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REGULAR MEETING

MARCH 8, 2022

Mr. Barto called the meeting to order at 6:02 p.m.

Pledge of Allegiance

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

Fiscal Officer

Michele Nowakowski

Department Heads Present

Roads & Parks- Rick Phillips sitting in for Bryon McIntosh

Fire – Jacob Cook sitting in for Chief Kay

Police – Chief Kaiser and Deputy Chief Hart

Zoning – Leo Britton

**MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING
FEBRUARY 22, 2022 AND SPECIAL MEETING OF
MARCH 1, 2022.**

Mr. Barto moved; Mrs. Schlachter seconded.

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

ANNOUNCEMENT

Trustee Schlachter

This insurance issue kept coming up about covering Leo on the insurance. I just wanted to let everybody know I spoke to John Borrell our attorney and I was told that no further action is needed. Also, the internal audit findings were turned over for investigation and nothing related including employees will be discussed. In the mean time we have made stricter policies and procedures around purchases.

REPORTS

Don Barto – Trustee

Had another interview for the park cleaning position. Spoke to Laura Wishart. Will talk about this further later in meeting.

Attended Special Meeting on March 1, 2022.

Answered numerous phone calls regarding residents' concerns about internal audit.

Responded to emails from a guy interested Turtle Island.

Working with a resident regarding property damage on the Holiday sewer installation. She is stating that the vibration of the equipment their using over there has caused damage to her dry wall and her front door. I referred her to the county.

Talked to Chief Kaiser and Deputy Chief Hart regarding a police pursuit last Friday, got that resolved. Also discussed purchase of a new police car. Will discuss further later in meeting.

Kellie Schlachter – Trustee

Created and sent out Township Newsletter.

Posted updates on Township Website.

Reviewed documentation.

Attended Special Meeting on March 1, 2022. Followed up with attorney on next steps.

Talked to resident about island/cul-de-sac on Brendamar Ct. Resident said he knows someone that is going to give him an estimate. He spoke to Bryon and Bryon told him he thought it would cost around One Hundred Thousand. We are going to try and get an estimate so we know what we are looking at.

Had two messages about Redfox again. Contacted Sarah Rowland from the County. She is supposed to follow back up with me this week.

Discussed insurance benefits renewal with RJ with Savage and Associates All employees that are offered insurance benefits will have to go on form fire to update. Did put on Texcom that this needs to be done. Dental and vision will not change.

Will be attending 911 meeting on March 9, 2022 in the evening.

I have not finished reviews. I will be working on those goal is to have done by next meeting.

Have been reviewing several other police departments police chase policies.

I want to thank Leo. Last year he worked on some of our workers comp claims and because of going back on some of those claims we were able to receive a handicap award back to the township in the amount of \$5,224.00 split up within the next 4 years. He also has another one he was working on that we should receive a substantial amount back for.

Leo Britton - Zoning

Received call from resident regarding 5310 Pageland regarding garbage cans left in front of the house. I went to her house. She is on oxygen and lives by herself and can't physically do it. I made arrangements to help her for now but if anyone knows anyone that lives in the area or needs service hours that could help that would be great.

Issued permit for handicap ramp to be installed.

Reviewed request for permit on Shoreland to replace deck and sunroom.

Resident at 2619 shoreland having issue with run off from neighbor. Reached out to the rental management company. They claim there is a long-term issue between them. They are sending pictures from before repaving was done.

Need to reschedule TruPay Class. Everyone agrees that March 16, 2022 at 6:00 p.m. will work to reschedule.

Learned door system/key fobs from Tom Yunker. Now I am able to activate/deactivate entry with key fobs badges for shelter house and Shoreland Buildings.

I was able to get shelter house up and running along with the internet. I know Ames and Bryon were having problems with it. Both camera systems and locks are on there now. I am not sure what the problem was the cable was just laying in the box it wasn't even plugged into the network adaptor. I am not sure what the problem was on their end. I know they were out several times working on it. He is supposed to be here tomorrow I am going to ask him. It's all up and working now.

Captain Jacob Cook – Fire Department

Chief Kay turned in his report listed below.

Besides that, a couple things to add; employee evaluations are done and turned in. Fire Departments Lexipol Policies and Procedures have been mailed to the Prosecutor for approval. We received a request from the Lucas County Board of Elections to use our meeting room for primary election on May 3, 2022. Need this from signed and mailed back. Also, a request from Chief Kay if we can move the monthly trustee meeting on April 12, 2022 to the Shelter House. We are hosting the Monroe County Fireman's Association meeting and dinner here that has been scheduled for some time.

