



TRUSTEES: Leo Britton 419.699.0515
Kellie Schlachter 419.350.2945
Mark Schuster 419.466.9884

FISCAL OFFICER: Michele Nowakowski 419.410.8304

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REGULAR MEETING

APRIL 27, 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:

Police Department - Chief Kaiser,

Fire Department - Assistant Chief Yunker, Assistant Chief Bailey, Chief Kay excused, working, did attend through Zoom.

Zoning Inspector - Jim Binienda

Fiscal Officer - Shelly Nowakowski.

Road/Park Department – Bryon McIntosh excused, on vacation.

MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING APRIL 13, 2021 AND SPECIAL MEETING APRIL 14, 2021.

Mr. Britton moved; Mrs. Schuster seconded.

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

ANNOUNCEMENTS/REPORTS

Department Heads full reports are available on line on our website www.Washington-twp.com

Mr. Brittson – Trustee

Report –

Have been working with OTARMA (Ohio Township Association Risk Management Authority) on getting a refund which we actually just received in the mail today. Also working with them on seeing what we can get reimbursed if we do drug and alcohol testing on township employees. Last I heard we could get \$25.00 off our renewal for every employee that has a drug and alcohol test done.

Still working out some things on reporting in Trupay. Request for any time off is now able to be requested and tracked on line through our Trupay Account.

Took multiple blight calls.

I am setup on Lexipol and have downloaded the general part of the policies and procedures.

Have modular furniture ordered and have two companies giving quotes for electric work at Fire Department.

Worked with Buckeye Cable on fax issue.

Working with Buckeye Cable on moving of phones from Blessing to Fire Department.

Completed inventory and sent to OTARMA. Thank you to department heads on getting it on time.

Kim and I met with two copier companies. The lease on the copier is ending soon and looking into getting a new one. Would like to start new contract in conjunction with move to Fire Department. Both companies are willing to buy out the few remaining months on the contract of the old copier. Will bring numbers to next meeting to have Board make a decision on who to go with.

Mrs. Schlachter - Trustee

Reports -

Had a Special Meeting for Villamar Park on April 14, 2021. Had about 15 to 20 people show up. Are going to continue to keep it as a park.

Regular Meeting April 27, 2021

Project will happen in steps. Working on first two steps. Step one being brush removal and step two the parking lot. I donated a Martin House and I know Bryon McIntosh is donating bat houses. Will not put those up until the park and brush removal is cleaned up and the parking lot is done. I sent over some suggestions to the other Trustees for step three which is to order picnic tables, benches, and grills the quotes for those came to about \$3,000.00. But we still need to get quotes on the gravel and labor for parking lot before we move forward. I think we committed \$8,000.00 for the park project. Bryon is on vacation, so when he gets back, we will work on time frame to move forward with that. I will continue to work on partnerships, sponsors, and grant to get funding for playground equipment. Will continue to look at grants and sponsors for playground equipment and pavilion. Waiting to hear on grant for plants and trees.

Emailed the Blade. I have been receiving a lot of complaints regarding the blue advertising bags that are delivered. It's causing a lot of blight issues when people are not picking them up.

I also emailed attorney at the county to ask legally can we do anything about them and he said there's nothing we can do about it the residents have to contact The Blade themselves to cancel delivery.

Received a lot of zoning/blight calls. Working with Jim to get violation letters out and getting blight cleaned up.

Working on renewal and quote for the full-time township employee's health insurance with our insurance representative RJ from Savage and Associates. We spoke a couple weeks ago and it is going to be around a 22% increase this year. We did have a decrease last year. He is going to look into some other options. Have a call with RJ Monday to discuss further options. Will update at the board meeting. I would like to bring up at next meeting ideas of having employees pay something. I have never seen a company that pays for the whole premium for an employee. I would like to discuss, maybe the next meeting our employees maybe paying a portion.

**Mr. Schuster – Trustee
Report –**

Attended the Villamar park meeting.

Worked with Bryon on storm water concerns, helped resident checked the basins. Was on private property.

Still looking into properties for the township hall. Met with Wesson Builders regarding them selling us some of their property but are not interested.

Last Friday did back flow test for certification that was due. Paperwork is done and turned in.

**Parks/Road Department
Trustee Brittson - update on Bryon McIntosh's Report**

Drug the diamonds in Shoreland Park. Getting ready for softball season. Used a screen fence to clean up dead grass which was left behind also sprayed fields.

Cutting grass at park. Not cutting school grass this year

Drug Villamar Park parking lot to level off stone.

