

10/26/2021 Leo Britton

- Completed Lexipol they are formatting and then will be ready for approval
- House at 5850 Rounding River is being taken down and cleaned up delay with gas company
- Blight calls and showing up at my office
- Township Email issue Township employees unable to send email 3 hrs time
- Continued Working with Eric Hart on project to put logs on excel doc
- Obtained Static IP address need to reload router for complete network change
- Continue working with Bryon to setup his building after sale
- BWC about opening claim working to recover over payments for mis handled claims back to 2015
- Working with OTARMA to save approx. 800.00 cost for coverage for the polar express
- Multiple discussions with Prosecutor about ongoing 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.
- Approved to have new doors painted on back of building thx Kim for running point.

10/26/2021 – Kellie Schlachter (trustee)

Meet with several employees to discuss one section of the handbook and what it means

Updates to website, review, and sign checks

Discussions with legal counsel regarding sale of Blessing and other matters

Reviewing OTARMA insurance - up for renewal soon

Discussions with department heads and making sure they are adding maintenance to their budgets

Discussions with Ron regarding staffing

Working on Public record request - 2 months of emails I need to dig through

Discussed watering of trees with Keep Toledo/Lucas County Beautiful and Bryon

Reviewed OVI Contract - invalid - need one dated after 10/12 when it was approved

Reviewed hours on Trupay - issue with OT in police department being worked more than 12 per day (Chief Kaiser should be monitoring and comparing to the schedule)

Planted trees at Villamar with the community

Discussions with Bryon regarding his needs for the back building and quotes - researched some alternative for insulation

Discussions with Chris regarding his needs for storage - smaller building at Blessing will 100% for police

Discussions with staff regarding storage of files

Discussed some issues with resident and police - said please send me an email with more details

Discussions with all to clean up and remove personal items out of those buildings and start selling off items we don't need

Had several discussions with residents regarding the tow lot -

Tow Lot is and always has been next to the small building - not sure how or why - Bryon's area by his storage building became overflow???? We do not have nor have we ever had a true designated tow lot. Just a small designated area for a few cars. This started when we dropped Hammers tow service which is where all are tows used to go. We are not setup like Toledo Dura tow lot which is massive and has full time attendants running the tow lot. I was disappointed to find out, last month, one of our officers could not report to a call because he was tied up releasing 3 cars for the tow lot. We have been using the two day shift officers to release cars. The two mostly highly paid on the force. Chief Kaiser and Deputy Chief Hart. Per the logs releasing cars is a daily activity. The elected official's assistance also takes several calls a day related to tows.

Bryon needs access to his equipment, salt, and trucks - the area by him should have never been for overflow - people fill two things - Time and Space

Concerns -

- OVI contract was signed without permission after it was voted to cancel in 2021 - this is a risk of reimbursement and a potential audit finding
- Timecards still showing not to policy - over 12 hours reported and/or not a break of 12 hours
- No recruiting happening for open positions
- Finding employees using out buildings for personal storage
- Found obsolete files, paperwork, and items being stored in out building - never cleaned out and files not being shredded according to our retention policy
- Lack of communication with in departments - saw a bill for PPE (gloves) and we have 5 pallets of it in the outbuilding

Oversight is constantly needed to keep an eye on how our funds are being spent and employees time is being spent - we can be more effective and efficient - we owe that to our taxpayers. I know not all trustees feel the same on oversight but it's needed and the trustees have to mitigate risk and are ultimately responsible for the township.

Follow up -

Chief Kaiser – sent emails no reply

- How is recruiting going for AUX and part/full time officers? (from the last two meetings)
- Did you get the new OVI contract signed? (Valid contract)
- What did David Bacon have 3 hours on the time card for?
- Where did Alec go for 8-hour training - what was this for?
- OVI hours were noted on Eric's log but not on payroll?
- Saw issues with the 12-hour policy again

Mark

- Update - can you share with me what you have been working on - don't want to duplicate efforts
- Please share information you have given out to residents so I can be prepared

10/21/2021 For Tuesday, Oct. 26th meeting:

### **Quarterly Reports**

Federal 941, ODJFS and OPERS reports are complete. They were to be submitted by Oct 30<sup>th</sup>.

### **Premium Pay**

Still waiting on a couple things, sent out for clarification, to finalize the set-up of "Premium Pay" to employees using the Local Fiscal Recovery money. Up to \$60,000 has been motioned to spend out of the \$173,834.39 received from the State. Premium Pay is to be issued in addition to regular wages. My goal is to set this up and pay by November 4<sup>th</sup>.

### **Public Record Requests**

I received and answered more Public Record requests. I have one still outstanding that I am waiting to receive information on.

### **ODJFS/IRS**

I have been working with Ohio Department of Job & Family Services (ODJFS) regarding unemployment claims, and with IRS regarding Families First Coronavirus Response Act (FFCRA) credits received last Fall and early this year. These credits were given for COVID related sick time.

After receiving Federal credit, IRS recently sent a letter stating we are not an eligible government employer to receive them.

I spoke to an IRS Representative to verify and she stated they are not definite on this ruling and said we could appeal. I will be sending in a request to appeal their decision. The credits received was in the amount of \$9,807.41 The appeal is to be postmarked by November 3<sup>rd</sup>.

