processing and transmission and was told they would fluctuate from month to month and not be fixed. The timeline on Citizen's end to initiate this process was said to be over a month. In the conversation, she also stated that they would be charging a stop payment charge for a warrant that a vendor never received that was paid and mailed in October. (Payment lost in mail). When the stop payment was done, Citizens said we had an account that would not be charged for this service. Since August, when I started this position there have been a countless number of times that I have found coding errors with statements from Citizens and have been on the phone literally for hours to get resolved. Overall, their customer service is not the best. Our Township deserves better. Citizens stated last Tuesday, after our call that they would send us more info by email. We have not rec'd to date. I am currently talking to other banks and making this a priority to try to stay as close to our timeline as possible. (UAN advised to start this process in March for our April 15th deadline to be met). UAN has 8 videos pertaining to EFT set up and all have been carefully watched. Most of the employee's bank records and authorization forms have already been obtained, some we will still need. It will need to be determined if we are to go with the "File Upload" or "Data Entry" method. UAN suggests file upload if having more than 10 employees. I would like to simplify and make direct payroll for all employees.

Bureau of Workers Compensation (BWC)

Trustee Schlachter, Shelly let me know how we appropriated for workers compensation. Please make a call to them to make sure we are classifying right.

FISCAL OFFICER – SHELLY NOWAKOWSKI

BWC for 2020 totaled \$50,359, (\$49,855 actual amount paid since we rec'd. a \$504 rebate). BWC determines our annual premium due by our gross wages per classification. Fire Department is higher cost due to the higher risk classification.

Payments are broken out into 2 segments about a year apart. First, is an “annual estimated premium” due for the **upcoming year**, usually paid in December. The second, is called a “True Up”. This reports actual figures for the **past year**. This report is due in January.

Fire’s share of cost out of the \$50,359 is \$33,357. In December 2019, when the 2020 annual estimated payment was made, only \$1,202 was paid to go towards Fire’s classification since the wages were estimated only at \$6,618. This \$1,202 was also taken out of the General Fund. This presents more to pay at “True Up” when actual wages are entered.

FYI: In Dec 2019, \$21,852 was paid out of our General. 2020’s True Up, paid in Feb 2021, we paid BWC \$28,003 w/rebate applied. (This still needs to be appropriated from our funds).

FYI: The cost of last year’s (2019) True Up, paid in February 2020, was split evenly. \$7,731.20 across the board.

The Fire Fund was not appropriated with enough to handle this hit. It was not appropriated like this in the past. No one could have known this was coming. Next year we will need to allow. Please see attached spreadsheet for breakdown and balances. Please note: This amount is not fixed from year to year since these are based on wages and # of employees.

The General Fund has been taking the brunt of this bill mostly. (However, this does not take into consideration of the dividends last year we’ve received. They have not been appropriated to use this year but maybe now is the time to look at making some amendments. Especially to the Park and General. We may need to anyways since we may have structural changes to our Township buildings. My suggestion is to appropriate the remainder \$28,003 out of General this year and to amend our budgets and to let next year, be budgeted and appropriated to where the wages are.

Last year, the cost of an employee in 9433 classification was \$425.05, in classification 9439 it was, \$1,191.33

FYI: For 2021’s estimated annual premium that was paid in December 2020, BWC has most of our estimated wages in 9433 also. Wages in 9439 classification are not close to being accurate, but this way, BWC does not hold onto our money for the year. (Pay now or later)

In December, I appropriated according to the number of employees each Department Head stated they had and for the remainder of the employee’s BWC listed, I had placed under General. Only \$1,373.00 was actually appropriated out of the Fire Fund so most will need to come out of the Fire fund when paying the True Up next year. As far as our other funds, they are pretty closely appropriated already, except for General. It all depends on

the number of employees and wages throughout the year. True Up time is when the funds would be adjusted to the actual figures.

If wanting to adjust future estimated premiums, I would need to contact Kelly, our BWC Representative and change this so that our True Up isn't so large. (I would not want them to have to credit us. Why let them keep our money for a year.)

Discussion regarding above.

TRUSTEE SCHLACHTER

When I sent the 2017 and 2018 financial audits to Citizens Bank there was a manager letter attached which is all the findings that the auditor found that needed to be fixed. I found that the past trustees never replied to audits finding or corrected them. The trustees are responsible for this. Trustee Brittson asked if we could go back now and fix errors if possible. Nobody was sure about this, going to inquire with auditor if they can do this. Need to make sure these are corrected going forward.

TRUSTEES

Discussion

Financial savings it would be for the township to consolidate the police and administration offices in with the fire department.

