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FISCAL OFFICER: Michele Nowakowski 419.410.8304

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REGULAR MEETING

November 9, 2021

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

Pledge of Allegiance

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

Department Heads present:

Fiscal Officer - Shelly Nowakowski

Zoning - Tom Yunker

Road/Park Department – Rick Phillips

Fire Department – Chief Kay, Assistant Chief Yunker

Police Department – Chief Kaiser

**MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING
OCTOBER 26, 2021 AND SPECIAL MEETING NOVEMBER 3, 2021.**

Mr. Britton moved; Mrs. Schlachter seconded.

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

ANNOUNCEMENTS/REPORTS

Department Heads full reports are available online on our website
www.Washington-twp.com

**Mr. Britton – Trustee
Report**

Lexipol has been sent out to prosecutor after trustee review.

Reset Trupay system out because of power outage.

House at 5850 Rounding River is being back filled and seeded.

BWC about opening claim working to recover over payments for mis handled claims back to 2015.

Reviewing inventory looking for more changes.

Worked with Chief Kaiser to get part-time and full-time officer on.

Multiple discussions with Prosecutor about ongoing issues in Township.

Working on finishing cleaning out Blessing building.

Reviewing budget status. (Recommend department heads watch all spending for the rest of the year. Need approval of trustees for remainder of year on what is being spent)

**Mrs. Schlachter – Trustee
Report**

Create and sent out October Newsletter.

Worked with Chief Kaiser to set up Special Meeting regarding bringing Officer Jackson back on as part time status and promoting Officer Whitmore to full time status.

Review and sign payroll and AP checks.

Trying to get a meeting setup with Lucas County to go over reduced revenue related to ARP funds.

Helped move items out of Blessing garage to maintenance building.

Discussions with legal counsel.

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Contact related to property tax – we have received everything.

Review revenue and expenses through October.

Answer questions from residents.

Reviewed Lexipol got back to Leo.

Updated Website.

Analysis of 2021 expenses and forecast police and general fund.

Look at CARES funding ideas.

Will attend 911 meeting Wednesday.

Mr. Schuster - Trustee

Nothing to report

**Shelly Nowakowski – Fiscal Officer
Report**

Premium Pay: Premium pay has been issued on November 4th to all qualified employees.

Public Record Requests: All public records requests have been completed.

IRS: I sent in an appeal to IRS for the denial of Families First Coronavirus Response Act (FFCRA) credits received last Fall and early this year. These credits were given for COVID related sick time. I was told by IRS that they are backlogged with requests relating to 941's and COVID related issues and they will answer them in the order they are received. It may take some time before we receive a definite ruling.

2020 COVID Funding: COVID Fund 2272 is going to be expiring soon. The balance remaining is: \$9,221.76.

I am encouraging Department Heads to look at their inventories of PPE, sanitizing supplies, masks, testing kits, etc., rather than return unexpended funds to the State of OH. Deadline to expend funds is December 31st. Items would have to be ordered soon.

Quotes for On-Line Payments: I requested quotes from Key, Huntington & PNC Banks & Directions Credit Union. I spoke to Dave at Key Bank. He said he doesn't deal with this type of service directly. He said he would have the person that did contact me, but I haven't been contacted yet. PNC has not responded either. Directions Credit Union seems promising. I spoke to a Representative there who states they only charge a convenience fee of about 3.5%, with no service charge. She also told me they would help set this up on our website at no charge. She is to send me more detailed information.

Shoreland Shared Expenses: It was requested that I pull the last two months of bills pertaining to shared services at Shoreland. Since utility prices alter per month, I will prepare a spreadsheet looking back at utility bills from each month in 2020 & 2021. Other shared expenses include: Republic Services & Buckeye Cable. I will also include the Property Tax. Shared copier bill is already split. Insurance, maintenance/repairs, and supplies may also need to be split as well.

2022 Appropriation Budgets: In the next 3 weeks I will be needing to meet with each Department Head to go over next year's appropriations. They will need to be approved by the Board and sent to Budget Commission by December 31st.

Trustee Brittson, Rick Phillips Parks/Road Department Report

Worked Wednesday night with the help of Fire personal Trustees and trustee's spouses moving old building items into new maintenance Garage. Thank you to everyone for their help.

