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# REGULAR MEETING

## December 28, 2021

Mr. Britton called the meeting to order at 6:00 p.m.  
Mr. Britton moved; Mrs. Schlachter seconded.  
Roll Call: Mr. Britton, Mrs. Schlachter, Mr. Schuster.

Pledge of Allegiance

Department Heads present:  
Fiscal Officer - Shelly Nowakowski  
Fire Department –Chief Kay, Assistant Chief Yunker, Assistant Chief Bailey  
Police Department – Chief Kaiser  
Road/Park Department – Bryon McIntosh  
Zoning – Tom Yunker

**MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING  
DECEMBER 14, 2021.**

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

**MOTION: ENTER INTO EXECUTIVE SESSION AT 6:02 P.M. PER  
ORC #121.22G REGARDING PERSONNEL ISSUES.**

Mr. Britton moved; Mrs. Schlachter seconded.  
Roll Call: Mr. Schuster yes, Mrs. Schlachter yes, Mr. Britton yes.  
Trustees asked Don Barto, new trustee, as of January 1, 2022, to come in  
Executive Session with them.

Regular Meeting December 28, 2021

Trustee Brittson comes out and they ask Department Heads, Chief Kay, Chief Kaiser and Bryon McIntosh to come in.

Department Heads come out Trustee Brittson rejoins them in Executive Session.

**MOTION: BACK FROM EXECUTIVE SESSION AT 8:24 P.M.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

**MOTION: ACCEPT RESIGNATION FROM TOM YUNKER AS ZONING INSPECTOR AS OF DECEMBER 31, 2021.**

Mr. Schuster moved; Mrs. Schlachter seconded.

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

**MOTION: APPOINT LEO BRITTON TO FILL VACANCY OF ZONING INSPECTOR EFFECTIVE JANUARY 1, 2022.**

Mr. Schuster moved; Mrs. Schlachter seconded.

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

**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**

Biggest thing I have been working on it the Budget. We have spent the last two weeks trying to get a Balance Budget to match up to our Revenue. We have something that we will present later.

Continue to work with BWC regarding claim to recover over payments for mishandled claims back to 2015.

Multiple discussions with Prosecutor about ongoing issues in Township.

**Mrs. Schlachter – Trustee  
Report**

Budget review and emails and feedback back and forth with Shelley and Department Heads trying to get the Budget finalized.

Updates website.

Updates Facebook.

Communication, as needed with department heads.

Legal discussions with attorney.

Signing and review of payroll and AP checks.

Planning for gaps and needs when new trustee coming in and one leaving.

**Mr. Schuster - Trustee**

Nothing to report

**Shelly Nowakowski – Fiscal Officer  
Report**

**2020 COVID Funding:**

Expended funds remaining in account, reported to OBM & deactivated the Fund. All deadlines have been met.

**2022 Appropriation Budgets:**

Department Heads approved & finalized each of their appropriation budgets and they were submitted to the Board.

Waiting for Board's approval. The 2022 Appropriation Budgets will need to be approved on or before December 31<sup>st</sup> and sent to the County Auditor's Office.

**Resolution: Supplemental Appropriation of \$5500 in General Fund to pay for Overhead Door:**

In the October 26<sup>th</sup> meeting, it was approved to pay Overhead Door for a garage door to be installed in the Road's Building on Blessing. It was intended to come out of General Fund's unexpended BWC dividend money from last year. Before I create a supplemental budget, I must have this clarified that \$5,500 is to come out of last year's BWC, in the General Fund to pay this invoice of \$5,500.

**Resolution: Supplemental Appropriation of \$116,380.95 in Fire Fund to pay Fire Safety Services:**

WTFD was rewarded a grant to go towards the purchase of the SCBA's from Fire Safety Services. We will need a resolution to appropriate this revenue given so we can pay the invoice received.

**Additional Shared Expenses:**

At the Nov 23<sup>rd</sup> meeting it was approved by the Board to split utility bills between the Departments. Trash Pick Up and Buckeye Cable may also need to be considered to split.

**Another Fiscal Year Ends:**

It is time again for another fiscal year to begin. I have the UAN updates in place. Ready to plug in 2022 Budget amounts, create PO's and all that involves closing 2021. The Annual Organizational Board Meeting date will need to be set.

I would also like to suggest we change the Records Retention Schedule for audio recordings of Board of Trustee Meetings to 2 years instead of 15 years.

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

Worked with County on our MS4 Reporting.

Finished up with the leaf collection on Tuesday the 14<sup>th</sup>. Then received a few calls asking to pick up leaves so we made a pass and picked up ½ truckload.

Made minor repair to leaf collection equipment. Will need to weld handle back on at a later time.

