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# REGULAR MEETING

## MAY 25, 2021

### Zoom Meeting

Mr. Britton called the meeting to order at 6:01 p.m.

Pledge of allegiance

Roll Call Trustees: Mr. Britton here, Mr. Schuster here, Mrs. Schlachter not here, excused.

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

### ANNOUNCEMENTS/REPORTS

Department Heads full reports are available on line on our website  
[www.Washington-twp.com](http://www.Washington-twp.com)

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## **Mr. Brittson – Trustee Report –**

Received multiple blight calls. Mr. Yunker is out and about checking on properties. He is doing a great job. He has sent out quite a bit of violations to residents.

Continue working with Lexipol on downloading policies and procedures.

Electric & data install is scheduled for June 1, 2021 for move to the fire station.

Scheduled Buckeye Cable and phone install June 7, 2021 if room is ready for that stage of move.

The walls for the new offices in the meeting room at the fire station will be assembled and starting on May 24, 2021.

Received confirmation that the sewers will be going in for some residents that live on Shoreland with septic system. Job is out for bid. Working with EPA. There is a Grant that is going to cover the expense. No cost to residents. This is unofficial until home owners receive notice in mail. But 99% that it will move forward.

Received many calls from residents regarding mini bikes and 4 wheelers in the neighborhoods.

Attended block watch meeting. Law enforcement is saying if you see something call it in.

Talked to A&S Asphalt about some follow up work they need to do.

Signed contract for health care for 2021 – 2022 renewal.

Worked with Verizon on free replacement phones for department heads.

Worked on the regular items for month:  
Website updates, police logs, reviewed payroll and invoices and signed checks.

**MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING  
May 11, 2021.**

Mr. Britton moved; Mr. Schuster seconded.  
Roll Call: Mr. Schuster yes, Mr. Britton yes.

**Mrs. Schlachter – Trustee  
Excused, not in attendance.**

**Announcement** - The Point Place/Shoreland Parade committee has decided to move forward with the parade on June 5<sup>th</sup> at noon. A final push for participants worked. The community is getting excited!!

**Report-**

Conversations with Bryon on timeline for Villamar Park

Conversations with Bryon about Friendship Park and courts

Forwarded Trustees and Bryon what to order for Villamar Park. Will take about twenty days for tables and benches to come in.

Worked on the regular items for the month:  
Updated website, created posts for Facebook, reviewed payroll and invoices, signed checks, reviewed and answered emails.

We will need to have conversations at the June 8, 2021 meeting regarding the Covid restrictions that are being lifted June 2, 2021.

Researched and reviewing if and when we will get more Covid Relief Funding.

Proposed moving to a different MCO – trustees have the information and can decide and make motion to change if decided to.

Newsletter will be going out on Monday, Memorial Day.

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The parking lot looks great at the Fire Station and so do the courts at the park!!! Thank you!!!

**Mr. Schuster - Trustee**

Nothing to report.

**Shelly Nowakowski – Fiscal Officer  
Report**

Budget Proposals According to ORC 5705.28 Department Heads are to submit *estimated* budget (revenue and expenditures) for 2022 by May 31<sup>st</sup>. If additional reports are needed, please let me know. I can be available most evenings this week to help and to let you know how we stand with current budgets.

This is also the time to check if any levies are about to expire. 2023 is when levies are set to expire.

Governing Board is to adopt budget proposal by July 15, 2021 and we must have submitted to Auditor by July 20, 2021.

Next Payroll: Timecard Monday falls on Memorial Day. Please have time sheets ready for me on Tuesday, June 1, 2021 so that I can submit them that evening for payroll to post to accounts on June 3, 2021.

Audit Date: I checked with Auditor's office and no definite date has been set for our township's audit yet this year however, I was told that it is tentatively set for some time in August.

US Treasury Coronavirus Funding: On May 18, 2021, Ohio Business Management (OBM) informed me that the US Treasury has not provided allocation information regarding Non-Entitlement Units so we do not know which local governments are eligible for funding yet. An early estimate released by the Treasury did not include townships, but we are hopeful townships will be included when the allocations are released in the coming days. OBM is still ironing out the details for having local governments apply for funding but we are ready. Communication happens frequently and will give any other updates at Tuesday's meeting.

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

Met with Kathy Pinkert, the new park employee. We went over the job duties and I answered any questions she had. Sent her a list of rentals.

Shoreland street sewers. Have list for trustees what houses will be affected. Only doing so far on Shoreland.

Met with Shelly, Fiscal Officer regarding the park and road budget.

We have been cutting fields and trimming the grass throughout the Township.

