



TRUSTEES: Don Barto, Sr. 517.581.6871
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 FEBRUARY 22, 2022

Mr. Barto called the meeting to order at 6:01 p.m.

Thank you for coming tonight.

Pledge of Allegiance

Roll Call: Mr. Barto yes, Mrs. Schlachter yes, Mr. Schuster not present

Fiscal Officer: Shelly Nowakowski

Department Heads Present:

Parks/Roads – Bryon McIntosh
Police Department - Chief Kaiser
Fire Department – Chief Kay
Zoning Department – Leo Britton

MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING FEBRUARY 8, 2022.

Mr. Barto moved; Mrs. Schlachter seconded.

Roll Call: Mr. Barto yes, Mrs. Schlachter yes.

ANNOUNCEMENTS

Trustee Barto announcement

I would like to reiterate that our trustee meetings are for conducting official township business. Again, I ran on the idea that your voices and input is important to me as I was elected by you.

As chair of the board, I delegated the idea to allow questions to be asked during the meeting as opposed to after everything was voted on.

I would like to continue that process but need to have order in doing so. We cannot have question and answer for an hour on one subject. We need to keep it organized and questions need to be to the point. Also, we need one person at a time speaking or it just turns into chaos.

Moving forward, the sign-up sheet is on the podium and we have added a copy of the agenda. If you have any input on a particular item, feel free to write your name on the sign-up sheet. I will monitor the sheet and the audience. When we get to that item, please raise your hand and you will be called upon to speak.

If you have questions for any of the trustees, you can also ask before the meeting and we all have email and phone numbers to call us with questions and concerns. We are not just here on Tuesday's nights; we are available pretty much anytime.

Your attention to this is greatly appreciated and I look forward to having a productive meeting.

Thank you.

REPORTS

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

Don Barto – Trustee

Worked with Leo on IT and Trupay training.

Meeting for an unemployment claim appeal.

Interview for park cleaning position. Nothings came out of those. Will be putting ad in the paper.

Put together paperwork for annual BMV employee driving record updates.

Meeting with DC Hart regarding police matters.

Emails with attorney regarding Blessing building.

Answered questions from residents regarding overhead door installation. Bryon stated they were there today and opened up the outside of the building they got it all trimmed out they are supposed to be back tomorrow weather permitting. They will put the final trim around the door and adjust the chain and it is ready to go. After that we will remove the fence from the front of the building and attach it to the sides of the building to access that door. Building is secure.

Met with Bryon regarding roads and parks issues.

Kellie Schlachter – Trustee

Updates to website.

Updates to FB.

Attended 911 TAC meeting – working on alternative funding through state legislation.

More communication related to Turtle Island.

Worked with Leo related to zoning concerns.

Took a message from resident related to cul-de-sac getting all torn up – Bryon is working on it with garbage companies.

Review Police Logs.

Review Financials for website.

Worked on website updates for finance page.

Conversation with Ron related to recruiting.

Issue on Redfox with road being torn up today, gave to Bryon to handle.

Leo Britton – Zoning

5301 Pageland car parked in front yard; warning letter has been issued. Has been moved.

2617 Point Pleasant Way camper in drive way; warning letter issued. Has been moved.

5848 Vistamar car over sidewalk Chief Kaiser took care of. Jet ski trailer still in driveway.

2379 Petee will be pulling permit on building new house has all county approvals, no update.

5952 Villamar working with prosecutor and the Lucas County Land bank. Talked to Karen Ferguson and John Borell. I took pictures of the property. She is planning on moving forward with cleaning it up and then will sell by spring. Told her we have to remain in constant contact of what's going on or we will have to move forward and if it stalls, we will move in another direction to take care of it our self.

Checked 2558 Woodfox complaint about camper it is legal it's behind the house. Has been moved.

2619 Shoreland having issue with run off from neighbor.

IT

I met with shelly and OTARMA for the IT audit. They would like township to put together a disaster plan packet. Our social media policy needs some work. Spoke about importance of streaming music or videos and the risk from that. Said we don't have a policy in place for that. He spoke about security in the building said it is very important that we keep track of who goes in and out of the building.

Was glad to see we were using a key fab system to track that. Suggested we look into getting more cameras for around outside of our buildings.

