

Reports – Kellie Schlachter – Trustee

Regular Meeting

1/11/2022

- Create agenda for organizational meeting and do research on what was needed
- December Newsletter
- Work on numerous updates to the website with changes due to the change over
- Reply to residents questions
- Posts to FB regarding meeting and mask mandate
- Conversations with Shelly regarding year end, budget, credit cards, and getting Don on as a signor
- Spoke to Huntington getting Leo removed as signor and sent information to get Don on the bank accounts
- Research new rules on ARP funds
- Reach out to RJ regarding our benefits plan
- Will have update on 911 at the next meeting
- Asked Don to add to the agenda and discuss not spending a dime on the back building until we find out what is going on with the Blessing building – would suggest cancelling the overheard door
- Performance reviews for 2021 are needed– trustees each write a review on the department heads and elective officials assist – department heads give their employees a review – deadline needs set
- Lexipol for admin is now online. Log in and review.

1/06/2022 For Tuesday, January 11th meeting:

**2022 Appropriation Budgets**

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

**Another Fiscal Year Begins**

2022 Budget amounts were entered, PO's 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 BC's 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.

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.

Leo

Zoning report 1/11/2022

Setup pc for zoning email

Begin conversation with Jack Militzer who lives at 2619 Shoreland and the county to get curb issue fixed and review the issue with complex supposed to be supplying screening, fence, shrubs something between their properties. Also stated the snow company is damaging the fence.

Will talk to Tom and get up to speed on this issue Denise Szkatulski and I reside next to this abandoned property. No one has lived at 5952 Villamar for over 20 years.

We have been notified that a home is being built north side of Bahiamar in the field behind those houses between Suder and the expressway will be building a house, pole barn and pond. These are not in Washington Twp just wanted us to know what was being done if asked.

**Not zoning issues:**

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

Kellie – issue with Lexipol logon



## Report for Township meeting January 11th, 2022

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.

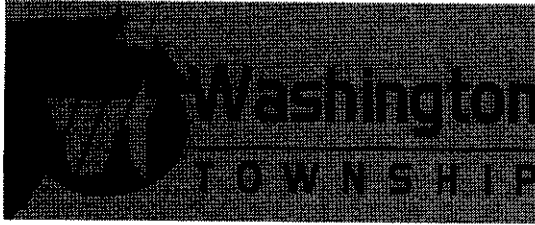
Deposit made from impound lot in the amount of \$8,760.00.

Had \$4,4120.00 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.

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)



*Bryon McIntosh*  
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*Park & Road Report.*

January 11th. 2022

• Announcements

- Attended Township meeting January 4<sup>th</sup>. At Fire station
- Went out for ice control on roadways January 9<sup>th</sup>.
- Had safety meeting regarding Snow and Ice control.
- Spoke to my team on what I expect from them
- 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 Microphone's will bring to Township meeting

Bryon McIntosh



**FIRE and RESCUE DEPARTMENT**

Ronald Kay-Fire Chief

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**Report for Tuesday, January 11<sup>th</sup>, 2022**

- Fire Chiefs are attending weekly meetings with medical directors, LC health officials and county fire chiefs to stay current with health and safety measures during current COVID-19 surge.
- Total incidents for 2021: 539 total responses – 8.5 % increase over 2021