The Park rentals have picked up in the last week or two.

Need to order items, benches and tables grills for Villamar Park. Need trustees to help with this. Trustee Schlachter wanted me to Ask for help to get ordered. Cost should be around \$2,918.00

There was a tree that's splitting next to tennis court cut that down. Vaughn tree service helped.

Mowing at Shoreland school took about 45 minutes to mow paths for Washington Local Schools. Board wants Mr. McIntosh to keep cutting for them. Feels that \$100.00 per cut would be fair.

**MOTION: Per Mr. McIntosh's' recommendation Board agrees on cost to charge Washington Local Schools for Mr. McIntosh to cut at a cost of \$100.00 per cutting at East Harbor and Homeland and Homeland and Tulane paths for students to walk through.**

Mr. Brittson moved; Mr. Schuster seconded.

Roll call: Mr. Brittson yes, Mr. Schuster yes.

My crew and I have been working at Villamar Park. Trimming trees pulling the weeds and vines at the new launch area.

We will be ordering the tables and cookers. We will be setting them up as soon as we receive them.

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Shoreland Park hockey courts, tennis courts and pickle ball courts have been completed. If you have not seen them, you should take a look, it looks amazing.

Thanks to Trustee Brittson for his help on stopping by there and catching an error I was able to fix.

Myself and Rick Phillips sharpened blades on Wood chipper. This took some time due to the fact that everything needed to be heated up with the torch due to the red lock tight which holds everything tight.

We will be starting to patch roads this week. Shortly after that I will call for the roadways to be swept by using the Water Utility Fund money.

Trustee Schlachter emailed Trustee Brittson during meeting asking Mr. McIntosh to hold off on ordering the items for Villamar Park she will do when she gets back next week.

Levies for Park and Roads Department, Fiscal Officer said we can try and get it passed this year encase it doesn't pass we can then try the year its actually up.

We have been extremely busy.

Where the banking is for the boat ramp at Villamar Park there is a lot of wild life there. We have cleared a lot out for the dock but I'm afraid if we do to much it will wash away.

### **Chief Kay- Fire Report-**

Fire station parking lot and apparatus approach sealcoating project was complete this past week.

May Fly season is about here. The fire station will have their lights shut off during that time outside on the buildings to help with mayfly's.

Completed several projects within fire station this week to assist in transition and move of township police and administrative offices into fire station.

Memorial Day the fire station will be staffed with 2 EMTs. We are going to be short staffed over Memorial weekend want to make sure there's someone at station for immediate response on Monday from 8:00 am to 4:00, Monday only.

Would like to staff the station over July 4<sup>th</sup> weekend as well.

Chief Kay completed State of Ohio certification as live fire instructor. Training was through 4-County Vocational.

## **Chief Kaiser - Police Report –**

Deputy Chief Hart and I had a 2 hour zoom meeting with Rick Bates from Lexipol Friday May 21, 2021.

Had meeting with Patrolman Dave Bowman regarding his employment and obligations to the police department. Patrolman Bowman stated that with his new job and family commitments, he has decided it would be in the best interest of all that he resign his position with the police department.

Patrolman Joe Gill had his first child and is taking some time off to care for his child and mother of child.

Putting together a spread sheet for all golf carts inspected by the police department. This list will not include carts that were previously inspected by Toledo Police prior to our resolution authorizing carts. Each inspection will have an assigned number to track each owner and fee paid.

Patrolman Dennis Moszkowicz has submitted a return-to-work clearance from his doctor. Full duty with no restrictions effective June 2, 2021.

Sent out a communication out regarding the new home at Shoreland and Summit Street to patrol and keep an eye out for left because of all the lumber and supplies that are out for the building of the new house.

We will have a police car in the parade.

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Deputy Chief Hart attended the block watch meeting.

Sent email to Chief Kral asking him if we can have some assistance from Toledo Police for patrol for the Fireworks on June 26, 2021.

Met with Fiscal Officer yesterday regarding my budget.

**MOTION: Per Chief Kaisers request, Board accepts Police Officer Dave Bowmans resignation effective June 1, 2021.**

Mr. Brittson moved; Mr. Schuster seconded.

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

**MOTION: Approve Point Place/Shoreland Block Watch to use the Shoreland Shelter House on June 28, 2021.**

Mr. Brittson moved; Mr. Schuster seconded.

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

**Trustee Brittson for Mr. Yunker – Zoning Report –**

Spoke to resident about zoning concern on Cove view.

Notified of possible unlicensed day care on Point Pleasant Way. Notified Ohio Job & Family Services.

New resident concern form on website is functional. Have received 1 concern through it. This is preferred way to submit a zoning concern to better track them.

