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Kellie Schlachter 419.350.2945
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FISCAL OFFICER: Michele Nowakowski 419.410.8304

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REGULAR MEETING

MAY 11, 2021

Zoom Meeting

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

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

Pledge of allegiance

Department Heads present:

Police Department - Chief Kaiser

Fire Department – Chief Kay

Road/Park Department – Bryon McIntosh

New Zoning Inspector, Tom Yunker, is not present this evening, excused.

Fiscal Officer - Shelly Nowakowski

MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING APRIL 27, 2021.

Mr. Britton moved; Mr. 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 –**

Received calls on speed issues when Shoreland was shut down for a water main break.

Worked on an issue in Trupay with shifts that start on one day and carry over to the next day.

Received multiple blight calls.

Had a meeting with Lexipol today on downloading policies and procedures.

Electric & data install is scheduled for June 1 for move to the fire station.

Scheduled Buckeye Cable for phone move on June 1st.

The walls for the new offices in the meeting room at the fire station will be assembled the week of May 24th.

Work with Tom Yunker, new zoning inspector, during his transition to zoning department. He is doing a great job so far very knowledgeable in computers and organizing. He has been reaching out to update all the zoning information we have and working on procedures and when to send notifications out to residents.

Completed inventory for all township departments and sent to OTARMA (Ohio Township Association Management Authority).

Finished up with quotes and information regarding the new office copier. (The one we have now the lease will be ending) Will make a motion for copier in new business.

Worked on some updates on the township website.

View daily police logs.

Spoke to home owner that's building a house at Shoreland and Summit. Wanted to touch base with them regarding fire works and wanted to give him heads up as to what he can expect on that day. Spoke to

Chief Kaiser to make sure his officers are watching that property while they are building. There is a lot of material and lumber they are having delivered and they were concerned with possible theft.

Mrs. Schlachter - Trustee Report

Created and sent out the April Newsletter

Did updates on the township website and zoning department page. Mr. Yunker has been doing a great job being on top of blight and familiarizing himself with the policy and procedures regarding zoning.

Per Mr. Yunkers request I added a resident complaint online form where residents can fill out and send directly to zoning. Mr. Yunker will review and will then follow up on complaint.

Dropped off a quilt at the fire station that was made by my neighbor to be raffled off for the fireworks fund.

Continue to view police logs daily. Discussed ongoing concerns with the police department regarding stops outside the township. A lot of time is being spent by officers sitting at Alexis Road and Raintree and not patrolling in the areas of the township. Communications were sent out by Deputy Chief Hart to all officers regarding this.

Discussions with Bryon regarding finishing painting the back of the garage at the shelter house. He is starting to work on the brush clean up and parking lot at Villamar Park this needs done before ordering any benches.

Discussion on 911 consolidation regarding billing structure. I forwarded it to all the trustees to review.

Continue to receive calls on blight issues.

Thank you to Fiscal Officer Shelly on getting the direct deposit completed and is a success. Your hard work is appreciated.

I will be out of town for next meeting.

Michele Nowakowski – Fiscal Officer Report

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. Need Board's approval on this.

Direct Payroll went without a hitch. Next process is to email pay stubs so employees have a copy for their records.

(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. 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.

Looking into payments link to pay on line for shelter house rental, zoning permits.

Spoke to Neon Goldfish for guidance for posting on our website.

Duns # registration was very time consuming to update, the one we have is expired.

Huntington credit cards are to be received in a couple weeks. Continue to use Citizen Credit Cards until we receive Huntington Cards.

Trustee Brittson asks how long are we going to keep our Citizen Bank account open, Shelly says bank advises for at least 6 to 12 months.

**Mr. Schuster – Trustee
Report**

Spoke to owner of property at Suder and Summit Street regarding possibly purchasing for a new township hall.

**Bryon McIntosh - Parks/Road Department
Report -**

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.

Worked with Lucas County Traffic Engineer on Summit St. Bridge. "Ottawa River Navigation Lights".

Working at Villamar park getting rid of brush.

This Friday Shoreland Park and Fire Station are scheduled to be resealed.

Working on Shelter Park rentals.