Security gate installed in Roads Department above tool room.

Have been mowing park fields as much as possible. "Standing water at least 4" in main field" do to all the rain this month.

Worked with Rick showing him how I schedule park rentals and going over time sheets with him.

Had a few extra hours on payroll due to the move to the new building.

Filled in large hole on Shoreland past Summit Street.

Leaf vac is finished and ready to go. We will be starting leaf pick up Monday, November 15. Will finish one area before we go to the next area will not be jumping around. We will try and post what areas we will do when.

Getting quote on slide and rock wall they have been damaged and are duck taped right now.

Chief Kay- Fire Report-

Thank you to trustees for premium pay and Shelly for all the work she has done on getting them out.

Working on budgets to get ready to go over with Shelly.

Front end repairs complete on Medic 72. Medic 72 is back in service.

Washington Township Fire Crews patrolled Township neighborhoods Halloween evening.

Election day was held in the Township Hall. Went well, no issues reported.

Please come out and support the Shoreland Firefighters Annual Feather Party fundraiser November 19th & 20th. Event held in the Shoreland Park Shelter House. 7:00 p.m. to 11:00 p.m.

Chief Kaiser – Police Report –

Deputy Chief 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.

The State of Ohio is mandating 24 hours of Continuing Professional Training (CPT) for year 2022. The state also says it will pay for 50 % filed paperwork with the State of Ohio to get reimbursed for 50% of training cost for a new mandatory 24 hours requirement.

Attended the Law Enforcement RCOG-911 meeting on zoom. They are asking all agencies to be patient with the change as they are working on small issues, while trying to resolve them.

Attended Block Watch meeting Monday night at Shoreland Park Shelter House.

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

Had to take unit #90 in for a steering problem to AAA automotive. Vehicle repaired at estimated cost of \$600.00.

Would like to thank the firefighters, trustees and roads department for helping clean up space and move files at Blessing building Wednesday night.

Would like to thank the board of trustees for the special meeting and hiring Andrew Whitmore to a full-time position and permitting Justin Jackson to return as a part-time officer.

Halloween night went well, no problems. We had the usual inspection of candy at station.

**Mr. Yunker – Zoning
Report –**

10-day Resolution was sent out 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.

NEW BUSINESS

Trustee Brittson set up Email addresses for everyone in the township.

Reminder to use vacation time. We are almost to the end of year employees can only carry over 5 days.

Thursday is Veterans Day offices will be closed.

Congrats to Andrew Whitmore on being promoted to full time.

Welcome back to Officer Justin Jackson.

OLD BUISNESS

Update on status of Lexipol for Fire & Police. Installation date of extended to November 15, 2021.

Online payment system for fines, park rental, permits. Shelly still working on gathering information on different options.

Discuss ARP funds. Still looking into ways, we can use these funds. Very limited.

5420 Patriot Whiting property working with legal counsel on options.

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Determined how to split bills for certain shared services, supplies & space at our new location. Shelly pulled invoices to see how its looking since the move. Will be starting to split soon.

2021 Budget. Watch spending for the rest of the year.

2022 Budget to be done by Dec 31, 2021. Shelly will be sitting down with department heads to start working on 2022.

We have received part time and auxiliary officer's policies from Chief Kaiser. We had a special meeting last week and promoted Andrew Whitmore to full time and Justin Jackson has come back to work part time.

MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 49074 to 49112 & ELECTRONIC PAYMENTS NUMBERED 443 TO 502 TOTALING \$115,715.62. \$20,837.85 IS FOR ACCOUNTING AND \$94,877.77 IS FOR PAYROLL.

Mr. Brittson moved; Mrs. Schlachter seconded.

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

SPEAKERS

Bob Kneisley
Shoreland Avenue
Spoke in regards to Shoreland Avenue flood plain and storm sewers.

Adjourn meeting: 6:33 p.m.


Mr. Brittson moved; Mrs. Schlachter seconded.

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


Approved by:



Leo Brittson



Kellie Schlachter



Mark Schuster



Kimberly Kay

Regular Meeting November 9, 2021



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