Last added item is regarding the fireworks. They are tentatively scheduled for June 25, 2022. Would like the board to look into added insurance coverage through OTARMA to make sure the Township is covered.

Chief is working with State Fire Marshal on clearing up a couple other concerns. Shouldn't be a big deal.

Leo states that last year Wendy French at OTARMA said they were not interested in covering the fireworks because of the conflict of covering the Township and the Shoreland Fire Fighters Association. The fireworks are not a Township or Fire Department sponsored event. The Shoreland Firefighters Association puts it on. Trustee Schlachter will talk to Assistant Chief Bailey about the insurance and make sure the insurance is in place.

Trustee Schlachter stated that June 4, 2022 is the Point Place Parade

Block heater on main station generator was repaired on 2/28/22 by WW Williams. No other issues reported. Will continue with preventative maintenance program for this generator.

New MSA G1 self-contained breathing apparatus (SCBA's) are now in service and placed on fire apparatus. All members have been NFPA FIT tested and received training on their use. These SCBA's were purchased with awarded grants funds from FEMA Assistance to Firefighter grant.

Several WTFD members will be volunteering their time this weekend to attend the NOVFA regional fire school to improve skills in both fire and EMS related training.

The WTFD needs pay-per-call firefighter/EMT's. If you, or you know someone interested in joining our team, contact Chief Ron Kay at rkay@washington-twp.com

Chief Kaiser – Police

Requesting Board to remove patrolman Alec Vaughn from probationary status. He has completed his one-year probation effective January 1, 2022. Would like Board to consider retro his pay back to January 1, 2022. Submitted change of status form.

Submitted all officer's information to Trustee Barto to complete the MVR (driving records) from the State.

Patrolman Dennis Moszkowicz has submitted a doctor's note to return to full duty without restrictions.

Auxiliary Patrolman Dan Bushey has submitted a doctor's note that he will be off on leave due to injury which happened on other job.

Have been working on officer's evaluations. Should have all complete by meeting night.

Deputy Chief Hart and I attended Law Enforcement TAC Zoom Meeting with other department heads of other police agencies.

Working on scheduling training for all officers to meet the State mandates. Working to schedule training without incurring overtime. I will be filling in on road patrol to make this happen.

Still waiting for AXON (taser and body cams) to send new contract proposals for our review. Deputy Chief Hart was on a zoom meeting today regarding this. Have another zoom meeting scheduled tomorrow. Misquoted first quote should be getting new quote tomorrow. Trustee Schlachter asks if that is what is scheduled for the money that's in the law enforcement trust the \$8,2000. Was that for body cams and tasers? Chief Kaiser replied yes that is what the money is in there for the contracts.

Requesting the Board to approve the purchase of a new police car from LaPorte Chrysler (2021 Dodge Durango) at a cost of \$36,508.00. Not equipped with what we will need. Trustee Schlachter ask do you have a quote or know what that is going to cost? Chief Kaiser replies I am guessing around \$10,000.00. Will try and use what we can out of old car. But now we are going from a Ford to a Dodge. What we can't use we will try and sell.

Would like to discuss NORIS contracted services for major updates. I gave the Board a list to look at. I am going to let Deputy Chief Hart talk to you about this. Deputy Chief Hart explains how this service will benefit the department. By having this service, it will improve communications, increase digital evidence security, create additional work stations for officers, and provide access to new systems which are all now done now by hand written task.

Trustee Schlachter ask Leo if he sees any IT issues with this. Leo asks Chief Kaiser are they bringing in their own internet connections? Deputy Chief Hart responded that they came out and looked at what needed to be done and they offered to provide an entirely separate line to come into the building and at a higher speed internet then we have now. Leo states the only issue I see is that is if you're on your own network in this building is that you won't have access to our printers. Chief Kaiser states that they have a printer already hooked up in the police office strictly for NORIS that will be compatible. They will also hook up another fiber line for cable Chief Kaiser said and NORIS will work with Buckeye Cable and they will pay for that and it will be part of our training, set up and install they include all that. Leo says good thing about them being on their own network is when they are down loading it won't interfere with the fire department or the rest of the office. It's not a bad thing to have two networks in here. Trustee Schlachter ask will we be getting charged from Buckeye Cable for a hire speed? Chief Kaiser states that's through NORIS they will pay for it all fiber and higher speed for Buckeye. Chief Kaiser says this is all preliminary stuff. Deputy Chief Hart thinks that they will have to just buy the special paper. Only other cost is \$331.00 a month once it starts. May be able to negotiate the overall cost Chief Kaiser needs to speak to head girl in charge down there hasn't done yet. Leo states getting the back up to the cloud is a win win for you. Trustee Schlachter states I just want to get us too modern technically. It sounds good I just want to see about some of these expenses were not sure about. Deputy Chief Hart says there is a three-month window to get it going and to make it functional.

