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REGULAR MEETING JANUARY 11, 2022

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

Mr. Barto moved; Mr. Schuster seconded.

Roll Call: Mr. Barto yes, Mr. Schuster yes.

Trustee Schlachter will not be present tonight she is on vacation.

Pledge of Allegiance

Department Heads present:

Fiscal Officer - Shelly Nowakowski

Fire Department –Chief Kay

Police Department – Chief Kaiser, Deputy Chief Hart

Road/Park Department – Bryon McIntosh

Zoning – Leo Brittson

Trustee Barto addresses what he expects moving forward as Chairperson for the meetings. Statement read:

Good evening, everyone and thank you for coming, as everyone knows we are into a new year and a new administration here in Washington Township.

That being said, I am both anxious and excited to be a part of this new chapter in our community. I also want to let everyone know I am here for you. As residents and taxpayers, I feel that each one of your voices deserve to be heard and I intend to listen.

Moving forward, there will be a few minor changes to how our meetings are conducted and our process for rules of order. I want to touch on the aspects of that order that relates to you as our audience and community. As everyone knows, the trustee meetings are our only outlet to conduct township business. Although, they are open to the public, they are for discussion and resolution of township business as it pertains to your elected officials. Audience participation is not required but is welcome as long as it stays on topic and remains respectful.

As chair of the board, I demand the utmost respect for our trustees, department heads and employees. At times you may disagree with decisions being made but outbursts or disruptions of any kind from the audience will not be acceptable or tolerated. If you would like to speak on a particular matter that is being discussed, that opportunity will be allotted to you. I would ask that it is kept brief and to the point.

One thing that has concerned me in past meetings is the fact that the community was not allowed to speak prior to discussions and motions being voted on. I feel very strongly that everyone should have their voices heard, should they desire to do so, before a vote is cast. Therefore, I am going to switch things up a little. We will continue with the signup sheet with one small change. They will ask your name and address and also will ask you to list the topic(s) you wish to speak on. When we get to that topic, please raise your hand to be acknowledged. If you would just like to speak at the end of the meeting, that will be allowed with the same 3-minute rule applied as it has always been. The meeting agenda is always posted on our website. I suggest reading them and preparing your questions ahead of time. Again, thank you for coming out tonight.

**MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING
DECEMBER 28, 2021.**

Mr. Barto moved; Mr. Schuster seconded.

Roll Call: Mr. Schuster yes, Mr. Barto yes.

ANNOUNCEMENTS/REPORTS

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

Mr. Barto – Trustee Report

Worked with Leo, Shelly and Kim on different things. Thank you to Leo, Kim and Shelley with all the help you have given moving forward and getting me familiar with everything.

Mrs. Schlachter – Trustee Not in attendance, on vacation. Report turned in and is posted on line.

Trustee Barto states that Trustee Schlachter has asked him to discuss not spending any more money on the back building on Blessing Drive until a decision is made with the Blessing Building. Trustee Barto asked Bryon what the status is and where do we stand on the overhead door that is on order. Do we have a contract? Bryon replies the door was ordered and yes, we do have a contract. I can call and see what the status is. Bryon states the door would definitely help me. Trustee Barto says well in all reality we are not going to own the Blessing Building forever. Its not going to happen. Bryon states we have all talked about it putting that door in and having the door in the end is only going to help us especially getting things in and out of there. Let me call the door company and let me find out the status and if we can even get out of it if we decided we wanted to wait on it. Trustee Barto asks what is the status on the insulation. Bryon states he gave the former Trustees the pricing but we haven't done anything further with it. No contracts have been signed to go with anyone for insulation. I did pick up some insulation for the overhangs because it was so cold one morning in there. The furnace kept running couldn't keep up. We have not installed any of the insulation yet. Trustee Schuster states regardless the direction we go I have heard from more than one person that the door probably should have been put in when the building was built.

Mr. Schuster – Trustee

Nothing to report

Leo Britton – Zoning Report

Need to meet with Tom and get up to speed on zoning and where he left off on ongoing Blight issues.

Property 5952 Villamar has continued to be an ongoing/unsettled blight problem. Plan on working on this right away and touch base with Tom where it was left with him. I thought he was waiting on someone from the Prosecutors Office to get back to him.