**Chief Kay- Fire
Report-**

Very appreciative and thank you to the Trustees and Fiscal Officer for your support in getting our new turnout gear. Each member is fitted head to toe with protected firefighter gear. On behalf of myself as chief and the firefighters this is huge thing for the safety for us to have this turnout gear and to put it in service.

Speaking on behalf of the Shoreland Firefighters Association donations are coming in for the fireworks display that the Association will host for the community. Not quit at our goal but we are doing well.

Chief Kaiser - Police Report–

All ready to go with the LSV/Golfcart inspections and informational packet for residents. Have inspected 2 carts so far in entire township of April 15, 2021.

Was awarded \$801.00 from the courts on a drug case. The money was forfeited to the police department to be put in drug fund. (LETF).

Received check for \$911.25 from the State of Ohio for reimbursement for the bulletproof vest grant.

Finished Lexipol introduction on-line.

Have been working in the township building clearing out old and unused equipment and clearing out the property room to dispose of old evidence and contraband.

Have 3 cars that we put up for auction from the impound lot that are unclaimed on Govdeals.com.

Dropped drugs off at Sylvania Township Police Department that we had turned in at the drug take back event.

Have been speaking to residents when I am out and about regarding junk vehicles.

The State and Chamber of Commerce inspector drove up to Raintree Village after many complaints regarding the condition of the properties within the park. The State wrote up a report and forwarded a copy to the police and trustees.

Mr. Binienda – Zoning Report –

Have been working on Northshore area regarding complaints from residents regarding garbage can issues.

RESOLUTION #07:21: 5235 PATRIOT 10 DAY BLIGHT.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

RESOLUTION #08:21: 5338 BELPRE 10 DAY BLIGHT.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

OLD BUISNESS

Trustee Brittson - Update on status of Lexipol for Fire & Police. Still looking at a goal of completion on August 1, 2021. Indexes done downloading existing policy and procedures

Chief Kaiser, I am at introduction stage have to have phone meeting.

Chief Kay and Chief Yunker have had first meeting, have second meeting next Wednesday, May 5.

Notified A&S Asphalt that they have the job for the courts and also Fire Department parking lot job. Would like it to be coordinated so they can do both jobs back-to-back since they will be in the area.

Villamar Park – updated in Trustee Schlachter’s report.

Trustee Brittson – Chief Kaiser have you got anywhere with getting the quotes for the junk cars and tows we asked you to get? We want to be sure we are getting best price out there. Please get some quotes for the May 11, 2021 meeting. Board has been asking for this for going on 3 months now. Neighbor by Blessing Drive building commented to Trustee about the tow lot, in and out all hours of the night.

Trustee Brittson - Mr. Binienda status on 5420 Patriot, Whiting property. Mr. Binienda says he has taken a few things down from his from yard. Chief Kaiser states there is still a lot of blight that needs to be addressed on his property.

Trustee Brittson - Shoreland Avenue Sewers no update as of now. Suppose to be having a public meeting.

Trustee Brittson - Employee reviews are completed. Thank you, Trustee Schlachter and department heads, for getting them done on time.

Trustee Brittson - Trupay is up and running. Everyone needs to use for requesting and tracking time off. If anyone wants app on their phone theirs no extra charge. If anyone needs help setting it up let me know.

Trustee Brittson – Cost for Township to hire new officer. Chief Kaiser do you have this yet what we asked you the past 2 meetings the cost for what it cost the Township to supply a new officer with needed items. Chief Kaiser states roughly anywhere from \$500.00 to \$1,000.00 depending what other officers may leave behind that we can reuse. In most cases it can be anywhere up to \$2,000.00.

Trustee Brittson - 911 Consolidation update. Nothing new to report.

Trustee Schlachter - Capital Needs assessment by department would like to focus on after the move maybe around July.

Fiscal Officer, Shelly Nowakowski – Everything is in place with Huntington, the new bank we are going with. Everything is up and running. All steps are in place and everything is running on time for direct deposit to be in place for payroll week of May 3, 2021.

Everything is set up with UAN and prenotes are being done to see if everything is working ok for direct deposits to go through for payroll.

NEW BUSINESS

Shelter House support procedures wait till Mr. McIntosh comes back.

Trustee Schlachter - See if any groups would be interested in helping for park cleanup. Whitmer High School has a construction department see if they would be interesting in building bat and bird houses if we buy the materials.

Discussion on health Insurance renewal already discussed previously.

Dental and Vision renewal with no price increase.

