

Leo – Trustee Report

- Completed Lexipol they are formatting and then will be ready for approval
- House at 5850 Shoreland is being taken down and cleaned up
- Blight calls and showing up at my office
- Web-site updates
- Continued Working with Eric Hart on project to put logs on excel doc
- Obtained Static IP address
- Continue working with Bryon to setup his building after sale
- Talked to owner about completing construction at 2727 Shoreland open issue since 2018.
- Multiple discussions with Prosecutor about on going issues in Township
- Working on cleaning out Blessing building
- Reviewing budget status
- Continue to monitor 911 consolidation and what it will mean for Township going forward.
- Preparing final answers for audit
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9/28/2021 Report

Kellie Schlachter Trustee

- Reached out to legal counsel for the wording on the resolution. Was told the motion was sufficient and will not need a resolution until we except an offer
- Sent the bid package to legal counsel to review prior to adding it to the website
- Created a timeline for the Blessing Building. I went back to 2017 – 2021. 2017 small projects noted and approved to get quotes 12/21/17 meeting for a roof and lighting then zero in minutes until 2/20/2020.
- Meeting with a task force helping with ideas for funding on 911
- Reviewed and came up with a reply to the audit findings

Reply to finding 2020-001

In 2021, Washington Township added new processes and procedures, including a final review of the financial statements and notes to the financial statements by the Fiscal Officer and Board of Trustees, to help identify and correct errors and omissions. Washington Township has created new reports which are shared with the department heads to also review. The Fiscal Officer will review Ohio Auditor of State Audit Bulletin 2011-004 for guidance on GASB Statement No. 54.

Replying to finding 2020-002

Washington Township will implement procedures to compare appropriations to estimated resources and ensure adequate resources are available going forward. The Fiscal Officer of Washington Township will submit an amended certificate of estimated resources to the budget commission for certification if applicable for 2021. If the resources are not available to cover the appropriations, an amendment to the appropriation resolution will be passed by the Board of Trustees to reduce the appropriations.

Timeline Blessing Building– 2017 - 2021

3/11/2017 – Bryon recommended Ejhinger climate control for Township Hall AND Shelter house \$1,120 it was approved (Ken, Joanne, Denise)

7/20/2017 – approved a new front door with window and approved intercom phone system for township hall (Ken, Joanne, Denise)

8/17/2017 – Denise Rex – waiting on another bid for an awning at Blessing

9/17/2017 – Ken Kay reported back parking lot repaved at Blessing along with Fire Station repaved and striped.

12/21/2017 – approve for Bryon and Chris to get a quote on roof and lighting repair – could not find anything noted in the minutes 2018 regarding the actual quotes

2018 – minutes- nothing noted on quotes or spending on Blessing building throughout the year (Ken, Joanne, Jerry)

2019- minutes – nothing noted on quotes or spending on Blessing building throughout the year (Ken, Joanne, Jerry) (Leo appointed in November of 2019 to replace Ken)

2/20/2020 – Jerry brings up repairs and maintenance of the township building – needs carpet – roof – and bathrooms a priority

9/17/2020 – Jerry Mayfield motioned to fix roof for 62k – no second – Kellie Schlachter asked for a full assessment before spending any money on the Blessing building

12/17/2020 – Jerry brought up in the minutes that the roof continues to leak – Bryon went on roof and sealed gutters where cracks were and chalked areas leaking

1/15/2021- Chief Kaiser brought up concerns of mold, roof leaking, and safety of our employees at the Blessing Building – the garage was then closed and roped off with cones – Leo called Seagate Inspections for an assessment proposal and others who did not return calls

1/20/2021- Received Seagate proposal quote– Special meeting to move forward with the assessment

2/1/2021 – Seagate was on site for the assessment

2/8/2021 – We received the Seagate report – It's on the website to view – roughly 150k in work that needs complete – did not include interior remodeling

3/8/2021- received quotes on cost to demo building

3/18/2021 – Received the opinion of value on the Blessing lots – all 3 and all buildings – site unseen – did not take in consideration the work needed

3/23/2021 – Mark reported at the meeting looking at the roof and getting quotes and talking to both Chris and Bryon -Voted to temporarily move offices to the Fire Station – with 40k for office space and moving costs – funds came from BWC credit

4/27/2021 – Mark reported – looking at properties for options for township hall

5/25/2021- Mark reported on looking at lot at Cove view/Summit as a possible place for new offices