Setup pc for zoning email.

Had a conversation with Jack Militzer who lives at 2619 Shoreland. The county was supposed to be working on get curb issue fixed. Also need to follow up with the complex next door to him they are supposed to be supplying screening, fence, shrubs something between their properties. Also, resident stated the snow company is damaging the fence.

We have been notified that a home is being built north side of Bahiamar in the field in Michigan that is behind those houses between Suder and the expressway.

They will be building a house, pole barn and putting in a pond. Does not affect the township at all. Builder just wanted us to know what was being done encase any residents inquire about it.

Non zoning items helped with

Help Don get email setup on his phone and also his computer setup waiting for office.

Helped Trustee Schlachter with issue with Lexipol logon.

Chief Kay- Fire

Regular Meeting January 11, 2021

Report-

Went through the selection process and we have decided to hire Jacob Cook for the position of full-time fire fighter. Will help with the day time shift need. He brings 10 years of experience with Fed Ex in their maintenance department. This as well as his Fire and EMT experience will help with the needs of the position.

Asked Board to approve invoice for ESO comes once a year is figured in in the budget.

Fire Chiefs are attending weekly meetings with medical directors, Lucas County Health Officials and County Fire Chiefs to stay current with health and safety measures during current COVID-19 surge.

Total incidents for 2021: 535 total responses – 8.5 % increase over 2021

Chief Kaiser – Police Report –

The police department has been very conscientious about Covid running rampant around State. Masks are being worn inside the building, information being relayed to all departments, employee's and we are taking measures to sanitize the work areas using the UV light, spray disinfectants, and hand sanitizer being used frequently. All employees have been informed to contact D/C Bailey F.D. HWO if any symptoms develop. He will guide them through the process for testing, treatment, and recovery.

D/C Hart is compiling the year end police statistics. Should have them complete next week.

The 2020 Hyundai unclaimed car in impound lot sold at auction for \$21,100.00. (Govdeals.com)

Deposit made from impound lot in the amount of \$8,760.00.

Had \$4,412.00 cash ordered forfeited to the police departments drug fund from a drug related case #000793-21.

Ordered a new set of tires for patrol car #89 from AAA at the State of Ohio contract price.

Regular Meeting January 11, 2021

Will be speaking with Axon (Body Worn Cameras) about the 5-year contract that is about to expire. Will seek to get the best pricing and package before moving forward and seek approval from the board.

Requesting the board to approve and pay the 2022 Northwest Ohio Regional Information System (NORIS) contract at a cost of \$17,000.00. This to be paid to Criminal Justice Coordinating Council. (CJCC). This contract is an annual cost and is in budget. (Invoice enclosed)

Trustee Barto asked Chief Kaiser about a breathalyzer that goes in the police cars that's not hooked up? Chief Kaiser directed question to Deputy Chief Hart to explain. Yes, it's the Intoxylizer 8000 device. It is a breathalyzer machine that is used for OVI's. The state gave it to the department but it still needs to be hooked up. Trustee Barto ask to see what it would cost to get it hooked up and running. Would like quote by next meeting. Deputy Chief Hart states that the unit is actually not in the building yet the state won't allow it here until the device is ready to be hooked up. Trustee Barto just ask that we get a quote so we can get it up and running.

Bryon McIntosh – Parks/Road Department Report

Went out for Ice control on roadways January 9th.

Had safety meeting regarding Snow and Ice control. Spoke to my team on what I expect from them.

Attended Township meeting January 4th at Fire station.

Received two loads of salt from County at no cost to Township.

Had to put up a portable stop sign at Hammond and Torgler.

Working on exhaust on both Ford 750 Dump Trucks. Straps starting to fail.

Made six new park rentals and bank deposits.

Looking at wireless conference microphones will bring to Township meeting.

Regular Meeting January 11, 2021

Got stuff on gov deals.

Buckeye cable.

Spoke to Meg Adams regarding additional lighting at the park. Going to look at it in the spring because they are so busy right now.

Spoke to Chief Kaiser about removing Whiting's stuff will talk about under unfinished business.

Bryon is checking on the front Blessing Building make sure everything is ok no freezing no water problems. Make sure no pipes burst or any other issues. No problems as of right now.