Found multiple violations in Township and will continue to drive throughout to monitor compliance.

Issued the following permits:

181691 for shed at 2952 Northshore

181692 for pool at 858 Gibson

Followed up on following Resolutions:

4-Day #09:21 for 5338 Belpre – Corrected. No further action.

10-Day #10:21 for 6214 Randon – Corrected. No further action.

10-Day #11:21 for 2940 Northshore – Corrected. No further action.

10-Day #12:21 for 6031 Bridgeview – Working with Executor of the Estate to take care of violation. No further action.

Citations issued for violations:

15 for refuse cans stored in front yard.

1 for camper in driveway

1 for stored vehicle in driveway

Would like to change the current process for violations. Would like to work more with residents to achieve compliance with the zoning resolution. Would like to issue first notice of violation, if no compliance and no contact, I would issue a final notice. If still no compliance and no contact, then would recommend to the Board for a single resolution on the violation rather than one notice and two resolutions.

Will revisit this at next meeting when Mr. Yunker is present.

## **OLD BUISNESS**

Update on status of Lexipol for Fire & Police. Installation date of August 1, 2021. Department heads keep working on your departments information and keep up on your meetings to get your portion done.

Shelly, Fiscal Officer, looking for an online payment system for fines, park rentals, zoning permits. Shelly has no information on this yet.

Update on Villamar Park. Mr. McIntosh covered this in his report.

Update on bids for Junk cars, towing contract, and tow lot. Trustee Brittson and Chief Kaiser briefly spoke about this on the phone but Chief Kaiser still has not got any of the information that the Board has asked for on this. Trustee Brittson asked Chief to bump this up on his priority list and please get the information that the Board has been asking for now for the past 4 meetings.

Target date, as of now, for the move for the offices from Blessing to the fire station hopefully will still be complete by June 7, 2021.

Doug Whiting property update. Nothing done as of today. Do need to get back on track and send violations out to get property cleaned up. Update at the next meeting.

Continue to work on getting residents to clean up their blight in the township.

Shoreland Ave Sewers. Discussed in reports.

911 Consolidation update no change. They are going to want 1<sup>st</sup> payment in October for 4<sup>th</sup> quarter of this year.

Capital Needs assessment by department pushed out to July. Shelly maybe you can try to coincide with the budget.

## **NEW BUSINESS**

Wearing of mask rules will end, if vaccinated, June 2, 2021. As an employer we can decide how we want to proceed with guidelines for the township. Waiting to hear from the Ohio Township Association to see how they are going to proceed. Will wait till June 8, 2021 meeting to discuss how we want to proceed and make a motion to proceed with guidelines for the township.

**Motion: Approve payment of invoice from Fire Safety Services for the amount of \$2,816.61.**

Mr. Brittson moved; Mr. Schuster seconded.  
Roll Call: Mr. Brittson yes, Mr. Schuster yes.

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Every 2 years we have opportunity to change companies that handles our workers compensation claims. Would like to suggest we switch to Health Management Solutions (HMS) for our Managed Care Organization (MCO) for workers compensation. They get paid by Bureau of Workers Compensation and is no charge to township. Shelly, Fiscal Officer, states that 90.6 % of townships in Ohio choose to use Sedgwick's and Ohio Township Association endorses Sedgwick

**Motion: Switch from Sedgwick Managed Care of Ohio to Health Management Solutions (HMS) for our Manage Care Organization for our Bureau of Workers Compensation Claims.**

Mr. Brittson moved; Mr. Schuster seconded.

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

Chief Kaiser would like a Motion made by Trustees requesting them to approve Mark Barker be appointed to the police auxiliary effective immediately. Mark was previously a patrolman with the department.

**MOTION: Per Chief Kaisers request hire Mark Barker to the Police Auxiliary effective immediately.**

Mr. Brittson moved; Mr. Schuster seconded.

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

Trustee Brittson asked is his schedule flexible and is he going to be able to help and fill in on shifts when needed. Chief Kaiser states he has a day time job but is available other times. He also was employed here before as an officer and never disappointed us.

Trustee Schuster has gone out and pursued a piece of property that is for sale in the Township. It is located at the corner of Cove view and Summit Street, across street from Rudy's Hotdog. We are looking at it as a possible lot for new Township Offices, Police Department and Road Department. We would like to schedule a Special Meeting on Tuesday June 1, 2021 6:00 p.m. for this subject only. Meeting will be via zoom due to the mandate not being lifted yet. We would like residents to participate in the discussion. Go out and look at the property, let us know what you think. Send an email to trustee email or reach out to us if you have any questions.

