



Bryon McIntosh
Washington Township Road Department
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Park & Road Report

May 7, 2021

Announcements

- We have been cutting fields and trimming the grass thought the Township we also trimmed weeds around and under Guard railing on Summit St.
- Welded anti scalp wheel bracket back on mower deck and made repair to front of deck.
- Picked up Dead rabbit and two squirrels
- Trimmed trees on Water Point Court.
- Removed plows from trucks and reorganized back garage in preparation for the summer projects
- Returned many phone calls when I returned to work from Vacation
- Spoke to Christine from Block Watch and approved meeting to be held at Shoreland Park hall.
- Accepted Resignation Letter from Kim McIntosh as Park Rental Coordinator.
- Worked with Lucas County Traffic Engineer on Summit St. Bridge. "Ottawa River Navigation Lights".

Bryon McIntosh



FIRE and RESCUE DEPARTMENT

Ronald Kay-Fire Chief

Report for Tuesday, May 11th, 2021

- Chief Kay and Asst. Chief Yunker attended online webinar on 5/5/21 with Lexipol. Continuing process toward Lexipol policy and procedure implementation.
- Engine 72 and Rescue Engine 72 completed pump testing on 5/5/21.
- All breathing apparatus (SCBA's) were flow and fit tested on 5/5/21.
- Overhead Door repaired compression spring on station rear apparatus garage door on 5/5/21.



Washington Township

Division of Police

Christopher J. Kaiser
Chief of Police

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Report for May 11, 2021

- Year to date tow lot income as of April 30th, 2021 is \$38,615.00. Operations cost \$13,110.00. Profit \$25,505.00.
- We held public auction with Govdeals and sold 2 vehicles and 1 motorcycle May 6th, 2021 for a total of \$9675.00. All vehicles were never claimed in the impound lot. We will have a few more vehicles to be auctioned this month and other unused police equipment.
- Received check from Toledo Municipal Court for \$876.00 for drug money forfeited and OVI fines
- The Lucas County OVI Task Force is having a OVI check point being hosted by Toledo Police at Alexis and Telegraph, also same night Suder and Shoreland on May 22, 2021. They will be using our building as a staging area.
- Ordered and had new tires put on Vehicle # 89. This is the newest car in our fleet and first set of tires replaced. We got approximately 40,000 miles out of original set.
- Would like to congratulate Thomas Yunker on his new appointment as zoning inspector. Have reached out to him offering him any help he needs from me or the police department with his new job.

Zoning Department Report for Tuesday May 11, 2021

- Have been contacting other area zoning offices to compare citation processes.
- Working with Trustees and Prosecutors office to determine correct wording needed on citations issued.
- Worked with Kelly to create form for resident zoning concerns to be submitted through website. This will allow better tracking and follow-up.
- Re-issued permit 181681 from April 6, 2021 for a fence.
- Spoke to resident regarding new driveway put in at 2611 Shoreland. Concerned that they removed curb that kept water from draining onto his property. Reached out to owner of property to discuss this.
- Spoke to and met with resident about fencing concern on Rosemar.
- Spoke to and met with resident about fence concern on Windamar.
- Received email from resident regarding the need for a shed permit. Advised permit needed. Also answered questions he had regarding neighbor's fence.
- Have driven around Township. Multiple zoning violations noted. Will be working on getting citations issued.
- Will be submitting a document for common zoning violations found and how to correct for Facebook post and website to advise residents of common violations and how to avoid a citation.
- Resolution #07:21 for 5235 Patriot – grass has been cut. No further action.
- Resolution #08:21 for 5338 Belpre – not corrected. Recommend 4-day notice to be sent out.
- Followed up on letters sent out by previous inspector. Recommend 10-day resolutions for the following:
 - 6214 Randon Dr. – Blight 1308(D); garbage cans in front of garage.
 - 2940 Northshore Dr. – Blight 1308 (D); garbage cans in front of garage.
 - 6031 Bridgeview Dr. – Blight 1308(L): diseased trees need to be removed.



Michele Nowakowski Fiscal-Officer

Star Plus account Transition to Government Insured Deposit Program (GIDP). -If we are to keep our account open we must submit GIDP Account Transition Agreement before deadline of May 26th or Star Plus account will automatically be transferred to our Star Ohio account on May 31st and our Star Plus account will be closed. GIDP offers fully FDIC-insured deposits up to \$25 million. Needs Board's approval.

Direct Payroll went without a hitch. . . next process: emailing pay stubs.
(This function is optional-needs Board approval & adopted policy along with technical settings of email server if approved)

Prior to UAN set up, is to Board approve & adopt a policy for sending EFT pay stubs by email. This is to ensure the protection of sensitive employee data. *[Auditor of State (AOS)/Open Government Unit states the Internet is not secure, they urge us to send personal information by US mail rather than via the internet. Sunshine Laws state that some personal employee information is not considered to be public record and must be protected].*

In the UAN set up, they advise us to send each employee their own nonnegotiable pay stub by a PW protected email submission. Setting up email submission is an optional feature, but think it would be nice for everyone who takes part in electronic payroll so they can receive their stubs. Paper copies will continue to be available upon request.

To ensure the protection of the employee's information, the policy should require:

- 1) receiving written documentation (from employees) giving WT permission to send stubs by PW protected email
- 2) send test to email (given by employee) to ensure accuracy of email address provided
- 3) F/U & confirm that employees received test emails

If Board approves, and a policy is adopted, I will move forward with this process.