MOTION: TO ALLOW POLICE TO MOVE FORWARD WITH SWITCHING OVER TO NORIS SYSTEM.

Mrs. Schlachter moved; Mr. Barto seconded.

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

MOTION: TO REMOVE ALEC VAUGHN FROM PROBATIONARY STATUS AND PRO RATE HIS PAY BACK TO JANUARY 1, 2022.

Mrs. Schlachter moved; Mr. Schuster seconded.

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

Rick Phillips – Parks and Roads

This time of year, we get calls from residents regarding cutting trees down. We have a policy in the road department that we do not cut trees down or do any work on them if they start turning green. We do not cut live trees down.

Checked damage done by snow plow to Butch Spain's lawn. Informed him that we would repair damage that was done.

Going to go around Township and look to see if any other damage was done to residents' yards.

Called all the employees and told them about the new door codes.

A Road/Park Department employee is going on medical leave in April. Will not be back until he is cleared by doctor. Could be anywhere from three to six months.

Would like to get Trustees approval to purchase a new 110 air compressor for the shop. Trustee Barto ask if he got any prices on any. Rick replies, Lowes has a Craftsman for \$713.00 that goes up to 175 pounds which is what we need. Home Depot has one for \$729.00 that goes up to 175 pounds pressure. Menards only goes up to 135 pounds pressure. Trustee Schuster states we need to invest in a commercial one. Myself I would steer away from Home Depot, Menard's ones. Rick and Trustee Schuster to get together and figure out what one would be the best one to invest in.

Received salt from County.

Put salt away.

Overhead Door completed install of new door.

24-hour operation with snow and ice.

Cleaned up trucks.

Preventative service on trucks.

Tried to re-code doors. Would not accept new codes.

Cleaned shop floors.

Met with people for park rentals.

Returned phone calls.

Inspected sink hole at 2566 Point Pleasant Way.

Met with Shelly and Leo at Blessing Building.

Checked into possible sewer problem at Shoreland and Pageland.

Shelly Nowakowski – Fiscal Officer

Resolutions for ARP Expenditures

Auditor of State's Bulletin 2021-004 states that legislation is to be adopted by the Board, explaining how the expenditure meets the legal requirements of ARP. This bulletin advises that we work with legal counsel as we utilize these ARP funds and that we are to pay expenditures directly out of this Fund whenever possible.

Ohio Township Association has given templates for creating resolutions needed for the adoption & use of the Local Fiscal Recovery Fund money as a "general" expenditure called "standard allowance" to fund "government services".

"Government services" is (deemed by Treasury) to be the most flexible eligible use category.

Some of the common examples of "government services" recognized by Treasury include:

- Road Building & Maintenance, and Other Infrastructure
- Fire Trucks & Police Vehicles
- Modernization of Cybersecurity, including Hardware, Software & Protection of Critical Infrastructure
- And more. . .

Each expenditure must be carefully tracked, documented and reported. In April is the first reporting date.

Police Car Quote

I will need to know if ARP money is to be used, a supplemental budget for Police is to be made, or a combination of both, in order to create a PO for a 2021 car purchase. Quote: \$36,508.00 from La Porte Chrysler Inc. Resolutions will be needed. Please note: this is only for the car purchase. Outfitting the car will be additional expenses.

On Line Payment System

Step 1: The accounts to start the process of taking credit card payments thru "Clover Gateway" is in progress. Virtual Terminal training will need to be given. We will need to set up a date and time with the Huntington Representative. One from each department (Police/Zoning/Park/EOA) taking payments will need to be present for training. Staff can start to take credit card payments for: Tow Lot/Zoning Permits & Shelter Park Rentals after training is complete.

