



TRUSTEES: Leo Britton 419.699.0515  
Kellie Schlachter 419.350.2945  
Mark Schuster 419.466.9884

FISCAL OFFICER: Michele Nowakowski 419.410.8304

2469 Shoreland Avenue, Toledo, OH 43611, 419.726.6621, Fax 419.727.9833 <http://www.washington-twp.com>

# REGULAR MEETING

## November 23, 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

Road/Park Department – Bryon McIntosh

Fire Department – Assistant Chief Mike Bailey

Police Department – Chief Kaiser

**MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING  
November 9, 2021.**

Mr. Britton moved; Mrs. Schlachter seconded.

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

**MOTION: ENTER INTO EXECUTIVE SESSION AT 6:03 P.M. PER  
ORC #121.22G REGARDING POLICE PERSONNEL ISSUES.**

Mr. Britton moved; Mrs. Schlachter seconded.

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

**MOTION: BACK FROM EXECUTIVE SESSION AT 6:25 P.M.**

Mr. Britton moved; Mrs. Schlachter seconded.

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

## **ANNOUNCEMENTS/REPORTS**

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

### **Mr. Brittson – Trustee Report**

General section of Lexipol has been sent out to prosecutor waiting on his approval.

Spent a lot of time with OTARMA (our insurance carrier for the township) over the last two weeks. One of the things we were working on was the insurance for the Feather Party. They recommended the insurance for the fire station and the insurance needed for the Shoreland Firefighters Association functions be separate. Assistant Chief Bailey found us another insurance carrier for the Shoreland Fire Fighters Association should be separate policies for their sponsored functions. They will have to do the same for fireworks.

Bryon lost piece of equipment off his truck and someone walked off with a road closed sign during the last storm. We have a \$500.00 deductible through OTARMA neither of them items qualified to total that. It didn't make any sense to file them. We replaced the saw and the sign we are just waiting on for now.

Department Heads need to go back to your inventory list and remove the items on the inventory list that are under \$500.00. It doesn't make any sense to insure them if we are not going to use OTARMA to replace them. We do have a \$85,000.00 rider and a \$35,000.00 one if we lose this whole building. \$85,000.00 would cover for police and general and \$35,000.00 for fire just on uninventoried contents. We are kind of double paying right now. We are paying for the individual item and also paying for a bucket item. It will be a \$1,500.00 to \$2,000.00 savings for us. It is too late for this year so it will have to be done by next year. The inventory list will need to be submitted by the end of September of 2022.

Kim and I are still working with BWC regarding open claims and working to recover over payments for mishandled claims back to 2015.

Multiple discussions with Prosecutor about ongoing issues in Township

Reviewing budget status (recommend all spending need approval of trustee for remainder of year)

Continue to monitor 911 consolidation and what it will mean for Township going forward.

Ordered signage for back of the building.

Attended zoning appeals meeting.

### **Mrs. Schlachter – Trustee Announcement**

Next Sunday, December 5 at 5:30 is the Point Place Tree Lighting and Parade. Friendship Park Community Center will host the after party.

### **Report**

Attend 911 TAC meeting and toured the 911 dispatch area. I am also on a sub group that's working on different funding.

Discussions with Shelly on budgets, credit cards, check runs, internal cash handling.

Discussions with Chief Kaiser on budget, tow lot, and updates Police calls and concerns.

Discussions with attorney on legal matters.

Discussion with resident related to Shoreland storm and flooding.

Review and sign AP and Payroll checks.

Review financial reports for year-end finish.

Regular Meeting November 23, 2021

Discussion with Bryon on Shelter Park revenue and rest of the year schedule.

Meet with a resident related to police department- requested an executive session.

Updated website and administration of Facebook page.

Discussion with Kim on logging what she works on daily to make sure we are splitting her time up correctly or should be allocating to other departments?

Thinking about best way to split utilities for each department due to consolidation - need to discuss with other trustees.