He also mentioned how important it is when someone leaves to shut off their access from emails and building access. He was pleased that we use an employee status form to keep track of employee's status. Just need to have one person keeping up on all that. Trustee Schlachter ask Shelly do you regulate those; do you make sure you have form in hand before you make any changes in payroll. Shelly replied yes, when there's a change made like pay or status or any kind of change the department heads give me the form to me and then I make the change in UAN. One thing we got dinged on is that we don't force password changes in any of our systems. They suggested twice a year. Backups are to be done and taken off site or put in a fire proof safe. Not just put in a drawer. Was surprised he touched on making sure we have more than one person that can do each responsibility. He wanted to make sure we had a plan to be able to do payroll if something happens to the fiscal officer. These are all just suggestions from them. Mentioned all vendors coming in are signed in and not just walking around. Did an inventory of all our IT equipment? They have a list of make and model numbers. Was happy we were going with Lexipol. Will be back in before the end of the year to do a safety audit including how we keep guns secure and evidence secure. Also, Ron how you keep your class A drugs. Chris, they will want a policy in place on how you destroy drugs and a sign off that it is done. The safety audit and the IT audit will be done every three years. It doesn't help with insurance premium but it does help from keeping our rates from going up. He was concerned how we handle cash. He said we should make it a priority working on getting the custodial policy in place they will only secure up to \$10,000 total in building. We are responsible for the rest.

Chief Kay – Fire

Fire Department Lexipol policies and procedures complete. Ready to send to prosecutor's office for review. Like Leo said it is going to protect us well.

All members are set up with the Washington-twp. Emails. Everything to do with Washington Township will be put through those emails.

Recruitment/Retention Committee established. Committee will plan recruiting strategy to bring on more pay-per-call members.

Captain Jon Parker and firefighter Jessica Stacy visited Penta Career Center and talked with Seniors involved in their fire service career program about career opportunities with the WTFD.

Request board approval the expenditure of \$1,500.00 to use toward tuition expenses for EMT Sharralynn Cook to attend RN to Paramedic bridge course through Four County Vocational. Funds will come from training budget.

MOTION: APPROVE EXPENDITURE OF \$1,500.00 TO USE TOWARD TUITION EXPENSES FOR EMT SHARRALYNN COOK TO ATTEND RN TO PARAMEDIC BRIDGE COURSE THROUGH FOUR COUNTY VOCATIONAL.

Mrs. Schlachter moved; Mr. Barto seconded.

Roll call: Mrs. Schlachter yes, Mr. Barto yes.

Chief Kaiser – Police

The police department has been added to the I AM Responding app along with the fire department to solve the communication gap between police and fire being dispatched to fire/rescue runs.

Car #92 is back from the body shop at Baumann Ford and is back in service.

Chrysler Police vehicles will be providing a demo model for our use and will be delivering the Durango Police Cruiser for review from 2/14/22 through 2/18/22.

Lexipol now has scheduled task dates to ensure progress.

Continuing to work with NORIS operations for increased digital evidence security, improved crash reporting and other improvements. A proposal will be available for the next meeting.

Successfully closed a felony theft case for a resident resulting in full restitution and a conviction stemming from a Facebook marketplace scam.

Would like to recognize Patrolman Fall for his apprehension of an illegal alien from Jordan leading to the arrest, conviction and deportation for firearms offenses which also led to other felony firearms arrests in 2021.

Would like to recognize Patrolman Whitmore for his life saving efforts of a township resident on February 9, 2022 by providing CPR and the administration of NARCAN until rescue units arrived. Call was in city over bridge in Point Place. Was a resident.

Deputy Chief Hart was on a Zoom Meeting Axon on 2/18/22. Details are still being worked out and a final decision should be reached and presented for the next meeting.

Bryon McIntosh – Parks and Roads

Contacted Laura V. regards to park fence that she ran into. Her husband does have a company with all the proper insurance papers we will make sure we get all documentation before he starts working on the fence.

There are a few trees in the park that need to be trimmed. My opinion is they are a hazard for children to be playing around the playground equipment. There are a couple big ones hanging over the building I would like to have cut back also. I did get quotes from three companies. One company would not even do it. A quote came in from Tree Monkey for \$2,750.00 and they are licensed and bonded. He also told me that we only have until Easter to get these trees trimmed. Because they are an Oak Tree. He said if you cut an Oak Tree after Easter if there is any other Oak Trees around being trimmed or cut, they get an Oak disease and within five years they guarantee any of the ones around the ones we cut will be dead within five years. Other companies did not tell me that just Tree Monkey. They are about 10 days out. I know I have it in my budget for 2022 to do this. Would like to approve Tree Monkey to do this so I can get it on the schedule. Any way we can use ARP money for this? Trustee Schlachter, we still have to decide about ARP money and make resolutions. Trustee Barto replies sounds like we need to move on this especially if it is a safety risk and it's around the playground. Trustee Schlachter states if you budgeted for this, I say just use that.