Step 2: For the consumer set up (E Commerce), to pay Zoning or Park on our website, we will need to have it developed.

We received the quote from Neon Goldfish for this development which needs approval before submitting back to them with the go ahead. They estimate the process to take 16 hours.

More input on website Zoning forms & web design will also need to be given.

Government Grant Funding

In order to receive Government Grants, we must renew our registration on SAM.GOV annually. Two sets of numbers get assigned when you initially register (DUNS & CAGE code). These numbers identify our entity for receiving these grants.

When renewing our registration this year, I have updated our physical address to Shoreland Ave.

Our Fire Dept. has their own DUNS & Cage Code. This raised a red flag (since we are located at the same address) with the CAGE Review, who processes the information to allow us to have an active status.

Documentation has been submitted and is currently in process of obtaining an "active" status.

Local fiscal recovery fund needs resolutions now.

MOTION: MOVE FORWARD WITH NEON GOLDFISH TO WORK ON TOWNSHIP WEBSITE TO SET UP ONLINE PAYMENTS TO ACCEPT CREDIT CARDS AT A COST OF \$1,600.00 USING ARP FUNDS (ONE TIME FEE). THE ANNUAL FEE OF \$99.00 WILL BE SPLIT BETWEEN PARKS AND ZONING.

Mrs. Schlachter moved; Mr. Barto seconded.

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

UNFINISHED BUSINESS

Update on overhead door installation.

Door is done waiting for warm weather to move fence. Will pay invoice when it comes in.

Discuss filling Park Concierge position.

Trustee Barto – I have taken several applications for this position and I have interviewed a few people from those applications. We have decided to go with Laura Wishart to fill this position. I feel she would be the best fit for what we need. She is in tune with the Township and has vested interest as well in the Township. She will be doing the entire operation for the shelter house rentals. She will be taking phones calls, setting up appointments, taking deposits/payments, cleaning it and ordering supplies when needed. She also will be working on updating the website and marketing it better. She will report directly to the Trustees. Trustee Schuster asks why wouldn't she report to Bryon? Trustee Barto responds because we are taking parks away from Bryon. It will be its own separate thing now. It's a building we own. Bryon will still cut the grass, trim trees, shovel the snow, anything to do with the grounds. Trustee Schuster feels we should still have Bryon oversee the job. Trustee Barto states he had a conversation with Bryon before all this started and he was happy to get rid of it stated it was a pain in his butt.

MOTION: TO HIRE LAURA WISHART FOR PARK CONCIERGE POSITION AT A RATE OF \$20.00 AN HOUR. EFFECTIVE MARCH 9, 2022.

Discussion

HOLD OFF ON EFFECTIVE DATE UNTIL SHELLY MAKES SURE IT DOESN'T FALL IN MIDDLE OF REPORTING.

Mr. Barto moved; Mrs. Schlachter seconded.

Roll Call: Mrs. Schlachter yes, Mr. Barto yes, Mr. Schuster no.

Discuss purchase of new police car.

MOTION: PURCHASE A NEW POLICE CAR FOR \$36,508.00. \$19,000.00 TO COME OUT OF 2261 LAW ENFORCEMENT TRUST FUND AND THE BALANCE OF \$18,000.00 TO COME OUT OF ARP FUNDS.

Discussion – Police to let Trustees know how much it will cost to outfit and put decals on new car. Then that will come out of ARP Funds as well.

Mrs. Schlachter moved; Mr. Schuster seconded.

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

Update on building security.

Leo - Cameras came in today. Will install asap, goal to be done by next meeting. Just need help drilling holes.

Update on Redfox road situation.

Trustee Schlachter waiting to hear from Sarah Rowland from the county. They are going to come up with some options.

Discuss ARP Expenditures.

Done

NEW BUSINESS

Discuss officer Vaughn promotion from probationary period.

Discussed above

Discuss NORIS for police system upgrades.

Discussed above.

Discuss formal procurement procedure for preferred vendors.

Trustee Schlachter ask Shelly to explain how we do things now. Trustee Schlachter would like to have limited vendors.

We need to get in the habit of being more detailed on the invoices and receipts of what is being purchased, why and if it has to do with a vehicle, example police, what car exactly it is for. Plus, we are seeing so many different vendors that we use. Would like to have fewer vendors and specific ones that we use for our needs. We do not need to drive around everywhere to get stuff.