**MOTION: SPLIT THE UTILITY BILLS FOR SHORELAND BUILDING BETWEEN FIRE, POLICE, ADMINISTRATION, ROADS AND PARKS DEPARTMENTS.**

**Discussion**

**60% Fire, 20% Police, 15% Administration, 2½ Roads, 2½ Parks, Departments.**

Mrs. Schlachter moved; Mr. Brittson seconded.

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

Went through meeting minutes to look for information on tow lot and boundaries. Finally found in the minutes on August 18, 2016 that talked about that the police would like to have a lot behind the township hall graded and paved so it will hold 8 vehicles. Then at the next monthly meeting it states that storage and impound area is complete for the police department. Talked to Bryon and he said that was lot one and two. Nothing on record in the past public meeting minutes establishing a tow lot or boundaries no motions made. Found we stopped using Hammers as a tow lot a few years back. No trustee motion or approval of having a tow lot. Need to discuss with current trustees and establish. Chief Kaiser states that Bryon opened his area up to them for the tow lot. Trustee Schlachter replied I think it was a conversation between you and Bryon and not at a meeting or with the Trustees. Tow lot use to be a small area and became a larger one using Bryon's area only discussed between Chief Kaiser and Bryon. Definition of tow lot was never determined by Trustees.

Trustee Schlachter asks Chief Kaiser if the tow lot becomes filled up then what do you do when you have to tow a car. Chief Kaiser replies we have them go to Thrones or we have an option to take them to Osman Towing that they offered we could take vehicles over there they would make our own space over there. He told me he would do it at no charge to us. I haven't set up details yet. He just told me if I run into trouble, we can store them over there.

**Mr. Schuster - Trustee**

Nothing to report

**Shelly Nowakowski – Fiscal Officer  
Report**

Encouraged department heads to think of ways we could spend the rest of the Covid Funding. We have to give it back by the end of the year if it is not spent. The fire and police did come up with a way to use some of the money but it is up to them to present it to the Board for approval. That would take up about all the money that is left with their ideas

**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 find ways to expend (professionally sanitizing vehicles again?). rather than returning unexpended funds to the State of OH. Deadline to expend funds is December 31<sup>st</sup>.

**Quotes for On-Line Payments:** Huntington gave us a quote for online payments stating a minimum of \$30 per month in fees would be charged but backs it up stating the online payment system has a direct partnership with Huntington which gives a centralized relationship point and would minimize different partners to interact with to get things done. I also spoke to Lisa Heller, Rep from Bank Card of America. They have a BBB Rating of A+ and are based out of Nashville, TN. They partner with Community Banks & Credit Unions to offer Government Entities online payments without any contracts & states they have two plans. First, we must have minimum monthly sales over \$5,000 & they charge \$17.50 a month in fees. The second, we must have minimum monthly sales of approximately \$1,430 or there is a \$50 minimum fee. Both Huntington and Banc Card could help set this up on our website which they could work directly with Neon Goldfish.

A "plug in" could be used for a calendar for the availability of the Shelter Park and we could have a card reader (attaches to phone) for onsite payments for our Tow Lot. The plug in and card reader do have a cost. Approximately \$29 for the Plug in, and \$99 for the Reader. Readers have a chip which there is a shortage of.

Convenience Fee recommended is at 3.5% which consumers usually pay. For Bank Card, Evalon based out of Knoxville, TN would process the payments. Lisa states they would be available 24/7 to answer calls if any problems would be encountered during payment collection. Huntington has the online payment system as part of their team network. PNC & Key Bank has not responded.

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**Mileage Cents Per Mile:** The IRS standard rate for mileage has been added into payroll in order to receive reimbursement or collect the withholding for those using company vehicles for personal use or personal vehicles for company use. I will need logs submitted to determine amounts reimbursed or withheld. If a log is needed, please let me know. The annual amount will be reflected on the last payroll of this year. Next year, it will need to be determined if we are to reimburse/withhold monthly or keep it annually.

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

Spoke to Trustee Brittson got 2 quotes on insulation on the back Blessing Building.