6/22/2021- Meeting dedicated to options for township offices

7/13/2021 – Executive Session – not pursuing Cove view/Summit St. property

7/20/2021- Open house to tour the Blessing building

7/27/2021- Executive Session about Blessing – no decisions – Trustee Schlachter asked employees at the table comments and opinions about the move to the fire station

8/10/2021 – Discussed waiting on quotes – Mark motioned to fix the roof at 62k – no second – Leo and Kellie – both want to know total cost of all repairs/remodeling before any money is spent

8/24/2021- Executive Session on Blessing Building – no decisions- found out 911 Consolidation will be costing us more – 70k to 100k – motion approved to make Fire Station permanent move

9/15/2021- Voted to publish sale via sealed bid – 75k minimum bid – discussion with trustees and staff

***** Throughout 2021 the trustees received calls, messages, emails, and had conversations with residents related to the Blessing building and also consulted our legal counsel**

09/23/2021 For Tuesday, Sept 28th meeting:

Resolutions needed:

1. Accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor
2. Request for advance of taxes collected
3. Estimate of Revenues to Lucas County Budget Commission for Budget Year beginning January 1st, 2022.
4. Amendment for 2021 annual appropriations to include Fund 2272 (COVID)'s beginning balance of \$22,139.36 for appropriations in calendar year 2021. This brings the total approved appropriations effective on January 1st this year to \$1,592,839.36.
5. For the creation of the Local Fiscal Recovery Fund #2273 in order to accept & appropriate revenue granted from the State Treasury.
6. For the ability to encumber and spend the revenue given in the amount of \$173,834.39 for eligible expenses in the new Local Fiscal Recovery Fund #2273.
7. For up to \$40,000 from General Fund's 2020 BWC Dividend to be used for move expenses from Blessing Drive.
8. For up to \$8,000 from General Fund's 2020 BWC Dividend to be used for Villamar Park Enhancement Project
9. For up to \$4,000 from General Fund's 2020 BWC Dividend to be used for Shoreland Park Enhancement Project
10. For the permanent transfer of \$100,000 out of the General Fund's unappropriated 2020 BWC Dividend money to Fire Fund for the purchase & outfit of new ambulance, not to exceed \$200,000.
11. For increase of Park Fund's appropriations by \$25,200 to bring total appropriations to \$67,000 in this year's budget.

12. For increase of Gas Tax Fund's appropriations by \$25,000 to bring total appropriations to \$95,070 in this year's budget.

13. For the Cell Phone Reimbursement Policy Change

Unclaimed Funds

There is a link from the Ohio Township Association website that links directly to unclaimed funds. I searched our Township and found \$200 unclaimed from Citizen's bank. I called the Ohio Department of Commerce, Unclaimed Funds Division and verified with them that this is the only amount we have unclaimed. The Unclaimed Funds Division state they send no emails to contact possible claimants. In order to proceed to claim these unclaimed funds for our Township, they require:

A work ID or Government Issued Photo ID for authorized business or organization's representative, a completed W9 for the company and proof of the business or organization's EIN. Proof of address (to prove rightful ownership), proof of authorization to sign on behalf of the organization and the Request for Reimbursement Claim Form.

Cell Phone Reimbursement Forms

For all eligible employees receiving or wishing to receive, I will need a signed document to go in your employee file. I have forms available. Any changes of your request will need to be submitted in writing.

On Line Payments

Requested forms from Dept. Heads to be created and/or revised, & given for creating the ability for on-line payments on our website. Example of Ottawa County's online payment system was given to review:

<http://www.ottawacorc.com/permits/driveway-residential>

We could be set up with a similar service for our township with many payment options to choose from. Huntington would charge the township a minimum of \$30 per month for this service. Neon Goldfish could assist with loading in appropriate forms on our website. We just need to inform Huntington if we wish to proceed and will need to work out some details on our website.

It will need to be determined who will pay the 3% convenience fee.

COVID/Local Fiscal Recovery Fund Reporting

October 6th is the next deadline to report recent expenditures from these funds. We have less than 3 months to spend the remaining balance of \$10,075.90 we have left in the COVID Fund. We have until December 2026 to spend what we have received in the Local Fiscal Recovery Fund.