Leo states I forgot to mention too that part of the safety inspection OTARMA said they will be walking through our parks/playgrounds for safety concerns and make sure its handicap accessible.

John Deere was picked up February 16th. The money will be transferred into our account.

I Called AmeriGas at least four times. They told me they would give me twenty cents off per gallon and if I called this 844 number some guy at that number would probably give us more off. I don't know if I believe that. Now they won't return my call or email me now. Not sure where to go with this now you don't talk to anyone local. Trustee Barto states tell them that we can literally get it for half that cost. Bryon replies that's what I was going to tell you they were supposed to get it down to \$3.45 and when I called that 844 number, they are at \$3.44 a gallon now. So, I called Baxton and Barron they did not return my calls. I got a hold of USA that does our new building and he will lock us in at \$2.19 a gallon versus \$3.44 for one fill up a thousand gallon good through February 28, 2022. He did say if it goes up, he will have to readjust. I feel we should start using USA Propane. I just don't want to have another \$1200 bill. Don't feel there is any leaks. Trustee Barto will go over there and look at units shouldn't be using that much. Seems like we are burning through a lot. Trustee Barto says Bryon go ahead and go with USA. See if they will go a little higher then what their locking us in at and offer us a two year or like two fill ups.

Working on Air compressor control valve will not shut down. started to wire up compressor in garage. Had Kim order new part.

Received a call from a resident, an elderly women wanted to thank Trustee Schlachter for posting on Facebook regarding road closure due to sewer project. She doesn't know how to back up a car and the Facebook post helped her. (I am assuming the post let her know of road closure ahead of time so she didn't have to worry about having to back up she was able to avoid it.)

Trustee Schlachter notified me of a resident complaint regarding a cul-de-sac damage possible garbage truck did damage.

MOTION: APPROVE \$2,750.00 FOR TREE MONKEY TO TRIM TREES AND CUT DOWN 1 TREE AND GRIND STUMP AT SHORELAND PARK.

Trustee Barto moved; Mrs. Schlachter seconded.

Roll call: Trustee Schlachter yes, Trustee Barto yes.

Shelly Nowakowski – Fiscal Officer

Annual Financial Report

The Washington Township 2021 Annual Financial Report has been submitted to the State Auditor. A publication in the Point & Shoreland will be printed. I have a copy of the financial report available for viewing at 2469 Shoreland Ave., during regular business hours, Monday thru Friday 9am to 2pm. A report has also been added to our website.

Had several public records requests. Spent a lot of time over in the back Blessing Building. Would like to see if we could move those records up front in the Blessing Building where it is warmer.

Met with Kim, she does the time preps for time cards she showed me how to do this in. Good to have more then one person to know how to do it.

Met with OTARMA Rep regarding IT security with Leo. He also touched on the subject of record retention. One trustee and myself have to meet at least once a year and create a new schedule. Also changing passwords needs to be done at least twice a year.

Regarding Gov deals there are several departments that use it now I will need clarification what department sells what.

Online payments update. Heard back from Neon Goldfish on quote. It will be \$1,600.00 one-time cost for development of the program on our website. There is a \$99.00 yearly cost for the event calendar. This is for programing shelter park rentals.

Will have to figure out how to split bill. Police will use something else. Trustee Barto ask back to Trupay is there a time we can set up a meeting for all of us to go over it and understand it. Leo to check on setting up something.

UNFINISHED BUSINESS

Update on overhead door installation for Back Blessing.

Discussed above.

Update on propane bills for Blessing buildings.

Discussed above

Update discussion for ARPA spending.

Will revisit next meeting.

NEW BUSINESS

Discuss Township business accounts.

Trustee Schlachter – I ran across a few things that didn't look right to me. I am currently in the middle of doing an internal audit. I am going to put this out there for those employees who use our business accounts and have access to our tax-exempt numbers. It is only for township business purchases. You do not use it for anything personal, that is tax evasion. You cannot save on taxes for something that is personal to you. I don't want to find anything; I don't want to see one invoice that someone bought for personal and didn't pay sales tax. It is grounds for termination. That's all I am saying about it. But I am looking into some things I ran across that I didn't like.

Discuss annual employee reviews.

Trustee Barto - Trustee Schlachter sent out request for employee reviews to be done by department heads. We haven't heard anything back yet from you guys. What is your guy's status on them? (Directed to department heads) Chief Kay replies Fires are done will turn in at or by next meeting. Chief Kaiser states he must have missed that email. He didn't know about them didn't see any email. Sent out maybe back in January? Bryon said he didn't get email or know about it either didn't see email. Trustee Barto ask that they get done by next meeting.