Picked up three loads of limbs

Submitted my six-page report to Lucas County. Melissa Greene Hopper.

Rick pressure washed leaf vac and winterized.

Trimmed a few trees that would hit the truck mirrors when plowing next to curbs.

Will be starting on Inventory and taking a closer look at what is actually needed or be deleted off.

Getting ready for winter season. Working on plows. Will be taking trucks in one at a time to get serviced. Asked for recommendation from the companies regarding the trucks. They recommended we change the oil and keep the engines clean inside and keep out any condensation since they have been sitting for a year. So, we will be taking them in to get the oil changed. We usually do it ourselves but is just way to much on us.

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

One of the things I would like to report I will have to wait till after Budget approval.

I want to say thanks to Leo, Kellie and Shelly on the tremendous amount of work they put in to teach us as Department Heads how to manage our budgets. We spent a lot of time formulating a budget.

I am very excited about some of the things we will now be able to do after restructuring a few things. Spent many hours on this but it was well worth it.

Chief Kay and Asst. Chief Yunker worked on 2022 FEMA Assistance to Firefighters (AFG) for 2022. Applying grant for a total of 38 mobile and portable 800 MHz radios totaling \$202,554.17. Deadline to submit grant is 1/21/22.

Chief Kay, Asst. Chief Bailey with the assistance of the new ambulance committee completed process and will recommend to Board of Trustees the purchase of new ambulance for WTFD. Presentation will take place at this meeting.

Chief Kay turns it over to Chief Bailey to talk about the new ambulance and status on it.

I feel like we came up with a good option for our Townships needs. We received four quotes from three different companies. We were very budget conscious in staying within the money we were allotted. It will be an upgrade of the quality of service that we can offer that is standard for the type of care that we have to deliver in 2022 and beyond. There will be plenty of compartment space to house some of the expensive equipment that we use that now we don't have room for and we have to secure it where we can. The order we will be placing is for a 2023 Ford F550 gasoline powered ambulance. It will be provided locally from RSVP which is here in Toledo. The price it came in at is \$188,060.00. There will also be a cost for radio equipment around \$6500.00 purchased from DR Ebel. Our MDT (Mobile Data Terminals) and we purchased dual units that will work for our electronic health records as well our tablets that will be roughly \$6,160.00. This will provide everything we need. We were allowed \$210,000.00. Trustee Schuster asked what the plans are for the old unit. Chief Kay and Chief Bailey suggested and hope they could just keep it and use it for a backup ambulance. Just like tonight where there were multiple calls that came in. Also, would come in handy for our water rescue calls when we need a place to stay warm and possibly have to change and be out of the cold environments. Still have a lot of value for that unit. Would like to consider auctioning off the old Jeep Cherokee. Would like to remove that off our fleet inventory. Just doesn't fit the need for anything we can use it for.

Chief Kay thanks Assistant Chief Bailey and his crew a lot of work went into finding this Unit. Looking at 12 to 14 months till we will receive it.

**MOTION: ACCEPT THE BID/QUOTE ON THE FORD F550 THROUGH RSVP AND MOVE FORWARD ON THE PURCHASE FOR THE FIRE DEPARTMENT.**

Mrs. Schlachter moved; Mr. Schuster seconded.

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

Chief Kay thanks the Trustees and the residents for their support. States this is going to be a definite asset to the fire department and community.

Chief Kay would like to discuss overall maintenance/cleaning responsibilities for administrative building/fire station with department heads and trustees to assure it will be fairly and properly maintained. Meeting room, entry ways, grounds, bathrooms, etc. Obviously, the fire department will take care of the fire side them shelves.

I sat down with Chief Kaiser and Bryon. We seem to be on the same page of maintaining things but need to come up with a schedule. Trustee will get involved if a plan can't come together between everyone.

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

All officers have completed their annual firearms qualifications except for Ptlm. Whitmore. He will qualify by the end of the month.

Have had several patrol cars in the shop for various repairs. Additionally, have been having issues with the in-car cameras and several of the MDT's. We will be sending 2 MDT's back to Panasonic for repairs. All fixed at no cost, under warranty.

Ptlm. Dennis Moskowicz is on sick leave. He has a small fracture to hip bone. (Not work related) Will be out for 4 weeks. Doctor's note on file.

Met again with Mr. Brittson and Mrs. Nowakowski to discuss the 2022 police budget.

Have the impound lot in Bryon's salt shed area cleaned up in order for the road department to have easy access to the salt shed during snowfall.

Placed the 2020 Hyundai that went unclaimed in the tow lot on Gov.deals auction site. The vehicle sold for \$21,100.00.