FIRE and RESCUE DEPARTMENT

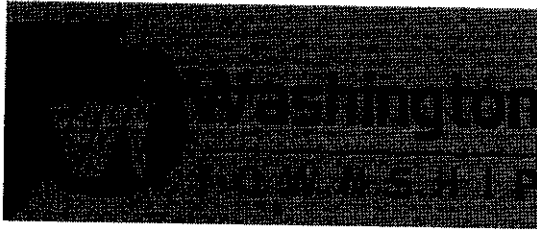
Ronald Kay-Fire Chief

Report for Tuesday, September 28th, 2021

- Probationary firefighter John Posce has resigned from the department due to moving out of the district.
- The WTFD would like to thank the police, roads, and trustees for all the coordinated efforts following the storm on 9/14/21.
- Anticipated start date for the new Lucas County Regional Council of Governments fire dispatch is set for 10/12/21.

Zoning Department Report for Tuesday September 28, 2021

- Continuing to work with Lucas County Prosecutor's office regarding property at 5420 Patriot (Whiting).
- Working with property owner regarding 5952 Villamar (Ferguson).
- Continuing to work with Mark Smith at Lucas County regarding 2611 Shoreland Ave. for the runoff of rainwater to neighboring properties.
- Property at 5850 Rounding River (house fire): House demo started.
- Issued the following permits:
 - 181708 – 2606 Point Pleasant Way – Shed
- Received resident concerns for blight in multiple locations. One violation found. Notice will be sent.
- Drove Township and violations noted. Notices to be sent out.
- Tree damage from storms on 9/14/2021 in Brophy area still laying in public right of way. Who is responsible for clean-up?
- Spoke to multiple residents about violation notices and questions on permit processes.
- Continuing to follow-up with previous violations that are moving forward on mitigating.
- Recommend Board issue a 4-day Resolution for the following:
 - **6114 Windamar (bushes overgrowing sidewalk and neighbors' property) –**
 - **1308(H):** Areas which have grass, groundcover plantings, shrubs, trees that are not kept in a healthy, neatly trimmed condition or woodpiles, skids or other burnable materials that harbor rodents, or other animal or insect infestation. Grass height must not exceed five inches. Vegetation shall not encroach on adjacent properties.
 - **2356 Petee Rd. (overgrown weeds in fence and around property) –**
 - **1308(H):** Areas which have grass, groundcover plantings, shrubs, trees that are not kept in a healthy, neatly trimmed condition or woodpiles, skids or other burnable materials that harbor rodents, or other animal or insect infestation. Grass height must not exceed five inches. Grass or appropriate ground cover must be used in all normally landscaped areas of the property. Vegetation shall not encroach on adjacent properties.



Bryon McIntosh
Washington Township Road Department
5714 Blessing Drive
Toledo, Ohio 43612
419-726-6908 - Phone
419-726-0528 - Fax

Park & Road Report

September 12th, 2021

Announcements

- My crew and I have been mowing fields and parks on Monday's and if needed Tuesday's we also try to get everything trimmed at same time.
- During the last wind and rain storm we lost an A-Frame barricade with Road Closed Sign.
- Large Limb at Park and the Top of a tree came down in Shoreland Park (Road Department cleaned the limbs up).
- Rick and I put up a solar powered light located in Villamar Park.
- Called for new quote on Villamar Sign
- On the last few rain days we were working on plows changing cutting edge, curb finders and Adjustment shoes
- Working on Leaf Vac for the up Coming Season.
- Spoke with County \$75.00 per mile of Right of Way for grass cutting. \$300.00 per parcel for grass cutting.
- Talking with Toledo Edison & Columbia Gas on Tree had to prove to them they own lot. I looked it up on Aries and sent everything to them.
- Met with Shelly Sunday September 19th. Working on Budget with her

BRYON



Report for Township meeting September 28th, 2021

- The police department has the Blessing building emptied out for the most part. We have very few things left in the building of value. Waiting for trustee approval to remove the remaining unused property. Still trying to manage and store our records, property and equipment. Need more storage space unless we can use Bryan's big building.
- Spoke with P&R radio communications on the reprogramming of our police portable and mobile radio's. We have a total of 21 radios. Each radio programmed will cost \$50.00 each. Plus, a travel charge. Total cost to police \$1085.00. Waiting for a reply from P&R on date they will complete this task.
- The data from the radar/speed sign that was positioned on Shoreland will be turned in to Mr. Britton pursuant to his request. Have moved the speed sign on Brophy by East Harbor due to residents complaining about cars speeding and the schools has logged complaints about the traffic congestion before and after school. We have been monitoring and addressing the complaints.