Trustee Barto asked about the heater in front garage were you able to get it working. Bryon replies I still can't get it to fire up. Trustee Barto replies ok then let's get someone out to look and it and get it fixed. I know Trustee Schlachter authorized last meeting to get it fixed so let's get it fixed. Trustee Schuster said try blowing air through it. Trustee Schuster will get with Bryon to look at it and try to fix it first before someone has to come out.

Shelly Nowakowski – Fiscal Officer Report

2022 Appropriation Budgets

The 2022 Appropriation Budgets were approved and sent to the County Auditor's Office before the deadline of December 31st.

Another Fiscal Year Begins

2022 Budget amounts were entered, POs created, and paying bills for this year. Budget spreadsheets and reports were given to Department Heads. A new year has begun. Dept. Heads are advised to keep a close watch on their budgets and are encouraged to ask any questions to understand the spreadsheets given & understand the importance of PO's and BCs before a purchase is made.

OTARMA Cyber IT Risk Consultant Visit

Aaron Willis, OTARMA Cyber IT Risk Consultant for Washington Township, wants to meet with us to answer questions relating to our IT.

The purpose of the visit is to assist with identifying and controlling internal IT risk and loss exposures. Scheduled for February 2 at 10:30 to come in.

Aaron states that there are no definite answers we need to prepare for ahead of time. He will want to tour our facilities to give us a safety IT check & recommendations regarding hardware, software, policies and vendors to help with our IT. Aaron states they usually visit about every 3 yrs. He will need about 2 hrs. for this meeting, and is available in February. This is a free resource. There is no charge for this visit. Aaron would like Department Heads to be available at the time of his visit as well.

Trupay Training

Up to 2 hours of free training is offered to new hires with the security profile of "Company Admin". For any other security profile, the training is billable at the rate of \$100/hr (or portion of). They do not offer training for "non-Admin" roles. The only exception is TLM training for Managers who approve timesheets. Their most common training includes topics in:

New Hire - 25 min

Employee Information - 15 min

Time & Labor (TLM) - 25 min

Payroll Process – 45 min

Employee Maintenance – 45 min

Retirement Plans – 10 min

Benefit Maintenance – 15 min

Custodial Fund

Reached out to LGS to discuss process of setting this type of fund up for our Township. Waiting on their response.

On line Payments

Huntington Reps will be meeting with me soon to discuss the next step.

Michele states that it was brought to her attention that during the move a \$100.00 tip was given to the movers for their work moving everything from Blessing Drive to Shoreland location. It was borrowed from the police department because they had cash on hand with intentions to repay them. We need to get them reimbursed and figured out how you want it split. Michele asks was there ever a motion made and if not, we will need one. Mr. Britton thinks there was a motion made maybe June or July after the move at a meeting. Michele will check if not one will be made at next meeting.

I spoke to Local Government Services regarding the FEMA Grant money received on December 21st, 2021. LGS states technically, this grant money should have been placed into its own Fund, instead of receiving it into the Fire Fund, who was awarded the grant.

I have a Resolution prepared for tonight so a new fund can be created, and the money reallocated. This way it can be done the way the auditors prefer.

UNFINISHED BUSINESS

Lexipol

Mr. Barto asked about status on Lexipol with fire and police. Chief Kaiser states its moving slow right now for us to work on it. We know we need to work on it. Chief Kay states its very time consuming and you have to make sure the policies and procedures are that that effect our job on the fire ground. It has to be very detailed. It has to be set up how our department operates just not generalized. It is something that is very important. It protects the Fire Department and the Township. Fire and Police are very detailed areas. Trustee Barto states I understand that but it comes up for renewal in June. We know it's a lot of work but needs to have time spent on it and move forward to keep up on it. Mr. Brittson states the thing you have to be careful with is if you start changing it then it starts changing all the support that's behind it. The stuff that comes from Lexipol is all court tested and put through all the lawyers. You want to make the minimal amount of changes to it that you have to. Sometimes you can change two words and that can change the whole meaning of it and then you lost the support and backing of what Lexipol put it in there for.