Worked on getting priced on propane spoke to 3 different places USA is the one I would like to go with monitoring system they offer overhead furnace.

### **MOTION: SPEND UP TO \$3,500.00 OF BWC MONEY TO PURCHASE A FURNACE, PROPANE TANK AND GAS.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Bryon states Trustees have been working with me on getting what I need on this stuff for his building.

New to decide what we want to do with damaged Park equipment that needs repaired or replaced. For new it would cost around \$10,097.00 would include rock wall and 1 slide. Block off for now so people cannot go on it. Replace in the spring.

**MOTION: SPEND UP TO \$1,100.00 OF COVID MONEY FOR TWO NEW DRYERS FOR SHORELAND SHELTER HOUSE BATHROOMS.**

Mrs. Schlachter moved; Mr. Schuster seconded.

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

We are paying Buckeye Cable fee of \$10 a month. They are charging us for modem. Would like to be able monitor cameras so we will need internet for that. Bryon will get a quote from Buckeye Cable for 10mg. Police will monitor from their cars and Bryon would like to monitor them. Bryon will work on after first of the year.

Tree stumps still there from the storms a few months back at 2524 Red Fox. Will cost \$250.00 to remove after holidays.

Still working on leaves probably will be working on them through December due to them falling later this year.

There is no lighting at outside around Shoreland Shelter House or the park. It is really dark. Bryon to follow up on getting some lights outside.

Trustee Brittson asks Bryon where are we at with the county paying us for doing their work? Bryon says in March when we go to the meeting, we will talk to them then about it.

Status on Resolution to send to Auditor for clean up on Windamar.

Installed gate upstairs in back Blessing building for secure storage for files per Trustees request.

Will be placing a few items on GovDeals this week.

Working on 2022 Park and Road Budget with Shelly and Trustee Brittson.

## **Assistant Chief Bailey- Fire Report-**

Regarding Covid spendatures if there is money left over, we would like to replace our AED (Automatic External Defibulators). I have a quote for just under \$8,800.00 for 4 can adjust depending on how many we go with. Would like to update and replace AED's 2 for police and 2 for fire due to increase in cardiac arrests due to COVID.

Approximately cost per unit is about \$2,196.00, these new units can mirror compatibility with our new Life Pack that was issued to us by Lucas County EMS. Trustee Brittson asked is it ok that we do 2 now and wait on the rules regarding AARP funds that might change on what we can spend money on. Chief Kaiser would like to get police cars disinfected and cleaned. It would be \$150.00 per car for that. Assistant Chief Bailey did get a quote from Stryker regarding 4 AED units and 1 infant child one which came to \$8,936.00.

### **MOTION: APPROVE UP TO \$600.00 TO GET POLICE CARS CLEANED AND DISINFECTED.**

Mrs. Schlachter moved; Mr. Brittson seconded.

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

### **MOTION: APPROVE PURCHASE OF 2 AED'S (AUTOMATIC EXTERANL DEFIBULATORS) AND 1 INFANT ONE NOT TO EXCEED \$4,700.00.**

Mrs. Schlachter moved; Mr. Brittson seconded.

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

Previous Motion made above \$1,100.00 for hand dryers for Shelter House.

Assistant Chief Baily Ambulance update. Have 3 quotes deciding who we are going with.

The WTFD has a scheduled walk thru of new Shoreland school for update and familiarization purposes on December 8, 2021.

Continuing to research recruitment/retention, staffing and budget solutions for department.



WTFD SCBA research committee decided to move forward with the purchase of the MSA G1 self-contained breathing apparatus (SCBA's). Cost for total package was \$126,620.08 and will be paid for with 2021 FEMA Assistance to Firefighter Grant award funds. Expected delivery of these units is end of December.

Thank you to those who supported the Shoreland Firefighters Association's Annual Feather Party this past weekend. Funds raised help support the WTFD.

### **Chief Kaiser – Police Report –**

The resident at 842 Tralger Ave. has removed the reported junk vehicle from their property after receiving a letter letting them know it was going to be ordered towed as an abandoned/junk auto.