Jay Merritt with Washington Local Schools called regarding us to cut grass at Shoreland School walkways. Trustees suggested that I cut the fields and keep track of the time and materials and report back.

The County gave us cutting edge blades for the bottom of the plows.

Resident gave us dirt to use to patch places at Shoreland Park. Will be planting grass seed as well.

When employees from the Park and Road Department do any work on the Villamar Park Project they will not be paid out of Park Fund. Their time will be recorded in Trupay under Park Special.

Trustee Brittson will work with Kim to add a drop-down box on Trupay to keep track of any time for this project.

Planning on getting with Fiscal Officer Shelly regarding Park and Road budget.

Planning on getting with Trustee Schlachter regarding updating Shoreland Shelter Park Hall contract. Also, putting on website pictures and video of Shoreland Shelter Park Hall.

Chief Kay- Fire Report-

Chief Kay and Assistant Chief Yunker attended online webinar on May 5, 2021 with Lexipol. Continuing process with Lexipol policy and procedure implementation. We have another meeting scheduled in 2 weeks.

Engine 72 and Rescue Engine 72 completed pump testing on May 5, 2021. No issues to report

All breathing apparatus (SCBA's) was fit and flow tested on May 5, 2021. The invoice for this was \$2,816.61. There were 2 issues, one was faulty battery holder and electronic component that needed to be replaced.

Sealing for fire station parking lot to start Friday.

Received call from Lucas County Board of Elections to see if they can still use fire station for voting now that we will have offices there. Trustee Brittson will follow up with them on this.

Toledo Door and Window came in at best price for double doors at station for entry for new offices \$6,975.00

Overhead Door repaired compression spring on station rear apparatus garage door.

Regular Meeting May 11, 2021

Chief Kaiser - Police Report –

We held public auction with Govdeals and sold 2 vehicles and 1 motorcycle May 6, 2021 for a total of \$9,675.00. 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.

On May 22, 2021 the Lucas County OVI Task Force is having a OVI check point being hosted by Toledo Police at Alexis and Telegraph. Also, the same night at Suder and Shoreland. They will be using our building as a staging area. We will have some of our township officers helping them out that night.

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.

Myself and Chief Hart had a phone conference with Lexipol today have another meeting scheduled for next Friday.

Trustee Brittson for Mr. Yunker – Zoning

Thank you to Jim Binienda for his time as Zoning Inspector. Welcome to Tom Yunker.

He has been putting together a plan to move forward on process for blight notices and resolutions.

He has been contacting other area zoning inspectors to compare citation processes.

Working with Trustees and Prosecutors office to determine correct wording needed on citations issued.

Worked with Trustee Schlachter 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.

Have a few properties that will need a Resolution made by Trustees tonight.

OLD BUISNESS

Update on status of Lexipol for Fire & Police. Fire and police have had contact in getting this process going and policies updated. Installation date of August 1, 2021.

Contract awarded to A&S Asphalt. They are planning on starting this Wednesday and continuing through Friday. They are planning on starting on the hockey court and pickle ball first then tennis court. They will be doing work on fire station parking lot as well during that week.

Status on bid for junk cars, towing contract, and tow lot that the Trustees have been asking Chief Kaiser for.

Chief Kaiser still has no quotes or pricing from other area tow companies that was requested by Trustees from the last 3 meetings. He wants to sit down with trustees to go over.

New Target date for move from Blessing. Plan is to have completed by June 7, 2021

Status on 5420 Patriot, Whiting property. No violations have been sent. Need to work on getting back to having the property cleaned up.

Need to work on as a whole together to continue to working on blight in township and keeping properties kept up.

Shoreland Avenue Sewers. Still have not heard anything regarding meeting they were going to have with residents. Mr. McIntosh to check into and see if there are any updates.

Trupay time for vacation tracking and time off requests is live. We need to have all employees trained and on board on how to use all that Trupay has to offer.

911 Consolidation - Mr. Britton attended zoom meeting today topic was payment schedule and what that process is going to be.