### **NEW BUSINESS**

**MOTION: MOTION TO APPROVE LEXIPOL POLICIES AND PROCEDURES FOR GENERAL DEPARTMENT THAT SITS ON TOP OF POLICE AND FIRE VERSION ONE EFFECTIVE JANUARY 1, 2022.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

**MOTION: SET UP ORGANIZATIONAL MEETING FOR  
JANUARY 4, 2022 AT 6:00 P.M.**

Mr. Brittson moved; Mr. Schuster seconded.

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

Discussion on holiday pay for December 24<sup>th</sup> and December 31<sup>st</sup>  
Leave it the way it was. All trustees on same page.

Office will be closed this Friday December 31, 2021. Office hours will resume normal hours on January 3, 2022. Instead of the January 3, 2022 off for observance for the holiday, New Years Day falling on a weekend, the department heads and trustees agree they will have the Friday, the day after thanksgiving, off as a paid holiday instead of January 3, 2022.

**MOTION: SET 2022 PAID HOLIDAYS AND OFFICE CLOSED DAYS  
FOR FULL TIME EMPLOYEES TO BE OFF:**

**January 17, Martin Luther King Day; February 21 Presidents Day;  
May 30, Memorial Day; July 4 Independence Day;  
September 5, Labor Day; October 10, Columbus Day;  
November 11, Veterans Day; November 24 Thanksgiving Day and  
November 25 day after Thanksgiving, December 23 Christmas Eve;  
December 26 Christmas Day Observance and New Years Eve Friday  
December 30<sup>th</sup> Observance**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Trustee Brittson states we spoke about Josh Strickland and the Lucas County Port Authority at the last meeting. I spoke to him and he said they will be sending out information regarding that project to the Trustees after the first of the year. As was discussed at the last meeting, I did confirm, there is no expense to us and no work for the township. Josh did apologize that we weren't included with the rest of Lucas County when they signed up. They overlooked us. Trustee Schlachter asked is the interest rate still 3.99% and Trustee Brittson states yes Josh did confirm that. This is where the residents of Washington Township can reach out to the Port Authority and they can finance on their property tax any kind of energy efficient upgrades to their homes.



**MOTION (RESOLUTION #58:21): TO APPROVE THE 2022 APPROPRIATION BUDGET OF \$1,989,800.23 AT THE PROGRAM LEVEL.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Trustee Britton read off break down of budgets by departments.

**Budgets by Departments:**

**General - \$198,127.60**

**Motor Vehicle License Tax - \$4,000.00**

**Gasoline Tax - \$114,912.93**

**Road and Bridge - \$75,530.00**

**Special Levy Police - \$716,452.87**

Trustee Brittson says to Chief Kaiser I know we went back and forth quite a bit on this but the challenge is still going to be salaries. There is \$346,000.00 regular pay and 10% of it is overtime. That's the number you're going to have to stay under. Then I think like \$19,000.00 of it is the reimbursable OVI. That's the best we can do to come within your revenue. It is going to be a challenge for you.

**Special Levy Fire - \$595,992.25 of which \$210,000.00 is for the new ambulance.**

**Special Levy Park - \$65,069.49**

**Permissive Motor Vehicle Tax - \$8,860.00**

**Law Enforcement Trust - \$8,200.00**

**Enforcement and Education - \$360.00**

**Special Revenue Lighting - \$28,450.00**

**Local Fiscal Recovery Fund-ARP - \$173,845.09**

Some numbers are based on if we get from property tax and if someone has a revenue making stream in their budget like the Park has shelter house, Police have tow lot, and Fire has EMS charges.

**MOTION (RESOLUTION #59:21): FOR A SUPPLEMENTAL APPROPRIATION OF \$5,500.00 FROM THE BWC TO PAY FOR THE OVERHEAD DOOR. (FROM THE BWC CREDIT THAT CAME IN)**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Door was approved just needed to be approved to pay out of the BWC Credit.

**MOTION (RESOLUTION #60:21) FOR A SUPPLEMENTAL APPROPRIATION OF \$116,380.95 IN FIRE FUND TO PAY FIRE SAFETY SERVICES. BREATHING APPARATUS THAT FIRE DEPARTMENT WON THE GRANT FROM.**

**This is just allowing Shelley to pay it.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

Chief Kay spoke regarding effective February 1, 2022 they will be bringing on our first full time firefighter working a schedule Monday through Friday 8:00 to 4:00.

Monday through Friday day shift hours will go back to 8:00 to 4:00 starting January 1, 2022. After first of year, we are going to go out and aggressively recruit volunteer, pay per call firefighters. We just want residents to know that we are really working hard and we want to sustain to continue to have our own fire department here in Washington Township.

## **OLD BUISNESS**

**Custodial Account-** We are only insured for \$10,000 cash on hand.

Trustee Brittson ask Shelley if she got a chance to talk to UAN about this? Shelley replies yes, I did.