Trustee Schlachter and Trustee Brittson had Shelly; Fiscal Officer put together roughly what the cost of bills and expenses for Blessing Drive are and it came to about \$35,000.00 a year. This being said if we would move in with the fire department this would be a huge savings for the township. After reviewing the Seagate Inspection Report to stay in the building there are many things that have to be repaired in the Blessing Drive Building. The air condition was going out at the end of last summer, drive way needs replaced, needs to be handy-cap accessible, roof, mold issue, old wiring, needs new windows, and siding among all the other problems that total around \$100,000.00 to repair. Trustee Schuster did review the Seagate report and went up with Mr. McIntosh to look at roof to see how bad it was. Trustee Schuster states that he feels it would be a mistake to tear down whether we stay there or not. Trustee Brittson and Trustee Schlachter understand the historical feelings of the building but it is come down to where there is so much that needs to be done that has been put off for years. We are just trying to figure out the best economical way to move forward for our residents, because it is tax payer's money, that's what we are looking at. Plus, the safety and environment of our employees.

Trustee Schuster concerned with Police Department having proper space they need to function as well.

TRUSTEE BRITTON

If moving into the fire station for now is an option it could be temporary until we could come up with somewhere to build. Nothing we are doing there would be a waste of money.

After reviewing the Seagate report that came back after Seagate's inspection the choices are as follows; stay in Blessing Drive building and fix all the items that were listed in the report, tear down and rebuild in the same spot on Blessing Drive (which will cost money), find a new location in township and build (which will cost money) or consolidate Police and Administration Office in with the Fire Department. Which then expenses would be split 3 ways, saving township money.

Trustee Schlachter stated that we received quotes what it would cost to tear down Blessing Drive Building, and it would be around \$18,000.00 All this with keeping in mind that we have the new 911 cost coming up next year for \$70,000. We do not want to have to go to residents for this or reduce township services to pay this. We have to come up with a solution that will help all departments with their cost and what is in the best interest of the residents. We will revisit at the March 23, 2021 Regular Meeting.

TRUSTEE BRITTON

We need to vote on the Volunteer Firefighter Dependence Fund Representation Board. There are 5 members and it is made up of 2 people from the fire department, 2 trustees and those 4 will pick the 5th person at their first meeting.

MOTION: Keep Heather Bacon and Jacob Cook on the Volunteer Firefighter Dependence Fund Representation Board.

Mr. Britton moved; Mrs. Schlachter seconded.

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

MOTION: Bring Trustee Britton and Trustee Schlachter onto the Volunteer Firefighter Dependence Fund Representation Board.

Mr. Britton moved; Mrs. Schlachter seconded.

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

TRUSTEE BRITTON

Kim Kay and I have been working on the set up of True Pay. Switching everything over from Evans Time. Unfortunately, we have had some of these options before with Evans Time but we never used. Luckily with them switching over companies they are helping us for free instead of charging us to get it up and running and trained on how to use.

Department heads need to learn this new system and use it. It will be very handy and helpful with requesting time off and keeping track of time off that employees take. There will be a phone app as well that employees will be able to use for all these items. New log on info will be coming next couple weeks.

FISCAL OFFICER - SHELLY

Covid-19 off work pay/reimbursement will be ending March 31, 2021. If you get Covid after that date it will be unpaid time off unless you are a full-time employee and you have sick time, personal time or vacation time left you want to use for it.

Zoom callers that would like to speak.

Karen Mayfield

2244 Terramar Road

Mrs. Mayfield offered a correction to December 17, 2020 meeting minutes. Mr. Mayfield resigned, he did not retire, as was stated in the meeting minutes. She thanked Mr. Britton for his "no" vote on last month's slow-moving vehicle/golf cart resolution. She is concerned about lack of transparency with the golf cart resolution and feels promises of transparency, residents' voices being heard, and not hiding things have been broken. She feels some recent township meetings have been an embarrassing display of public bullying, as defined in the Township Policy & Procedures Handbook: "repeated incidents and pattern of behavior that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people," and "assertion of power through aggression." She said this is not who or what Washington Township is, and the residents and employees deserve better.

She appreciates that everyone wants to make the township sustainable and strong for the future. She encouraged trustees and department heads to take leadership training and work to build trust, respect boundaries, work collaboratively without micromanaging, and create a better perception of the township. Thank you for what you are doing and allowing me to speak.

Motion: Enter into Executive Session Ohio Revised Code 121.22G at 7:04 p.m.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

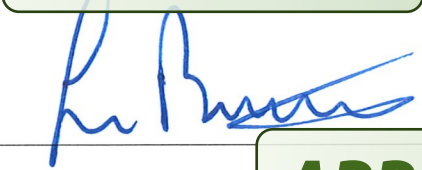

Back from Executive Session 8:18 p.m.

No decisions made in Executive Session.

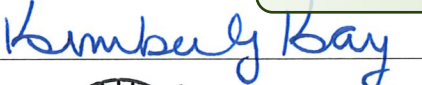
Adjourn meeting 8:19 p.m.

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