Trustee Schlachter would like to check into a little more.

Would like us to get to the place where we have certain vendors for certain needs and make sure department heads are coding their own receipts/invoices before they are turned in. Should not be paying any tax on purchases. Shelly would like us when using an LLC company to purchase something at that we deal directly with putting the purchase on house account instead of putting it on the Huntington Credit Card. Because what happens is at the end of the year if there is a certain amount, we pay them we have to send a 1099 to the IRS. They are harder to track when a credit card was used for the purchase. Things must be approved by a Trustee before they are purchased. Trustee Schlachter says it's a shame it has to be this way but with everything going on we have to be extra careful. Anyone is more than welcome to do a public records request and find out why we are being so cautious right now. Public relations request can be done through the fiscal officer.

Discuss updating policy and procedures for police pursuits and boundaries.

Trustee Barto will revisit this at next meeting.

Discuss changes to healthcare and benefits.

Discuss purchase of police car.

Discussed above.

MOTION: PENDING THE OUTCOME OF THE ONGOING INVESTIGATION TO REINSTATE BRYON MCINTOSH TO ACTIVE DUTY OF SUPERINTENDENT OF ROADS AND PARKS. EFFECTIVE MARCH 9, 2022 AT HIS CURRENT SALARY.

Mr. Barto moved; Mr. Schuster seconded.

Roll Call: Mrs. Schlachter no, Mr. Barto yes, Mr. Schuster yes.

RESOLUTION #07:22 A RESOLUTION DECLARING THE PROPERTY OWNED BY KAREN FERGUSON AT 5952 VILLAMAR IN WASHINGTON TOWNSHIP, LUCAS COUNTY, OHIO A NUISANCE.

Mr. Barto moved; Mrs. Schlachter seconded.

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

RESOLUTION #08:22 ZONING VIOLATION AT 5848 VISTAMAR UNDER VIOLATIONS 1320B PARKING AND STORING BOATS, RV'S, UTILITY EQUIPMENT TRAILERS, MOTOR HOMES. 1320C PARKING AND STORING BOATS, RV'S, UTILITY EQUIPMENT TRAILERS, MOTOR HOMES.

Mr. Barto moved; Mrs. Schlachter seconded.

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

MOTION: Approve supplemental appropriations, blanket certificates, purchase orders and checks numbered 49376 to 49400 & electronic payments numbered 113 to 156 totaling \$63,753.43.

\$21,307.70 for Accounting, \$42,445.73 for Payroll.

Mr. Barto moved; Mrs. Schlachter seconded.

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

MOTION TO ADJOURN MEETING AT 7:43 P.M.

Mr. Barto moved;

Reopen meeting 7:44 p.m.

Mr. Barto moved; Mrs. Schlachter seconded.

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

RESOLUTION #09:22 TO INCREASE APPROPRIATIONS TO POLICE LAW ENFORCEMENT TRUST 2261 FUND IN THE AMOUNT OF \$19,000.00.

Mr. Barto moved; Mrs. Schlachter seconded.

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

RESOLUTION #10:22 ADOPTION OF THE ALLOWANCE OF THE ARP. FOR ABILITY TO ALLOCATE FUNDS FOR STANDARD ALLOWANCE GENERAL GOVERNMENT SERVICES.

Mr. Barto moved; Mrs. Schlachter seconded.

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

RESOLUTION #11:22 TO USE THE ARP MONEY TO PAY NEON GOLDFISH IN THE AMOUNT OF \$1,600.00.

Mr. Schuster moved; Mrs. Schlachter seconded.

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

RESOLUTION #12:22 TO USE ARP MONEY FOR THE PURCHASE OF THE NEW POLICE CAR IN THE AMOUNT OF \$17,508.00.

Mr. Barto moved; Mrs. Schlachter seconded.

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

MOTION TO ADJOURN MEETING AT 7:49 P.M.

Mr. Barto moved; Mrs. Schlachter seconded

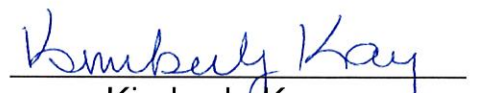

Roll Call: Mr. Barto yes, Mrs. Schlachter yes, Mr. Schuster yes.

Approved by:


Don Barto


Kellie Schlachter


Mark Schuster


Kimberly Kay

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