Capital Needs assessment by department pushed out to July

Trustee Britton thanks Shelly, Fiscal Officer for all her hard work and taking on some big tasks her first few months on the job. She had all the Covid funds to deal with, switched banks, set up direct deposit for employees for their pay checks and reset up withholdings for City of Toledo taxes to come out of employees checks.

New Copier contract:

MT Business Technology (current vendor)

Millennium Business System

Discussion regarding options for copier difference between the 2 vendors.

MOTION: LEASE COPIER THROUGH MILLENNIUM BUSINESS SYSTEM AT A COST OF \$190.60 A MONTH, UNLIMITED SERVICE CALLS, FULL PARTS & LABOR PROTECTION, TONER AND MONTHLY COPIES INCLUDE, 6,000 BLACK AND WHITE AND 750 COLOR.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

NEW BUSINESS

Renewal of liquor licenses in Township. Do department heads know of any issues that would warrant us not wanting them renewed? Nothing known at this time all establishments in township are in good standings.

Resolution #07:21 for 5235 Patriot – Grass has been cut. No further action required at this time.

Resolution #08:21 for 5338 Belpre – not corrected. Recommend 4-day notice to be sent out.

RESOLUTION #09:21: 5338 BELPRE 4 DAY BLIGHT.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Mr. Yunker followed up on letters sent out by previous zoning inspector. Recommends 10-day resolutions for the following:

RESOLUTION #10:21: 6214 RANDON 10 DAY BLIGHT

Mr. Brittson moved; Mrs. Schlachter seconded.

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

RESOLUTION # 11:21: 2940 NORTSHORE 10 DAY BLIGHT

Mr. Brittson moved; Mrs. Schlachter seconded.

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

RESOLUTION #12:21: 6031 BRIDGEVIEW 10 DAY BLIGHT

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Trustee discussion on renewal for health insurance and options.

Mrs. Schlachter mentions she would like have a discussion, at a later time, to have employees possibly pay a percentage for their health insurance cost. States it is a big expense for the township to continue to pay 100% of the cost for full time and salary employees. Will table for a later discussion.

MOTION: To renew and stay with previous plan through Medical Mutual for township health insurance for 2021-2022.

Mrs. Schlachter moved; Mr. Brittson seconded.

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

Trustee Schlachter has statement she would like to read.

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 run-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 do this, I do not know. Changes like police sitting at Alexis and Raintree for hours and hours. Why that was let go in the past and not addressed, I do not know. I cannot answer why this stuff was not addressed in the past 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.

MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 48707 to 48735 AND ELECTRONIC 59-83, 85-88, 92 & 93 TOTALING \$69,820.21. CHECKS FOR PAYROLL TOTALING \$44,320.40. CHECKS FOR ACCOUNTING \$25,500.41.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Fiscal Officer – Shelly Nowakowski

No checks to be written out of Citizens Bank account. All banking now to be through Huntington Bank.

Zoom callers that would like to speak.

Chris Thompson

5302 Pageland

Mr. Thompson - Something you left out in your statement Mrs. Schlachter is how many employees have resigned?

Mrs. Schlachter - Do you want me to answer that question?

Mr. Thompson - yes

Mrs. Schlachter - I am not sure maybe 2 or 3.

Mr. Thompson - you sound happy about it?

Mrs. Schlachter – no, I am never happy when people leave.

Mr. Thompson – questions Trustee Schlachter about golf carts, feels she forced golf carts down resident's throats with no discussion or involving residents' opinions.

Mrs. Schlachter - The idea of golf carts has been out there for over a year.

Trustee Brittson - Enter into Executive Session at 7:40 p.m. Ohio Revised Code 121.22G. general employee business.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Back from Executive Session at 8:48 p.m.

Mr. Brittson moved; Mrs. Schlachter seconded.

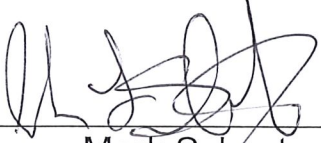
Roll Call: Mrs. Schlachter yes, Mr. Schuster yes, Mr. Brittson yes.

Adjourn meeting 8:48 p.m.

Approved by:



Leo Britton



Mark Schuster

*Out of town
excused not at meeting*

Kellie Schlachter

Kimberly Kay

Kimberly Kay



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