Technical settings of the email server that will be needed include: SMTP Host, SMTP Port, SSL Login Settings (if applicable).

Payment Link on our Website

Currently looking into a payment link to possibly add on our website for payments of zoning permits & shelter rentals. This is enhance our customer service to our online residents as well as limiting the flow in our office. I have reached out to other townships, our website designer and to Huntington. Springfield is currently in the process of setting up the same type of system. The fiscal officer there will keep me up to date on how it works for them. Huntington will also supply their recommendations. I would like Dept. Heads feedback also. Forms could be submitted online. I also suggested that forms be available at the park and township locations along with a drop box. Shelter availability would need to be posted.

Duns Number/Registration

Sam.gov Award Management- In order to receive special grants given to our township, we must annually update our registration on their websites. To make a long story short, and after many hours, I had to obtain access in order to delete an expired DUNS number from 2014, submit an updated registration, was granted a new DUNS, which has been registered to our township, and is now in the process to receive another code (CAGE #) granted from SAM.

Huntington Credit Cards

The necessary "underwriting" with the bank has been done. Peggy from Huntington who handles this piece has been on vacation but was told their Team is processing & will be having a card agreement coming our way to sign. The process should go quickly after this. Keep using your Citizens cards until the new Huntington cards come in.



Leo Britton - Trustee

- Took calls on speed issues during the shutdown of Shoreland. Unfortunately not till after road was back open.
- Worked on issue in Trupay with shifts that start in one day and end in another issue is fixed
- Took multiple blight calls
- Meeting with Lexipol on downloaded policies and procedures
- Electric & data updates scheduled for June 1st.
- Schedule Buckeye for phone move on June 1st.
- Walls will be assembled the week of May 24th
- Work with Tom during his transition to zoning inspector
- Completed inventory and sent to OTARMA
- Will have motion for copier in new business
- Shelter House discussions
- Normal items for Month:
 - Website updates
 - Police Logs

Kellie Schlachter – Trustee report for 5-11-2021

- Created and sent out the April Newsletter
- Updated the website
- Discussion with Jim helping with the Zoning transition to Tom
- Discussions with Tom related to website Zoning Page
- Per Tom's request – added a zoning complaint from online where residents can fill out and send directly to zoning – Tom will then follow up
- Looking into, with Shelly, online payment system for fines, park rental, permits
- Dropped off quilt at station – made by my neighbor to be raffled off for the fireworks fund
- Revamped the Zoning Department Page on the website. Also, added the current zoning commission and appeal board members.
- Reviewed police logs daily - discussed ongoing concerns with the police department regarding stops outside the township and a lot of time being spent sitting at Alexis/Raintree and not in the other areas of the township – communications were sent out by Deputy Chief to all officers
- Discussions with Bryon on finished painting the back of the garage at the shelter house, starting to work on the brush clean up and parking lot on Villamar – prior to ordering any benches
- Discussions with Bryon regarding the showing of the shelter house via a video and online and giving each renter a one-time code to save on showing expense and improve efficiency. Also discussed change on who cleans the hall since Kim McIntosh resigned. Plan to add the rental dates and times to the events on the website so people can see when it's available to rent and when it will need cleaned.
- Water main break – and better communication let the trustees know and Fire Department know – not finding out driving out of my driveway
- RJ (Savage) sent options for medical insurance – review and trustees will need to discuss
- 911 – sent documentation on billing structure – sent to all trustees to review
- Continue to receive calls on blight issues

- 5/5 – signed and reviewed checks – noticed a high-water bill for the park shelter house. Spoke with Bryon to resolve. May be new toilets malfunctioning. He will fix and follow up with trustees.
- Thank you to Shelly – the direct deposits were successful this week – mine made it in on time – your hard work is appreciated
- I will be out of town on vacation May 22nd – May 29th and will not be at the next board meeting – was able to request, online house check, on the Police page – they will keep an eye on our property while the family is gone

STATEMENT:

I have been a trustee for almost 1 ½ years I can share that everything I have voted for is in the best interested of the township and the taxpayers who voted for me and who I serve. I understand change can be difficult and there has been a lot. COVID. was difficult to manage through but we did and successfully, as a TEAM. The taxpayers deserve a balance budget, proper spending, accountability, better efficiency and process change to save the township money. I cannot speak for leaders in the past and why they did or did not do something but I commit to making the township a better place for current and future residents. How? Through better efficiency and enhancements. Like Villamar Park, why it wasn't kept up I do not know, but it will be now. Changes like moving out of a ruin down township hall building for the safety of our employees and visitors, why it wasn't kept up I do not know. Changes in employees and promotions. Updating the outdated website for online forms and information – why that wasn't important in the past I do not know. Changes like replying to audit findings – why in the past they did not I do not know. Changes like – police sitting at Alexis and Raintree for hours and hours. Why that was let go – I cannot answer but it will be watched now. These are just a small sample of items that could be improved and have. These new changes have been thoughtful, healthy, based on common sense. We need to move forward and create a sustainable township for years to come. One thing I do know is we do have some great employees, in the past many friendships were created and that could have made it very difficult to separate personal and business. I hope all our employees understand the difference as we work as a TEAM to move the township forward. If any resident would like to know more, please visit the website which has been enriched for more transparency and information. *Note please remember one trustee can't make these changes on their own it is a vote of majority of three.

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