They were surprised and wondered what we were going to use one for. They said Townships do not use a Custodial Account for the Bond money that we are trying to use it for. They suggested contacting LGS (Local Government Services). I keep getting pointed in different directions. I was told by the State Auditor to contact the Prosecuting Attorney's Office and be advised by the process. Then their telling you something different.

Trustee Brittson says, you're not telling them its just bond money, are you? Shelley says she explained the process to them and they said Townships and Villages do not use Custodial Accounts for this reason.

**Online payment system for fines, park rental, permits-**

Shelley states she has nothing new to report on this process yet.

All invoices were due in on the 23 of December for the end of the year.

**ARP Funds –**

No new news on this.

**5420 Patriot Whiting property update-**

Nothing done recently to pursue.

**911 Consolidation update-**

Nothing new.

**Grass Cutting property that isn't Township's responsibility –**

Revisit in spring when Bryon has meeting in March.

**Creekside Repairs-**

Nothing new.

**Auxiliary Police Officer Policy's**

Received from Chief Kaiser. Chief just make sure it is incorporated in your Lexipol policy and procedure because it is specific to police. Also make sure you talk to the auxiliary and part time guys so they know what the minimum requirements are going forward.

**MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 49202 to 49234 & ELECTRONIC CHECKS NUMBERED 571, 592 TO 624 TOTALING \$67,984.52. \$29,951.61 IS FOR PAYROLL AND \$38,032.91 IS FOR ACCOUNTING.**

Mr. Brittson moved; Mrs. Schlachter seconded.

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

## **Speaker**

### **Chris Thompson**

I have a couple questions. Is there a count of how much was spent on the Blessing Building, the move over here and garage door for Bryon's building? How much was spent so far? Trustee Brittson responds, yes, we can get for you, Shelley has all those amounts. Shelley replies the move itself we appropriated \$40,000.00 and spent all of it. The garage door was approved up to \$5,500.00. We approved \$3,500.00 for heater, spent under \$2,000.00 on heater itself and install was done in house. Propane tank is rental then we paid for fuel in tank around \$790 some dollars.

Mr. Thompson ask do you have it figured out how much it will cost for insulation, plumbing, sanitary sewers, and storm sewers. Bryon states we haven't addressed the sanitary sewers yet no quotes. Insulation one was \$21,000.00 and one was \$44,000.00. Mr. Thompson ask has the deed been transferred yet or has he taken ownership yet. Trustee Brittson replied no. Mr. Thompson replies ok thank you that's it.

Trustee Schlachter ask Bryon do you think we still need insulation with those heaters in there. Bryon replies I think we do. Trustee Schlachter ask so when you're in the building its not hot? Bryon replies not hot but it's definitely tolerable. Trustee Schlachter ask what is the temperature usually in there? Bryon replies like 50, 52 degrees. Right now, we have open areas that need to be plugged. Thought about trying to insulate some of those areas little at a time do the work in house.

Trustee Schlachter ask Bryon what the status is on garage door for his building. Bryon replies he talked to them last week, its being built, can't give him a time yet when it will be shipped.

Trustee Brittson states there was a clause and a timeline when we ordered it if it is not here when said it will be they will give us extra things because not being here when they said it would be. Trustee Schlachter states and that door will work much better then what you have right now? Bryon responds yes definitely and we will take the fence down once door is installed. Trustee Schlachter states I think your getting somethings now that you probably should have had in the first place when the building was built. Bryon replies yes should have been done and had when that building was built, definitely.

Trustee Schuster ask did we do new business? Trustee Brittson replies yes. Trustee says sorry there was something I wanted to bring up under new business.

**MOTION: TO RESCIND THE OFFER TO SELL BLESSING DRIVE BUILDING UNTIL WE HAVE APPROPRIATE FACILITIES FOR THE MAINTENANCE GARAGE IN PLACE.**

Someone in audience states how can you do that its already in the process of selling. Trustee Schuster states its going to take two trustees to make that deal happen and after January 1, its not going to happen. Two Trustees have to sign off. I am trying to make the Motion tonight if it doesn't happen tonight, it will happen next week.

Trustee Schuster moved; no second.

**Motion died**

Adjourn meeting: 9:18 p.m.

Mr. Brittson moved; Mrs. Schlachter seconded.

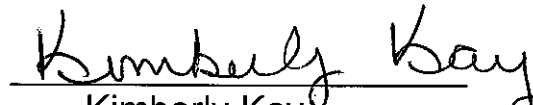
Roll Call: Mr. Schuster yes, Mrs. Schlachter yes, Mr. Brittson yes.

Approved by:

  
Leo Brittson

  
Kellie Schlachter

  
Mark Schuster

  
Kimberly Kay