Discuss building security.

Trustee Schlachter says I brought this up. The building security is considered IT. Tom Yunker handled this before like the key fobs/key pads and assigning them for employees that are new or turning off those who leave. He is not here full time anymore. I want to move it to IT's responsibility which is Leo so when we have to issue or deactivate key fobs he can do all that. As well as anything to do with cameras at any of our locations. The cameras are part of security too. I think it should be assigned to IT. Trustee Barto ask Leo, I asked you about cameras and getting some more what did you find out? Leo went over a few options he looked into.

We could move the one from the fire station that don't need internet capability over to blessing since there's no internet over there. I think you said Don that you wanted to be able to have something overlooking the tow lot. Then we could put the new one here. I would go with the 16 channel 8 camera one. You can always add more cameras if needed. We could put one over by evidence room. You're looking at \$1,000.00 for the 16 cameras and \$600.00 for 8 cameras. Trustee Barto I feel we definitely need over by the tow lot. Move these from Shoreland over to Blessing and get new for Shoreland. Leo said with the assistance of someone he will install.

MOTION: TO SPEND UP TO \$600.00 TO PURCHASE NEW CAMERAS/ SECURITY SYSTEM FOR THE SHORELAND LOCATION ADMINISTRATION, FIRE, POLICE, PARK/ROADS.

Split bill 60% Fire, 20% Police, 15% Administration, 2 ½ Roads, 2 ½ Parks.

Trustee Schlachter moved; Mrs. Schlachter seconded.

Roll call: Mr. Barto yes, Mrs. Schlachter yes.

Per Trustee Barto Leo Brittson will take over for Tom Yunker and will it will become part of IT job for anything to do with key fobs and security and cameras for township buildings. It will fall under IT.

Discuss backup Admin for Facebook and Website.

Tom Yunker is not here as much anymore and he is the other Admin.

Need someone else to help with if Trustee Schlachter cannot get to.

Trustee Schlachter will now be primary, Trustee Barto will be secondary for Facebook.

For the website Trustee Schlachter is primary and Leo Brittson will be secondary.

Discuss policies for requested time off.

Trustee Barto reiterates what the time off request policies says.

Board still will require 30 notice for vacation time off. Keeping in mind that there can be situations that things come up.

MOTION: ACCEPT KATHY PINKERTS RESIGNATION FROM THE PARK CLEANING JOB EFFECTIVE FEBRUARY 1, 2022.

Mr. Barto moved; Mrs. Schlachter seconded.

Roll Call: Mr. Barto yes, Mrs. Schlachter yes.

Leo to deactivate Kathy's key fob for shelter park door.

Leo asks Bryon speaking of that did they ever get the other door hooked up, the garage door? Bryon responded that is a two-part answer yes and no. Yes, we got the internet but its not plugged in and operating at the time. And no, it's not working yet. Leo responded the internet is not required for that. Bryon replies you keep telling me that. Leo responded you just need the Ip address on the router. The wireless controls everything. The internet only controls that system if you want to make changes from your house. Bryon responds ok I know we talked about it numerous times. Leo states Ryan from Ames wants internet because that's how he does it from his computer but he can plug the cable in or log into our wireless which we went through this. Leo states Bryon you know where are the passwords are that's all he needs to connect up. Bryon says I will go tomorrow I know where its at now. Leo states well if he's coming out let's coordinate so if he has questions.

Discuss NORIS for police system upgrades.

Next meeting

Discuss SB215 and HB227. Gun bills

Trustee Barto – States maybe we should go ahead and pass a Resolution or do a letter. Trustee Schlachter says maybe we should wait till Mark comes back. I am not in support of it. I have done quite a bit of research on it. I am just not sure. Trustee Barto ok that's fine we will just wait till next meeting.

Fiscal Motion

MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 49347 4901to 49375 & ELECTRONIC PAYMENTS NUMBERED 87 381 TO 112 415 TOTALING \$ 61,10819,500. 94. \$23,905.44 IS850.48 FOR ACCOUNTING AND \$37,203.50 IS13 FOR PAYROLL.

Mr. Barto moved; Mrs. Schlachter Mrs. Ss seconded.

Roll Call: Mr. Barto yes, Mrs. Schlachter yes.

Enter into Executive Session at 7:29 p.m. under Rule 3358:17-1-04.2 (A) (1). To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official.

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

Return from Executive Session at 7:39 p.m.


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

No decisions made

Adjourn Meeting: 7:45 p.m.

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

Approved by:



Don Barto



Kellie Schlachter



Mark Schuster



Kimberly Kay