Trustee Schuster has looked into 6 possible properties and out of the 6 he feels that the one that we are talking about is the number 1 choice so far. It is right in the center of the business district.

Other parcels are smaller and not necessarily cheaper or not in the right location. We are looking at a location for long term.

They are doing away with our Star Plus Account effective May 23, 2021. The name is changing to GIDP and the agreement needs to be signed & approved to keep money in this savings account (previously Star Plus account) Must be submitted by 11:00 a.m. on May 26<sup>th</sup> or our account will be closed and the money will be moved to our other Star Account. GIDP is offering incentives to keep this account open.

**Motion: to switch our Star Plus Account to GIDP Agreement effective immediately.**

Mr. Brittson moved; Mr. Schuster seconded.

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

**MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 48157, 48736, 48737, 48745 to 48751, 48753 to 48760 (Electronic 50, 51, 89 to 91, 113 to 115) FOR ACCOUNTING TOTALING: \$28,392.36. AND PAYROLL CHECK NUMBERS 48738 TO 48744, 48752 (ELECTRONIC: 3 TO 5, 95 TO 111, 116) TOTALING: \$39,428.19.**

Mr. Brittson moved; Mrs. Schuster seconded.

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

**Zoom callers that would like to speak.**

**Joanne Vail-Nixon  
2524 Shoreland**

Mrs. Vail-Nixon: What is the meeting format going forward? What was decided?

Trustee Brittson: We are waiting for the Ohio Township Association what their guidelines are going to be and to see what the Governor will say on June 2, 2021.

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Mrs. Vail-Nixon: What was the discussion or decision about speaking at meetings? I could not hear or understand what was being said.

Trustee Brittson: You didn't miss anything Joanne we just said we will decide at the June 8, 2021 meeting what updates or changes we will have moving forward after guidelines have been lifted after June 2, 2021.

Mrs. Vail-Nixon: Would ask the Trustees to schedule an outdoor meeting for the Special Meeting regarding the new Township Offices. It is very difficult to understand and hear what people are saying over zoom meetings. I feel that an important meeting about this topic of taking on a rather large decision of purchasing a piece of property and building of a new Township Hall should be done at a in person meeting.

Mr. Brittson: We could push the meeting out. We will look into that option and I appreciate your thoughts and input regarding this matter.

### **Karen Mayfield**

Mrs. Mayfield: I would like to reiterate what Joanne Vail-Nixon said regarding having the Board have a more public and well publicized meeting about determining the future of a new township hall. This is a very large undertaking. We need to get people to attend the meeting and make them well informed about what this means for the Township.

Mr. Brittson: Thank you, yes, it is a big undertaking probably biggest thing the Township has done since the Fire Station.

Mr. Schuster: I agree with both of the ladies. Maybe we can push the meeting back and have in doors once the mandate is lifted.

Mr. Brittson: We could have the June 22, 2021 Regular Meetings topic be just about the new Township building. How do you ladies feel about that? By then the mandate will be lifted and you can be in doors among others.

Mrs. Mayfield: Yes, I think that is a great start. You definitely have to give people more time and make sure it is just not on line and may consider other ways of notifying people. It is hard to navigate for some people. If you can push date out so more people can find out about it and get involved will be welcomed.



Mr. Brittson: We will disregard the idea of a special meeting for this and push it out to the June 22, 2021 meeting and make that the topic of the meeting only. We will make sure it is advertised well and put out to the public as many ways as we can.

Mr. Schuster: Owner of the property has put the ball in our court. I feel its is better to wait and be able to inform the public about it and agree we should have an open meeting.

**Trustee Brittson - Enter into Executive Session at 7:02 p.m. Ohio Revised Code 121.22G, in regards to park personnel salary.**

Mr. Brittson moved; Mr. Schuster seconded.

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

**Back from Executive Session at 7:18 p.m.**

Mr. Brittson moved; Mrs. Schuster seconded.

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

**MOTION: Change pay for the cleaning of the shelter house at the park from hourly pay to a stipend pay per cleaning at a rate of \$45.00 a time.**

Mr. Brittson moved; Mr. Schuster seconded.

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

Trustees will advertise multiple places, (Ex. Facebook, Point Shoreland Journal and Washington Township Website) for the Regular Meeting that will be on June 22, 2021. The topic will be the purchase of the property and building of new Township Offices, Police Department and Road Department. We will finalize all the information regarding this at the June 8, 2021 meeting.


Adjourn meeting 7:20 p.m.

Approved by:

  
Leo Britton

  
Kellie Schlachter

  
Mark Schuster

  
Kimberly Kay  