5420 Patriot/Whiting Property

Discuss Mr. Whiting storage of property. Chief Kaiser states we, as in the Township, went to Mr. Whiting's house for Blight for a zoning order from the Courts to clean up the property. We removed a lot of personal property from there. Traylor's, vehicles, atv's and we brought them back to the impound/storage lot. It wasn't a police operation it was zoning, township operation. Its up to the Board to decide what to do with his property. Mr. Brittson has spoke to Mr. Whiting after the December 28 meeting. Mr. Whiting definitely wants it out of there. His problem is he cannot remove it himself.

Trustee Schuster and Mr. Whiting will plan on getting things out of impound/storage lot on Saturday, January 15, 2022 at 10:00 a.m. Wants to take items to storage facility on Summit Street.

NEW BUSINESS

Discuss updates to roads department building.

Already covered above.

Discuss setting police tow lot release hours/times.

Change tow lot, vehicle pick up hours from 9:00 a.m. to 3:00 p.m. Trustee Barto thinks hours definitely need limited. Should not be consuming everyday all day to tow lot/car pick up. Police have other stuff to do.

Discuss rescinding sale of 5708 Blessing property.

Trustee Barto spoke to John Borell there are several additional conditions that the buyer is requesting that we cannot meet. Nor do we have any desire to meet. When I spoke to him, he is going to inform their attorney that we cannot meet those so we are basically going to cancel the sale. The first thing is they wanted the deed restrictions lifted for the riveter clause for the Blessing Family. They were not comfortable unless the Blessing Family actually signs off on it. They have contacted the Blessing Family and they are not willing to compromise or cooperate. There was another thing something about fire apparatus in the building and something about fire suppression system. We are just dragging our feet at this point so Mr. Borell just said to put a Resolution through to authorize the rescission of it and we will go from there. He is going to get the paperwork and when it comes through, we will be ready to sign off on it. Trustee Schuster ask is this something we want to wait and address when Trustee Schlachter is back. Trustee Barto responded Trustee Schlachter is aware of it she has spoken to John Borell about it. Trustee Schuster says ok, if you want to do a motion, I am prepared to second it.

Discuss options for our IT needs.

Trustee Barto asks Mr. Brittson his opinion. Mr. Brittson states you need somebody to be responsible for all the pc, the network and the software. The biggest thing is the software support with Trupay and Lexipol. The hardware is minimal.

Most of it has been replaced recently. You'll have a renewal in April for the antivirus. You'll have to have a new license applied to that. You have to keep Trupay current. You have to be very careful you don't get hacked and they get everybody's social security numbers.

Need to find someone in house that has experience with it. Trustee Barto ask what do you think we are looking at cost wise? Mr. Britton replied it's about \$100.00 an hour. The problem is your not big enough to have someone give you a service contract so you'll probably end up on break fix. That means all the service contract people are serviced before you. Will get to you when they can. Trustee Barto wants to wait and revisit when Trustee Schlachter is back in town at next meeting. Deputy Chief Harts change is a big change to the network so you'll have to coordinate that for breathalyzer. He will need a Static IP Address that all has to be put in and makes sure it works with the Fires. Trustee Barto would like to continue conversation when Trustee Schlachter is back at next meeting.

Announcement

Karen Mayfield would like to have their Zoning Meetings Monday, January 24. Zoning Commission at 6:00 and Zoning Appeals at 6:30.

MOTION: Approve and pay the 2022 Northwest Ohio Regional Information System (NORIS) contract at a cost of \$17,000.00. This is to be paid to CJCC (Criminal Justice Coordinating Council). This contract is an annual cost and is in budget. For Police Department.

Mr. Barto moved; Mr. Schuster seconded.

Roll Call: Mr. Barto yes, Mr. Schuster yes.

MOTION: Approve and pay ESO Solutions contract at a cost of \$1,710.00. This contract is an annual cost and is in budget. For Fire Department.

Mr. Barto moved; Mr. Schuster seconded.

Roll Call: Mr. Schuster yes, Mr. Barto yes.

MOTION (RESOLUTION # 02:22): New Fema Fund.

Mr. Barto moved; Mr. Schuster seconded.

Roll Call: Mr. Schuster yes, Mr. Barto yes.

MOTION (RESOLUTION # 03:22): Revision: Appropriation of \$116,380.95 to the FEMA Fund instead of the Fire Fund to Expend the Revenue received from the FEMA Grant for the SCBA's.