Patrolman Picking and Patrolman Vaughn was called to a reported overdose on Rounding River Lane, while inside the home they discovered a large cache of drugs and U.S. currency. Both officers did an outstanding job of identifying, gathering, photographing, and confiscating evidence. This led to multiple felony charges as well as other drug charges to the homeowner and his adult son. Also seized was \$4470.00 cash  
Patrolman Whitmore had an incident where a suspect was being detained in the rear of our patrol car for weapons call that Toledo broadcast. The suspect while in the car kicked the rear window, knocking it out of the frame. Car taken out of service and taken to Bauman Ford for repairs.

We have been investigating a sexual assault reported in Raintree Village. The suspect was identified, interviewed, confession obtained, and was arrested and now facing felony sexual abuse charges.

Patrolman Whitmore still trying to get acclimated with the radar/speed sign. He is working to retrieve data and provide information to the board as requested.

We are still actively working on several assault cases, theft, breaking and entering investigations. Also been communicating weekly with the Toledo Metro Drug Unit on potential drug problems in the township.

Will be attending the Point Place/Shoreland block watch meeting Monday night at park shelter house.

Trustee Schlachter ask Chief Kaiser what do you do with cash you receive for drug fund money. Chief Kaiser explains.

Trustee Schlachter ask Shelly if that money was ever audited? Shelly feels the paper trail the police department has is good. Trustee Schlachter would still like Shelly to reach out to auditor to check and make sure we are doing the process right.

## **Mr. Yunker – Zoning Report –**

### **Under new business**

4-day Resolution:

#### **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.

Have not received any blight concerns through website.

Issued a couple of notices of violation for blight.

Issued the following permits:

181711 – 3155 Shoreland Ave. – BZA App

181712 – 5826 Rounding River – Fence

181713 – 6039 Holliday Dr. – Fence

181714 – 2469 Shoreland Ave. – Sign

## **NEW BUSINESS**

Reminder to full time employees, get vacation in only can carry over 5 days.

Office is closed Friday, November 26.

Regular Meeting November 23, 2021

Shoreland Fire Fighters Association is the ones that are taking donations for the Polar Express. That's who you would make checks out to.

Change in status form for employees need to be done on time by Department Heads. Costing us money by terminating employees late and bringing on employees to full time.

**RESOLUTON #51:21 NOTIFYING LUCAS COUNTY AUDITOR TO ENTER ON THE TAX DUPLICATE THE CHARGE OF \$150.00 FOR BLIGHT CLEAN UP 6114 WINDAMAR.**

Mrs. Schlachter moved; Mr. Schuster seconded.

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

**RESOLUTION #52:21 DECLARING THE PROPERTY AT 842 TRALGER DRIVE A NUISANCE. 4 DAY TO CLEAN UP BLIGHT.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

**OLD BUISNESS**

Update on status of Lexipol for Fire & Police.

Fire still working in their end police hasn't worked on it lately will attempt to work on next week.

Discuss ARP funds - Ohio Township Association is trying to help loosen requirements that we can use it on.

2021 Budget / spending remainder of the year.

2022 Budget Dec 31st

Discuss ODOT grant – status

Auxiliary policies - Chief Kaiser working on updates.

**MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 49113 to 49147 & ELECTRONIC PAYMENTS NUMBERED 503 TO 534 TOTALING \$42,602.65. \$17,621.99 IS FOR ACCOUNTING AND \$24,980.66 IS FOR PAYROLL.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Adjourn meeting: 8:04 p.m.

Mr. Brittson moved; Mrs. Schlachter seconded.

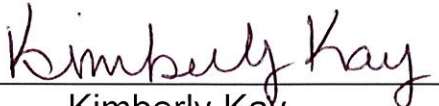
Roll Call Mr. Schuster yes, Mrs. Schlachter yes, Mr. Brittson yes.

Approved by:

  
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Leo Brittson

  
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Kellie Schlachter

  
\_\_\_\_\_  
Mark Schuster

  
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Kimberly Kay



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