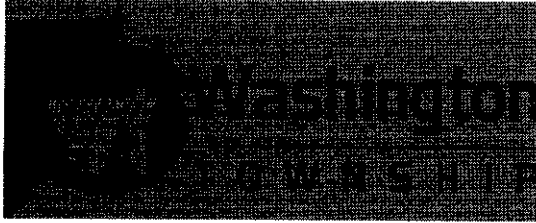
### **Record Storage**

The locked storage room for our records I was told is to be repurposed for a work shop. I will need to have a locked area designated for records and will need help moving them. I plan on going through them soon so we have less to move. Some records in storage now can be sent to properly destroy. There is a process for destroying obsolete records. We cannot just shred them. Everything needs to be properly recorded and approved. I plan on doing this soon. I may need a fire safe box for some records needing the extra protection in keeping.



**Report for Tuesday, October 26<sup>th</sup>, 2021**

- Request board approval increasing fire department day shift staffing hours to a 10 hour shift from 6:00 AM to 4:00 PM Monday thru Friday.
- Established a recruitment committee. The goal of this committee is to recruit and hire 2-3 new pay per call firefighter/EMT's in the first quarter of 2022. This committee will be under Asst. Chief Bailey.
- The first two weeks transitioning to the new LC RCOG consolidated dispatch has went well, no issues to report.
- Moving forward with transitioning to the new Lexipol platform for policies and procedures. Plan to start rolling out and training members within the next two weeks.
- Request board approval the sale of the following old or outdated equipment through Gov Deals:
  - Out of date turnout gear to include coats, pants, boots and helmets
  - Motorola Minitor Analog pagers
  - Out of date SCBA packs and bottles
  - Small lockers in annex building
- FD assisted with Shoreland School evacuation drill on 10/20/21.



*Bryon McIntosh*  
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419-726-6908 - Phone  
419-726-0528 - Fax

### Park & Road Report

October 26, 2021

### Announcements

- Working with trustees on new building ordered heaters and getting pricing on things that will need.
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- Cleaning out shop on Blessing by going over things that we do not need.
- Working on leaf vac. getting ready for first trip around the Township.
- Ordered Heaters to help with frozen brakes in winter.
- Spoke to Trustee Schlachter regards drive way at Villamar Park kids spinning cars around making ruts.
- Morton Salt Cost \$68.46 per ton need to secure 50 ton to stay on bidders list never know what county will do and don't want all eggs in one basket.
- Turned in Blight paper work to be approved by Trustees to be sent down to County auditor's office.
- Sent a Text to trustees regarding Shoreland School Evacuation drill.
- Need account for GovDeals for roller John Deere 925 and salt auger
- Called Toledo Over Head Door they only install doors No carpentry work
- Been cleaning out excess items with no value and getting ready for move.
- Spoke with Trustee Britton and ordered a dumpster for Blessing Bld.
- Called Builder of new Home located at Summit and Shoreland regarding mud in road. Asked him to get the mess cleaned up before we have an accident.
- The New Park Sign went up Monday 10/25/21.
- Need Trustees to OK. Me putting items on GovDeals. (1ton roller, John Deere 925mower, salt auger and spinner). I'm thinking maybe the Street sweeper will be another item at a later time.
- Been talking with Trustees regarding the move, I'm sure I will have everything I need to continue providing the best service to our residents. I also think after my building is 100% completed this might even work out better for me and my crew it's just going to take some time.

BRYON



## Report for Township meeting October 26, 2021

D/C Hart and I attended another zoom meeting Monday with Lexipol for an additional session working on policies and procedures. Was given further task of completing several chapters. Making progress.

All the police radios have been re-programmed and we made the switch over to the new RCOG channels. Effective October 12, 2021.

Had complaint of junk auto at 842 Tralger and blight conditions. Drove over to take photographs, check registration of vehicle, and identify home owner,

The unclaimed/junk bikes from small back garage on Blessing Drive were picked up Pastor Mike Delong for his church to fix up and distribute to needy children.

Still cleaning out property, equipment and files from old building.

We had officers respond early Monday morning hours (0315hrs) of a person shot in Raintree Village. Myself and D/C Hart responded. The person shot was taken to the hospital for non-life-threatening injuries and the suspect who shot him was arrested a short time later. Investigation continues.

We had to send an in-car camera back to Watch-Guard for repairs on the hard drive.

Ptln. Beale and Ptln. Jackson got their official notices that they have been hired by Toledo Police Department. Both submitted their resignations. Would like to thank both officers for their fine service and dedication to Washington Township.

All officers except myself and Whitmore attended firearms training and qualifications at Oregon Police range.

Requesting the board to hire Ptln. Andrew Whitmore from part-time officer to a full-time officer position.





Report for Township meeting October 26, 2021

Police Agenda Request:

Requesting the board to hire Ptlm. Andrew Whitmore from part-time officer to a full-time officer position.

## Zoning Department Report for Tuesday October 12, 2021

- Continuing to work with Elaine at Lucas County Prosecutor's office regarding property at 5420 Patriot (Whiting).
- Have tried to work with property owner regarding 5952 Villamar (Ferguson). Have not gotten any further. 10-day resolution (7/27) and 4-day resolution (8/10) have been sent and received. Up to Trustee's what they would like to do as next step. Owner states plan is to clean up and sell property, but she is living in PA and has limited time to get this done.
- Violations seem to be slowing down.
- Received a couple of calls questioning zoning permits requirements.
- Issued the following permits:
  - 181709 – 5826 Rounding River – Fence replacement
  - 181710 – 6126 Villamar Rd. – Sign Install
- Recommend to board to issue 10-day resolution for:
  - **842 Tralger Dr. –**
    - **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.