Mr. Barto moved; Mr. Schuster seconded.

Roll Call: Mr. Barto yes, Mr. Schuster yes.

MOTION (RESOLUTION # 04:22): Authorizing the Rescission of the purchase agreement of the property located at 5714 Blessing Drive.

Mr. Barto moved; Mr. Schuster second.

Roll Call: Mr. Barto yes, Mr. Schuster yes.

Shelly wanted to let Trustees aware that we received another propane bill for Bryon's back building on Blessing Drive. Bryon shut the heat down for now. Shelly states we made a Resolution/Motion for \$3,500.00 for the furnace and propane last year. That was last year's Appropriations now it doesn't affect this year's Appropriations so if you want another one since they didn't use up all the \$3,500.00, I don't know if you want to make up another one to make up the difference from what they didn't use of it. It's not a utility it's a supply because its propane. He's got \$12,000.00 budgeted out of supplies for the year but he's already ate up \$792.00 of that for one thing. He's going through that quick. Suggest paying it out of left-over BWC money. Trustee Schuster suggest shifting operation back to original facility. Will decide at next meeting once we get resolved everything else with the building. Hold off for now.

MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 49237 to 49264 & ELECTRONIC PAYMENTS NUMBERED 631 TO 633 & 01 TO 33 TOTALING \$51,265.05. \$18,569.58 IS FOR PAYROLL AND \$32,695.47 IS FOR ACCOUNTING.

Mr. Barto moved; Mr. Schuster seconded.

Roll Call: Mr. Schuster yes, Mr. Barto yes.

Speakers from audience

**Sue Futey
5429 Patriot**

Thank you to Trustee Barto and Trustee Schuster for stepping up to be our Trustees. Congratulations on the result of the election.

Congratulations and thank you Mr. Britton for taking zoning position and good luck. What is your first plan of action for 5420 Patriot/Whiting property? Mr. Britton replies I am going to get with Tom and see where he is at with the lawyer, prosecutors' office. Then I will follow up and see what the next steps are. This has been going on for at least 8 years. Township has really gotten nowhere with him. At least try and do the front yard. Also, I am hoping you can make a difference this time around.

Laura Wishart
2611 Point Pleasant Way

I am concerned with the tow/impound lot and time being consumed on this instead of policing in the township. I am hoping the person that is spending all the time on it isn't the person who is supposed to be patrolling. Also concerns with the Blessing Building and putting any more money in that building/garages until the Board knows what's going on with it.

Trustee Barto states I do have plans for that building. Something that would create revenue for the Township. At minimal pay its own bills. I am not prepared to discuss right now. Am waiting for Trustee Schlachter to come back so the three of us can discuss at an executive session at the next meeting. The Resolution tonight I was advised by the attorney was basically to get it on the table so when the paperwork comes back there's no delay and we can sign off on it. Mrs. Wishart states I just want to make sure we are not buying anything else for that building till we decide what to do with it. Will further discuss at meeting in two weeks when Trustee Schlachter is back.

Mary Dutkowski

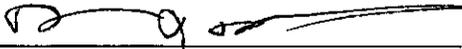
Thank you and welcome to the new elected Trustees. Regarding the Blessing Building I am happy that someone is going to use some for thought when making decisions and do it the right way.

Motion: Per Chief Kays request effective February 1, 2022 hire Jacob Cook as a full-time Fire Fighter hours Monday through Friday 8:00. to 4:00 p.m. starting pay \$18.00 an hour with medical, dental and vision insurance benefits. Also enroll him in Ohio Police and Fire Pension Plan.

Mr. Barto moved; Mr. Schuster seconded.
Roll call: Mr. Schuster yes, Mr. Barto yes.

Adjourn meeting: 7:35 p.m.
Mr. Barto moved; Mr. Schuster seconded.
Roll Call: Mr. Schuster yes, Mr. Barto yes.

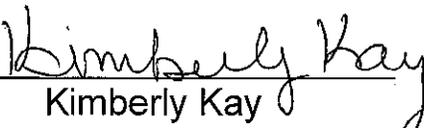
Approved by:



Don Barto



Mark Schuster



Kimberly Kay