MOTION: RENEW THE TOWNSHIP EMPLOYEES' DENTAL AND VISION INSURANCE FOR 2021-2022 WITH AMERITAS. EFFECTIVE MAY 1, 2021 WITH NO INCREASE.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

MOTION: WAIVE ALL FEES FOR RIVER POINT UNITED METHODIST CHURCH TO HOLD THEIR SERVICE AND LUNCHEON TO FOLLOW ON AUGUST 1, 2021 AT SHORELAND SHELTER PARK RENTAL HALL.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Mr. McIntosh requesting to pay his employees out of general fund for blight cleanup work hours instead of paying them out of Roads & Parks Fund. Board wants to keep it the same. When we get reimbursed from Auditor for blight cleanup it goes back into the Roads and Parks Fund where the money came out of when they got paid.

Trustee Brittson - New Copier contract:

MT Business Technology (current vendor) their cost is a flat fee for copier then will charge us for how many color and black and white copies are made.

Millennium Business System their cost is one charge for copier and copies together.

I will have final numbers at May 11, 2021 meeting for us to make a decision on who to go with.

State extending timeline to have virtual meetings till December 31, 202, did extend till end of year.

Discussion regarding storage for email. Currently working with Host Pappa. Is it time to switch to Office 365? Trustee Brittson suggest extending another year then find someone to help us with this.

MOTION: INCREASE TO THE UNLIMITED PLAN WITH HOST PAPPA FOR THE NEXT 12 MONTHS AT A COST OF \$479.88

Mr. Brittson moved; Mrs. Schlachter seconded.

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

MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 48249, 48699 to 48705 TOTALING \$4,668.67 FOR ACCOUNTING AND CHECK NUMBERS 48227 TO 48248, 48706 AND (ELECTRONIC #57), FOR PAYROLL TOTALING \$21,835.06.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Zoom callers that would like to speak.

**Karen Mayfield
2244 Terramar**

I am saddened to hear of Jim Binienda's resignation as zoning inspector. I would like to recognize and thank Jim Binienda for his service as our township zoning inspector. I have been the zoning secretary for 13 years and have worked with two zoning inspectors Becky Bodette and Jim Binienda. Jim has been involved with zoning for years, well before I became secretary. It is a hard job, and I know Jim has the demeanor to work with people, but it is hard when you have to confront people and they become belligerent and defensive. I encourage our trustees to include our zoning chairs in the interview process for the new zoning inspector. Zoning is very important to our Township and it is what sets us apart from the City of Toledo. Again, thanks to Jim for all he has done for our township.

Thank you for allowing me to speak.

Trustee Brittson - Enter into Executive Session at 7:13 p.m. Ohio Revised Code 121.22G. Fire Department and General Business.

Back from Executive Session at 8:44 p.m.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

MOTION: APPOINT TOM YUNKER TO THE POSITION OF ZONING INSPECTOR EFFECTIVE MAY 3, 2021 AT A RATE OF PAY OF \$16.00 AN HOUR. FOR THE MONTHS OF APRIL THROUGH SEPTEMBER WITH A CAP OF 20 HOURS A WEEK AS NEEDED. FOR THE MONTHS OF OCTOBER THROUGH MARCH A CAP OF 10 HOURS PER WEEK AS NEEDED. WILL RECEIVE REIMBURSEMENT OF MILEAGE PER IRS REGULATIONS. EFFECTIVE MAY 3, 2021, PAY IS SWITCHED FROM STIPEND TO HOURLY.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

MOTION: CHANGE HOURLY RATE FOR THE SHELTER HOUSE HALL POSITION FOR CLEANING AT A RATE OF \$14.00 PER HOUR. THIS POSITION WILL NO LONGER BE RESPONSIBLE FOR SHOWINGS OR MANAGEMENT OF THE DAY-TO-DAY ACTIVITY. THERE WILL NO LONGER BE A STIPEND OF \$45.00 FOR A WASHINGTON TOWNSHIP EMPLOYEE TO SHOW THE SHELTER PARK HALL. IT WILL NOW BE THE PARK SUPERVISORS RESPONSIBILITY FOR THE EVERY DAY MANAGEMENT FOR THE SHELTER HOUSE HALL. THIS POSITION WILL REPORT TO THE TRUSTEES.

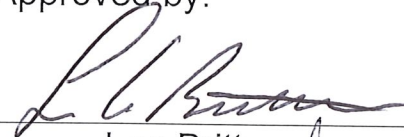
Mr. Brittson moved; Mrs. Schlachter seconded.

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

Trustees will be asking Kim McIntosh if she is interested in staying on.

Adjourn meeting 8:50p.m.

Approved by:


Leo Brittson


Kellie Schlachter


Mark Schuster


Kimberly Kay

Regular Meeting April 27, 2021



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